

BOARD OF SUPERVISORSDistrict 1 | **Stacey Walker**District 2 | **Ben Rogers**District 3 | **Louis J. Zumbach****JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

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CEDAR RAPIDS, IA 52404

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LinnCountyIowa.gov

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Wednesday, December 7, 2022

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****Pledge of Allegiance****Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

Consent Agenda

Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Approve Linn County Communication & Branding Policy, PM-024

Approve Linn County Media Relations Policy, PM-025

Resolutions

Resolution authorizing the transfer of \$8,564,304 from the General Supplemental fund to the General Basic fund.

Resolution authorizing the transfer of \$557,442 from the General Basic fund to the Secondary Roads fund.

Resolution authorizing the transfer of \$2,605,479 from the Rural Services fund to the Secondary Roads fund.

Resolution authorizing the transfer of \$1,740,000 from the General Basic fund to the Capital Projects fund.

Resolution authorizing the transfer of \$750,000 from the General Basic fund to the Conservation Reserve fund.

Resolution approving Temporary Use Permit, Case JTU22-0007, V.G Stoner & Sons, owner; and Dairyland Power Cooperative, petitioner; requesting permission to operate a construction staging area for a project to rebuild an existing CIPCO electric transmission line.

A Resolution Accepting Work Covering the Morgan Creek Park and Wanatee Park Cold Storage Buildings Project

Contract and Agreements

Approve and authorize Chair to sign an American Rescue Plan Act (ARPA) Subaward Agreement between Linn County and African-American Heritage Foundation, Inc. for the Voices Inspiring Progress (VIP) Project in the amount of \$333,000.00.

Approve and authorize Chair to sign a 2023 Linn County Medical Examiner Service Agreement between Donald J Linder, D.O., Linn County Medical Examiner and Linn County effective January 1, 2023 through December 31, 2023

Approve and authorize Chair to sign contract agreement between Linn County and Sarah Blais (Contractor) for the contract period of Nov 15, 2022 through Nov 14, 2023 in an amount not to exceed \$9,000 for Program Coordinator services in support of the ARPA funded Linn County Food Systems Council's Food Access, Resiliency and Equity Grant Program.

Award bid and authorize Chair to sign contract for Capital Improvement Project-2022CP-004-Fuel Tanks and Pumps to Acterra Group, Inc for \$95,260.01

Approve purchase order # PO410 in the amount of \$6,100.00 to Binns & Stevens Explosive Inc. for the purchase of Liquid Chloride for snow and ice control for the Secondary Road Department.

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes--Discuss and decide on meeting minutes.

Claims--Discuss and decide on claims.

Public Hearing and Resolution Approving Proceeding with the Issuance and Sale of not to Exceed \$8,000,000 Aggregate Principal Amount of Revenue Bonds (The Young Men's Christian Association of the Cedar Rapids Metropolitan Area Project) Series 2022, of Linn County, Iowa, and related matters.

Discuss and decide the Linn County legislative agenda for distribution to members of the 2023 Iowa General Assembly

Conduct a public hearing on the fiscal year 2023 proposed budget amendment.

Discuss and decide on the fiscal year proposed 2023 budget amendment and adopt amended appropriations resolution.

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Board Member Reports

Correspondence

Appointments

**1:30
Formal Board Room**

Review of proposed Fiscal Year 2024 budget for Purchasing

Review of proposed Fiscal Year 2024 budget for Recorder

Other budget discussions if necessary.

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncountyiowa.gov.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Communications and Branding Standards Policy

Policy Number: PM-024

Responsible Department: Board of Supervisors | Communications

Revision No:

Approval Date:

Effective Date:

Expiration Date:
N/A

Initial Approval Date:
BOS Minutes:

Distribution: Elected Officials,
Department Heads, Employee Handbook,
Intranet

I. PURPOSE & OBJECTIVES

The purpose of the Communications and Branding Standards Policy is to establish and maintain professional and uniform definitions, practices, and visual identity for communication products on behalf of Linn County.

Linn County government includes six elected offices—Board of Supervisors, Attorney, Auditor, Recorder, Treasurer, and Sheriff— and more than 20 different County departments or program areas. This decentralized structure—and the nature of county government services—means Linn County (“the County”) must provide a wide variety of information to the public. Due to this broad array of content and customers, it is imperative to have consistent quality of design, a professional image, and coordination of effort Countywide to help ensure the best customer experience.

The fundamental purpose of Linn County’s communications is to:

- Communicate accurate and timely public information about County programs, services, policies, events, and activities;
- Provide accountability and transparency to the public;
- Enhance interaction between the County and its customers;
- Promote resident understanding of County services and activities and their value.

Linn County will accomplish this by:

- Conveying a consistent, professional image and message to its audiences and customers;
- Letting people know the "how" and "why" of issues, and not just the "what;"
- Collaborating with internal departments.

The Communications Department will work with County departments to:

- Develop and maintain continuity and avoid duplication of effort;

- Ensure the quality, consistency, and coordination of County information going to customers;
- Make effective use of resources Countywide.

II. SCOPE

This policy applies to any Linn County department, office, and advisory board or commission that creates or distributes a communication product for Linn County customers.

III. EXCEPTIONS

None.

IV. DEFINITIONS

Communications Department: The Communications staff under the Board of Supervisors | Communications Division.

Content: Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

Customer: Anyone who receives Linn County services (the public or internal/employees).

Elected or Appointed Official: For the purpose of this policy, elected and appointed official refers to any person currently elected or appointed to the Linn County Board of Supervisors or the Offices of the County Attorney, Auditor, Recorder, Sheriff, or Treasurer and their deputies.

Media: Entities, or representatives of such entities, that research and report news, including, but not limited to broadcast (television, radio), print (newspaper, magazines), and digital outlets.

Official County Website: Means the website LinnCountyIowa.gov.

Product: For the purpose of this policy, product refers to methods of communicating official Linn County messages or items representing Linn County including, but not limited to, advertisements, brochures, flyers, fact sheets, posters, postcards/mailers, door hangers, signage, PowerPoints, presentations, QR codes, surveys, URLs, and Linn County branded clothing items and giveaways such as cups, notepads, pens, etc.

Social Media: A form of online communication or publication that allows for multi-directional interaction. Social media includes, but is not limited to, blogs, podcasts, social networks, photograph and video hosting websites, and new technologies as they evolve. Social media includes, but is not limited to, social networking sites (Facebook, LinkedIn, Nextdoor, Twitter, etc.), photo- and video-sharing sites (Flickr, YouTube, and Pinterest, etc.), blogs, and news sites (Digg, Reddit, etc.).

V. PROVISIONS

A. Roles and Responsibilities

1. Department Heads or Designee(s)
 - a. Department heads or their designee(s) are responsible for informing the Communications Department of their news, programs, and communication requests as early in the process as possible.
 - i. See Appendix A for a description of projects that require Communications Department involvement.
 - ii. Linn County Conservation and Linn County Public Health each have a staff position dedicated to communication. These positions will serve as their department liaison to the Communications Department and have primary responsibility for their departments' communication needs in coordination with the Communications Department.
 - b. Department heads or their designee(s) will consult with the Communications Department when developing communication products to ensure a consistent, positive, and professional message and image for the County.
 - c. When requesting communication assistance, department heads or their designee(s) must provide relevant information including the main message, intended audience, goal/purpose of the communication, timelines, and the primary who, what, when, where, and why of the message.
2. Communications Department
 - a. Supports departments with communication and public information needs;
 - b. Develops stylistic direction of communication products;
 - c. Upholds standards of communication products;
 - d. Ensures the design does not compromise the integrity of communications products;
 - e. Ensures maintenance of the County's visual identity;
 - f. Provides and maintains a Writing Style Guide to ensure a consistent writing style across County products (see Appendix B);
 - g. May ask departments to provide a first draft of product(s);
 - h. May impose deadlines to help improve efficiency, respond to requests in the

order they are received, adjust communication priorities, and coordinate requests into the Department's Editorial Content Calendar;

- i. Has the final determination on what information to share on County platforms and which platform the Communications Department will use for each message.

B. Products

1. It is Linn County's goal to present an accurate, consistent, unified, and professional message and image for all products that represent Linn County. For this reason, departments must coordinate all wearable, printed, and/or digital communication products through the Communications Department (except in an emergency) at an early stage for review, copyedit, layout, design edit, and approval prior to final creation or distribution. This requirement applies to products that are:
 - For the general public including Linn County residents, the media, and others;
 - For a broad segment of County staff, representatives, elected officials, and volunteers;
 - For external governmental agencies;
 - An official record of the County.
- a. Examples include, but are not limited to:
 - Apparel
 - Annual reports
 - Brochures
 - Giveaways (coffee cups, pens, notepads, etc.)
 - Flyers
 - Letterhead, stationery, business cards
 - Nametags
 - Marketing assets
 - Newsletters
 - Postcards/mailers
 - Posters
 - Signage
 - Surveys
- b. See Appendix A for a description of projects that require Communications Department involvement.
- c. See Appendix B for the Writing Style Guide to ensure a consistent writing style across County products.
- d. Products for Linn County Conservation and Linn County Public Health will be coordinated through each departments' Communications designee, adhering to the standards and policies of Linn County and the Communications Department (as further referenced in section V.F.9. of this policy).

- e. Products for the Linn County Sheriff's Office will be coordinated by the Sheriff's Office in conjunction with the Communications Department when the Linn County logo is present.

C. External Communication

1. Platforms

- a. All County communication platforms and channels including, but not limited to, website, social media, digital, and publications are for County-specific information (such as County news, services, or County-produced special events or programs) and/or information on local, state, or national government issues impacting the County and/or its residents.
- b. Non-County information, news, or events must meet at least one of the following criteria for publication on a County platform:
 - 1. The County is a partner in the program or event;
 - 2. A government agency published the information to inform residents of services and programs provided by other governmental agencies or utilities to Linn County residents and communities.

2. Media and News Releases

See Linn County's Media Relations Policy PM-025.

3. Prohibitions

Print and electronic publications produced by Linn County may not violate any local, state, or federal laws regarding advocating support of a particular issue or person, including but not limited to the endorsement of any ballot measure or candidate for public office. No Linn County department or employee may use County publications for any purpose that constitutes libel, slander, invasion of privacy, violation of trademark or copyright, or that may violate any local, state, or federal law, including FCC regulations.

4. Special Events

- a. Primary event coordination is the responsibility of the department holding the event.
- b. The department holding the event must inform the Communications Department of the date, audience, purpose, and activities as soon as practicable to determine whether an organizational message is appropriate.

5. Photo Opportunities

- a. Departments will advise the Communications Department about public events and

possible photo opportunities before they occur. If available, the Communications Department will capture photos of the event or activity.

- b. County employees or elected officials attending an event as part of their official County duties are encouraged to take photos and share them with the Communications Department. If the photos include children, the person who took the photo must ensure the parents give the County permission to use the photos on social media and in various forms of communications. A photo release form is available under the Communications tab on the Linn County intranet. When working with a sponsoring group, such as a school district, the department working with the sponsoring group will verify that any photo release form the sponsoring group is using also grants permission for Linn County to use the photos.
 - c. Photos taken by Linn County employees as part of their official County duties and shared with the Communications Department become Linn County property and do not require attribution.
 - d. Linn County will only publish photos that it owns or has authorized permission to use.
 - e. The Communications Department has the final authority on what pictures it will use in County communications.
6. Informational Meetings

Primary consideration resides with the department head; however, when informational meetings affect a larger area or the general public, the department will notify the Communications Department to discuss options for informing the appropriate audience.

7. Advertising

- a. All advertising for County programs and services, whether paid or unpaid, will identify the County with the words "Linn County" and correct use of the approved County logo. Departments will send advertising proofs to the Communications Department for approval prior to the purchase of advertising space. Unchanged, recurring ads do not require repeat approval.
- b. Advertising for Linn County Conservation and Linn County Public Health will be coordinated through each departments' Communications designee, adhering to the standards and policies of Linn County and the Communications Department (as further referenced in section V.F.9. of this policy).

8. General Public Communications Procedures

- a. The department project manager provides the draft message to the Communications Department for review, possible editing, and approval as early in the process as possible.

- b. The Communications Department may impose deadlines to help improve efficiency, respond to requests in the order they are received, adjust communication priorities, and coordinate requests into the Department's Editorial Content Calendar.

D. Inter-Departmental Communications

1. To ensure a professional and consistent image, quality design, and effective communication for internal inter-departmental communication products, departments will work with the Communications Department to:
 - a. Create and design flyers, posters, newsletters, templates, etc.;
 - b. Determine the most effective venues and tools needed to reach target audiences.
2. Procedures for Internal Communication Products
 - a. Department provides Communications Department with content approved by the department project manager. This may include a draft of the flyer, poster, handout, etc. See Appendix B for the Writing Style Guide to ensure a consistent writing style across County products.
 - b. Communications Department reviews, edits, and gives final approval of products. This may include changing the design of draft products to ensure compliance with policy standards.
 - c. The Communications Department may impose deadlines to help improve efficiency, respond to requests in the order they are received, adjust communication priorities, and coordinate requests into the Department's Editorial Content Calendar.
3. Inter-Departmental Email Announcements
 - a. Internal inter-departmental email announcements sent to County staff provide important information about County operations, business functions, and/or changes in Linn County. Email announcements can also include a special event or program announcements from individual departments related to the department's mission. This information may require dissemination to a specific target group of employees or to all employees countywide.
 - b. The department head or designee must approve inter-departmental County email announcements prior to dissemination.
 - c. The department that "owns" the information in the announcement may disseminate the email.

- d. Departments do not need to contact the Communications Department prior to sending inter-departmental email announcements (unless the communication includes a County-branded product such as a flyer, poster, etc.).

