

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

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCountyIowa.gov

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Wednesday, August 3, 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.

Reports

Receive and place on file Treasurer's Semi-Annual Report and Semi-Annual Settlement from Jan. 1, 2022 – June 30, 2022.

Resolutions

Resolution authorizing the vacation of A portion of Town of Western, located in the NE 1/4 SW 1/4 , Section 34, T. 82N., R.07W. of the 5th P.M., Linn County, Iowa described as follows: The east half of the alley lying adjacent to the west line of Lots 85 and 86 of said Town of Western and the south half of the alley lying adjacent to the north line of said Lot 86. Said vacated area = 3498 square feet or 0.08 acres.

Resolution approving Rural Land Use Map Amendment case JA22-0002, request of Arlo Ann and Russell Sieck, property owners; Robert Sieck, applicant, to change map designation for approximately .75 acres located at 4100 Greens Grove Rd, NWSW 34-85-08, from RRD3 (Rural Residential 3-Acre District) to AA (Agricultural Area).

Resolution to adopt the County Standard Specifications as amended and authorize County Engineer to collect fees.

Resolution to approve a final plat for Houlahan First Addition, case JF22-0017

Resolution to approve a final plat for Munson First Addition, case JF22-0015.

Contract and Agreements

Approve a Cooperative Agreement between Hawkeye Area Community Action Program, Inc., (HACAP) and Linn County Child Development Center to provide financial assistance and housing for a HACAP Family Support Worker effective September 1, 2022 through August 31, 2023 at a rate of \$29.56 per hour for 20 hours per week

Approve and authorize Chair to sign an American Rescue Plan Act (ARPA) Subaward Agreement between Linn County and the City of Lisbon for the Lisbon Well 5 Improvements in the amount of \$1,000,000.00.

Approve and authorize Chair to sign an Iowa Medicaid Home and Community Based Services (HCBS) Quality Management Focused Review Report for Options of Linn County conducted July 22, 2022 in accordance with

the requirements of the Iowa Administrative Code in order to validate responses on the annual Provider Quality Management Self-Assessment and to assist providers to be compliant with laws, rules, requirements, and best practices.

Licenses & Permits

Approve 5 Day Liquor License for Snowdrifters, Inc. Big Town Show Down Truck & Tractor Pull on August 20, 2022 on a property owned by Karl Haible near Palo, Ia.

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes

Discuss and decide on meeting minutes.

Claims

Discuss and decide on claims.

Discuss and decide on a proposed RACOM radio system maintenance contract.

Second Consideration on case JA22-0001, an ordinance amending the Code of Ordinances, Linn County, Iowa by amending provisions in Chapter 107, Unified Development Code, primarily related to Agricultural Experiences in Linn County.

Discuss and decide on approval of a Linn County Community Resilience Report

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

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.

TREASURER'S SEMI-ANNUAL REPORT

FOR PERIOD FROM JANUARY 1, 2022 THROUGH JUNE 30, 2022

PARTICULARS	PREVIOUS BALANCE	RECEIPTS	DISB.	BALANCE	RECEIPTS	AMOUNT	DISBURSEMENTS	AMOUNT
AUTOMOBILE LICENSE	\$3,924,792.51	\$22,064,001.81	\$22,107,621.62	\$3,881,172.70	ON HAND	\$6,501,701.11		
USE TAX	\$2,609,516.36	\$15,426,074.25	\$15,058,071.55	\$2,977,519.06	AUTOMOBILE LICENSE	\$22,064,001.81	AUTOMOBILE LICENSE	\$22,107,621.62
SURCHARGE	\$23,855.00	\$147,360.00	\$145,080.00	\$26,155.00	USE TAX	\$15,426,074.25	USE TAX	\$15,058,071.55
AMATEUR RADIO	\$75.00	\$505.00	\$505.00	\$75.00	SURCHARGE	\$147,360.00	SURCHARGE	\$145,080.00
BLACK OUT	\$39,433.00	\$276,948.00	\$262,804.00	\$53,577.00	AMATEUR RADIO	\$505.00	AMATEUR RADIO	\$505.00
BREAST CANCER	\$25.00	\$605.00	\$535.00	\$95.00	BLACK OUT	\$276,948.00	BLACK OUT	\$262,804.00
BRONZE STAR	\$15.00	\$220.00	\$210.00	\$25.00	BREAST CANCER	\$605.00	BREAST CANCER	\$535.00
CATTLEMAN	\$60.00	\$675.00	\$640.00	\$95.00	BRONZE STAR	\$220.00	BRONZE STAR	\$210.00
CHOOSE LIFE	\$50.00	\$245.00	\$205.00	\$90.00	CATTLEMAN	\$675.00	CATTLEMAN	\$640.00
ISU	\$245.00	\$1,728.00	\$1,749.00	\$224.00	CHOOSE LIFE	\$245.00	CHOOSE LIFE	\$205.00
U OF I	\$798.00	\$7,230.00	\$6,507.00	\$1,521.00	ISU	\$1,728.00	ISU	\$1,749.00
UNI	\$60.00	\$565.00	\$510.00	\$115.00	U OF I	\$7,230.00	U OF I	\$6,507.00
MISC COLL	\$135.00	\$1,429.00	\$1,344.00	\$220.00	UNI	\$565.00	UNI	\$510.00
PERSONALIZED	\$1,937.00	\$13,438.00	\$13,187.00	\$2,188.00	MISC COLL	\$1,429.00	MISC COLL	\$1,344.00
DECAL	\$5.00	\$20.00	\$20.00	\$5.00	PERSONALIZED	\$13,438.00	PERSONALIZED	\$13,187.00
DUCKS UNLIMITED	\$20.00	\$240.00	\$195.00	\$65.00	DECAL	\$20.00	DECAL	\$20.00
EDUCATION	\$80.00	\$95.00	\$140.00	\$35.00	DUCKS UNLIMITED	\$240.00	DUCKS UNLIMITED	\$195.00
EMS	\$0.00	\$75.00	\$75.00	\$0.00	EDUCATION	\$95.00	EDUCATION	\$140.00
EV/PHEV	\$5,260.37	\$43,967.11	\$40,898.45	\$8,329.03	EMS	\$75.00	EMS	\$75.00
FALLEN OFFICER	\$105.00	\$570.00	\$555.00	\$120.00	EV/PHEV	\$43,967.11	EV/PHEV	\$40,898.45
FIREFIGHTER	\$0.00	\$400.00	\$325.00	\$75.00	FALLEN OFFICER	\$570.00	FALLEN OFFICER	\$555.00
FLY OUR COLORS	\$320.00	\$3,267.00	\$2,652.00	\$935.00	FIREFIGHTER	\$400.00	FIREFIGHTER	\$325.00
GOD BLESS	\$115.00	\$547.00	\$587.00	\$75.00	FLY OUR COLORS	\$3,267.00	FLY OUR COLORS	\$2,652.00
GOLD STAR FAMILY	\$0.00	\$5.00	\$5.00	\$0.00	GOD BLESS	\$547.00	GOD BLESS	\$587.00
HERITAGE PLATE	\$20.00	\$41.00	\$61.00	\$0.00	GOLD STAR FAMILY	\$5.00	GOLD STAR FAMILY	\$5.00
IOWA AG LITERACY	\$0.00	\$30.00	\$30.00	\$0.00	HERITAGE PLATE	\$41.00	HERITAGE PLATE	\$61.00
LEGION OF MERIT	\$0.00	\$0.00	\$0.00	\$0.00	IOWA AG LITERACY	\$30.00	IOWA AG LITERACY	\$30.00
LOVE OUR KIDS	\$15.00	\$180.00	\$150.00	\$45.00	LEGION OF MERIT	\$0.00	LEGION OF MERIT	\$0.00
MC RIDER EDUCATION	\$35.00	\$150.00	\$160.00	\$25.00	LOVE OUR KIDS	\$180.00	LOVE OUR KIDS	\$150.00
NATIONAL GUARD	\$5.00	\$15.00	\$20.00	\$0.00	MC RIDER EDUCATION	\$150.00	MC RIDER EDUCATION	\$160.00
DNR	\$3,055.00	\$21,474.00	\$21,127.00	\$3,402.00	NATIONAL GUARD	\$15.00	NATL GUARD	\$20.00
ORGN DONOR	\$80.00	\$355.00	\$360.00	\$75.00	DNR	\$21,474.00	DNR	\$21,127.00
PEARL HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	ORGN DONOR	\$355.00	ORGAN DONOR	\$360.00
POW	\$0.00	\$0.00	\$0.00	\$0.00	PEARL HARBOR	\$0.00	PEARL HARBOR	\$0.00
PROFESSIONAL FIRE	\$30.00	\$100.00	\$120.00	\$10.00	POW	\$0.00	POW	\$0.00
PURPLE HEART	\$25.00	\$160.00	\$160.00	\$25.00	PROFESSIONAL FIRE	\$100.00	PROFESSIONAL FIRE	\$120.00
PWD	\$0.00	\$90.00	\$55.00	\$35.00	PURPLE HEART	\$160.00	PURPLE HEART	\$160.00
AIR FORCE	\$30.00	\$140.00	\$150.00	\$20.00	PWD	\$90.00	PWD	\$55.00
ARMY	\$20.00	\$270.00	\$280.00	\$10.00	AIR FORCE	\$140.00	AIR FORCE	\$150.00
COAST GUARD	\$0.00	\$10.00	\$0.00	\$10.00	ARMY	\$270.00	ARMY	\$280.00
MARINES	\$5.00	\$30.00	\$30.00	\$5.00	COAST GUARD	\$10.00	COAST GUARD	\$0.00
NAVY	\$15.00	\$135.00	\$135.00	\$15.00	MARINES	\$30.00	MARINES	\$30.00
SHARE THE ROAD	\$180.00	\$660.00	\$775.00	\$65.00	NAVY	\$135.00	NAVY	\$135.00
SHRINERS	\$15.00	\$58.00	\$63.00	\$10.00	SHARE THE ROAD	\$660.00	SHARE THE ROAD	\$775.00
SILVER STAR	\$0.00	\$55.00	\$55.00	\$0.00	SHRINERS	\$58.00	SHRINERS	\$63.00
VET PLATES	\$415.00	\$2,235.00	\$2,260.00	\$390.00	SILVER STAR	\$55.00	SILVER STAR	\$55.00
VETS CROSS/MEDAL	\$0.00	\$10.00	\$5.00	\$5.00	VET PLATES	\$2,235.00	VET PLATES	\$2,260.00
ANATOMICAL FUND	\$444.21	\$3,378.41	\$3,220.15	\$602.47	VETS CROSS/MEDAL	\$10.00	VETS CROSS/MEDAL	\$5.00
ADMINISTRATIVE	\$0.00	\$60.00	\$45.00	\$15.00	ANATOMICAL FUND	\$3,378.41	ANATOMICAL FUNDS	\$3,220.15
MAIL PROCESSING	\$21,508.00	\$127,447.00	\$126,067.00	\$22,888.00	ADMINISTRATIVE	\$60.00	ADMINISTRATIVE	\$45.00
NSF	\$559.00	\$2,747.00	\$3,011.00	\$295.00	MAIL PROCESSING	\$127,447.00	MAIL PROCESSING	\$126,067.00
AUTO TRANSFERS	(\$131,000.00)	\$0.00	\$0.00	(\$131,000.00)	NSF	\$2,747.00	NSF	\$3,011.00
BANK SERVICE CHARGES	(\$657.34)	\$0.00	\$0.00	(\$657.34)	BANK SERVICE CHARGES	\$0.00	BANK SERVICE CHARGES	\$0.00
					TOTAL	\$44,651,741.69	TOTAL	\$37,802,740.77
					I CERTIFY THE ABOVE IS TRUE AND CORRECT PER			
					CASH BOOK AS OF _____			
TOTAL	\$6,501,701.11	\$38,150,040.58	\$37,802,740.77	\$6,849,000.92	COUNTY TREASURER _____			