E. Signage

To ensure brand compliance, the Communications Department must be members of any County team established to develop a specific signage program (e.g., wayfinding, etc.). Some signage may be required to comply with other government regulations (e.g., the Iowa Department of Transportation, the National Park Service, etc.).

F. County Logo/Branding

1. Linn County has an official logo that will represent the County in all branded communications and products.
2. No one may modify the official Linn County logo in any manner.
3. The Communications Department will provide quality control for the use of the County's logo, provide a structure for maintaining logo integrity, and provide clear standards and guidelines for the use of the logo, as documented in the Linn County Brand Style Guide.
4. Use of the official County logo will adhere to the Linn County Brand Style Guide.
5. Use of the County logo on a product signifies support, endorsement, and a relationship. For this reason, third parties (outside agencies, businesses, individuals, or groups) may not use the logo without permission from the Communications Director or designee. A Logo Use Request Form is available on Linn County's website. The entity requesting use of the logo must complete the form and submit it to the Communications Director. Permission to use the logo is only for the use identified in the request form. When an approved project or product is complete, the third party must submit a new Logo Use Request Form for approval prior to using the logo for another project.
6. The Linn County logo can only be provided for use to a third party that is working on a joint County or County-funded program or project with an authorized County employee.
7. County employees may not provide the County logo to a third party. Third parties must submit a Logo Use Request Form to the Communications Director. The form is available on Linn County's website. The Conservation and Public Health Departments will follow their department protocol for authorizing third party use of their logos.
8. It is the responsibility of County departments and staff, in coordination with the Communications Department, to ensure the use of the County logo follows usage rules and appears appropriately on all County products including, but not limited to, brochures, flyers, posters, webpages, reports, signs, banners, letterhead, business cards, forms, documents, mailers, other printed and electronic materials, giveaways, and apparel.

9. Use of the Conservation Department logo or Public Health logo will adhere to the departments' usage guides in coordination with Linn County's official logo.
10. Development of new department logos and/or brand identities separate from the County's approved logos is prohibited.

G. Email Signatures

1. Standardized email signatures present a professional, familiar, and coordinated visual image to customers.
2. Email signatures are County products. Employees may not modify the standardized signature format or include emoticons, graphics, script, quotes, or other personalization.
3. The contact information in the email signatures, including replies, must be in black type or text.
4. Email signatures on County email accounts must be uniform in nature and must follow the standards shown below. Employees may use a cell phone number in place of a fax number or omit the fax number.
5. Note the use of bold, capitalization, italics, etc. **Do not change them.**

Font: 9 pt Arial

Color: Black



FIRST NAME LAST NAME
Title
DEPARTMENT
 Address | Cedar Rapids, IA 52404
 Ph: 319-892-XXXX | Fax: 319-892-XXXX
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H. Email Images

Employees who choose to display photos or images in their contact section (the upper left corner) of their Linn County Outlook email will use either a current photo of themselves that is professional in nature or they may use the Linn County logo. Other photos or images are not permitted. The photo section is intended to present a professional look to the Linn County organization.

I. Linn County Website

1. The Communications Department is responsible for overseeing content for the Linn County website (LinnCountyIowa.gov), working in conjunction with content editors identified by directors of County departments.
2. Content editors must attend required training provided by the Communications Department.
3. The Communications Department maintains the homepage of the County website.
4. News and information on the Linn County website will follow the County's Website Use and Purpose Policy. See Linn County's Website Purpose and Use Policy PM-022 for details.

J. Social Media

See Linn County's Social Media Policy PM-023.

VI. ENFORCEMENT

- A. Elected officials, department heads, and supervisors have the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing its objectives. The Communications Department administers this policy and has the approval to enlist the cooperation of employees in accomplishing the policy objectives.
- B. The Communications Director has the sole discretion to make exceptions to this policy where warranted.
- C. Linn County reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

Appendix A

The Communications Director may update Appendix A as needed. Such updates will not require formal approval or update to this policy. The most current version of Appendix A will be posted on the Linn County intranet under the Communications tab.

What projects must involve the Communications Department?

The amount of involvement in any specific communication project depends on its scope and potential distribution. Use the guidelines below to determine when a County department should contact Communications staff about a communication project.

1. Products prepared for broad public distribution (e.g., an annual report, a brochure)

- Contact the Communications Department about a proposed project and schedule as soon as practicable.
- The Communications Department may recommend the appropriate distribution of communication products (i.e., electronic distribution, Linn County website, media, etc.).
- The Communications Department may review and edit draft of content.
- The Communications Department may review a final proof before authorizing it for printing/distribution.

2. Products prepared for distribution to a limited public audience (e.g., a mailing list, over the counter, a public meeting)

- Contact the Communications Department about a proposed project to determine what level of support is needed, if any.

3. Products prepared for distribution to internal meetings, planning meetings with community partners, or for internal departmental use

- No contact with the Communications Department is needed.

4. Letters or emails

- No contact with the Communications Department is needed (unless the communication includes a product such as a flyer, poster, etc.).

Appendix B

Linn County Writing Style Guide

The Communications Director may update Appendix B as needed. Such updates will not require formal approval or update to this policy. The most current version of Appendix B will be posted on the Linn County intranet under the Communications tab.

Linn County Writing Style Guide

This Writing Style Guide is based on a combination of Associated Press (AP) Style and website accessibility standards and is a reference guide for Linn County employees to use when creating written communication products for Linn County customers. This Writing Style Guide is intended for use with communication products with a mass audience including, but not limited to, brochures, flyers, newsletters, ads, reports, Linn County's webpages, etc. This guide may be used for email correspondence, however, the main focus is mass communication products.

The Writing Style Guide will take the guess work out of using some of the most common writing applications, make Linn County's products easier for customers to read, and create clarity and consistency across the County's communication products.

Clarity and consistency are building blocks of good communication and trust: Help us create both for our customers.

The Linn County Communications Department will update this document as needed. The most recent version is available on Linn County's intranet.

For topics not included in this guide, use the [Associated Press Stylebook](#). Most media outlets use AP style. Linn County's use of AP style aligns our products with the same standards as one of our primary customers. For website accessibility questions, refer to the [CivicPlus Content Best Practices](#).

Abbreviations

State Abbreviations

Use the postal service abbreviations for state names only when zip codes are used.

Example: Mail property taxes to the Linn County Public Service Center, 935 2nd St. SW, Cedar Rapids, IA 52404.

Spell out the state name in uses that do not include a zip code.

Two-Letter Abbreviations

Punctuate two-letter abbreviations such as "U.S." For longer abbreviations, use punctuation only used when the acronym would spell an unrelated word (e.g., T.R.A.I.N.).

Exception:

Do not punctuate initials within a headline unless needed for clarity.

Acronyms

Only use acronyms the intended audience will recognize. Spell out the first use of an acronym and put the acronym in parentheses.

Example: To order a specialty license plate, visit the Iowa Department of Transportation (DOT) website. The DOT has a variety of specialty plates available.

Do not use abbreviations or acronyms that the reader would not quickly recognize solely to save a few words.

Example: The Board of Supervisors (BOS) approved the FY23 budget. The BOS held more than 20 public meetings during the budget review process.

Instead, either repeat the full name on subsequent references or use a shortened reference, such as “the Board.”

Example: The Board of Supervisors approved the FY23 budget. The Board held more than 20 public meetings during the budget review process.

In general, avoid alphabet soup.

Addresses

Names of Roads

Abbreviate Ave., Blvd., and St. with numbered addresses only. Use periods in the abbreviation. Do not abbreviate similar words such as alley, court, drive, lane, road, etc.

Examples:

I live at 210 Wilson Ave. SW.

I live at 210 Center Point Road NE.

Spell out the full name and capitalize it when the street name is used without a numbered address.

Examples:

I live on Wilson Avenue.

Crews will perform work on C Avenue Extension next week.

Numbered Streets

Use figures for numbered streets.

Example: The Treasurer’s Office is located at 935 2nd St. SW.

Names of Highways

Abbreviate Highway to Hwy (no period).

Example: County Home Road is closed between Hwy 13 and Hindman Road.

Capitalization

Board or board

Capitalize “Board” when referring to the Linn County Board of Supervisors.

Example: The Board of Supervisors sets the annual County levy rate. The Board holds more than 20 public meetings during the budgeting process.

County or county

Capitalize “County” when referring to Linn County government. Lowercase “county” when it does not refer specifically to the governing body Linn County.

Example: The County updated its strategic plan in January 2022.

Example: The role of county government is to help create healthy, vibrant, and safe communities.

Elected Officials/Offices

Capitalize the name of the elected office, position, or body even when a person’s name is not used.

Examples: The Auditor’s Office administers all local, state, and federal elections in Linn County. The Auditor is elected countywide.

The Board of Supervisors sets the annual County levy rate. The Board holds more than 20 public meetings during the budgeting process.

For Emphasis

Do not use all caps, italics, or underlines for emphasis. Instead, bold key words for emphasis. Underlining, especially in digital communication, signifies a hyperlink.

Exceptions: All caps may be used as a design element or in formal and legal documents.

Do not use quotation marks around a word or phrase for emphasis. Such use often gives the reader the opposite impression than what is intended. Would you and your “friends” eat at a restaurant that claims to have “friendly” staff and “fresh” ingredients? Avoid the scare and shudder quotes.

Job Titles

Capitalize job titles when used immediately before a name.

Example: Linn County Communications Director Joi Alexander presented the new Writing Style Guide today.

Lower case job titles when they come after a name and when they are used without a name.

Examples:

Joi Alexander is the communications director for Linn County.

The conservation director spoke at our luncheon today.

When using professional credentials, set them off with commas.

Example: Dawn Jindrich, CPA

Other Words

Capitalize proper nouns. Do not capitalize random words.

Correct: The Board of Supervisors will hold a formal meeting on Wednesday at 11 a.m.

Incorrect: The Board of Supervisors will hold a Formal Meeting on Wednesday at 11 a.m.

Use veteran (lowercase), not Veteran.

Capitalize the names of commissions when the full name is used.

Example: The Veteran Affairs Commission meets monthly. The commission has five volunteer members.

Lowercase "email," "internet," "intranet," and "website."

Use title case for titles of documents, stories, etc. This means you should capitalize all of the main words in the titles. Do not capitalize articles (a, an, the), prepositions (e.g., at, in, of, off, on, to) or conjunctions (e.g., and, but, if, yet—remember Conjunction Junction?) that have fewer than four letters unless they are the first word in the title.

Example: Linn County Employee Recognized for Helping to Close Loophole in Criminal Justice System

Commonly Misused Words

Can / May

Can is the ability to do something.

Example: I can do the splits.

May signifies the possibility of something.

Example: I may take a nap this afternoon.

Everyday / Every day

Everyday (one word) is an adjective that means ordinary.

Example: I'm wearing my everyday shoes.

Every day (two words) is an adverb indicating frequency of an activity.

Example: I drink coffee every day.

Fewer / Less

Use "fewer" when referring to things that can be counted.

Example: Fewer people paid property taxes in person this year than last year.

Use "less" when referring to things that cannot be counted.

Example: Next time, I will use less salt in the recipe.

Me, myself, and I

Although all three of these words are pronouns referring to the same person, they are not interchangeable. "Myself" is a reflexive pronoun used by a speaker or writer when he or she is the subject of the sentence and the object of their own action.

Examples:

I taught myself to play the piano.

I take good care of myself by eating healthy and exercising.

In simple terms, to use the word "myself" correctly, the speaker or writer must have already used the word "I" in the sentence as the subject and the word "myself" is reflecting back on the speaker or writer. Think of it like looking in a mirror: I see myself in the mirror.

Example:

"A reflexive pronoun is always the object in a sentence; it can never be the subject. In simple terms, a subject is the one doing something in a sentence, and the object is the one having something done to it. If I hug Squiggly, I am the subject, and Squiggly is the object. You would never say, "Myself hugged Squiggly," so you would also never say, "Aardvark and myself hugged Squiggly."" Source: Grammar Girl

Staff is / Staff are (singular vs plural)

Staff is a collective verb and usually takes the singular verb (is, has, etc.).

Example: My staff is going to a conference. (Not: My staff are going to a conference.)

Than / Then

“Than” indicates comparisons.

Example: Linn County has more residents than Johnson County.

“Then” usually indicates a reference to a point in time or sequence of time.

Example: I took my dog to the vet and then I took him to Dairy Queen.

Unique – Something is one of a kind, or it is not. There are no degrees of uniqueness.

Use / Utilize – For the love of words, stop using “utilize.” It is not synonymous with “use.” The word utilize has a specific meaning. Simply put, “utilize” means to use something beyond its intended purpose. Would you ask if you could utilize someone’s pen? No – unless you will utilize the pen, for example, to pry a lid off a container.

Which / That

“Which” is a non-essential clause (also called a non-restrictive clause) that can be removed from the sentence without changing the meaning of the sentence. Use commas with these clauses.

Example: The Cedar Valley Nature Trail, which was built on an abandoned railroad right-of-way, is my favorite place to walk my dogs.

“That” is a restrictive clause (also called an essential clause or defining clause) essential to the meaning of the sentence.

Example: Laptops that are issued by the County to County employees are County property. [In this example, the restrictive clause is “that are issued by the County to County employees.” Removing this clause from the sentence would change the meaning of the sentence.

Who / Whom / That

Use “who” when referring to a person.

Use “that” when referring to a thing.

Use “whom” if you can replace the word with “him” or “her.”

Contact Information

Use dashes (no parenthesis or periods) for phone numbers and faxes.

Example: 319-892-5000

Do not use the prefix “www” or <https://> or <http://> on website addresses.

Example: LinnCountyIowa.gov

Exceptions: When providing links to other government or partner websites and the prefix is required to access the website.