SEMI-ANNUAL SETTLEMENT
BOARD OF SUPERVISORS
LINN COUNTY, IOWA
FROM JANUARY 1, 2022 THROUGH JUNE 30, 2022

I CERTIFY THE BELOW IS TRUE AND
CORRECT PER CASH BOOK, AS OF
6/30/2022

VERIFIED AND FOUND CORRECT AS OF
6/30/2022

TREASURER: SHARON K. GONZALEZ

AUDITOR: JOEL MILLER

COUNTY TREASURER

FUNDS	TREASURERS	LEDGER BALANCE	PARTICULARS		TOTAL AMOUNT					
AUTOMOBILE LICENSE		3,881,172.70	CASH IN BANK**SEE DEPOSITORIES BELOW		\$7,033,177.77					
USE TAX		2,977,519.06								
SURCHARGE		26,155.00	SUCCEEDING YEAR DEPOSITS							
AMATEUR RADIO		75.00								
BLACK OUT		53,577.00	BANK SERVICE CHARGES		(657.34)					
BREAST CANCER		95.00								
BRONZE STAR		25.00	RECORDER'S ECOMM		11.95					
CATTLEMAN'S		95.00								
CHOOSE LIFE		90.00								
ISU		224.00								
U OF I		1,521.00	OTHER ITEMS - DETAIL							
UNI		115.00								
COLL MISC		220.00	UNCOLLECTED NSF'S		\$4,550.66					
PERS PLATE		2,188.00								
DECAL		5.00	DEPOSIT UNRELATED TO BUSINESS		\$114,903.36					
DUCKS UNLIMITED		65.00								
EDUCATIONAL		35.00	DEALER ESCROW		(\$302,985.48)					
EMS		0.00								
EV/PHEV		8,329.03								
FALLEN OFFICER		120.00								
FIREFIGHTER		75.00								
FLY OUR COLORS		935.00								
GOD BLESS		75.00								
GOLD STAR FAMILY		0.00								
HERITAGE		0.00								
IOWA AG LITERACY		0.00	TOTAL CASH ON HAND AND IN BANKS		\$6,849,000.92					
LEGION OF MERIT		0.00								
LOVE OUR KIDS		45.00	BALANCE IN DEPOSITORIES AS FOLLOWS							
MOTORCYCLE RIDER		25.00								
NATL GUARD		0.00	NAME OF BANK		CHECKING	PROPERTY TAX	DEPOSITS IN-TRANSIT	ACH OUTSTANDING	CHECKS OUTSTANDING	TREASURER'S NET BALANCE
DNR		3,402.00	US BANK		\$12,735,244.99	-\$6,014,842.89	\$326,510.53	-\$310.23	-\$13,424.63	\$7,033,177.77
ORGAN DONOR PLATE		75.00								
PEARL HARBOR		0.00								
POW		0.00								
PROFESSIONAL FIRE		10.00								
PURPLE HEART		25.00								
PWD		35.00								
AIR FORCE		20.00								
ARMY		10.00								
COAST GUARD		10.00								
MARINES		5.00								
NAVY		15.00								
SHARE THE ROAD		65.00								
SHIRNERS		10.00								
SILVER STAR		0.00								
VETERANS		390.00								
VETS CROSS/MEDAL		5.00								
ANATOMICAL FUND		602.47								
ADMINISTRATIVE		15.00								
MAIL		22,888.00								
NSF FEES		295.00								
AUTO TRANSFERS		(131,000.00)								
BANK SERVICE CHARGES		(657.34)								
TOTAL		6,849,000.92	TOTAL CASH ON HAND AND IN BANKS		\$12,735,244.99	(\$6,014,842.89)	\$326,510.53	-\$310.23	(\$13,424.63)	\$7,033,177.77

Prepared By: Linn County Secondary Road Dept., 1888 County Home Rd, Marion, IA 52302 (319) 892-6400
Return to: Linn County Auditor, 935 2nd Street SW, Cedar Rapids, IA 52404

RESOLUTION # _____

VACATE EXCESS ROAD RIGHT-OF-WAY

WHEREAS, the Linn County Board of Supervisors desire to vacate a portion of excess road right-of-way, more particularly described as follows.

A portion of Town of Western, located in the NE 1/4 SW 1/4 , Section 34, T. 82N., R.07W. of the 5th P.M., Linn County, Iowa described as follows:

The east half of the alley lying adjacent to the west line of Lots 85 and 86 of said Town of Western and the south half of the alley lying adjacent to the north line of said Lot 86.

Said vacated area = 3498 sf or 0.08 acres.

WHEREAS, pursuant to Chapter 306.12 and 306.13 of the Code of Iowa, notice was published in the Cedar Rapids Gazette, a copy of said notice being attached hereto, and

WHEREAS, all adjoining land owners, all utility companies and the Iowa Department of Transportation have been notified by certified mail pursuant to Chapter 306.12 of said vacation and the hearing thereon, and

WHEREAS, the Linn County Board of Supervisors pursuant to the aforesaid notice held a hearing on the proposed vacation of the aforementioned right-of-way, and

WHEREAS, it being deemed in the best interest of Linn County to vacate said right-of-way, and

WHEREAS, this vacation is subject to easements of record at time of the public hearing including a utility easement, and

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Linn County Board of Supervisors this date met in lawful session to vacate as described below:

A portion of Town of Western, located in the NE 1/4 SW 1/4 , Section 34, T. 82N., R.07W. of the 5th P.M., Linn County, Iowa described as follows:

The east half of the alley lying adjacent to the west line of Lots 85 and 86 of said Town of Western and the south half of the alley lying adjacent to the north line of said Lot 86.

Said vacated area = 3498 sf or 0.08 acres.

in Linn County, Iowa, be and the same is hereby vacated, and shall no longer be deemed public road right-of-way.

Dated at Cedar Rapids, Linn County, Iowa on this _____ day of _____, 2022.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

Chairperson

Vice Chairperson

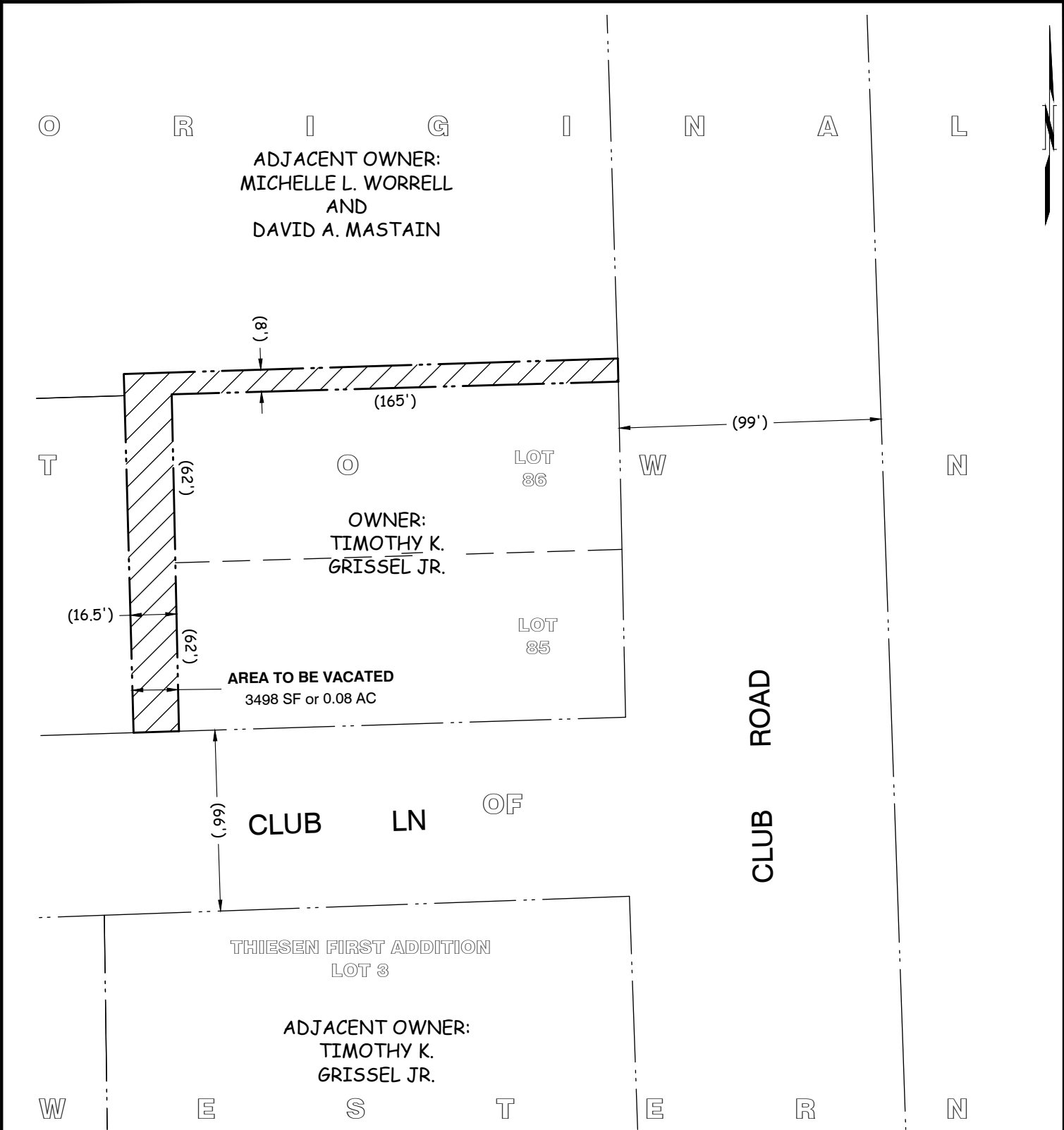
Supervisor

ATTEST:

Linn County Auditor

Auditor





Legal Description:
A portion of Town of Western, located in the NE 1/4 SW 1/4 , Section 34, T. 82N., R.07W. of the 5th P.M., Linn County, Iowa described as follows:

The east half of the alley lying adjacent to the west line of Lots 85 and 86 of said Town of Western and the south half of the alley lying adjacent to the north line of said Lot 86.

Said vacated area = 3498 sf or 0.08 acres.

LEGEND

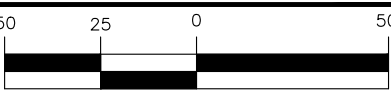
- -- PROPERTY LINE
- -- ORIGINAL LOT LINE
- () RECORDED DIMENSION or RECORDED BK-PG



**Secondary Road
Department**

1888 COUNTY HOME ROAD
MARION, IOWA 52302
PH (319) 892-6400

VACATION EXHIBIT
NE 1/4 SW 1/4, SEC 34-82-07



SCALE: 1" = 50'

THIS PLAT IS A REPRESENTATION OF THE PREMISES PROPOSED FOR A QUIT CLAIM DEED. THIS PLAT IS NOT A SURVEY.

DATE	07/19/2022
DATE REVISED	07/20/2022
DRAWN BY	CAL
SHEET	1
OF	1
SHEET	

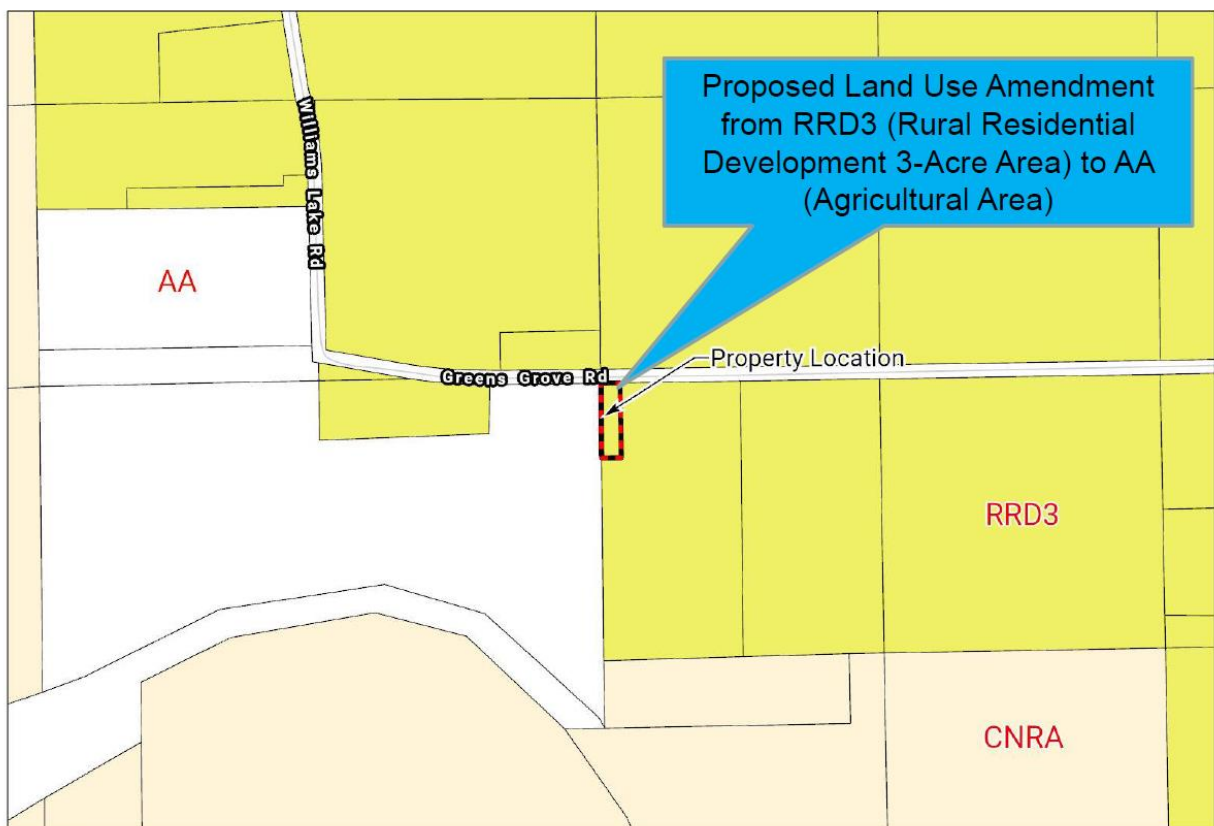
Prepared by Jessie Black
Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100
(319) 892-5130
Return to Becky Shoop, Auditor's Office

LINN COUNTY RESOLUTION # _____

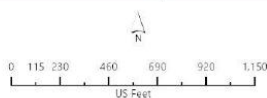
**AN AMENDMENT TO THE LINN COUNTY
2000 RURAL LAND USE MAP**

BE IT RESOLVED by the Board of Supervisors, Linn County, Iowa, that the following amendment, Case JA22-0002, be made to the Rural Land Use Map of the Linn County Comprehensive Plan, dated July 19, 2013:

Amend the Rural Land Use Map designation from RRD3 (Rural Residential 3-Acre District) to AA (Agricultural Area) on the Linn County Rural Land Use Plan Map as shown below.