Dates & Times

Dates

Abbreviate months with more than five letters when used with a date. Spell out March through July. Month abbreviations: Jan., Feb., Aug., Sept., Oct., Nov., Dec.

For dates, use numerical values without st, nd, rd, or th.

Example: Sept. 1 (not Sept. 1st)

When writing a month, day, and a year, use a comma after the year.

Example: Nov. 7, 2022, is the last day to vote early in-person for the Nov. 8 general election.

When using only a month and year, spell out the month and do not separate the month and the year with commas.

Example: She was elected in November 2020.

When referencing a period of years, such as a decade, do not add an apostrophe. An apostrophe indicates possession or is used to create a contraction.

Example: I love music from the 1980s (not 1980’s).

When referencing a date range, use the word “through” to denote the range.

Example: “In-person early voting is available at the Linn County Elections Office during business hours from Oct. 19 through Nov. 7, 2022.”

Times

Use a.m. and p.m. (with periods, lowercase; do not use AM/PM or am/pm)

When showing timeframes, use a hyphen with no spaces between the time range instead of the word “to” or “through.” Use a.m. and p.m. only once when the timeframe does not change from a.m. or p.m.

Example: The meeting is Tuesday from 4:30-6:30 p.m. (not: The meeting is Tuesday from 4:30 p.m.-6:30 p.m.)

Do not use colons and minutes for times on the hour.

Use noon and midnight to avoid confusion. Do not use 12 p.m. or 12 a.m.

Example: The meeting will begin at noon.

Examples of how to use a.m. and p.m.

5 p.m. (not 5:00 p.m. or 5 PM)

8-10 a.m.

8 a.m.-5 p.m.

8 a.m.-noon

Noon-5 p.m.

4-6 p.m.

10 p.m.-midnight

Midnight-6 a.m.

Email Addresses

Format email addresses using the following capitalization style:

First.Last@LinnCountyIowa.gov

Formatting, Grammar, and Style

Bullet Points

- Use periods with complete sentences.
- No period

Commas – Use the Oxford comma (the comma before “and” in a series) for clarity.

Example:

Linn County uses its website, social media, email and text notifications, blog posts, newsletters, media outreach, and more to help keep the public informed about County news.

Contractions – Do not use contractions in County communication products.

Example:

Use do not instead of don’t.

Use you are instead of you’re.

Use cannot instead of can’t.

Exception: When contractions are specifically part of the message or tone you are trying to convey, e.g., social media.

Dashes – Use one space before and one space after each dash when used in writing. Do not include a space when using a dash to show a time range. Example: The open house is from 4-6 p.m. (Not: The open house is from 4 - 6 p.m. See the Dates & Time section for more detail.)

Department Names – Use “&” not “and”

Examples: Finance & Budget, Planning & Development (note: it is not “Planning & Zoning”)

Headers – Use title case for headers (capitalize the major words).

Example: May is Mental Health Awareness Month

Hyphens – Do not hyphenate words due to space. Adjust document settings when hyphenation occurs.

Justification – Use left justification, leaving the right margin unjustified. Do not “tab” or add spaces before the start of a paragraph. Exceptions: Formal documents such as proclamations, resolutions, etc.

Margins – Use 1-inch margins.

Spacing Between Sentences – Use single spaces between sentences.

Underline – Underline text only when it is a hyperlink. Do not underline words for emphasis, especially when writing for the web. Instead, use bold (sparingly) for emphasis.

Frequently Used County Words & Phrases

COVID-19 – Not Covid-19

Customer-Centered Culture – Capitalize each word and hyphenate as noted.

Drop box – two words

Election Day – Capitalize both words.

i.e. vs. e.g. – These abbreviations are from Latin phrases and are not interchangeable. The abbreviation “i.e.” means “that is.” The abbreviation “e.g.” means “for example.”

Fiscal year – Do not capitalize unless it is part of a title (for example the title of the budget document).

General election – Do not capitalize. Example: The general election is Nov. 8, 2022.

Primary election – Do not capitalize. Example: The primary election is held in June.

Resident or citizen – Use citizen when the context requires citizenship. Use resident in all other instances.

Example:

Linn County Public Health serves all Linn County residents.

Per Iowa Code, applicants for the position of Deputy Sheriff with Linn County must be a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed.

Numbers

Degrees

Use figures and spell out the word degrees; do not use the degree symbol.

Example: Today’s forecast high is 95 degrees Fahrenheit.

Dollars/Cents

Omit the cents when using even dollar amounts.

Correct: \$125

Incorrect: \$125.00

Exceptions: Government accounting documents or legal documents where decimals may be required or considered a best practice.

Use numerical value for amounts in the thousands.

Example: \$10,000

Exceptions: Government accounting documents or legal documents where using some other method may be required or considered a best practice.

Spell out millions, billions, etc.

Example: \$10 million

Exceptions: Government accounting documents or legal documents where using numerical value may be required or considered a best practice.

Fractions

Spell out and hyphenate fractions.

Example: More than two-thirds of American homes have at least one pet.

Numbers

Spell out numbers one through nine. Use figures for numbers 10 and greater.

Spell out the number when it begins a sentence, even if the number is 10 or greater.

The following exceptions, however, should always use digits:

- Addresses
- Ages
- Dates and times
- Monetary values
- Page numbers
- Sizes and dimensions
- Percents
- Speeds
- Temperatures

Examples:

Twelve people spoke during the public comment period. More than 75 people, including three children, attended the meeting.

2020 was a difficult year.

Percentages

Use numerical figures for a percentages. Use the % symbol instead of writing out "percent" when preceded by a numeral.

Example: Property taxes accounted for 61% of Linn County's FY22 budget.

Perspective

Perspective is the use of first-person, second-person, and third-person perspective. The communication product, platform, and audience will help determine which perspective is the most appropriate. In general, third person is most appropriate for professional writing for products with mass audiences (e.g., newsletters, brochures, reports, websites). Second-person (“you”) is often appropriate for social media or marketing material to personalize a message.

Q: Why is third person hyphenated only once in the preceding paragraph?

A: In the first use, “third-person” is used as compound modifier, modifying the noun “perspective.” In the second use, “third person” is not modifying a noun – it is the noun.

Punctuation

Commas

Use the Oxford comma (the comma before “and” in a series) for clarity.

Example: Linn County uses its website, social media, email and text notifications, blog posts, newsletters, media outreach, and more to help keep the public informed about County news.

Em Dash

The em dash is as wide as the letter M. It is used to create a dramatic pause in a sentence or to signify an abrupt change in the sentence. Include one space on each side of the dash.

Exclamation Points

Use sparingly. Exclamation points are rarely appropriate for formal writing. They can be appropriate to show excitement in less formal and more personal writing such as emails and social media.

Hyphens

Hyphenate compound modifiers when they precede a noun. Compound modifiers are two or more words working together to modify another word.

Examples:

Linn County values its Customer-Centered Culture.

Off-road vehicles (ATVs, UTVs, snowmobiles etc.) in Iowa must be registered through the County Recorder’s Office or the Iowa Department of Natural Resources.

Do not hyphenate adverbs that end in “ly” even if they modify a noun.

Example: Linn County has many nationally recognized departments.

Quotation Marks

Place commas and periods inside quotation marks.

Example: “Funding from the federal American Rescue Plan Act will allow us to address critical needs in Linn County that will make an impactful difference for our residents,” Linn County Supervisor Ben Rogers said. “I look forward to the great work the funded organizations will do with these dollars.”

Place question marks and exclamation points inside the quotation marks if they apply to the quote. Place the punctuation outside the quotation marks if they apply to the entire sentence.

Examples:

My brother asked, “Have you read this book?”

Why did your aunt say, “Look over here”?

Place colons, semi-colons, and dashes outside quotation marks.

Example: The agency funded all applications that met the requirement to “serve a broad segment of the population or those at risk”; it did not fund applications that served a limited population.

When using a quote, cite the source of the quotation.

Do not use quotation marks to draw attention to a word such as in this example: In-person “early” voting is available. Such use often gives the reader the opposite impression than what is intended. Would you and your “friends” eat at a restaurant that claims to have “friendly” staff and “fresh” ingredients? Avoid the scare and shudder quotes.

Spelling for Commonly Used Words

A lot (not alot)

Afterward (not afterwards) This also applies to backward, forward, toward, etc.

All right (two words, not alright)

Canceled (not cancelled)

Countywide (one word, no hyphen)

Database (one word)

Email (no hyphen)

In regard to (not in regards to)

Interoffice mail (not intraoffice when the mail is going to more than one department)

Regardless (not irregardless)

Nonprofit (no hyphen)

Website/webpage (one word)

Use Active Voice

Passive Voice: Construction signs were placed along the road.

Active Voice: The Secondary Road Department placed construction signs along the road.

Tip: If the sentence does not say who performed the action and the reader cannot tell who performed the action, the sentence is probably written in passive voice and the author should rewrite it using active voice.

Use Plain Language

Do not assume all readers are subject matter experts.

Avoid industry jargon.

Unless your only audience is your peers, write at an eighth-grade level or below.

When you can use a simpler word, do it.

Use simple, non-technical language easy for the public to understand.

Cut Superfluous Words

(Don't you wish we had used plain language?)

In other words, be concise. Remove unnecessary words.

Examples:

Use: "Visit LinnCountyIowa.gov for more information."

Instead of: "Find more information on our website at LinnCountyIowa.gov."

Use: "The reason we are going this direction is..."

Instead of: "The reason why we are going this direction is..."

Tips

Trust, but verify. Organizational credibility is on the line.

Verify information.

Verify name spellings and titles.

Verify dates. Did you use a day of the week (Monday, Tuesday, etc.)? Verify that the day corresponds to the date.

Know your audience. Write for your audience.

Do not assume all readers are subject-matter experts.

Keep it short and simple.

Use inclusive language, e.g., resident (not citizen)

Consider adding Grammarly to your computer.

Use bulleted lists when possible.

The best tone for most communications is a business casual writing style.

Proofread, proofread, and proofread again. Then have someone else proofread.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

COUNTY	
Title: Media Relations Policy	
Policy Number: PM-025	
Responsible Department: Board of Supervisors Communications	
Revision No:	Approval Date:
	Effective Date:
	Expiration Date: N/A
Initial Approval Date: BOS Minutes:	
Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of the Media Relations Policy is to establish and maintain professional and uniform definitions, practices, and operations when communicating with the media on behalf of Linn County.

Linn County government includes six elected offices—Board of Supervisors, Attorney, Auditor, Recorder, Treasurer, and Sheriff— and more than 20 different County departments or program areas. This decentralized structure—and the nature of county government services—means Linn County (“the County”) must provide a wide variety of information to the public. Due to this broad array of content and customers, it is imperative to have consistent quality of design, a professional image, and coordination of effort Countywide to help ensure the best customer experience.

This policy provides guidelines for Linn County to keep the media and public fully, fairly, and accurately informed of programs, services, events, activities, and issues in a timely and forthright manner while keeping County officials informed of emerging media issues. Efficient and effective communication with the media and the public is critical to the County’s ability to present information in a manner consistent with Linn County’s policies and philosophy of open government and customer satisfaction. Coordination, uniformity, accuracy, openness, and timeliness are cornerstones of strong and productive public relations.

The purpose of Linn County’s Media Relations Policy is to:

- Establish procedures and guidelines for all County employees about communication with members of the news media and others requesting information about County programs, services, events, activities, and issues when the employee is on the job or acting as a County employee.
- Provide an effective internal process that maximizes message consistency, factual accuracy, advocacy of Linn County’s message, and ensures the appropriate people stay informed about current and potential County news.

- Establish a framework to project a consistent, unified, professional image for County communication products.
- Enhance coordination of public communication efforts among County departments.
- Help Linn County meet its goals to:
 - Provide accountability to the public and transparency of government.
 - Ensure the County conveys timely and accurate information to the public about incidents or issues of a sensitive or controversial nature.
 - Inform residents of County programs and services.
 - Establish and maintain an accurate public perception of the County.
 - Increase the visibility of Linn County on local, statewide, and national levels.
 - Promote the County's achievements, activities, and significant events.

II. SCOPE

This policy applies to all full-time, part-time, seasonal, and temporary Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official; employees responsible to the Conservation and Public Health Departments; and Linn County advisory board and commission members serving in their official County capacity.

III. EXCEPTIONS

Elected officials

IV. DEFINITIONS

Clarification: Information provided to make conflicting or confusing information more understandable.

Communications Department: The Communications staff under the Board of Supervisors | Communications Division.

Content: Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

Correction: A change that rectifies publicly an error or inaccuracy reported by the media or the County.

Elected or Appointed Official: For the purpose of this policy, elected and appointed official refers to any person currently elected or appointed to the Linn County Board of Supervisors or the Offices of the County Attorney, Auditor, Recorder, Sheriff, or Treasurer and their deputies.

Media: Entities, or representatives of such entities, that research and report news, including, but not limited to broadcast (television, radio), print (newspaper, magazines), and digital outlets.

News Release: Official notification from Linn County to the media of official County news, also known as a press release.

Non-Routine Media Requests: Media inquiries that may be controversial in nature, related to an emergency, requesting information about a County employee, or where responses may require an interpretation of policy or answering a “why.” See the definition of “Routine Media Requests.”

Official County Website: Means the website LinnCountyIowa.gov.

On the Record: Any conversation with a member of the media, regardless of the medium used (phone, email, in person, etc.) where the person speaking to the media is subject to being quoted.

Routine Media Requests: Media inquiries of a routine, non-controversial, or inconsequential nature, such as a check of facts or dates. Responses do not require the interpretation of policy.