LINN COUNTY PLANNING & DEVELOPMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
Cedar Rapids, IA 52404
Ph: 319-892-5141 | Fax: 319-892-5155



JA22-0002
Land Use Map
Amendment Exhibit

Passed and approved this 3rd day of August, 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, and Clerk to the Board of Supervisors, 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 ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2022.

Notary Public State of Iowa

COUNTY STANDARD SPECIFICATIONS

LINN COUNTY, IOWA

**Prepared by the office of the Linn County Engineer
1888 County Home Road, Marion, Iowa**

Adopted

Resolution

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SECTION 1	GENERAL PROVISIONS
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It is intended that the design criteria and construction specifications incorporated in this document be required limits for the development of plans for construction of proposed rural subdivision streets in Linn County, Iowa. Any request for a variance from these requirements must be made in writing by the developer or his engineer to the Linn County Engineer. A variance must be granted in writing from the County Engineer or by resolution of the Linn County Board of Supervisors to be effective.

A professional engineer registered in the State of Iowa shall certify plans submitted for review. Linn County applies Iowa Department of Transportation "Standard Specifications for Highway and Bridge Construction" to subdivision projects. Details not covered by D.O.T. specifications may be in accordance with Statewide Urban Design and Specifications (SUDAS). Projects reviewed by cities and towns shall have plans reviewed by the town or city with jurisdiction.

Those platting lots shall bring adjacent secondary roads to current county standards prior to final acceptance of the plat or in lieu thereof, provide a road agreement to bring the adjacent road(s) into conformance. The impact to adjacent secondary roads shall be determined by the Linn County Engineer and shall be included in the road agreement.

SECTION 2	CONSTRUCTION PLANS
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2.1 PLAN PREPARATION

Preliminary improvement plans may be submitted as prepared D size (22"x34" or 24"x36") drawings or half size (11"x17"). Scales for drawings shall be 1" = 100' or less for plan views and 1" = 10' or less for profile. Sufficient details will be shown so that the plans are clear, and the designer's intent is understandable.

All essential features shall be shown, including but not limited to: drainage, bench marks, survey corners, reference ties, lot corners, center line, station marks at one-hundred (100) feet intervals, stations at lot corners, fences, culverts, horizontal curves, curve data, hydraulic data, traffic volumes, typical roadway cross-section, utility locations, drainage easements, street names, subdivision name, owner, design engineer, plan certification and location for reviewed drawings to be sent.

2.2 PLAN SUBMITTAL

Two sets of preliminary plans and cross-sections shall be submitted to the Linn County Engineer's Office, 1888 County Home Road, Marion, Iowa 52302. One set will be reviewed and returned to the design engineer. Plans shall be submitted prior to consideration of the final plat.

2.3 PLAN APPROVAL

Three (3) sets of corrected plans are to be returned to the Linn County Engineer's Office. If no further corrections are necessary, one set of plans will be returned to the design engineer. If corrections are necessary, three (3) sets of corrected plans are to be resubmitted until approval is obtained.

As condition of final plan approval, the developer shall file an affidavit with the Soil Conservation Service stating that the proposed activity will not exceed the established soil loss limits as prescribed by the Code of Iowa. If more than one acre of site is exposed to erosion, the developer must obtain a permit from the Iowa Department of Natural Resources and submit an erosion control plan. Final approval must be secured before any construction begins.

SECTION 3 STREETS - GENERAL

3.1 GENERAL LAYOUT OF STREETS

The general layout of proposed streets shall conform to the requirements found in the Unified Development Code, Article 4, Sec. 8B § 8,9,10 & 11.

3.2 INTERSECTIONS - ALIGNMENT

Proposed streets shall be laid out to intersect other streets at nearly right angles when practicable. A deviation of as much as 10° from being orthogonal may be allowed. Proposed street alignments shall have a sixty (60) foot tangent section approaching all intersections.

Intersections shall not be located closer than two hundred (200) feet to other intersections on the same alignment.

3.3 INTERSECTIONS - GRADES

Proposed roads intersecting existing roads shall have a minus 1% to 2% profile tangent for a minimum of twenty-five (25) feet from the intersection. The intent of this provision is to lessen surface water problems at intersection and to reduce surface flow from side roads onto through roads.

3.4 SIDEWALKS

Where sidewalks are required see page 24 for details of sidewalk ramp details at intersections.

SECTION 4 ROAD CLASS AND DESIGN ELEMENTS

4.1 CLASSIFICATION A ROAD – MAJOR ARTERIAL

This classification is considered a major county artery. It carries through traffic across the county, traffic between communities, and traffic between other major arterial roads. These roads are intended to ultimately receive high type pavement and carry the bulk of the traffic on the Secondary System. Table 4.1 divides major arterial roads by traffic volume into three subclasses for design purposes.

SUBCLASSIFICATION OF MAJOR ARTERIAL	TRAFFIC COUNT, AADT	
	CURRENT	20 YEARS
A-1	Over 750	1000 to 2000
A-2	250 to 750	400 to 1000
A-3	50 to 250	100 to 400

TABLE 4.1 - SUBCLASSIFICATION OF MAJOR ARTERIAL ROADS

4.2 CLASSIFICATION B ROAD – MINOR ARTERIAL

This classification serves as a minor arterial from the rural subdivision streets and collector roads. It is generally one to six miles in length and connects its service roads with the major arterial system. Generally these roads have smaller traffic volumes than major arterial roads. These roads are intended for ultimate improvement to an intermediate dust free surface or high type pavement. A rural subdivision street could fall into this classification at the discretion of the County Engineer. Table 4.2 shows the subclassification of this road type based upon traffic volume.

SUBCLASSIFICATION OF MINOR ARTERIAL	TRAFFIC COUNT, AADT	
	CURRENT	20 YEARS
B-1	250 to 750	400 to 1000
B-2	50 to 250	100 to 400

TABLE 4.2 - SUBCLASSIFICATION OF MINOR ARTERIAL ROADS

4.3 CLASSIFICATION C AND D ROAD – COLLECTOR ROADS AND RURAL SUBDIVISION STREETS

These are considered service roads for rural areas and residential subdivisions. They may connect to major arterial roads, minor arterial roads or collector roads. These roads are intended for local use and low traffic volumes. Rural collector roads (C) are generally rock surfaced. Rural subdivision streets (D) are required to receive high type surfacing as indicated in Section 9.2.

4.4 CLASSIFICATION E ROAD - PRIVATE ROADS

These are private service roads that access agricultural lands or five or fewer private lots. These roads generally have traffic volumes less than 50 vehicles per day. These private roads are intended to ultimately receive high type surfacing as indicated in Section 9.2.

Conservation Subdivisions shall be classified as private roads. See Table 6.6 for design specifications.

4.5 CLASSIFICATION F ROAD - PRIVATE LANE

When private lanes are proposed in a subdivision, the Linn County Engineer must approve them as an exception.

All private lanes shall be improved giving due regard to the extent and character of the area to be served. The layout of the proposed private lane shall be such that no provision can be made to allow extension of the lane outside of the proposed platted area. Private lanes are intended to serve agricultural property or one or two private lots. They may also be used to serve existing lots at the discretion of the County Engineer.

The recommended width of the traveled surface is twenty-two (22) feet. The roadway shall be surfaced full width with crushed stone at a rate of 5000 tons to the mile to provide a reasonable all weather access to the proposed lots. The width of the rock surface shall not be less than sixteen (16) feet. The use by emergency vehicles shall be accounted for in the design of this type facility. The County Engineer may require verification by the owner's engineer in writing that the lane is designed for emergency access.

SECTION 5 ROAD RIGHTS-OF-WAY

5.1 RIGHT-OF-WAY WIDTHS

Rights-of-way widths for proposed public streets shall not be less than sixty-six (66) feet. Right-of-way widths for proposed private lanes shall not be less than forty (40) feet. Wider rights-of-way may be required by reason of the topography and geometrics to insure that the essential features of the street are contained. At intersections attention shall be given to ditch drainage to insure uninterrupted flow. It may be necessary to provide additional right-of-way to provide for such drainage.

The minimum requirements for right-of-way widths for the various road classifications are shown in Table 5.1.

CLASSIFICATION	ROAD CLASSIFICATION	MINIMUM R.O.W. REQUIRED EACH SIDE OF CENTERLINE
A	Major Arterial Road	60 ft.
B	Minor Arterial Road	50 ft.
C	Collector Road	40 ft.
D	Rural Subdivision Street	33 ft.
E	Private Road	33 ft.*
F	Private Lane	20 ft.

TABLE 5.1 – RIGHT-OF-WAY WIDTHS

*Right-of-way width on private Conservation Subdivision street may be reduced to 20' where terrain allows

5.2 EXISTING STREETS

Additional right-of-way adjacent to existing streets shall be dedicated to Linn County for subdivisions contiguous to existing county right-of-way. See table 5.1 for the minimum widths required for rights-of-way on various road classifications.

SECTION 6 GEOMETRIC DESIGN FOR SUBDIVISION STREETS

6.1 GENERAL

A Policy on Geometric Design of Highways and Streets, (AASHTO), Statewide Urban Design and Specifications (SUDAS), and local construction practices have been used as references in formulating the recommendations and specifications contained in this section. It is advised that prior to the preliminary platting of a proposed subdivision the developer and his engineer confer with the Linn County Engineer to establish the specific design criteria for the proposed streets.

6.2 DESIGN TRAFFIC VOLUMES

Streets shall be designed for average annual daily traffic (AADT) volumes as determined by acceptable procedures and as approved by the County. The procedure shall take into account the size of the proposed subdivision, a twenty (20) year projection of further development, and land use patterns. A guide for predicting traffic volumes shall be to use an average of 10 vehicles per day per household along the proposed road.

6.3 DESIGN SPEED

Geometric design features shall be consistent with a design speed selected as appropriate for traffic volumes and terrain factors. Table 6.1 shall be used to determine design speed.

TYPE OF TERRAIN	MAJOR ARTERIAL OR MINOR ARTERIAL		COLLECTOR, RURAL SUBDIVISION STREET, OR PRIVATE ROADS		PRIVATE LANE
	Over 750 AADT	Under 750 AADT	250 AADT to 400 AADT	50 AADT to 250 AADT	Under 50 AADT
Level	60 mph	50 mph	40 mph	30 mph	30 mph
Rolling	50 mph	40 mph	30 mph	30 mph	20 mph
Hilly	30 mph	30 mph	20 mph	20 mph	20 mph

TABLE 6.1 - DESIGN SPEED

Long sight distances and gentle slopes characterize level terrain. Natural slopes in this terrain are generally thirty (30) feet per mile or less and are best typified by the flat farm areas of central Linn County. C Ave. Ext. north of County Home Road is in level terrain.

Rolling terrain is characterized by moderate sight distances and good drainage. Natural slopes in this terrain are generally 30 to 80 feet per mile. It is best typified by rolling fields of south and southeastern Linn County. Mount Vernon Road between Highway 13 and the city of Mount Vernon is in rolling terrain.

Hilly terrain is characterized by limited sight distances and fast drainage. Natural slopes in this terrain are generally greater than 80 feet per mile. The steep pastures of northeastern Linn County best typify it. Matsell Park Road is in hilly terrain.

6.4 STOPPING AND CORNER SIGHT DISTANCE

Minimum stopping sight distance is shown in table 6.2. For calculating stopping sight distance the height of eye shall be 3.5 feet and height of object shall be 2.0 feet.

Design Speed, mph	20	25	30	40	50	60
Stopping Sight Distance						
Minimum stopping sight distance, ft	115	155	200	305	425	570
K* value for:						
Crest vertical curve	7	12	19	44	84	151
Sag vertical curve	17	26	37	64	96	136

TABLE 6.2 - MINIMUM STOPPING SIGHT DISTANCE

*Rate of vertical curvature, K, is the length of curve per percent algebraic difference in intersecting grades (A). $K=L/A$

Design Speed, mph	Minimum Corner Sight Distance at Intersection, ft*
60	650
50	515
40	415
30	310
25	260
20	210

TABLE 6.3 - CORNER SIGHT DISTANCE

*NOTE: Corner sight distance measured from a point on the minor road at least fifteen (15) feet from the edge of the major road and measured from a height of eye 3.5 feet on the minor road to a height of object 4.25 feet on the major road.

6.5 GRADES

Minimum ditch grades shall be 0.5% to allow positive flow. Target ditch grades should be 1% or higher. Maximum profile grades are shown in Table 6.4 .

Type of Terrain	Design Speed, mph					
	20	25	30	40	50	60
Level	8	7	7	7	6	5
Rolling	11	10	10	9	8	6
Hilly	13	11	11	10	9	

TABLE 6.4 - MAXIMUM PROFILE GRADES, %

6.6 ALIGNMENT

The alignment of proposed subdivision streets shall take into account the extension of adjacent streets and should consider the existing topography to minimize earthwork and erosion control.

Curves should be designed with as large a radius as possible. Superelevation should be used except for rural subdivision streets. Table 6.5 shows the recommended superelevation requirements.

Design Speed, mph	Maximum E, ft/ft	Minimum Radius, ft	Runoff, ft
50	0.06	849	150
40	0.06	509	125
30	0.04	302	100
25	0.03	209	75

TABLE 6.5 - SUPERELEVATION REQUIREMENTS

6.7 CROSS SECTION

The roadway cross section may be either the open or closed ditch type. The closed ditch, curb and gutter type will be considered where it is the continuation of a similar type facility or where it provides obvious advantage to the roadway.

6.8 INTERSECTION

The minimum radius to the shoulder line for open ditch cross sections and to the back of curb for closed ditch cross sections shall be seventy-five (75) feet at intersection with major arterial, fifty (50) feet minor arterial roads and thirty-five (35) feet at intersections with all other road classes. See Figure 11.

SECTION 7 DRAINAGE

7.1 OPEN DITCH DESIGN

All surface drainage in the open ditch type construction shall be carried through suitable culverts to natural drainage outlets. The minimum crossroad culvert shall be 24" diameter. All crossroad pipe shall be unclassified Group 1. Metal pipe shall be Specification 4141.02 A, C or D. The minimum gage shall be 14. The minimum entrance culvert shall be 15" diameter, 24' length and 16 gage. All culverts shall meet Iowa Department of Transportation's Standards. Where ditches do not have good positive drainage, drain tile may be required.

7.2 CLOSED DITCH DESIGN

Surface drainage in the closed ditch type construction may not be carried more than six-hundred (600) feet on the pavement. An adequate storm sewer shall be installed to carry the water beyond this point. Catch basins or flumes shall be provided to carry water from the pavement to the storm sewer. A suitable outfall structure shall be provided. Catch basins shall be constructed of reinforced concrete and shall be similar to the Iowa Department of Transportation's Standards or SUDAS Standards.

DESIGN SPECIFICATIONS FOR CLASSIFICATION A, B, C, D, E & F ROADS IN LINN COUNTY, IOWA

DESIGN ELEMENT	ROAD CLASSIFICATION						
						COLLECTOR RURAL SUBDIVISION STREET & PRIVATE ROAD***	PRIVATE LANE
	MAJOR ARTERIAL	MINOR ARTERIAL					
	A-1	A-2	A-3	B-1	B-2	C, D & E	F
Design Speed, mph	50-60	45-55	40-50	45-55	40-50	25-40	20-40
Stopping Sight Distance, ft	475-650	400-550	325-475	400-550	325-475	150-325	125-325
Max. Horiz. Curve	7° - 5°	9½° - 6°	12° - 7°	9½° - 6°	12° - 7°	27½°-12°	45° - 12°
Max. Grade	7% - 5%	8% - 6%	9% - 6%	8% - 6%	9% - 6%	11% -9%	13%-9%
Pavement Width, ft	24	24	22	22	22	30	NA
Min. Length Curve, ft	600	550	480	550	480	100-210*	100
Shoulder Width, ft	8	6	4	6	4	1	NA
Bridge Width (New), ft	40	34	30	34	30	24	24
Design Load Bridge (New)	HS-20	HS-20	HS-20	HS-20	HS-20	HS-20	HS-20
Foreslope	4:1	3:1	3:1	3:1	3:1	3:1	2:1
Nominal Minimum Ditch**	5'x10'	4'x6'	4'x3'	4'x6'	4'x3'	2'x2'	2'x2'
Bridge Width (Exist.), ft	24	24	24	24	24	20	NA
Design Load Bridge (Exist.), ft	H-15	H-15	H-15	H-15	H-15	H-15	H-15
Distance to Obstruction (clear zone)							
From Edge of Pavement, ft	30	16	16	16	14	10	10

TABLE 6.6 - DESIGN SPECIFICATIONS

*Delta Angle Less than 30° - minimum curve length of 100'

*Delta Angle 30° or greater shall have a minimum curve length of 210'

**Minimum depth 2.0' - Average depth of 4.0'

***Specifications apply to private Conservation Subdivisions except pavement width
(See pages 18-19 for Conservation Subdivision Typical Sections)

7.3 STORM SEWERS

Storm sewers shall be a minimum of fifteen (15) inches diameter concrete pipe. They shall be laid out to meet proper design practice and to provide adequate cover. Sections of storm sewer that are placed through the roadway shall be designed for that purpose.

7.4 NATURAL DRAINAGE PRESERVED

Natural drainage courses and waterways within any subdivision shall be preserved as far as is practicable. Surface water entering or leaving the platted property shall be picked up and outlet at existing locations and without harm to contiguous properties.

7.5 DRAINAGE FACILITIES - DESIGN

Drainage facilities shall be designed in accordance with accepted engineering principles. The upstream area, which contributes to the waterway or storm sewer, shall be considered improved and built up for hydraulic calculations.

SECTION 8	UTILITIES
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8.1 GENERAL

All underground utilities to be placed under pavement shall be completed prior to surfacing or shall be bored under the pavement after surfacing. No cuts in the pavement for utilities shall be allowed. Utilities with obstructions shall be placed to conform to the obstruction distance as shown in Table 6.6.

SECTION 9	MINIMUM SURFACING REQUIREMENTS
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9.1 GENERAL

After the grading has been completed, the project shall be inspected and approved prior to placing any surfacing materials. See Section 8 for underground utility requirements.

9.2 SURFACE TYPES

Subdivision streets shall be surfaced to conform to Figures 1 through 10. The intent is to provide an AASHTO structure number of 4.0 for the pavement system. The typical layer coefficient for H.M.A. (asphalt) surface course is 0.44/inches of thickness, H.M.A. intermediate and base course is 0.40/inches of thickness, P.C.C. (concrete) is 0.50/inches of thickness and rock is 0.11/inches of thickness. Other materials may be proposed such as engineering fabric, fibers and meshes with appropriate information to confirm structure numbers.

H.M.A mix shall be determined by job mix or as approved by the County Engineer. Typically a 1/2" 1,000,000 ESAL, PG 64-22 mix is used with 6% target asphalt content.

P.C.C. mix shall be approved by the County Engineer. A Classification C-4 concrete with Class 2 coarse aggregate shall be the minimum acceptable.

Classification F roads shall be surfaced with crushed stone at a minimum rate of 5,000 ton/mile.

The above pavement surface types are the minimum that may generally be approved. If a road is determined to require a higher type of pavement than is provided by the minimum standard, the County Engineer shall determine the required pavement

in accordance with accepted criteria in the Farm-to-Market design guides and the Secondary Road Plan set forth by the Iowa Department of Transportation.

9.3 TRENCH TREATMENT

In cut areas where excavation is 2' or greater an additional six (6) inches of grade shall be removed and six (6) inches of macadam stone base or rolled stone base shall be placed. See Figures 1 through 10.

SECTION 10 EROSION CONTROL

10.1 GENERAL

Upon completion of the surfacing work, the right-of-way area shall be fine graded and dressed in a workmanlike manner. Areas disturbed during construction shall be prepared, seeded and fertilized. Other erosion control work may be required to meet the conditions as determined by the County Engineer. This work may include silt fence, sod, rock flumes, hay check dikes, rock dikes, jute mesh, mulching, and removal of all trees and brush within the right-of-way.

TYPE	RATE	DATES OF APPLICATION
Bluegrass, Kentucky 70%	4 lbs per 1000 sq. ft.	March 1
Ryegrass, Perennial		to
(Fineleaf Variety) 10%		June 1
Fescue, Creeping Red 20%		
A commercial mixture may be used if it contains a high percentage of similar blue grasses; it may contain Creeping Red Fescue		August 10 to September 30

TABLE 10.1 – PERMANENT SEEDING REQUIREMENTS

Number 15-15-15 fertilizer will be placed at a rate of 650 lbs. per acre or the equivalent.

Temporary seeding may be needed to prevent erosion until the permanent seeding can be sown. The Linn County Engineer will approve the type of seeding.

NOTE: Dates for permanent seeding may be adjusted depending on the weather conditions with prior approval from the Engineer.

The Engineer may require mulch when conditions indicate its use. Rate shall be 1-1/2 tons per acres of straw or hay.

SECTION 11 ENTRANCES

11.1 GENERAL

Entrances shall be placed in accordance with Linn County specifications at no cost to Linn County. Entrances shall require a permit from the County Engineer's Office prior to placement. Entrance surfacing shall be a minimum of fifteen (15) tons of crushed stone. No entrance culvert headwalls are allowed within the right-of-way and no construction within the county right-of-way is allowed without a permit.

Design Speed, mph	25	30	35	40	45	50	55
Minimum Entrance Sight Distance, ft*	150	200	225	275	325	400	450

TABLE 11.1 - MINIMUM ENTRANCE SIGHT DISTANCE

*Sight distance is measured at the centerline of the entrance from the edge of the road with a height of eye of 3.5 feet at the entrance to a height of object of 4.25 feet on the road. These are minimum requirements and are based upon passenger vehicles. Additional analysis may be necessary for commercial driveways with heavy truck use.

Minimum distances from the centerline of the road intersection to the centerline of driveway are listed below in Table 11.2.

Rural Subdivision Street	125'
Collector Road	150'
Minor Arterial Road	200'
Major Arterial Road	200'

TABLE 11.2 – LOCATION OF ENTRANCES NEAR ROAD INTERSECTIONS

11.2 SURFACE WIDTH

The minimum size entrance culvert shall be fifteen (15) inches in diameter with a minimum of one (1) foot cover. The county will approve culvert size. Entrance drives shall be surfaced from the right-of-way line to the edge of the pavement to a maximum surface width of sixteen to twenty four (16 - 24) feet for residential use and sixteen to thirty (16 - 30) feet for commercial, industrial, or joint accesses. Entrance drive widths shall be measured at the right-of-way line.

SECTION 12 SIGNING

12.1 GENERAL

Signing shall be placed in conformance with the State requirements under the Manual on Uniform Traffic Control Devices (MUTCD) and County signing requirements prior to acceptance of the road.

12.2 TYPE AND LOCATION OF SIGNS

Regulatory, warning, street and private road signs shall be placed as determined by the County from the final plat for the subdivision. The number and location of signs shall be per County requirements.

12.3 COST OF SIGNING

The developer shall deposit with the County Engineer's Office an amount to cover the cost of the required signs. Signs will be furnished and placed by the County. The County on the basis of cost of material and an installation charge will determine the cost of the signing. This information will be available at the County Engineer's Office and will be updated from time to time to reflect changes in costs.

SECTION 13**INSPECTION AND CERTIFICATION****13.1 GENERAL**

The Linn County Engineer's Office shall be provided forty-eight (48) hours notice prior to required inspections of the various phases of construction. It shall be the developer's responsibility for all staking of construction work to be done.

13.2 ASSURANCE SAMPLING AND INSPECTION OF PAVEMENT

The County shall take samples of paving materials. These samples shall be used to determine quality and specification compliance. Minimum samples required are:

- 1) Macadam Stone - 1 for each 2000 ton
- 2) Choke Stone - 1 for each 1000 ton
- 3) Surface or Shoulder Stone - 1 for each 1000 ton
- 4) H.M.A. Concrete Extraction - 1 for each 1000 ton
- 5) Portland Cement Concrete - 1 beam for each 3000 sq. yds.
- 6) Depth samples of all pavements - 1 per 1000 lineal feet of pavement. It will be the developer's responsibility to conduct additional depth checks to insure proper construction.

If a sample fails, additional samples may be taken at the request of the developer for an additional fee. Inspection fees are listed in Section 14.

13.3 GRADING AND DRAINAGE

The County inspector will make a visual inspection of the grading and drainage work near its completion. This inspection shall be documented in the project file. It is the developer's responsibility to verify the geometric measurements to insure the contractor's compliance with the plans and specifications before paving operations begin. The County may require proof rolling of completed grade to assure adequate support for the paving operation. Proof rolling shall be done with a loaded tandem truck as approved by the County Engineer.

13.4 SURFACING INSPECTION - PAVING

The County shall inspect the paving operation and completed pavement to assure compliance with the plans and specifications.

13.5 EROSION CONTROL AND SEEDING OPERATION

The County shall make a visual inspection of the erosion control and seeding operation. It is the developer's responsibility to document the proper type and quantity of seed and fertilizer used. It is the developer's responsibility to place permanent seeding on dates shown in Table 10.1. Permanent seeding is normally completed as soon after construction completion as possible. The road will not be accepted until the erosion control has been completed or money has been deposited with the County Engineer to cover the estimated cost of erosion control work. Construction shall conform to the developer's approved erosion control plan.