Social Media: A form of online communication or publication that allows for multi-directional interaction. Social media includes, but is not limited to, blogs, podcasts, social networks, photograph and video hosting websites, and new technologies as they evolve. Social media includes, but is not limited to, social networking sites (Facebook, LinkedIn, Nextdoor, Twitter, etc.), photo- and video-sharing sites (Flickr, YouTube, and Pinterest, etc.), blogs, and news sites (Digg, Reddit, etc.).

Spokesperson: Person authorized to speak to the media on behalf of Linn County.

V. PROVISIONS

A. Roles and Responsibilities

1. Elected Officials

- a. County elected officials may speak with and/or contact the media without consulting with the Communications Director; however, in order to promote a consistent Countywide message, elected officials are encouraged to inform the Communications Director about any media inquiries, interviews, or outreach.

2. Department Heads

- a. Department heads or designee(s) are responsible for informing the Communications Department of their programs, services, events, and activities as early in the planning process as practical when the department head wishes to communicate to the public about the programs, services, events, and activities.
- b. It is the responsibility of department heads to notify the Board of Supervisors (or the appropriate elected official) and the Communications Director as soon as practicable of significant programs, projects, services, events, and issues that occur in their departments that may be of major public interest. Examples include, but are not limited to:
 - New services or major change in services

- Major malfunctions of County equipment, a County facility, or infrastructure that could impact the general welfare of the public, environment, or ability to provide services
- An unexpected work stoppage or inability to provide a critical County service
- Programs and employees receiving awards

3. All Employees (including department heads)

- a. Employees may not give media interviews or respond to non-routine media requests without prior authorization from the department head in consultation with the Communications Director or designee.
- b. Employees will not respond to media inquiries that are not directly related to carrying out the employee's professional responsibilities for the County. If the media makes such an inquiry, the staff member must refer the media to the department head, to the Communications Director, or to the appropriate elected official. Employees of Linn County Conservation, Linn County Public Health, and the Linn County Sheriff's Office will follow their departments' media inquiry procedures.
- c. Employees are responsible for the accuracy of their responses.
- d. Employees must remember that when communicating with the media all conversations are "on the record" and subject to being quoted.
- e. Staff has a duty to inform the Board of Supervisors before sharing information with the media. Explaining this policy politely and firmly to reporters, as well as telling them when the information will be available (at the meeting, after the publication of the agenda, etc.) should be sufficient. Do not argue with reporters; instead refer them to the Communications Director.

4. Conservation and Public Health

Linn County Conservation and Linn County Public Health each have a staff position dedicated to communication and media relations. These positions will serve as their department liaison to the Communications Department. These positions will also serve as the primary media contact for their respective departments.

5. Advisory Board and Commission Members

For the purpose of this policy, advisory board and commission members will follow the "All Employees" roles and responsibilities listed in section V.A.3. The assigned staff liaison will serve as the primary County contact person for board and commission members. This includes the Linn County Conservation Board and the Linn County Board of Health.

B. Media Relations

Public perceptions are vital to government performance and credibility. Information, misinformation, or lack of information about the County's programs, services, events, activities, and issues form public attitudes. The news media play an integral role in shaping public opinion. They provide a powerful means for publicizing government programs and services, encouraging public participation, and informing the public of laws and regulations. News media are critical allies in providing emergency information, and they are part of the accountability process.

An informed public helps ensure that government remains sensitive and responsive to its constituents. This policy is designed to develop effective relationships with media reporters, which depend on respect, accuracy, timeliness, knowledge, professionalism, and honesty.

Good communication provides accurate and timely information, allows for lively and accurate debate, and demonstrates respect for others. Good communication does not guarantee there will be no controversy, disagreement, or disapproval of County policies, programs, services, events, and activities.

C. Media Inquiries

1. Routine Media Requests

- a. It is appropriate for individual department heads or employees to give routine information directly to the media if the response is of a factual, incidental, or inconsequential nature (i.e., special event schedule, meeting dates/times). Example: A reporter calls after a commission meeting with follow-up questions on the previous night's action. If it is routine (e.g., a check of facts or dates), employees should provide the information to the reporter. Employees may also provide other routine information or handouts to the media that are provided to any other member of the public.
- b. Employees are responsible for the accuracy of their responses.

2. Non-routine Media Requests and Interviews

- a. Department heads and employees must inform the Communications Director of non-routine media requests and requests for interviews before responding to the request when practicable. These requests may include responses that require an interpretation of policy, employee information, issues of a controversial nature, and emergencies. This practice will allow Communications staff to determine if other people should be notified of the request, if there is additional information the County can provide, and/or if there is a more appropriate person to respond to the inquiry. If prior notification is not practicable or possible, department heads or designees must notify the Communications Director shortly after the interview. Non-management employees may not give media interviews

without prior authorization from the department head in consultation with the Communications Director or designee.

- b. The Communications Director or designee will notify the Board of Supervisors and other departments (as needed) about the story being developed. This notification will ensure the necessary people are prepared if they are also contacted by the media and will prevent them from being surprised when the media prints or airs the story.
- c. Employees are responsible for the accuracy of their responses.
- d. Any employee who receives an inquiry from the media (or from the public) about “why” an individual Supervisor or advisory board commissioner voted in a particular manner on a specific issue should refer the person inquiring to the appropriate Supervisor or advisory board member.
- e. Employees should give priority attention to media inquiries and make every effort to meet media deadlines while ensuring all information released is accurate. Accuracy of information takes precedence over media deadlines. If another priority prevents an immediate response, the person responding to the media should contact the reporter to confirm what information the reporter is requesting and advising the reporter on when the requested information will be available.
- f. Employees are not required to give interviews and are not required to stop all other work to respond to a reporter’s request. Reporters must understand County employees have jobs to do and, while employees will work with reporters to meet their deadlines, employees also need reasonable advance notification of stories when practicable.
- g. Contact the Communications Department for advice on or assistance working with the media.

3. Media Inquiries to Shared Board of Supervisors Email Address

The Communications Director has primary responsibility for responding to media inquiries sent to the shared Board of Supervisors email address (Board Internet Address BDNETDL@linncountyiowa.gov). In the absence of the Communications Director, the Communications Specialist or designee will have primary responsibility for responses.

4. Spokesperson(s)

- a. For department-related issues, the spokesperson will most often be the head of a department or division; in some instances, the spokesperson will be the employee, regardless of position, who can best answer specific questions about a particular issue.
- b. Employees should limit their discussion of County operations to those

areas where they have specific knowledge or responsibility, referring other requests to the appropriate person in accordance with this policy. When communicating with the media, employees should remember that they represent the County and should conduct themselves accordingly.

- c. Employees are responsible for the accuracy of their responses.
- d. Employees must remember that when communicating with the media all conversations are "on the record" and subject to being quoted.
- e. Employees should practice common sense and professionalism when interacting with the media. Employees should be honest and factual and should not guess or make assumptions when responding to the media or the public. When speaking to the media or to members of the public, employees will not, under any circumstances, predict or state the certainty of future Board of Supervisors' action on any matter.

5. Written Statements

Written statements to the media are appropriate when a one-on-one interview is not possible or appropriate. Departments will work with the Communications Director or designee when preparing, and before sending, written statements for non-routine matters when practicable.

6. Confidential Matters

- a. Employees will not discuss items of confidential or litigious matter with the media or members of the public pursuant to Iowa Code Chapter 22. Such items include, but are not limited to, the following:
 - Personnel. Matters dealing with employee/personnel actions are confidential and shall not be discussed with the media.
 - Medical records
 - Contract negotiations
 - Litigation or legal opinions. Staff members shall not respond to media inquiries about issues currently under litigation or relating to threatened litigation. Refer such inquiries to the Communications Director. Staff members also shall not offer legal opinions on County policies or activities.
 - Draft correspondence (preliminary notes or intra-County memoranda not yet finished)
 - Certain law enforcement records
 - Matters related to internal and external security measures
 - Third-party proprietary information held by the County
- b. When in doubt about whether a topic is confidential, County employees will consult with the Linn County Attorney's Office.

D. Media Notification

1. News Releases

- a. All news releases issued by Linn County must be channeled through the Communication Department except for news from the Sheriff's Office, Linn County Conservation, and Linn County Public Health. Elected officials may request help from the Communications Department for news releases. The Communications Department has discretion to rewrite draft news releases submitted by a department. This process ensures all releases follow a consistent format, allows the Communications Department to maintain a central file for all releases, and keeps the Communications Department informed of newsworthy activities Countywide.
- b. When requesting a news release, departments must provide relevant information to include in the release explaining who, what, when, where, and why of the activity or event. Departments must also provide a media contact for follow-up inquiries.
- c. The person listed as the media contact in the news release must be prepared to respond to questions from the media following the release of information.
- d. Department heads or their designee must approve all news releases, media notifications, and alerts prior to release.
- e. The Communications Department will maintain a media contact list and will distribute the news releases to the media contact list and to the elected officials/department head email distribution list maintained by the Linn County Information Technology Department.
- f. The Communications Department will post the news releases on the County's website, send the notification to "Notify Me" subscribers, and post the news on the County's social media sites as necessary.
- g. Departments and elected offices that issue their own news releases will include the Communications Department on their distribution list and should also send the release to the elected officials/department head email list. Conservation and Public Health will coordinate their efforts with the Communications Department to ensure consistent and coordinated public messages.
- h. In the case of an unexpected/emergency event, all departments should follow their procedures for handling such an event and inform the Board of Supervisors and the Communications Department as soon as practicable. The Communications Department will determine the need for communication actions about the unexpected/emergency event.

- i. Not everything is newsworthy. The Communications Director has final authority to determine if a news release will be issued, if there is a more appropriate communication method, or if the information simply is not news.
- 2. News Briefings or News Conferences
 - a. When necessary, the County may hold news briefings or news conferences to make important announcements and facilitate the flow of immediate, accurate information. Departments included in the scope of this policy must consult with the Communications Department before any news briefings or conferences are scheduled. This practice will ensure proper consultation with appropriate staff about the strategy, messages, materials, media alert, general set-up of the conference, and the whether a news conference is the correct approach.
 - b. Elected officials may hold news conferences as needed and are encouraged to inform the Board of Supervisors and the Communications Director in advance.

E. Crisis Communications

- 1. Emergency Media Relations
 - a. In the event of a disaster or emergency that requires the activation of the Linn County Emergency Operations Center (EOC), the County's Emergency Operations Plan designates the Public Information Officers (PIOs) to serve as primary media relation contacts. PIOs will follow EOC training and activation protocol.
 - b. In the event of a disaster or emergency that does not require the activation of the Linn County Emergency Operations Center (EOC) and is not a law enforcement or public health event, all public information must be coordinated through the Communications Department. The Communications Director or designee will work with elected officials and department heads as needed to identify a spokesperson who will be responsible for primary media relations. Having a single spokesperson will help prevent conflicting, incomplete, and inaccurate information from being released. Department heads must take steps to help ensure that employees do not release information that they are not authorized to release.
 - c. In the case of an unexpected/emergency event, all departments should follow their procedures for handling such an event and inform the Board of Supervisors (or the appropriate elected official) and the Communications Department as soon as practicable. The Communications Department will determine the need for communication actions about the unexpected/emergency event.

- d. The Communications Director will approve all news releases of a controversial or emergency nature. In the absence of the Communications Director, the Communications Specialist will work with the appropriate department heads or elected officials to approve all news releases of a controversial or emergency nature. If more than one media outlet has already contacted more than one County employee, the County may hold a news briefing to avoid the release of conflicting or contradictory statements.
- e. Department heads or designee(s) must keep the Board of Supervisors and Communication Department informed of events and activities that are likely to make the news. Such things may include, but not be limited to, the potential for controversy, things considered negative or embarrassing, and/or a threat public health and safety.

2. Law Enforcement Emergencies

In the event of a law enforcement emergency, the Linn County Sheriff's Office will serve as the lead County agency responding to the emergency and will serve as the lead County agency for public information by following the department's emergency plans.

3. Public Health Emergencies

In the event of a public health emergency, the Linn County Public Health Department will serve as the lead County agency responding to the emergency and will serve as the lead County agency for public information by following the department's emergency plans.

F. Correcting Inaccurate Information

1. Factual Discrepancies

- a. The County should clarify or correct any information it releases that contains inaccuracies or that may impact public perception or action the public may take in response to the information. The County must make it clear that it is clarifying or correcting information it already released.
- b. The County should clarify or correct any information released by the media that contains inaccuracies that may significantly impact the public perception of a County-related issue or action the public may take in response to the information.
- c. It is the responsibility of department heads or designee(s) to contact the Communications Director as soon as practicable if they become aware of a story that has been published or aired containing a factual error that significantly impacts the public's perception of a County issue being addressed or action the public may take in response to the information.

The Communications Director or designee will contact the media outlet about the error.

- d. If there are repeated problems with County officials being misquoted or misrepresented by a reporter or media outlet, County officials will discuss the matter with the Communications Director to determine the appropriate action.
- e. Department officials who believe that a County rebuttal is warranted will discuss their concerns with the Communications Director to determine if a response is appropriate as well as who should prepare and send the response.

G. Media Ride-Alongs

1. Job shadowing allows the media to accompany County employees as they perform their duties. The appropriate elected official and/or department head must approve all media ride-alongs in advance and must submit a completed, signed copy of the "Linn County Non-Employee Rider Form" to the Risk Management Department and to the Communications Department in advance of media ride-alongs. See Appendix A.
2. Employees will not permit the media to accompany them onto private property nor will they assist in securing permission for access from property owners.

H. Public Information Requests

1. It is important that County employees be aware of the laws affecting communications and the release of public information through the Iowa Open Records law (Chapter 22). Most government information is available to the public through this process, although Iowa law does have some exceptions.
2. Responses to public records requests must be made in compliance with federal and state law and the Iowa open records law, including those that pertain to the timeliness of the response.
3. If a County employee receives an open records request directly from a reporter or member of the public, the employee will follow their department's procedure for handling such requests. In the absence of a department procedure, the employee must forward the request to their department head. Department heads should contact the County Attorney's Office for direction, if needed, to ensure the request is handled appropriately and according to Iowa law.
4. The department head or designee must notify the Communications Director as soon as practicable when their department is responding to a non-routine open records request. This practice will help keep the Communications Department aware of the potential for emerging stories. The Communications Department is not the clearinghouse for open records requests and does not process requests received by other departments.

I. Guidelines for Acting as Private Citizens

Linn County respects employees' First Amendment right to communicate with the media as a private citizen. However, employees who choose to contact, initiate, or respond to County-related news stories as private citizens must follow the guidelines listed below. These guidelines do not prohibit such contact, rather they support other County policies regarding improper use of County equipment and property. These guidelines also apply to employees responding to or initiating media contact as official representatives of employee groups:

- Letters may not be prepared on County time, distributed on County letterhead stationery, or mailed at County expense.
- Telephone contact may not be made on County time using County telephones.
- Use of County email is prohibited.
- Use of County facilities or supplies is prohibited.
- Responses or letters shall not include the employee's official title or status or state that the response is on behalf of Linn County.

VI. ENFORCEMENT

- A. Elected officials, department heads, and supervisors have the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing its objectives. The Communications Department administers this policy and has the approval to enlist the cooperation of employees in accomplishing the policy objectives.
- B. The Communications Director has the sole discretion to make exceptions to this policy where warranted.
- C. The Human Resources Director will review disciplinary actions taken pursuant to this policy and will refer actions to the Board of Supervisors for consideration, if necessary.
- D. Linn County reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

Appendix A

Linn County Non-Employee Rider Form from Risk Management

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Supplemental fund to the General Basic fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

Section 1. The sum of \$8,564,304 is ordered to be transferred from the General Supplemental fund to the General Basic fund, to replace FICA, IPERS and insurance costs paid from the General Basic fund.

Section 2. The Auditor has been directed to correct his books accordingly and to notify the Treasurer of this operating transfer, accompanying the notification with a copy of this resolution and the record of its adoption.

PASSED AND APPROVED this _____ day of December 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

_____Aye _____Nay _____ Abstain and _____Absent from Voting.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Basic fund to the Secondary Roads fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

The sum of \$557,442 is ordered to be transferred from the General Basic fund to the Secondary Roads fund, as allowed under the Code of Iowa maximum transfer limits.

PASSED AND APPROVED this _____ day of December 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

_____Aye _____Nay _____ Abstain and _____Absent from Voting.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the Rural Services fund to the Secondary Roads fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

The sum of \$2,605,479 is ordered to be transferred from the Rural Services fund to the Secondary Roads fund, as allowed under the Code of Iowa maximum transfer limits.

PASSED AND APPROVED this _____ day of December 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

_____Aye _____Nay _____ Abstain and _____Absent from Voting.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Basic fund to the Capital Projects fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

The sum of \$1,740,000 is ordered to be transferred from the General Basic fund to the Capital Projects fund, as allowed under the Code of Iowa maximum transfer limits.

PASSED AND APPROVED this _____ day of December 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

_____Aye _____Nay _____ Abstain and _____Absent from Voting.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Basic fund to the Conservation Reserve fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

Section 1. The sum of \$750,000 is ordered to be transferred from the General Basic fund to the Conservation Reserve fund in accordance with the strategic plan adopted by the Conservation Board and funded at \$250,000 annually, in addition to the \$500,000 fiscal year 2013 approved offer for ongoing funding to the Conservation Reserve fund.

Section 2. The Auditor has been directed to correct his books accordingly and to notify the Treasurer of this operating transfer, accompanying the notification with a copy of this resolution and the record of its adoption.

PASSED AND APPROVED this _____ day of December 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

_____Aye _____Nay _____ Abstain and _____Absent from Voting.

Joel Miller, Linn County Auditor

Prepared by and to be returned to: MIKE TERTINGER, Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100 (319) 892-5130

RESOLUTION APPROVING A TEMPORARY USE

RESOLUTION # _____

WHEREAS, V.G Stoner & Sons Inc., owner; and Dairyland Power Cooperative, petitioner; Case JTU22-0007, have requested the Linn County Board of Supervisors' permission to operate a construction staging area for a project to rebuild an existing CIPCO electric transmission line located in the 1500 Blk of Horn Rd.

WHEREAS, said temporary use request and attachments thereto have been examined by the Linn County Board of Supervisors and approval of the request is subject to the following conditions:

WHEREAS, the Board of Supervisors makes the following Findings of Facts:

1. The temporary use permit shall begin December 15, 2022 and expire November 15, 2023.
2. The proposed temporary use for the site is as a construction staging area for a rebuild of an existing CIPCO's electric transmission line.
3. The site is to be used to store poles and associated construction materials. It shall also be used to park equipment such as bucket trucks, digger derrick trucks, skid steers and UTVs.
4. A temporary job trailer will be brought to the site and connected to electric power.
5. Transmission line construction is scheduled to begin in May of 2023 and be completed by October of 2023.
6. Site restoration shall follow completion of the project.
7. Portable restrooms will be brought to the site.
8. The applicant anticipates that a maximum of 10-12 employees could be on site at any one time.

9. Hours of operation are proposed to be Monday-Thursday 7am to 6pm.
10. The property is currently zoned AG (Agricultural) containing 21.8 acres, with approximately 5 acres proposed for the temporary use activity.
11. The subject parcel has a Rural Land Use Map designation of AA (Agricultural Area).
12. Estimated increase in the number of vehicles trips to the site is anticipated to be 20.
13. Parking for all vehicles will be provided on site.
14. No signage has been proposed with this application.

AND WHEREAS, the Linn County Technical Review Committee has examined the application and all conditions of approval are listed as part of this Resolution;

AND WHEREAS, the temporary use application has been examined by the Linn County Board of Supervisors at a public meeting on December 5, 2022, all interested persons having been heard;

WHEREAS, said temporary use request and attachments thereto have been examined by the Linn County Board of Supervisors and approval of the request is subject to the following conditions:

LINN COUNTY PLANNING & DEVELOPMENT – Zoning Division

1. The Temporary Use may be reviewed at any time during the duration of the permit to ensure that all conditions have been or are being met.
2. Project site shall be restored to pre-construction status within 90 days of permit expiration.
3. The project perimeter shall not encroach into the FEMA designated 100-yr floodplain as indicated on the accompanied floodplain map without an approved flood plain permit.
4. The owner and petitioner shall sign an “Acceptance of Conditions” form which provides assurance that all conditions will be met prior to the Board of Supervisors Resolution of Approval, and specifically agrees to hold Linn County harmless from any and all damages or claims for damages that might arise or accrue by reason of approval of the Temporary Use permit by the Linn County Board of Supervisors. Further, by signing the “Acceptance of Conditions” form, the petitioner shall agree to allow employees of the County reasonable access to the property for inspection and for submission of documents to verify any additional information.

LINN COUNTY PLANNING & DEVELOPMENT – Building Division

1. All electrical wiring shall be in compliance with the National Electrical Code.

2. Platforms or structures planned for this location are required to meet building code requirements, including the proposed job site trailer.

LINN COUNTY CONSERVATION DEPARTMENT

1. No conditions to be met.

LINN COUNTY ENGINEERING DEPARTMENT

1. Access to be in compliance with Linn County Secondary Road Department current standards prior event.
2. Traffic control is to be provided by the property owner during operation. Traffic shall be maintained on Horn Road at all times.
3. No parking is allowed on Horn Road.

IOWA DEPARTMENT OF TRANSPORTATION

1. No conditions to be met.

LINN COUNTY RISK MANAGEMENT

1. Certificate of insurance with Linn County and its employees listed as additional insured (\$1M limit) valid for the duration of the project/event. Existing Certificate is set to expire on 1/30/23 and must be reissued at that time.
2. Signed hold harmless agreement (to be provided by Linn County)

LINN COUNTY HEALTH DEPARTMENT

1. No conditions to be met from a food safety standpoint.
2. Portable toilets are required, and hand washing stations are strongly recommended.
 - a. All wastewaters must be contained on site and hauled away by a certified septage hauler.

LINN COUNTY SHERIFF'S OFFICE

1. Applicant shall contact Sherriff's Office (319-892-6104) once equipment and materials start moving to the site. Sherriff's office will then increase patrols to the area as a theft deterrent.

2. An afterhours call list shall be supplied to the Linn County Sheriff's Office for emergency situations.
3. If a traffic problem would occur, contact shall be made to the Linn County Sheriff's Office to help alleviate the problem.
4. Traffic control is to be provided by the applicant during operation. Traffic shall be maintained on Horn Road at all times.

LINN COUNTY EMERGENCY MANAGEMENT

1. A tone alert weather radio, or other suitable weather reporting device, is required to be available on site and in use at any time the public is using the facility.
2. The applicant shall submit a Severe Weather Plan for approval by the Linn Co. Emergency Management Agency.

WHEREAS, failure to submit and/or comply with any of the conditions in a timely manner will revoke this Temporary Use Permit.

NOW, THEREFORE, BE IT RESOLVED, by the Linn County Board of Supervisors that said temporary use is hereby approved.

Passed and approved this 7th day of December, 2022.

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa hereby certify that at a regular meeting of the said Board of Supervisors the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain and ___ Absent from voting.

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, on this 7th of December, 2022.

Notary Public State of Iowa

RESOLUTION NO. 2022 – 7 –

**A RESOLUTION ACCEPTING WORK COVERING
THE WANATEE PARK OFFICE ADDITION PROJECT**

WHEREAS, Design Dynamics, Inc., the Project Architect for the Wanatee Park Office Addition Project” (the “Project”) inspected the completed work for the Project and certifies that that the contractor performed the work in compliance with the terms of the contract for said project.

BE IT THEREFORE RESOLVED that the Linn County Board of Supervisors finds and determines that the contractor completed the work of constructing the Project in accordance with the terms of the contract, and that the work is hereby accepted and approved.

PASSED AND APPROVED this 20th day of July, 2022.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis J. Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor



AMERICAN RESCUE PLAN ACT SUBAWARD AGREEMENT

Federal Awarding Agency: U.S. Department of the Treasury

Federal Award Number: SLFRP0336

Assistance Listing (CFDA): 21.027 Coronavirus State and Local Fiscal Recovery Fund

Federal Award Date: May 19, 2021

Subaward Number: ARPA2022-201

Pass-Through Entity (PTE):	Subrecipient:
Linn County, Iowa	African-American Heritage Foundation, Inc.
935 2 nd Street SW	56 12 th Ave SE
Cedar Rapids, IA	Cedar Rapids, IA 52401-2202
	UEI #: Y4VMA3NE9XX7
Subaward Budget Period Start date: 11/1/2022 End date: 12/31/2023	
Period of Performance Start date: 11/1/2022 End date: 12/31/2023	
Amount of federal funds obligated by this action: \$333,000.00	
Total amount of the federal funds obligated to the Subrecipient: \$333,000.00	
Total amount of the federal funds committed to the Subrecipient: \$333,000.00	
Project Title: Voices Inspiring Progress (VIP) Project	
Is Project for Research & Development? ☐ Yes ☒ No	

1. Purpose.

The purpose of this Agreement is to set forth the terms and conditions under which Linn County ("County") will provide American Rescue Plan Act ("ARPA") grant funding ("Subaward") to African-American Heritage Foundation, Inc. ("Subrecipient") for **Voices Inspiring Progress (VIP) Project**.

This Agreement shall be construed and enforced in accordance with the laws of the State of Iowa and federal regulations.

Subrecipient's performance under this Agreement is subject to the applicable requirements published in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Title 2 of the United States Code of Federal Regulations (C.F.R.) part 200 hereinafter referred to as the "Uniform Guidance."

2. Term of Agreement.

This Agreement shall be effective upon full execution by the Parties (the "Effective Date") and shall terminate upon 1) Completion of the project or 2) Exhaustion of subaward funds or 3) termination or 4) 12/31/2026

3. Grant Funding.

The Subrecipient shall use the Subaward solely for the **Voices Inspiring Progress (VIP) Project**.

The County agrees to provide up to \$333,000.00 to the Subrecipient from the County's share of its ARPA allotment, to be used for renovation and construction of the African American Museum located at 55 12th Avenue SE in Cedar Rapids, IA. The County shall pay the Grant Funds to the Subrecipient per a reimbursement of expenses method.

4. Reporting and Invoicing.

The Subrecipient may submit invoices and or detailed reports to account for expenditure of funds to the County on a monthly basis, but no less than quarterly. Due dates for the quarterly reports are available on EXHIBIT A.

Invoices and reports shall be submitted to:

Linn County Finance & Budget
Attn: Sonia Evans, Senior Accountant
935 2nd Street SW
Cedar Rapids, IA 52404
Sonia.evans@linncountyiowa.gov

Consistent with Uniform Guidance (2 C.F.R. §200.328), the Subrecipient shall provide the County with quarterly reports and a close-out report. These reports shall include the current status and progress by the Subrecipient and all subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the County.

The County may request additional information from the Subrecipient, as needed, to meet any additional guidelines regarding the use of ARPA funds that may be established by the US Treasury during the scope of this Agreement.

As required by Uniform Guidance (2 C.F.R. §200.415(a)), any request for payment under this Agreement must include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads as follows:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

5. Monitoring.

Subrecipient shall permit the County to monitor the Subrecipient, including:

- a. Reviewing financial and performance reports required by the County.
- b. Following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Subaward provided to the Subrecipient from County detected through audits, on-site reviews, and other means.
- c. Issuing a management decision for audit findings pertaining to the Subaward provided to the Subrecipient from the County as required by 2 C.F.R. §200.521 Management decision.