13.6 CORRECTIONS AND PENALTIES

Roads will not be accepted into the Secondary Road System until all deficiencies are corrected or an appropriate penalty is paid. See the Iowa Department of Transportation specifications and instructional memorandums for procedures used to determine penalties. Penalty costs are listed in Tables 13.1, 13.2, and 13.3.

13.7 SURVEY CORNERS

Lot corners and section corners along road projects shall be documented. A record of corners and ties shall be filed with the County Engineer.

Asphalt Density	
Quality Index No.	Penalty Cost Per Ton
0.36+	\$0.00
0.17 to 0.35	\$0.50
0.0 to 0.16	\$1.60
Any negative Value*	\$2.70

See IDOT Specification 2303.04 for quality control
 *The County Engineer may require some correction in addition to penalty in the case of a negative value.

TABLE 13.1 - PENALTIES FOR DENSITY DEFICIENCY

Asphalt Content	
Deviation from Intended Asphalt Content (%)	Penalty Cost Per Ton
0.0 - 0.20	\$0.00
0.21 - 0.40	\$0.10
0.41 - 0.50	\$0.20
0.51 - 0.60	\$0.40
0.61 - 0.70	\$0.60
0.71 - 0.80	\$0.90
0.81 - 0.90	\$1.20
0.91 - 1.00	\$1.60
> 1.00*	

Note: % asphalt is based on 6.0% without job mix.
 % asphalt shall be determined by tank sticking monitored by Engineer. Plant shall provide sufficient records to verify asphalt usage.
 *The County Engineer shall require corrective action at this value.

TABLE 13.2 - PENALTY FOR ASPHALT CONTENT DEFICIENCY

Penalty for Pavement Thickness on H.M.A. or P.C.C. Pavement	
H.M.A. Pavement (Design Depth - Actual Depth)	Price Adjustment Per Ton
1/4"	\$2.00
1/2"	\$4.00
≥ 3/4"	\$6.00 + corrective action as per Engineer
P.C.C. Pavement (Design Depth - Actual Depth)	Price Adjustment Per CY
1/4"	\$2.50
1/2"	\$5.50
3/4"	\$9.00
≥ 1"	\$13.00 + corrective action as per Engineer

TABLE 13.3 - PENALTY FOR PAVEMENT THICKNESS

SECTION 14 INSPECTION FEES

14.1 GENERAL

The inspection fee shown below is intended to reimburse Linn County for the costs of inspection services and to provide a developer with a transparent cost that can easily be calculated prior to work beginning. The total fee is due either prior to the final acceptance of the road into the Secondary Road system or prior to lots being sold if the road is to remain private.

Inspection Fee: \$3.25/LF of new road centerline.

The inspection fee is based on the typical hours spent inspecting new road construction. The cost accounts for time spent by the County Engineer, Assistant Engineers, Engineering Technicians, Sign Technicians, and office staff. The cost is based on hourly wages with benefits and vehicle use rates.

Below is an explanation of the services the inspection fee is based on.

Type of Work	Hours Per 1/2 Mile of Road	Cost
Plan Review	4	\$330
Preconstruction Meeting	4	\$330
Traffic Control	2	\$160
Erosion Control	4	\$320
Drainage Structures	15	\$1,200
Ditch & Road Grading	20	\$1,600
Paving	32	\$3,200
Road Signs (includes material)	4	\$1,250
Office Administration	3	\$175
Total Per 1/2 Mile	88	\$8,565
Total Per Linear Foot		\$3.25

TABLE 14.1 – INSPECTION FEE

- Plan Review
 - The County Engineer, two Assistant Engineers, and the project inspector (Engineering Technician) will review the plans to ensure it meets Linn County standards.
- Preconstruction Meeting
 - The County Engineer, two Assistant Engineers, and the project inspector (Engineering Technician) will attend the preconstruction meeting.
- Traffic Control
 - The project inspector performs daily traffic control inspection to ensure all signs are erect and properly placed as construction progresses.
- Drainage Structures
 - The project inspector monitors the installation of drainage structures (tiles, intakes, storm sewer, and crossroad culverts) and backfilling.
- Ditch and Road Grading
 - The project inspector monitors the dirt grading for proper drainage and compaction as well as the placement and compaction of the rock subbase.
- Paving
 - The paving operation includes a lead inspector, assistant inspector (partial day), a plant monitor (partial day), running a rock gradation, and all project documentation. The project inspectors monitor the paving operation to ensure the delivered material is acceptable and the plans and specifications are being followed.

- Road Signs
 - Linn County's Sign Technician will install all road signs. The cost includes all labor and materials (bases, posts, and signs).
- Office Administration
 - Office staff will schedule all Board meetings and draft the Road Acceptance resolution.

The inspection fee does not include any costs associated with private utilities. Utilities such as water, gas, electric, sewer, fiber, cable, etc. may be invoiced separately by other entities.

SECTION 15	ACCEPTANCE AS A PUBLIC ROAD
-------------------	------------------------------------

15.1 GENERAL

When the developer has completed all County requirements and has submitted all documentation and certifications required, he shall request in writing to the Board of Supervisors that the County accept the streets into the Linn County Secondary Road System. The deposit of \$100.00 with the County Engineer's Office for the acceptance fee and filing four (4) year maintenance bond for the facility completes the developer's requirements. The County Engineer shall issue a Certificate of Completion when all work has been inspected and approved, noting any special conditions or items that may be delayed. Delay of erosion control work is one such item. The Certificate of Completion shall be notice to the developer that the resolution of acceptance of the road by the Board of Supervisors is prepared and under consideration.

If the developer has filed an escrow account with the County, he may request that sufficient funds be released by the County Engineer to pay any and all claims for labor or materials furnished to the project. It shall be the developer's responsibility to furnish to the County Engineer a "Waiver of Lien" form from contractors, suppliers and engineers that he has hired before funds are released. Upon completion and acceptance of the road and payment of all fees the County Engineer shall forward the resolution of acceptance to the Board of Supervisors for final passage.

SECTION 16	OTHER PROVISIONS
-------------------	-------------------------

16.1 EFFECTIVE DATE

These specifications shall become effective upon their approval by the Board of Supervisors. They shall pertain to all proposed road construction for which construction plans have not been approved as of the date of the adopting resolution.

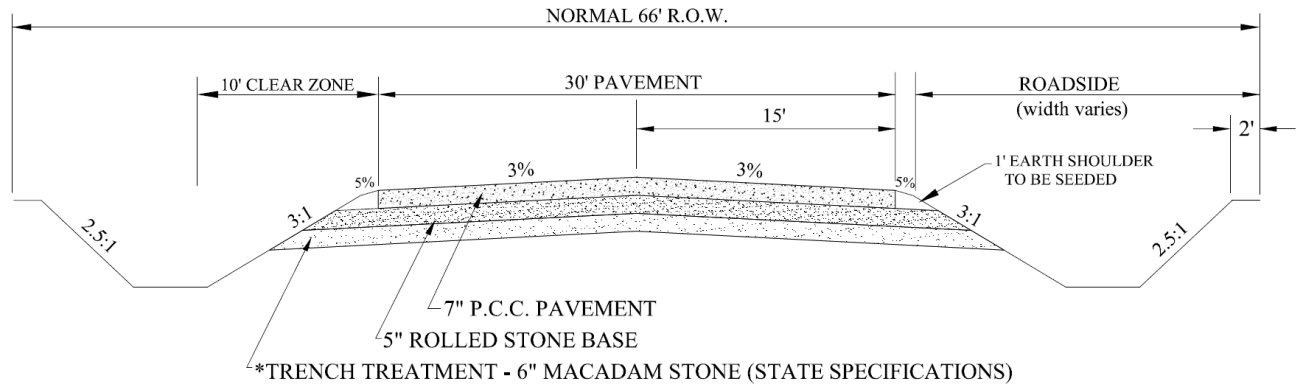


FIGURE 1. TYPICAL MINIMUM P.C.C. PAVEMENT - OPEN DITCH SECTION

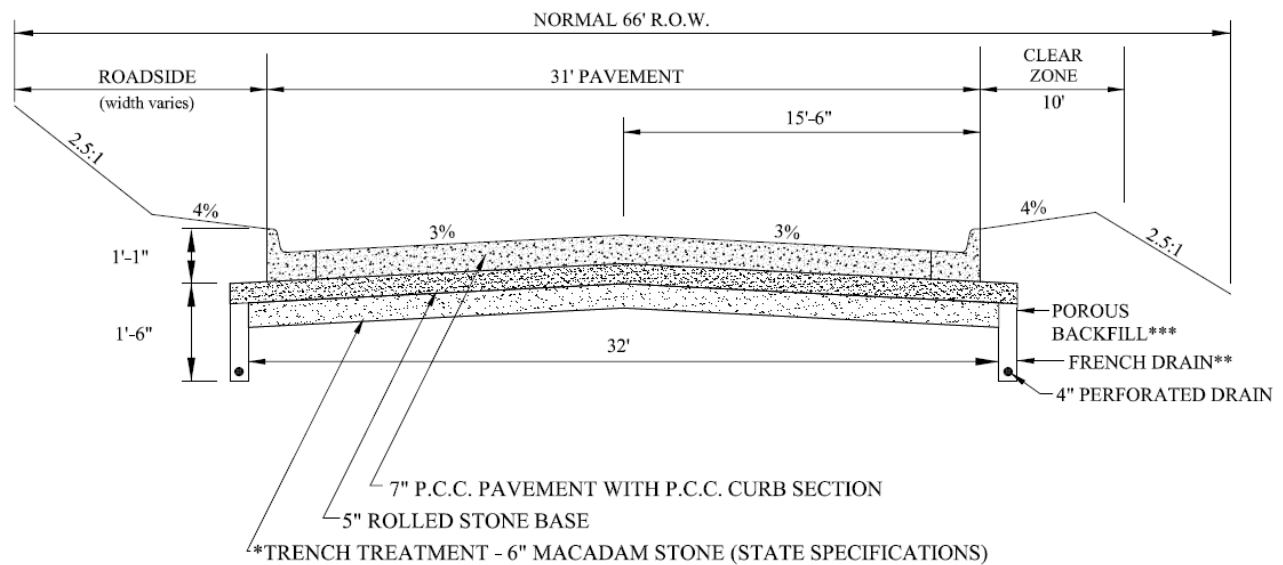


FIGURE 2. TYPICAL MINIMUM P.C.C. PAVEMENT - CLOSED DITCH SECTION

NOTES: * TRENCH TREATMENT SHALL BE REQUIRED FOR ALL CUT AREAS 2' OR GREATER IN DEPTH OF CUT.