Subrecipient shall monitor its performance under this Agreement, as well as that of its lower-level Subrecipients, contractors, consultants, etc. who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the scope of work is being accomplished within the specified time periods, and other performance goals are being achieved.

6. Maintenance of Records.

The Subrecipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review, and audit by the County or its designees, the State, and the US Treasury for five (5) years following termination of this Agreement. If it is determined during the course of the audit that the Subrecipient was reimbursed for unallowable costs under this Agreement or any, the Subrecipient agrees to promptly reimburse the County for such payments upon request.

7. Closeout.

The closeout report is due ninety (90) days after termination of this Agreement or ninety (90) days after completion of the activities contained in this Agreement, whichever first occurs.

Each party's obligation to the other shall not end until all closeout requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets, (including the return of unused materials and equipment as require herein, unspent cash advances, program income balances, and

ARPA Subaward Agreement - African American Museum

accounts receivable to the County), and determining the custodianship of records. The terms of this Agreement shall remain in effect during any period that the Subrecipient has control over ARPA funds. The County will close out the award when it determines that all applicable administrative actions and all required work of the Agreement have been completed.

8. Events of Default.

The occurrence of any one or more of the following events shall constitute cause for either party to declare the other in default of its obligations under this Agreement:

- a. A breach of any term of this Agreement;
- b. A material failure of the Subrecipient to make substantial and timely progress toward performance of the Agreement
- c. Failure to comply with applicable federal, state, and local laws, rules, ordinances, regulations, guidance, and orders when performing with the scope of this Agreement.
- d. Any report required by this Agreement have not been submitted to the County or have been submitted with incorrect, incomplete, or insufficient information
- e. Engaging in conduct that has or may expose the other Party to liability

9. Notice of Default.

The County shall issue a written notice of default providing therein a thirty (30) day period in which the Subrecipient shall have an opportunity to cure, provided that cure is possible and feasible. If, after opportunity to cure, the default remains, the County may exercise any one or more of the following remedies outline in paragraph 9, either concurrently or consecutively.

10. Remedies.

If an Event of Default occurs, the County may:

- a. Exercise any corrective or remedial actions, to include but not be limited to:
 - i. Request additional information from Subrecipient to determine the reasons for the extent of non-compliance or lack of performance;
 - ii. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected; or
 - iii. Advise the Subrecipient to suspend, discontinue or refrain from incurring cost for any activity in question

- b. Temporarily withhold cash payment pending correction of the deficiencies
- c. Disallow all or part of the cost of the activity or action not in compliance
- d. Require that the Subrecipient refund to the County any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds
- e. Recommend suspension or debarment proceedings by U.S. Treasury
- f. Terminate this agreement, provided that the Subrecipient is given at least thirty (30) days prior written notice of the termination.

11. Termination.

The County may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Subrecipient to permit public access to any document, paper, letter, or other material.

The County may terminate this Agreement for convenience or when it determines, in its sole discretion that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Subrecipient with thirty (30) calendar day prior written notice.

The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

12. Procurement.

The Subrecipient shall ensure that any procurement involving funds authorized by the Agreement complies with all applicable federal and state laws and regulations, to include 2 C.F.R. §§200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200 (entitled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards") of the Uniform Guidance.

13. Conflicts of Interest.

Subrecipient understands and agrees it must maintain a conflict-of-interest policy consistent with 2 C.F.R. §200.318 (c) and that such conflict-of-interest policy is applicable to each activity funded under this award. Subrecipient must disclose in writing to the U.S. Treasury or through the County as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. §200.12.

Subrecipient agrees that it has no interest and shall not acquire any interest direct or indirect which would conflict in any manner or degree with the performance of the work and services under this Agreement

14. Modification.

Neither this Agreement nor any documents incorporated by reference in connection with this Agreement may be changed, waived, discharged, or terminated, except in writing with the consent of both parties.

15. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

16. Notices

Whenever this Agreement requires or permits any notice or written request by on part to another, it shall be in writing, enclosed in an envelope, addressed to the party to be notified at the address heretofore stated (or at such other address as may have been designated by written notice), properly stamped, sealed, and deposited in the United States Mail, as Certified Mail, Return Receipt Requested. Any such notice given hereunder shall be deemed delivered upon the earlier of actual receipt or two (2) business days after posting. The County will rely on the mailing and email addresses of the Subrecipient as set forth heretofore, as modified from time to time.

17. Defense and Indemnification.

Subrecipient agrees to defend, indemnify, and hold the County, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Subrecipient, its officers, directors, employees, and/or agents relating to the Subrecipient's performance or failure to perform under this Agreement. This section shall survive the expiration or termination of this Agreement.

18. Severability.

The parties acknowledge and agree that if any paragraph, provision, or term of this agreement is deemed illegal or void by any court or any other appropriate authority, the remaining provisions of this agreement shall remain in full force and effect.

19. Status of Subrecipient.

Nothing in this contract constitutes an employment relationship between the Subrecipient staff and the County. Subrecipient staff are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan offered to employees of the County. Nothing in this contract prevents Subrecipient staff from working with others during the length of this Agreement.

Subrecipient shall determine the method, details, and means of performing the work and services to be provided by Subrecipient under this Agreement. Subrecipient shall be responsible to County only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Subrecipient in fulfillment of this Agreement. Subrecipient has control over the manner and means of performing the services under this Agreement. Subrecipient is permitted to provide services to others during the same period service is provided to County under this Agreement.

20. Assignment.

Subrecipient agrees that this Agreement nor any of the rights, interest, or obligations in it shall be assigned by Subrecipient either whole or in part without the prior written consent of the County.

21. Entire Agreement.

This agreement constitutes the entire agreement between the parties for the **Voices Inspiring Progress (VIP) Project** and shall be binding upon true successors and assignees of the parties to this agreement.

22. Compliance with Applicable Laws and Regulations.

The Subrecipient declares that to its best knowledge, it has complied with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

The Subrecipient and its employees shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, and orders when performing the services under this Agreement, including but not limited to all of the following:

- a. Section 501;
- b. Treasury guidance, including but not limited to, U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions ("Treasury Guidance"), the most recent revision of which is dated November 15, 2021;
- c. Provisions outlined in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award;
- d. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference;

- e. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference;
- f. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
- g. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference;
- h. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20;
- i. New Restrictions on Lobbying, 31 C.F.R. Part 21;
- j. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act;
- k. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance;
 - ii. The Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap under any program or activity receiving or benefitting from federal assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

23. Publications.

ARPA Subaward Agreement - African American Museum

Subrecipient agrees that any publications produced with funds from this award must display the following language:

"This project is being supported, in whole or in part, by federal award number SLFRP0336 awarded to Linn County by the U.S. Department of the Treasury."

24. Protections for Whistleblowers.

In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

The list of persons and entities referenced in the paragraph above includes:

- a. A member of Congress or a representative of a committee of Congress;
- b. An Inspector General;
- c. The Government Accountability Office;
- d. A Treasury employee responsible for contract or grant oversight or management;
- e. An authorized official of the Department of Justice or other law enforcement agency;
- f. A court of grand jury; and/or
- g. A management official or other employee of Linn County, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

25. Seat Belt Use.

Linn County encourages the Subrecipient to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

26. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Linn County encourages the Subrecipient to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease accidents caused by distracted drivers.

27. Certification Regarding Government-Wide Restrictions on Lobbying.

The Subrecipient certifies, to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, agreement, the making of any federal grant, the making of any federal loan, the entering into of any cooperative Sub-Grant Agreement, and the extension, continuation, renewal, amendment, or
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Subrecipient, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

28. Eligibility.

Subrecipient certifies that neither it nor its principals is/are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or Contractor. The Excluded Parties List System can be found at <https://www.sam.gov/>.

29. Acknowledgements.

The parties acknowledge and agree that they have carefully read and have had an opportunity to review with legal counsel all the provision of this Agreement, that they completely understand the terms and conditions as set forth in the Agreement, and that they have voluntarily executed this Agreement of their own free will, act, and deed.

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below:

Dated this _____ day of _____, 2022.

BOARD OF SUPERVISORS

LINN COUNTY, IOWA

SUBRECIPIENT:

AFRICAN-AMERICAN HERITAGE
FOUNDATION, INC.

Board Chair

Authorized Representative

Date

Date

EXIHIBIT A

Statement of Work

The Subrecipient shall use the Subaward for the renovation and construction costs of the African American Museum of Iowa in Cedar Rapids, Iowa. The program will report to Linn County on a quarterly basis and provide documentation of expenses as necessary.

Quarterly Reporting Timelines for Project and Expenditures Reports

Year	Quarter	Period Covered	Due Date
2021	4	October 1 - December 31	January 15, 2022
2022	1	January 1 - March 31	April 15, 2022
2022	2	April 1 - June 30	July 15, 2022
2022	3	July 1 - September 30	October 15, 2022
2022	4	October 1 - December 31	January 15, 2023
2023	1	January 1 - March 31	April 15, 2023
2023	2	April 1 - June 30	July 15, 2023
2023	3	July 1 - September 30	October 15, 2023
2023	4	October 1 - December 31	January 15, 2024
2024	1	January 1 - March 31	April 15, 2024
2024	2	April 1 - June 30	July 15, 2024
2024	3	July 1 - September 30	October 15, 2024
2024	4	October 1 - December 31	January 15, 2025
2025	1	January 1 - March 31	April 15, 2025
2025	2	April 1 - June 30	July 15, 2025
2025	3	July 1 - September 30	October 15, 2025
2025	4	October 1 - December 31	January 15, 2026
2026	1	January 1 - March 31	April 15, 2026
2026	2	April 1 - June 30	July 15, 2026
2026	3	July 1 - September 30	October 15, 2026
2026	4	October 1 - December 31	January 15, 2027

EXHIBIT B

Mandatory Contract Provisions

The following terms and conditions apply to any sub-grantees, contractors, subcontractors, successors, transferees, and assignees ("Recipient") of federal assistance provided to Linn County by the U.S. Department of Treasury under the American Rescue Plan Act ("ARPA"), Sections 602(b) and 603(b) of the Social Security Act, Pub. L. No. 117-2 (March 11, 2011).

1. Compliance with Applicable Laws and Regulations.

The Recipient and its employees shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the services under this Agreement, including but not limited to all of the following:

- a. Treasury guidance, including but not limited to, U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions ("Treasury Guidance"), the most recent revision of which is dated November 15, 2021;
- b. Provisions outlined in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award;
- c. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference;
- d. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference;
- e. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non procurement), 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
- f. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference;
- g. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20;
- h. New Restrictions on Lobbying, 31 C.F.R. Part 21;
- i. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act;

- j. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance;
 - ii. The Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap under any program or activity receiving or benefitting from federal assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

2. Publications.

Recipient agrees that any publications produced with funds from this award must display the following language:

"This project is being supported, in whole or in part, by federal award number SLFRP0336 awarded to Linn County by the U.S. Department of the Treasury."

3. Protections for Whistleblowers.

In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

The list of persons and entities referenced in the paragraph above includes:

- a. A member of Congress or a representative of a committee of Congress;
- b. An Inspector General;

- c. The Government Accountability Office;
- d. A Treasury employee responsible for contract or grant oversight or management;
- e. An authorized official of the Department of Justice or other law enforcement agency;
- f. A court of grand jury; and/or
- g. A management official or other employee of Linn County, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

4. Seat Belt Use.

Linn County encourages the Recipient to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

5. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Linn County encourages the Recipient to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease accidents caused by distracted drivers.

6. Certification Regarding Government-Wide Restrictions on Lobbying.

The Recipient certifies, to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, agreement, the making of any federal grant, the making of any federal loan, the entering into of any cooperative Sub-Grant Agreement, and the extension, continuation, renewal, amendment, or
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Recipient, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below:

Dated this 16th day of November, 2022.

BOARD OF SUPERVISORS

LINN COUNTY, IOWA

Board Chair

Date

SUBRECIPIENT:

AFRICAN-AMERICAN HERITAGE
FOUNDATION, INC.

Lanisha Canell
Authorized Representative

11/16/2022
Date

LINN COUNTY MEDICAL EXAMINER SERVICE AGREEMENT

This Agreement entered into this ____ day of _____, 20__, between Linn County, Iowa, (hereinafter referred to as "County") and Donald J. Linder, D.O., a doctor of medicine and surgery licensed in the State of Iowa and duly appointed Medical Examiner of Linn County, Iowa, (hereinafter referred to as "Medical Examiner") whose office is located at 2900 Hunters Ridge Rd., Marion, IA 52302.

WITNESSETH, IN CONSIDERATION of the mutual undertakings and agreements hereinafter set forth, County and Medical Examiner agree as follows:

I. MEDICAL EXAMINER SHALL PERSONALLY OR BY DULY APPOINTED DEPUTY LINN COUNTY MEDICAL EXAMINER(S), LICENSED IN THE STATE OF IOWA AS A DOCTOR OF MEDICINE AND SURGERY, A DOCTOR OF OSTEOPATHIC MEDICINE AND SURGERY OR AS AN OSTEOPATHIC PHYSICIAN, PROVIDE THE FOLLOWING SERVICES:

1. Conduct a preliminary examination of the cause and manner of death, prepare a written report of the findings, promptly submit the full report to the State Medical Examiner on forms prescribed for that purpose and submit a copy of the report to the Linn County Attorney for each person's death occurring in Linn County, Iowa, which affects the public interest as required in subsection 331.802(3), Code of Iowa.

2. Conduct the investigations set forth in paragraph 1 of this section in the manner required by the State Medical Examiner and determine whether the public interest requires an autopsy or other special investigation. In determining the need for an autopsy, Medical Examiner shall consider the request for an autopsy from a public official or private person, and Medical Examiner shall require an autopsy upon the request of the State Medical Examiner or the Linn County Attorney or if the death occurred in the manner specified in subsection 331.802(3)(j), Code of Iowa.

3. Ensure that any person making an autopsy pursuant to the request by Medical Examiner promptly file a complete record of findings in the office of the State Medical Examiner, the Linn County Attorney and, when applicable, the county attorney of the county where the death occurred or the county where any injury contributing to or causing the death was sustained.

4. Ensure that summary of the findings resulting from an autopsy of a child under the age of two (2) years whose death occurred in the manner specified in subsection 331.802(3)(j), Code of Iowa, be transmitted immediately by the person who performed the autopsy to Medical Examiner. Medical Examiner shall forward such report to the parent, guardian, or custodian of the child or ensure that such report is so forwarded by Medical Examiner's designee or the infant's attending physician.

5. Notify the Linn County Attorney in any instance of a sudden, violent, or suspicious death after which the body is buried without an investigation or autopsy. Upon such a body being exhumed pursuant to court order, arrange for an autopsy performed by a Medical Examiner or a pathologist.

6. Upon application and payment of a fee determined by the Board of Supervisors, Linn County, Iowa, Medical Examiner shall provide an examination certificate to the person requesting same and file a copy of the certificate in the Medical Examiner's office.

7. After an investigation has been contemplated, including an autopsy if one is made, arrange for delivery of the body to a relative or friend of the deceased person for burial or other appropriate disposition.

8. Medical Examiner shall be solely responsible for payment of fees, costs, and expenses to Deputy Linn County Medical Examiner(s) and Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, for services provided pursuant to this Agreement. Notwithstanding the foregoing, Medical Examiner shall approve and submit claims to County for fees, costs, and expenses of Deputy Linn County Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, for services provided pursuant to this Agreement, and payment for such claim shall be made directly to the Deputy Linn County Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, by County.

9. Engage in outreach activities with the medical and law enforcement communities, and other Linn County groups as Medical Examiner deems appropriate and beneficial to promote the welfare of Linn County residents and further the objective of the Linn County Medical Examiner's Office.

II. COUNTY AGREES TO:

1. Pay to Medical Examiner for provision, pursuant to this Agreement, of the services set forth in Section I herein by Medical Examiner and/or Deputy Linn County Medical Examiner(s) fees at the rate of Four Hundred Seventy Dollars and Eighteen Cents (\$470.18) per death investigated with written report of findings set forth in Section I of this Agreement.

2. County shall also pay to Medical Examiner, for additional services rendered in deaths where an autopsy is ordered, fees at the rate of Three Hundred Thirty-Three Dollars and Thirty-Three Cents (\$333.33) for each such death. Fees paid pursuant to this section of the Agreement shall not exceed Thirty-Five Thousand Dollars (\$35,000.00) for the term of the Agreement regardless of the number of deaths in which autopsies are ordered. The payments made pursuant to this section are in lieu of payment for clerical services provided by Medical Examiner or actual expenses incurred

by Medical Examiner to obtain clerical services in the performance of this Agreement. No such claims shall be submitted by Medical Examiner or paid by County.

3. Subject to the provisions of Section II(2) of this Agreement, County shall reimburse Medical Examiner for other actual expenses incurred in the provisions, pursuant to this Agreement, of the services set forth in Section I herein.

4. County shall separately pay the fees and costs of any autopsy requested by Medical Examiner pursuant to this Agreement and performed by a person other than Medical Examiner or Deputy Linn County Medical Examiner.

5. Costs for issuance of cremation permits pursuant to Section 331.805(3)(b), Code of Iowa, shall be established by Medical Examiner, not to exceed Seventy-Five Dollars (\$75.00) per permit issued. Such costs shall be borne by the family, next of kin, guardian of the decedent, or other person, as provided in Section 331.805(3)(b), and shall be retained by Medical Examiner.

6. Effective the month of August, 2016, County shall also pay to Medical Examiner, for Lead Medical Examiner Investigator services in deaths for which services are provided pursuant to this Agreement, a fee in the amount of Three Thousand Three Hundred Nine Dollars and Seventy-Eight Cents (\$3,309.78) per month.

III. ADMINISTRATION:

1. Pursuant to Section 670.8, Code of Iowa, the County shall defend, save harmless and indemnify Medical Examiner and/or Deputy Linn County Medical Examiner(s) against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of his duties. However, this agreement to save harmless and indemnify shall not apply to awards for punitive damages. Also, this agreement to save harmless and indemnify shall not apply and County is entitled to restitution by Medical Examiner and/or Deputy Linn County Medical Examiner(s) if, in an action commenced by County against Medical Examiner, it is determined that the conduct of the Medical Examiner and/or Deputy Linn County Medical Examiner(s) upon which the tort claim or demand was based constituted a willful and wanton act or omission. This agreement to defend, save harmless and indemnify shall apply whether or not County is a party to the action and shall include but not be limited to cases arising under Title 42 United States Code Section 1983. In the event Medical Examiner and/or Linn County Deputy Medical Examiner(s) fails to cooperate in the defense against the claim or demand, County shall have a right of indemnification against Medical Examiner.

2. This Agreement recognizes that Medical Examiner, Linn County Deputy Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, are independent contractors and will not be considered employees of Linn County, Iowa, for any purpose.

IV. TERM OF THIS AGREEMENT:

1. This Agreement shall commence on January 1, 2023, and shall be in effect until December 31, 2023.

2. This Agreement shall terminate of its own accord and without further notice should Donald J. Linder, D.O., no longer occupy the position of Linn County Medical Examiner for any reason.

V. EFFECTIVE DATE:

This Agreement shall be effective upon its execution by the parties, retroactive to the commencement of the Agreement term as provided herein.

IN WITNESS WHEREOF, the parties hereto have set their hands for the purposes herein expressed to this instrument, as of the dates below indicated.

LINN COUNTY, IOWA

BY:

**Chairperson, Linn County
Board of Supervisors**

**Donald J. Linder, D.O.
Linn County Medical Examiner**

Date

Date

MEDEXAM1- 12/1/2022



Agreement with Contractor - AS AMENDED 12/2/22

Contract/Project Title:	FARE Grant Program Coordinator
Contractor:	Sarah Blais
Contractor Address:	724 26th St SE Cedar Rapids, IA 52403

Contract Amount:	\$36/Hr. up to 250 hours
Funding Source:	Linn County American Rescue Plan Act Funds
Project Period:	11/15/2022-11-14-2023
Match Required:	NO

The Contractor agrees to perform the work and to provide the services described in the Contract Conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions and General Conditions.

For and behalf of LCBOS:	
By:	Date:
Name, Title Linn County Board of Supervisor	

For and behalf of the Contractor:	
By:	Date:
Name, Title FARE Program Coordinator	



Contract Conditions

Article I - Identification of Parties and Key Personnel

Key Personnel

P&D Director	Charlie Nichols	
P&D Fiscal Contact	Ande Hendricks	
P&D LCFSC Staff Liaison	Mike Tertinger	

Article II – Statement of Contract Purpose:

This agreement is entered into by the Linn County Board of Supervisors (herein referred to as “BOS”) and Contractor Name (hereinafter referred to as “Contractor”) as identified on the previous page. This Agreement shall be considered binding upon the date of the signature of the last party to execute this document.

Whereas, the BOS intends to support the sustainability of the Linn County Food System and implementation of the Food Access, Resiliency, and Equity Grant (herein referred to as “FARE”) and it is further authorized to contract with public or private agencies or individuals to assist in this project and

Whereas, it is the purpose of this Agreement to obtain the professional services of the Contractor to assist the Linn County Food Systems Council (herein referred to as “LCFSC”) in providing appropriate support for the implementation of FARE,

Now, therefore, in consideration of the mutual undertakings and agreements hereinafter set forth,

LCFSC and Contractor agree as follows:

Article III – Description of Work and Services:

LCFSC works and services:

1. Ensure all FARE contracted works and services are completed in an accurate and timely manner.
 - a. Pay the Contractor up to a maximum of \$9,000.00 for services provided and payments made on a monthly basis beginning November 15, 2022 and ending November 14, 2023 commensurate to first invoice received from Contractor.
 - b. Reimburse at an hourly rate of \$36.
2. Process invoices for payment as outlined in the Contractor budget.



Contractor works and services:

Provide to BOS the services of a competent Contractor who will assist the LCFSC in fulfilling its duties and responsibilities relating to successful development and delivery of FARE. Services which the Contractor shall provide include, but are not limited to, the following:

1. Provide guidance and maintain frequent communications with LCFSC
2. Collaborate with LCFSC on the development of the grant program
3. Analyze and troubleshoot program challenges
4. Work with potential applicants to develop their project based on the FARE Grant Scoring Matrix
5. Assist applicants by answering questions related to application development, submission, and grant reporting
6. Ensure all recipients understand the reporting process and criteria and create a toolkit for recipients to aid in tracking expenditures and other key metrics.
7. Provide LCFSC with recommendations on improvements for application and/or reporting processes
8. Submit a monthly invoice of services including total hours and a description of services by the 15th of each month for the prior month's work.
9. Provide LCFSC and any of their duly authorized representatives with access, for the purpose of audit and examination, to any documents, papers, and records of the Contractor pertinent to the subcontract.
10. Nondiscrimination
 - a. Contractor expressly agrees not to discriminate based on race, religion, national origin, gender, familial status, sexual orientation, and all other protected classes in the fulfillment of its duties under this agreement.

Article V – Reports

1. Monthly report of works, applicant interaction, barriers and successes, and hours worked to accompany monthly invoice.
2. Quarterly in-person report to FSC at regularly scheduled meetings or as requested by the LCFSC.
3. End of grant cycle summary report.



Article VI – Agreement Administration

1. Agreement Liaison. During the Agreement term, the Linn County Planning and Development Director, or designee, shall be the Agreement Liaison for Linn County Board of Supervisors. The Linn County Planning and Zoning Division Manager, or designee, will also monitor performance under this agreement.
2. Independent Contractor. This Agreement recognizes that Contractor is an independent contractor and Contractor will not be considered an employee of Linn County, Iowa for any purpose. Contractor shall have no authority over Linn County employees. The existence and content of all policies and procedures within Linn County as well as the supervision and compliance with said policies and procedures shall be the responsibility of the Director of the Linn County Planning & Development Department. Nothing in this contract constitute an employment relationship between the Contractor or Linn County, Iowa. Contractor is not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of Linn County, Iowa. Nothing in this contract prevents Contractor from working with others during the length of this agreement. Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed.
3. Agreement amendments. The Agreement shall be amended upon a written agreement of both parties herein.
4. Agreement Termination. The Agreement may be terminated for cause upon the provision of 15 days written notice. Causes for termination are:
 - a. Mutual agreement of the parties.
 - b. A determination by the LCFSC that insufficient funds are available to continue the services involved.
 - c. Failure to abide by the provisions of this Agreement.
 - d. Dissatisfaction of performance by contractor in meeting performance expectations for the grant as determined by LCFSC.
5. Notices. All notices provided to be given hereunder shall be addressed to the LCP&D at 935 2nd St SW, Cedar Rapids, Iowa 52404, in care of Linn County Planning and Development Director, or such other place or places as LCP&D or Contractor shall, from time to time, designate by appropriate notice in writing and shall be sent by United States registered mail, postage prepaid.

Article VII – Term of Agreement

1. This Agreement shall be effective November 15, 2022, and terminate November 14, 2023, with the opportunity for renewal. BOS and Contractor agree that the terms and conditions of this agreement constitute the entire agreement reached by these parties and that no written or oral statements made by either party in an effort to negotiate this agreement are enforceable.



Article IX – Indemnification:

Except with respect to claims arising from separate negligence or willful acts, which shall remain that entity's personal obligation, each entity agrees to defend, indemnify and hold harmless the other entity and its directors, officers, and employees with respect to a claim arising from the entity's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this agreement or any governing law or regulation.

Linn County, Iowa, a governmental subdivision of the State of Iowa, will only to the extent permitted by the Iowa Constitution and laws of the State of Iowa, indemnify contractor for acts which arise out of or are in any way direct results of the County's negligence, except for and to the extent that such damages or injuries have been established by a court of competent jurisdiction to have directly resulted from the Contractor's negligence in performing its duties and obligations pursuant to this Agreement.

LINN COUNTY SECONDARY ROAD DEPARTMENT
1888 COUNTY HOME ROAD
MARION, IA 52302
PH: 319-892-6400 | FAX: 319-892-6419

LinnCounty.org



Date: 11/28/2022

To: Linn County Board of Supervisors

Re: Capital Improvement Project – 2022CP-004 - Fuel Tanks and Pumps

The Secondary Road Department, along with the Purchasing Department, conducted an RFP for fuel tanks per the Linn County Procurement Policy. Received quotes and results from the RFP are attached.

The low quote from Acterra Group, Inc. meets Linn County Secondary Road Department specifications as outlined in the RFP.

Is it requested to purchase fuel tanks and pumps from Acterra Group, Inc. for a total cost of \$95,260.01. Secondary Road Funds will be used to cover the \$5,260.01 shortfall from the approved capital improvement project amount of \$90,000.

Benefits of this purchase include increased capacity, flow, and meter accuracy. Fuel tanks and pumps for six of the seven requested shops will be purchased at this time.

Fuel tanks and pumps for the District 1, Morgan Creek Shop, would be an additional \$27,785.00. This shop is currently being replaced and quotes for tanks and pumps will be obtained at a later date. A funding source will be determined prior to receiving the quotes.