** 1.5' DEPTH x 1' WIDTH

*** MATERIAL SHALL BE APPROVED BY THE LINN COUNTY ENGINEER PRIOR TO USE.

COUNTY STANDARD SPECIFICATIONS LINN COUNTY, IOWA revision date: April 2007

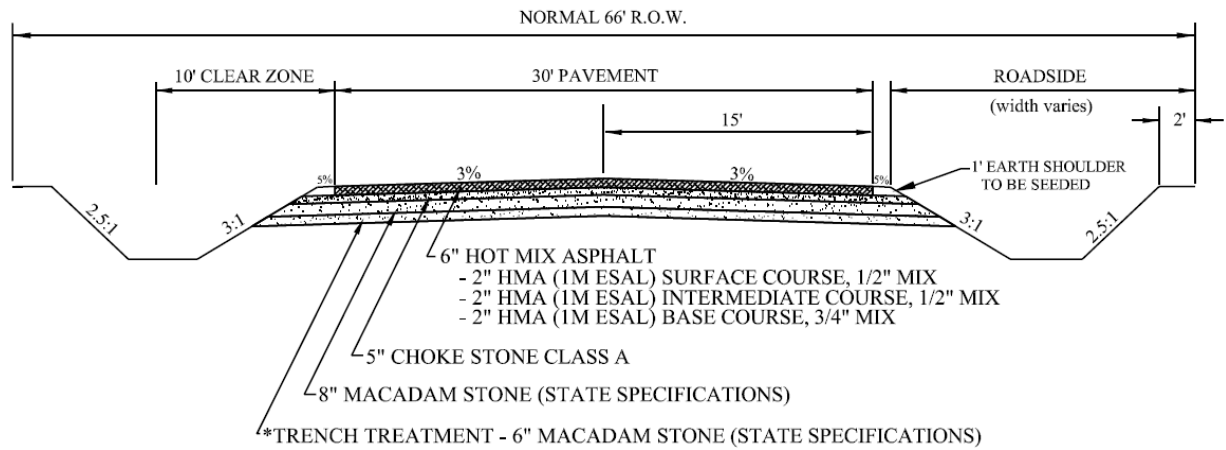


FIGURE 3. TYPICAL MINIMUM H.M.A. PAVEMENT, MACADAM STONE BASE - OPEN DITCH SECTION

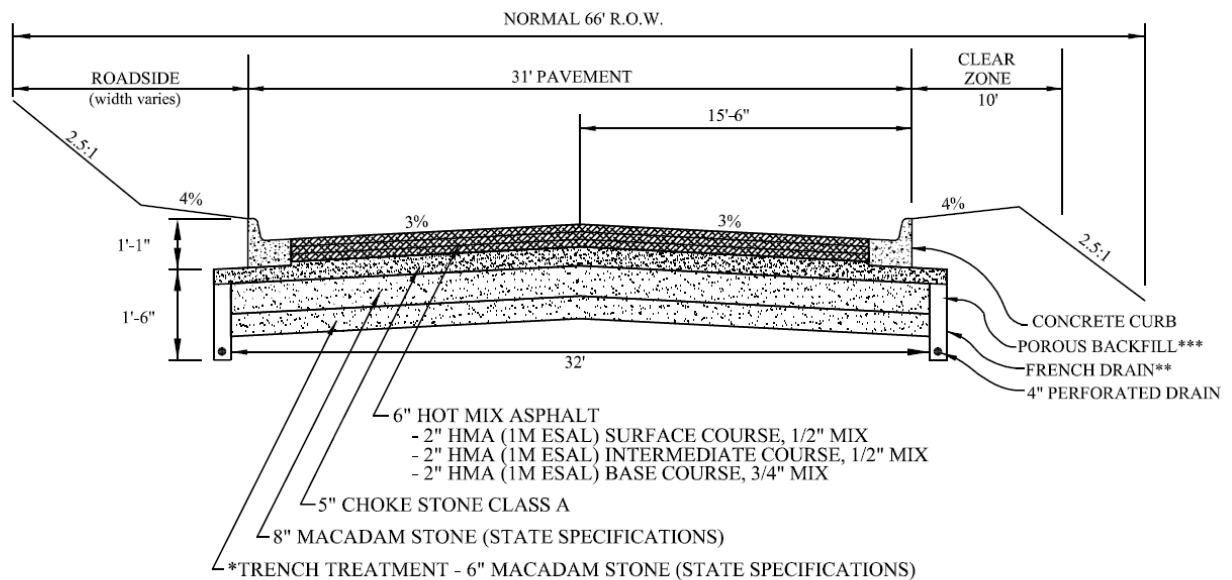


FIGURE 4. TYPICAL MINIMUM H.M.A. PAVEMENT, MACADAM STONE BASE - CLOSED DITCH SECTION

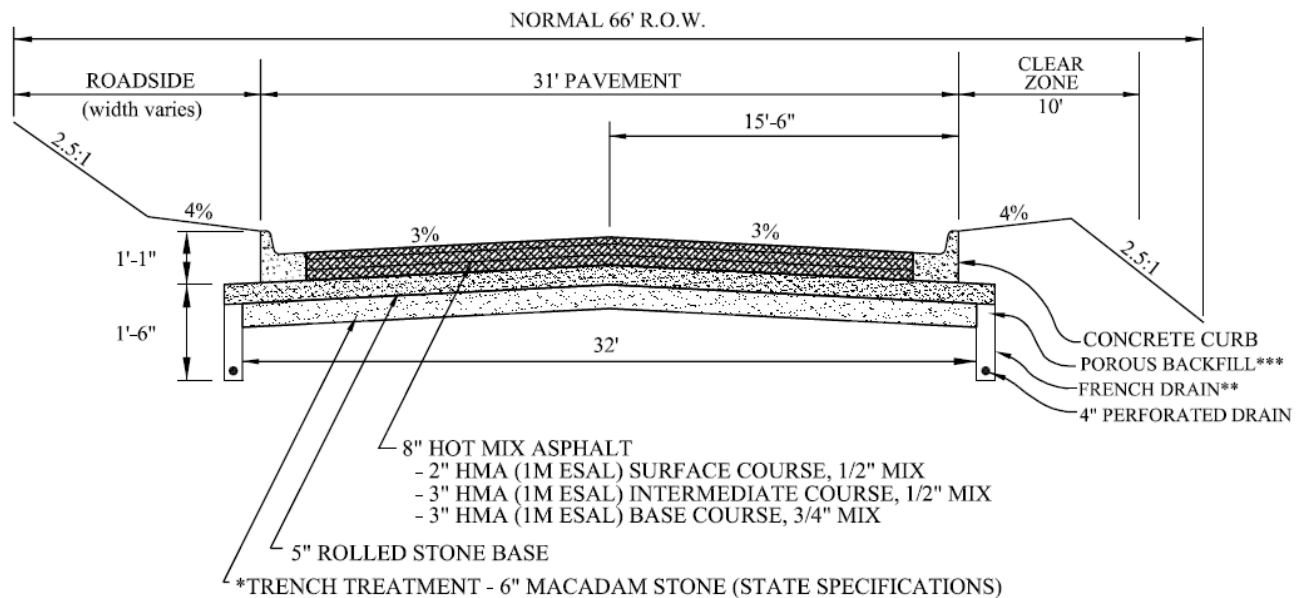
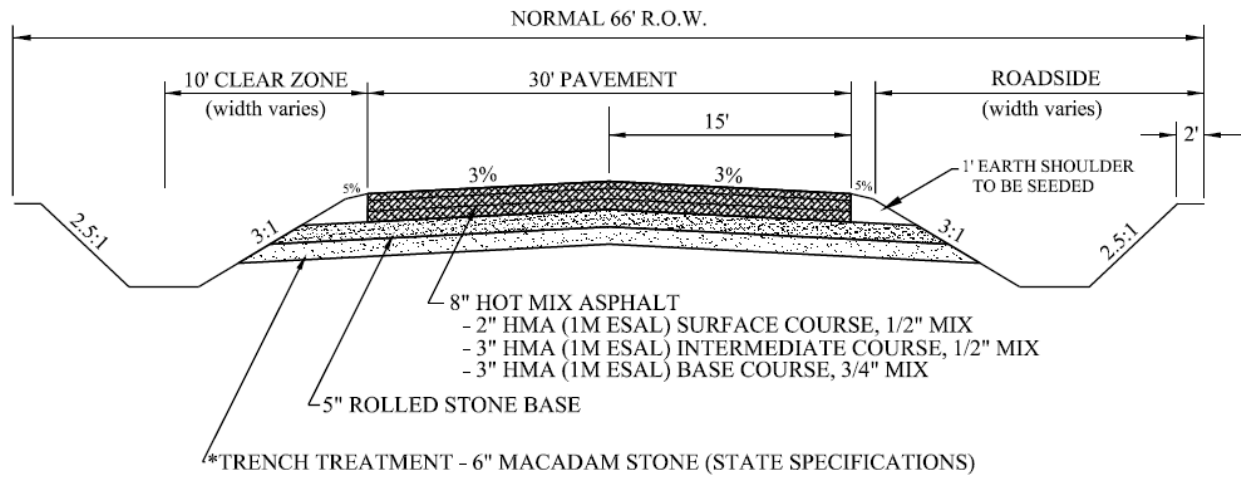
NOTES: * TRENCH TREATMENT SHALL BE REQUIRED FOR ALL CUT AREAS 2' OR GREATER IN DEPTH OF CUT.

** 1.5' DEPTH x 1' WIDTH

*** MATERIAL SHALL BE APPROVED BY THE LINN COUNTY ENGINEER PRIOR TO USE.

COUNTY STANDARD
SPECIFICATIONS
LINN COUNTY, IOWA

revision date: April 2007



NOTES: * TRENCH TREATMENT SHALL BE REQUIRED
FOR ALL CUT AREAS 2' OR GREATER
IN DEPTH OF CUT.

** 1.5' DEPTH x 1' WIDTH

*** MATERIAL SHALL BE APPROVED BY
THE LINN COUNTY ENGINEER PRIOR
TO USE.

COUNTY STANDARD
SPECIFICATIONS
LINN COUNTY, IOWA

revision date: April 2007

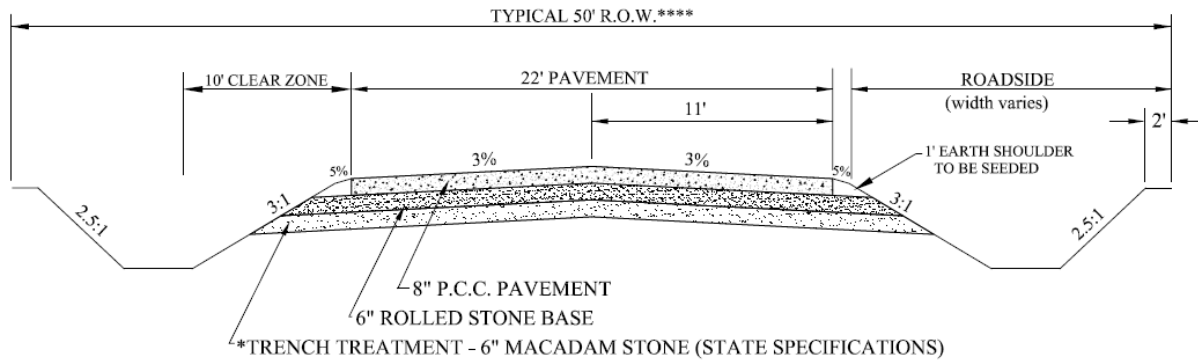


FIGURE 7. CONSERVATION SUBDIVISION: TYPICAL MINIMUM P.C.C. PAVEMENT - OPEN DITCH SECTION

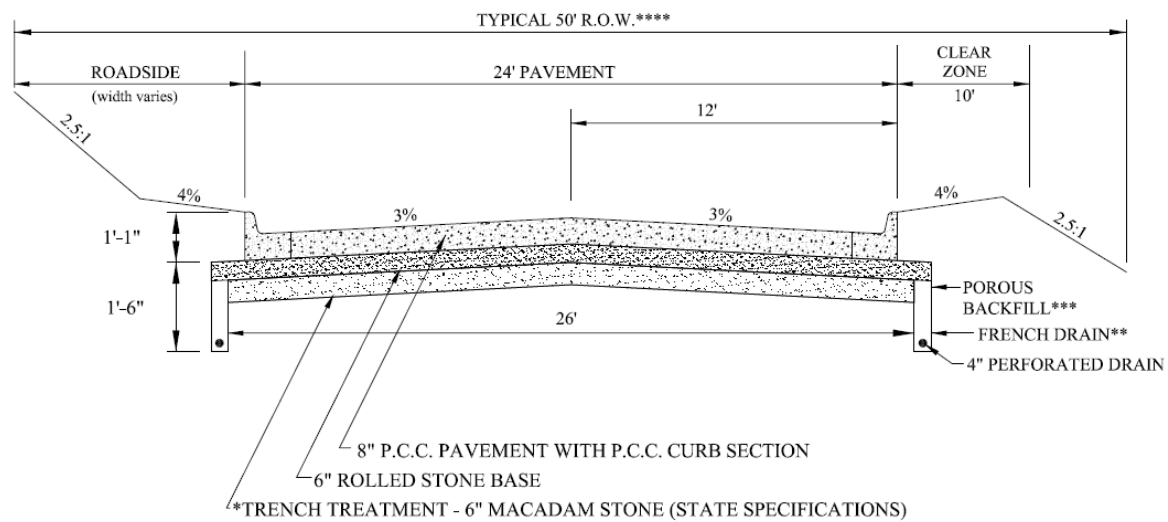


FIGURE 8. CONSERVATION SUBDIVISION: TYPICAL MINIMUM P.C.C. PAVEMENT - CLOSED DITCH SECTION

NOTE: * TRENCH TREATMENT SHALL BE REQUIRED
FOR ALL CUT AREAS 2' OR GREATER
IN DEPTH OF CUT.