Purchase Order to:

Acterra Group, Inc.
ATTN: Tony Cooper
PO Box 160, 220 35th Street
Marion, IA 52302
319-377-6357
tac@acterragroup.net



THAD ALEXANDER
Shop Manager
SECONDARY ROAD DEPARTMENT
1944 County Home Road | Marion, IA 52302
Ph: 319-892-6427 | Fax: 319-892-6449
LinnCounty.org

2022 Fuel Tank RFP Results

Vendor	Type	Morgan Creek	Mt Vernon	Alice	Drexler	Whittier	Toddville	Walford	Total
Acterra Group, Inc.	Diesel	\$ 11,668.02	\$ 9,567.57	\$ 9,989.72	\$ 7,732.69	\$ 7,721.56	\$ 7,721.56	\$ 7,721.56	
PO Box 160, 220 35th Street	Gas	\$ 8,156.54	\$ 7,299.41	N/A	N/A	N/A	N/A	N/A	
Marion, IA 52302	Labor	\$ 7,960.44	\$ 7,958.03	\$ 5,905.28	\$ 5,902.31	\$ 5,903.44	\$ 5,903.44	\$ 5,933.44	
319-377-6357	Total	\$ 27,785.00	\$ 24,825.01	\$ 15,895.00	\$ 13,635.00	\$ 13,625.00	\$ 13,625.00	\$ 13,655.00	\$ 123,045.01
tac@acterragroup.net							without Morgan Creek		\$ 95,260.01
Evora Petroleum Solutions	Diesel	\$ 15,912.34	\$ 15,912.34	\$ 15,912.34	\$ 10,416.94	\$ 10,416.94	\$ 10,416.94	\$ 10,416.94	
1690 All State Court	Gas	\$ 10,687.26	\$ 10,687.26	N/A	N/A	N/A	N/A	N/A	
West Des Moines, IA 50265	Labor	\$ 7,269.12	\$ 7,059.12	\$ 6,230.49	\$ 6,230.49	\$ 6,230.49	\$ 6,230.49	\$ 6,230.49	
515-256-8814	Total	\$ 33,868.72	\$ 33,658.72	\$ 22,142.83	\$ 16,647.43	\$ 16,647.43	\$ 16,647.43	\$ 16,647.43	\$ 156,259.99
randerson@evora-group.com									
F & W Service Company Inc.	Diesel	\$ 28,710.13	\$ 25,201.77	\$ 25,201.77	\$ 21,159.40	\$ 21,159.40	\$ 21,159.40	\$ 21,159.40	
665 51st Street	Gas	\$ 23,670.31	\$ 21,509.40	N/A	N/A	N/A	N/A	N/A	
Marion, IA 52302	Labor	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
319-377-6718	Total	\$ 58,380.44	\$ 52,711.17	\$ 28,201.77	\$ 24,159.40	\$ 24,159.40	\$ 24,159.40	\$ 24,159.40	\$ 235,930.98
FWSERVICECO@AOL.COM									
Senaca Companies	Diesel	\$ 20,106.47	\$ 13,178.02	\$ 13,023.90	\$ 10,139.07	\$ 10,139.07	\$ 10,139.07	\$ 14,544.97	
7241 Gaines Street CT	Gas	\$ 13,997.03	\$ 9,666.83	N/A	N/A	N/A	N/A	N/A	
Davenport, IA 52806	Labor	\$ 15,287.02	\$ 13,864.72	\$ 11,811.61	\$ 11,811.60	\$ 11,518.50	\$ 11,616.00	\$ 12,652.11	
563-332-8000	Total	\$ 49,390.52	\$ 36,709.57	\$ 24,835.51	\$ 21,950.67	\$ 21,657.57	\$ 21,755.07	\$ 27,197.08	\$ 203,495.99
jlundquist@SENECACO.COM									

Purchase Order

#: PO410

12/1/2022

935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5000
LinnCountyIowa.Gov



Vendor

BINNS & STEVENS EXPLOSIVE
INC
PO BOX 1005
OSKALOOSA IA 52577
United States

TOTAL

\$6,100.00

Receive By:

Note: Sales Tax Exempt ID Number 42-6004338

Order Instructions: Please enter our order for the following, subject to the instructions, terms and conditions named herein. **Important** This order expressly limits acceptance to the terms stated herein, and any additional or different terms proposed by the seller are rejected unless assented to in writing. No chemicals accepted without material safety data sheet (MSDS). All orders are FOB Destination unless specifically stated otherwise.

Department	Department Contact	Contact Telephone	Terms
61-ENGINEER	JERAD KELLEY	(319) 892-6430	

Quantity	Units	Item	Description	Rate	Amount
5,000		SNOW & ICE CONTROL - LIQUID CHLORIDE	SNOW & ICE CONTROL - LIQUID CHLORIDE	\$1.22	\$6,100.00

Memo: LIQUID CHLORIDE

Total

\$6,100.00

Bill To

Linn County Engineer
1888 County Home Road
Marion, IA 52302

Ship To

SECONDARY ROAD MAIN SHOP
1944 COUNTY HOME RD
MARION IA
United States



PO410

LINN COUNTY SECONDARY ROAD DEPARTMENT
1888 COUNTY HOME ROAD
MARION, IA 52302

Liquid Calcium Chloride

11/30/2022

				Binns & Stevens PO Box 1005 Oskaloosa, IA 52577 brad@binnsandstevens.com ; heather@binnsandstevens.com (641) 672-2566		Heffron Services paul@heffronservices.com		M&K Dust Control michele@mkdustcontrolinc.com ; becky@mkdustcontrolinc.com		Scotwood Industries LLC 12980 Metcalf Avenue Suite 240 Overland Park, Kansas 66213 kbanks@scotwoodindustries.com (913) 851-3500	
No.	Product	Qty	UOM	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	32% concentration liquid Calcium Chloride	5000	gal	\$1.22	\$6,120.00	No Response		No Response		\$1.32	\$6,600.00
	TOTAL				\$6,120.00						\$6,600.00



Linn County

Legislative Priorities

2023

Top Priorities

Local Option Sales Tax and the Iowa Water and Land Legacy Fund: The current proposals to activate the 3/8th of one cent sales tax to fund the Iowa Water and Land Legacy trust fund are not the approach we support to fund the IWLL trust fund. Currently most jurisdictions across Iowa have, by voter referendum, approved a local option sales tax. Approval of this tax has provided local voters with an important revenue stream to fund initiatives ranging from property tax relief to road spending. Current proposals to convert this to a statewide sales tax and impose the local option sales tax in every jurisdiction. This would trigger the constitutional amendment and require the allocation of 3/8th of a cent to the Iowa Water and Land Legacy trust fund (IWLL). While Linn County has historically supported funding the Iowa Water and Land Legacy fund, the method proposed is not what we believe Iowans voted for when this passed more than a decade ago.

Our first concern is that voters across Iowa who have voted to utilize the local option sales tax have approved revenue purpose statements (RPS). Those that may have RPS that expire or may have reauthorized the LOST and the new RPS does not take effect until after January 1, 2023, will have their RPS voided and be required to either adopt a new RPS by city or county resolution, or spend the revenue in accordance with a state formula. In our opinion, this shows a clear disregard for the will of the voter who have voted to pay a tax to accomplish locally vital initiatives. Current proposals also sunset this provision in 2035 after which no jurisdiction will have the authority to take a LOST proposal to a vote, denying voters the opportunity to determine whether they want to choose to undertake large community projects or provide property tax relief, or increase spending on road projects.

This approach would also leave a shortfall in the sales tax pool that would have to be “backfilled” with state general funds. We are not confident that any backfill on monies going to local governments would continue for very long. Any such commitment to local government has a shelf life of two years until the next election when future General Assemblies can “not-withstand” the commitment for other statewide priorities. Future General Assemblies are not bound by commitments of previous General Assemblies.

Property Taxes: Local governments are focused on making sure that our constituents get the services they demand for the best value. We are happy to engage in discussions on how to efficiently manage tax dollars while maintaining services taxpayers expect. Issues like unfunded mandates and user fees that have not kept pace with actual costs, and therefore must be supplemented with property tax dollars, make this a complicated discussion. In addition, we encourage the legislature to remember that the elimination of the mental health levy was offset by the elimination of the backfill from the commercial property tax reduction. We also believe this discussion should include a recognition that local governments are largely reliant on property taxes to fund the services our constituents expect. We do believe that any discussions of real reform of property taxes in Iowa must be holistic in nature and must include reviewing all taxing entities and not just cities and counties.

Unfunded and Underfunded Mandates: Help reduce the burden placed on local property tax payers by addressing instances of cost-shifting state expenses to local governments. Reimburse local governments for state-approved tax credits. Allow county departments to charge fees that cover the cost of providing services. We also request that the legislature carefully review laws that set requirements for the funding of independent boards and commissions to make sure that elected boards retain oversight authority and control over tax dollars.

Project Financing: Encourage fiscally prudent project planning by providing counties with the same ability that cities have to issue bonds for projects based on the principal amount of the bond, rather than on the project cost. This ability will allow counties to use federal funds as a match to complete eligible projects.

Mental Health Funding: Continue the major step the Legislature took in 2021 toward sustainable funding for both the children’s and adult mental health systems by addressing several remaining challenges:

- Allow regions to maintain a fund balance (10%) that is adequate to ensure that they can make payments to providers on time.

Additional Priorities

IPERS: Oppose any legislative change to the Iowa Public Employees Retirement System (IPERS) that reduces benefits for past, present, or future public employees. The IPERS system is financially healthy and IPERS benefits attract and retain a quality workforce.

Social, Criminal & Racial Justice Reform: Continue to review and implement the recommendations of the Governor's FOCUS Committee on Criminal Justice Reform, develop and implement policies for law enforcement on anti-racial profiling, and pass additional legislation to address needed hate crime statutory classifications.

County Zoning: Provide counties the ability to apply zoning regulations objectively, uniformly, and consistently to the construction of new homes. Oppose efforts to expand the types of land exempt from county zoning regulations.

Childcare and the Workforce: Continue the invest in childcare and workforce shortages by developing incentives to increase the availability of quality childcare that promotes the healthy development of children and allows additional people to join the workforce. While the workforce and access issues are a problem across the state, they are particularly acute in rural communities.

Early Childhood Iowa: Restore Early Childhood Iowa funding to previous levels to support a comprehensive and integrated early care and education system.

Fair Chance Hiring: Remove any questions about criminal records from applications for public employment, housing, public benefits, insurance, loans, and other services, and encourage individualized assessment of the circumstances of any past convictions.

Conservation Programs: Invest in Iowa's natural and cultural resources by providing the allowable annual appropriation of \$20 million in the Resource and Enhancement (REAP) fund and continuing to fund the DNR Rivers Program.

Public Improvement Project Delivery Methods: Provide public entities the option to use alternative project delivery methods to construct public improvements. Additionally, local governments should have the flexibility to choose between competitive bids when multiple bids may be within a specified percentage of each other to make sure that the taxpayer not only receives the best value, but the best building product and experienced construction team.

Cannabis Legalization: Legalize the distribution, sale, and use of marijuana products under regulatory and taxation systems designed to ensure appropriate use for both recreational and medical purposes.

Veterans Eligibility: Amend Iowa Code Chapter 35B to add "or have a VA recognized service-connected disability" to the definition of veteran, so that service-connected veterans are eligible for county emergency assistance.

Derecho Recovery & Investment: Support the ongoing recovery from the August 2020 derecho by continuing to invest in the large undertaking to replant trees lost in Iowa during the storm. Last year, the Legislature allocated \$250,000 to start this effort, but additional investment is needed to sustain progress and recovery.

Juvenile Justice Center Cost Sharing: Update the state's share of juvenile cost sharing from the current 8.7% to 50%.

Eluding with Excessive Speed: We would ask that the state consider increasing the penalty for eluding a police officer and going 25 miles per hour over the posted speed limit to a felony.

Linn County Board of Supervisors

Ben Rogers 319-573-8295
ben.rogers@linncounty.org

Stacey Walker 319-892-5104
stacey.walker@linncounty.org

Louie Zumbach 319-892-5107
louis.zumbach@linncounty.org

**LINN COUNTY
FISCAL YEAR 2023 BUDGET APPROPRIATIONS
RESOLUTION NO.:**

Expenditures cannot exceed the following fiscal year 2023 appropriations by organization:

1	BOARD OF SUPERVISORS	\$	30,774,519
2	AUDITOR		2,933,652
3	RECORDER		1,641,504
4	TREASURER		3,800,712
5	COUNTY ATTORNEY		5,744,714
6	IT		4,219,583
9	RISK		347,308
10	CIVIL SERVICE		18,907
11	HUMAN RESOURCES		1,132,255
12	FACILITIES		3,145,608
13	FACILITIES - BOARD BUILDINGS		1,196,263
14	FINANCE & BUDGET		743,216
15	SUSTAINABILITY		159,805
16	PURCHASING		498,459
21	SHERIFF		28,021,888
24	MEDICAL EXAMINER		762,800
27	COURT EXPENSE		32,500
29	JUVENILE JUSTICE		193,017
30	DHS - STATE WELFARE		307,077
33-34	LCCS		11,980,891
35	YOUTH SERVICES		4,929,595
36	VETERAN AFFAIRS		627,066
37	PUBLIC HEALTH		8,068,147
40	PLANNING & DEVELOPMENT		1,727,185
42	LIFTS		2,269,158
45	SOIL CONSERVATION		207,107
46	CONSERVATION		18,656,828
61	ENGINEER		27,740,549
65	CIP		5,110,000
86	BONDS		5,795,630
		\$	<u>172,785,943</u>

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____

Nay: _____

Abstain: _____

ATTEST:

Joel Miller, Linn County Auditor