** 1.5' DEPTH x 1' WIDTH

*** MATERIAL SHALL BE APPROVED BY
THE LINN COUNTY ENGINEER PRIOR
TO USE.

**** VARIANCES MAY BE SUBMITTED IN WRITING
TO LINN COUNTY ENGINEER & WILL BE
INDIVIDUALLY REVIEWED.

COUNTY STANDARD SPECIFICATIONS LINN COUNTY, IOWA revision date: April 2007

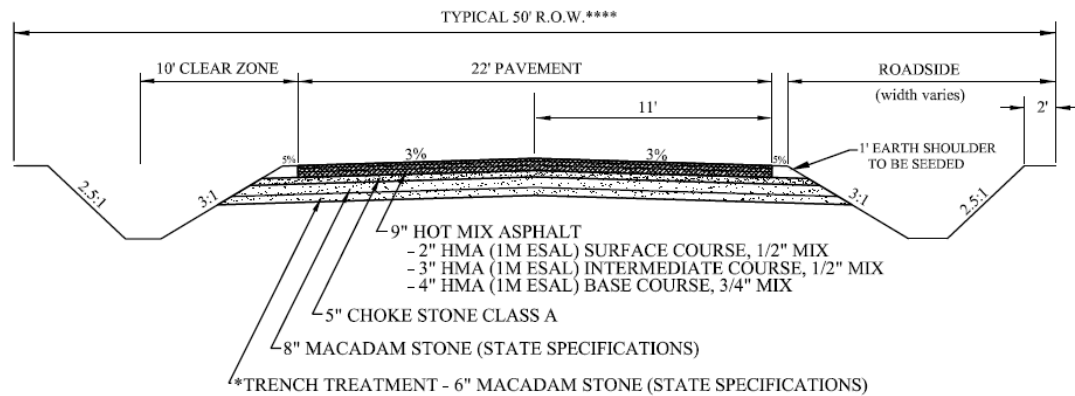


FIGURE 9. CONSERVATION SUBDIVISION: TYPICAL MINIMUM H.M.A. PAVEMENT - OPEN DITCH SECTION

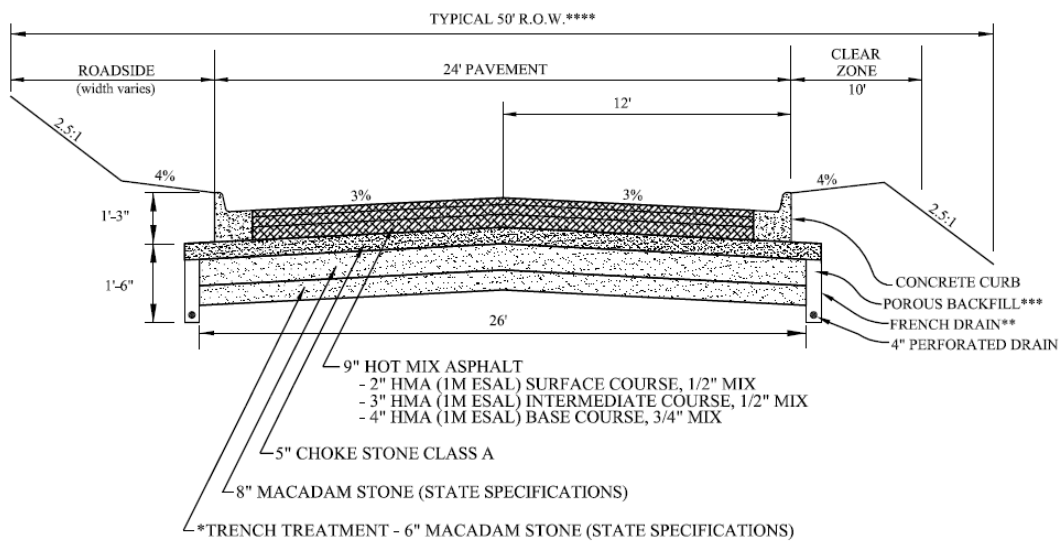


FIGURE 10. CONSERVATION SUBDIVISION: TYPICAL MINIMUM H.M.A. PAVEMENT - CLOSED DITCH SECTION

NOTE: * TRENCH TREATMENT SHALL BE REQUIRED FOR ALL CUT AREAS 2' OR GREATER IN DEPTH OF CUT.

** 1.5' DEPTH x 1' WIDTH

*** MATERIAL SHALL BE APPROVED BY THE LINN COUNTY ENGINEER PRIOR TO USE.

**** VARIANCES MAY BE SUBMITTED IN WRITING TO LINN COUNTY ENGINEER & WILL BE INDIVIDUALLY REVIEWED.

COUNTY STANDARD
SPECIFICATIONS
LINN COUNTY, IOWA
revision date: April 2007



revision date: April 2007

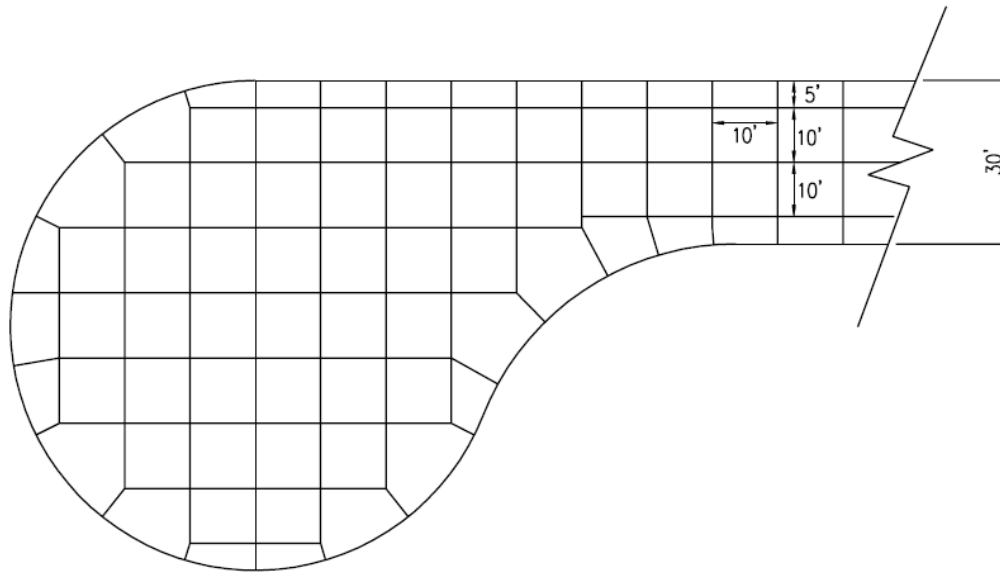
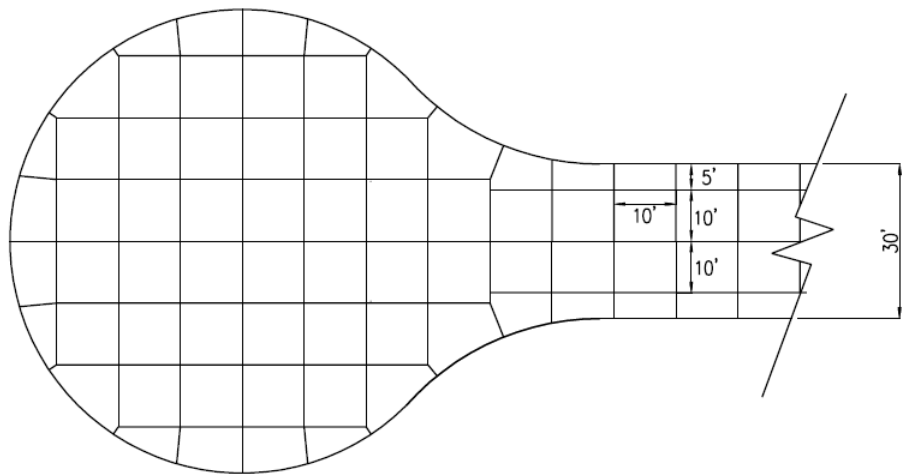


FIGURE 13. ASYMMETRIC (PREFERRED) CUL-DE-SAC LAYOUT AND JOINT LOCATIONS



COUNTY STANDARD SPECIFICATIONS LINN COUNTY, IOWA revision date: April 2007
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FIGURE 14. CUL-DE-SAC LAYOUT AND JOINT LOCATIONS

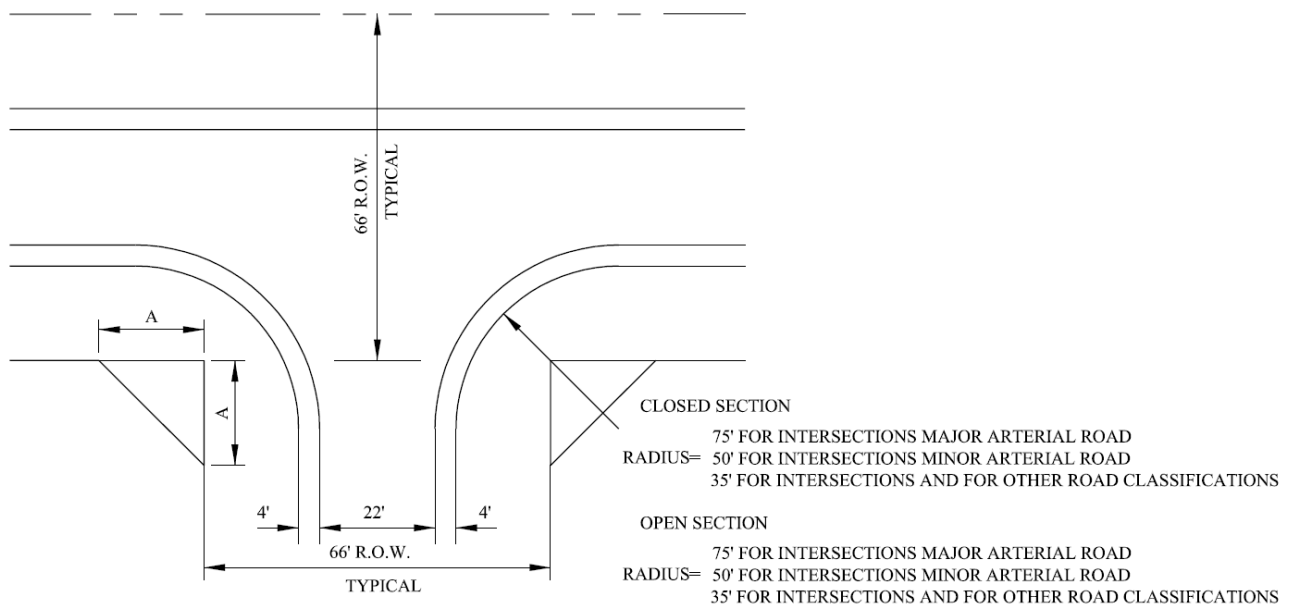
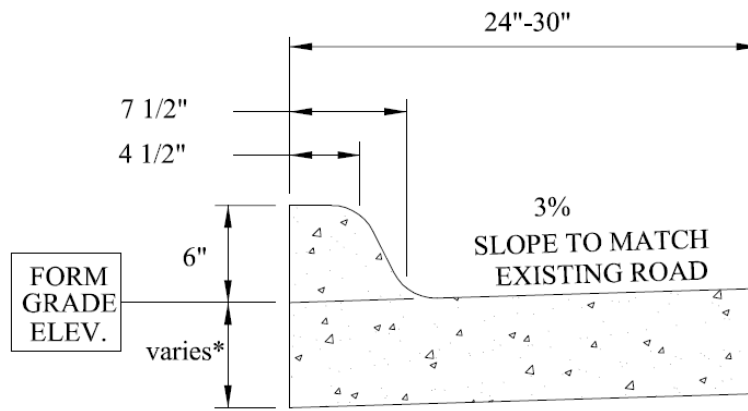


FIGURE 15. TYPICAL MINIMUM INTERSECTION REQUIREMENTS

DAYLIGHT CORNERS MINIMUM (A)

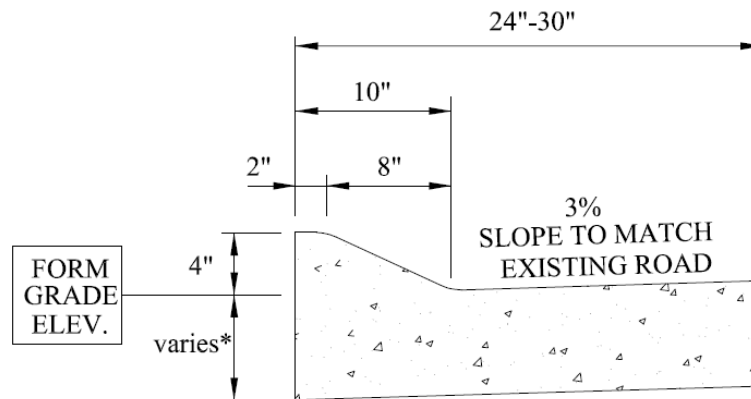
MAJOR ARTERIAL: 80 FEET
 MINOR ARTERIAL: 50 FEET
 COLLECTOR: 30 FEET
 RURAL SUBDIVISION STREETS: 25 FEET

COUNTY STANDARD SPECIFICATIONS LINN COUNTY, IOWA
revision date: April 2007



NOTE: ALL RADII TO BE 3"

FIGURE 16. TYPICAL 6" P.C.C. CURB



NOTE: ALL RADII TO BE 3"

FIGURE 17. TYPICAL 4" P.C.C. MOUNTABLE CURB

NOTES: * IF ADJACENT PAVEMENT IS P.C.C., APRON DEPTH SHALL EQUAL PAVEMENT DEPTH. IF ADJACENT PAVEMENT IS H.M.A., APRON DEPTH SHALL BE THE GREATER OF PAVEMENT DEPTH OR 8".

COUNTY STANDARD
SPECIFICATIONS
LINN COUNTY, IOWA

revision date: April 2007

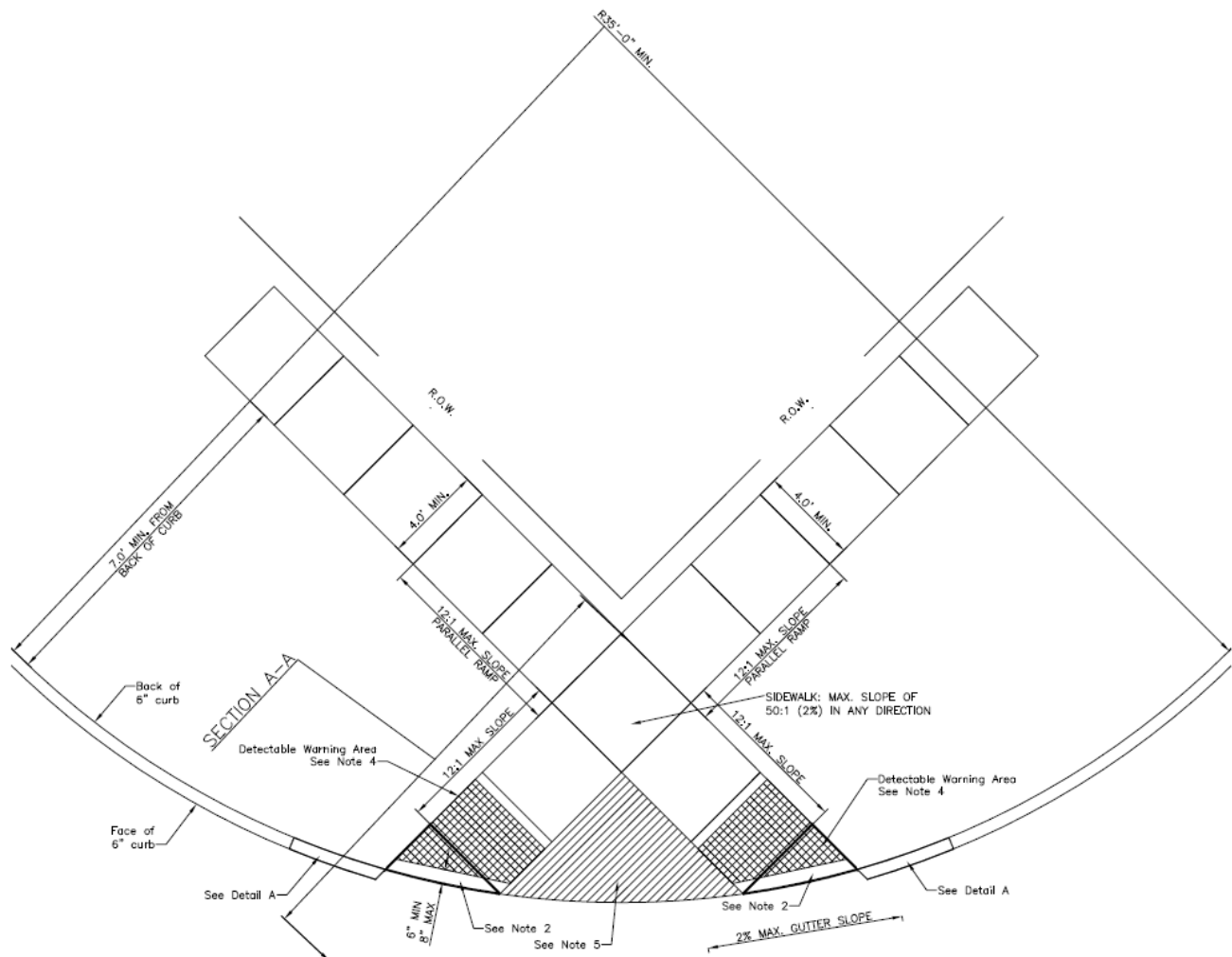


Figure 18. Sidewalk Ramp Detail

NOTES

1. COMBINATION RAMP: IF NORMAL SIDEWALK ELEVATION CANNOT BE ACHIEVED WITH RAMP BETWEEN STREET & LANDING DUE TO LIMITED RAMP LENGTH, A COMBINATION RAMP MUST BE PROVIDED TO MAKE UP THE ELEVATION DIFFERENCE. THE LENGTH OF PARALLEL RAMP MAY VARY; HOWEVER, IT SHALL NOT BE REQUIRED TO EXCEED 15', REGARDLESS OF THE RESULTING SLOPE.
2. UNLESS CURB RAMP IS ALIGNED PERPENDICULAR TO THE STREET RADIUS, AN AREA OF SPECIAL SHAPING MUST BE PROVIDED AT THE BOTTOM OF THE RAMP. THIS AREA SHALL ALLOW THE GRADE BREAK AT THE BOTTOM OF THE RAMP TO BE PERPENDICULAR TO THE RAMP AND SHALL PROVIDE A SMOOTH TRANSITION TO THE GUTTERLINE FOR WHEELCHAIR ACCESS. NO CURB LIP ALLOWED IN THIS AREA. MAXIMUM CROSS SLOPE SHALL BE 2%.
3. PROVIDE A $\frac{1}{2}$ " EXPANSION JOINT AT THE BACK OF CURB. WHEN SPECIFIED, PROVIDE KT-2 OR BT-3 JOINT BETWEEN THE SIDEWALK RAMP AND STREET PAVEMENT AND PLACE $\frac{1}{2}$ " EXPANSION JOINT AT THE TOP OF THE RAMP.
4. PROVIDE 24" WIDTH DETECTABLE WARNING ACROSS FULL WIDTH OF RAMP. DETECTABLE WARNINGS SHALL BE SET BACK 6"-8" FROM THE BOTTOM OF RAMP. DETECTABLE WARNING SHALL BE FORMED IN FRESH, INTEGRALLY COLORED CONCRETE OR CONCRETE COLORED WITH A "DRY SHAKE" STAIN. (RAMP AREA OUTSIDE OF DETECTABLE WARNING SHALL NOT BE COLORED). DETECTABLE WARNING SURFACES SHALL CONTRAST VISUALLY WITH THE ADJACENT WALKING SURFACES EITHER LIGHT ON DARK OR DARK ON LIGHT.
5. PLACE 4" PCC IN AREA BETWEEN SIDEWALKS.

Maximum change of grade from curb ramp to street cross slope shall be 13%.

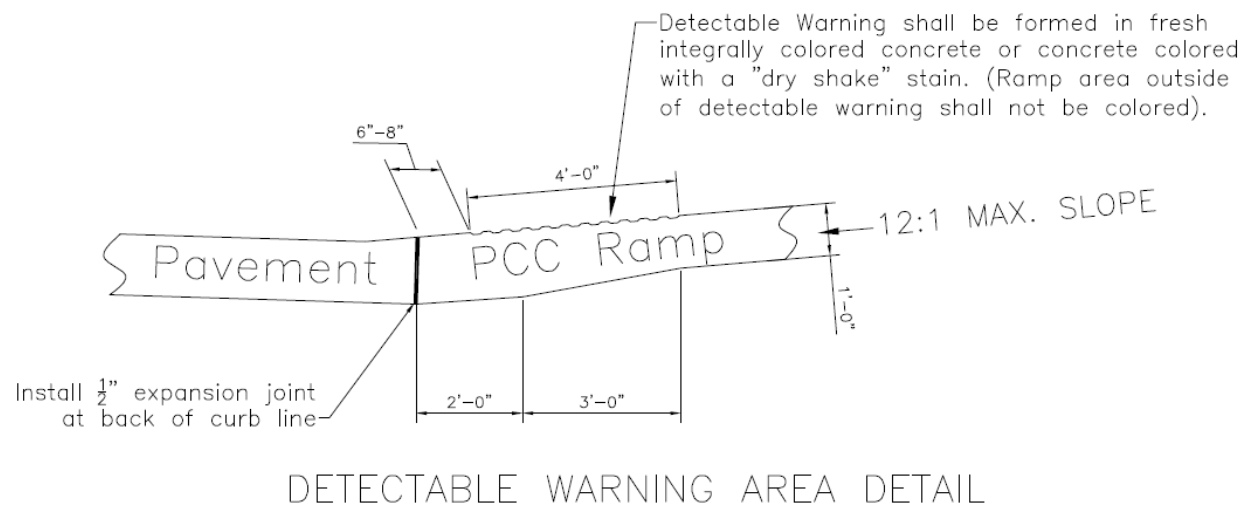
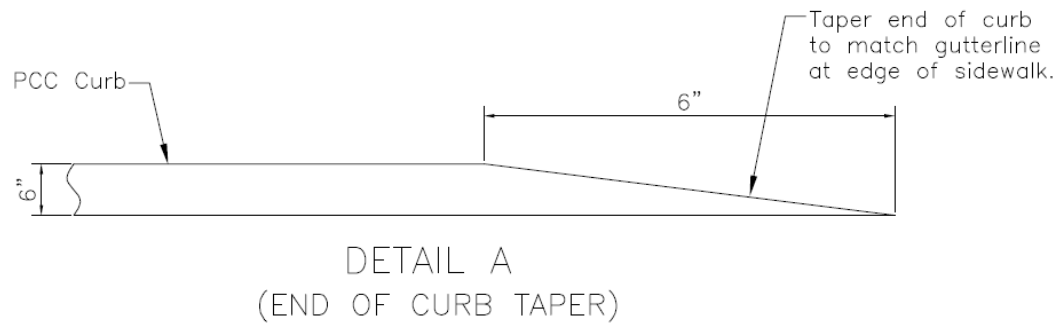
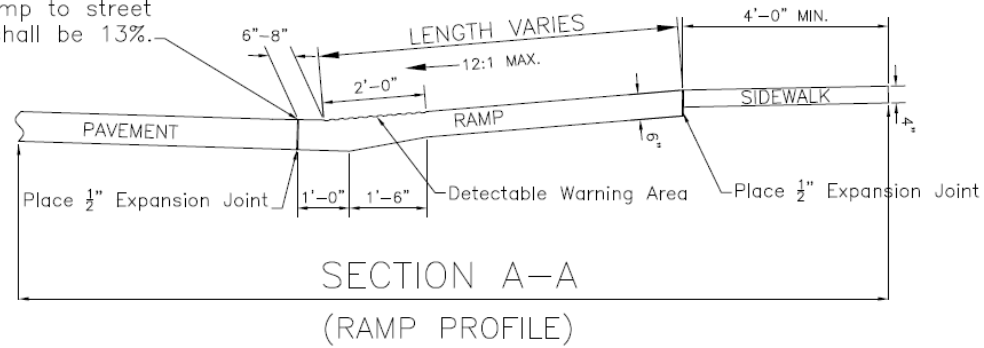
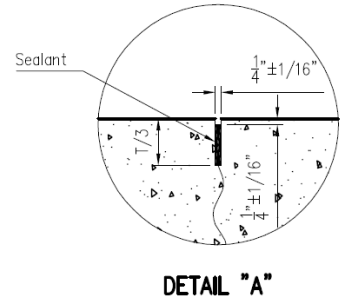
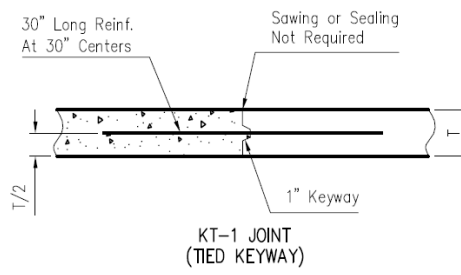
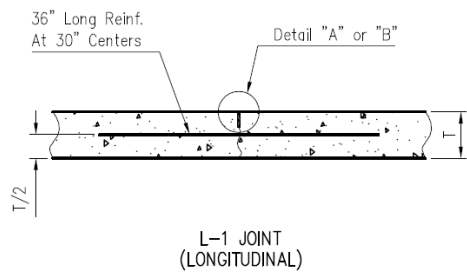
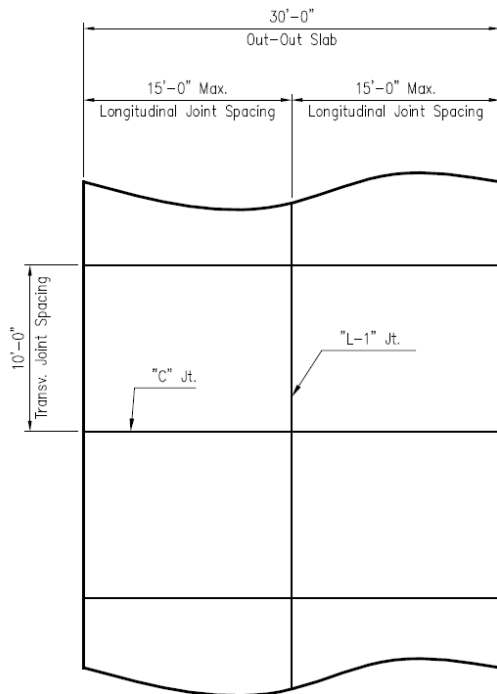
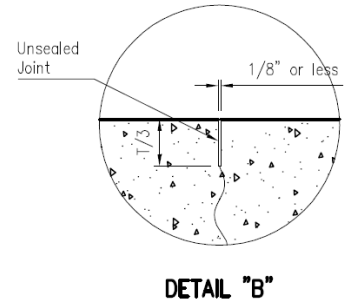
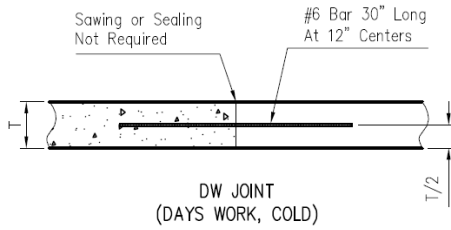
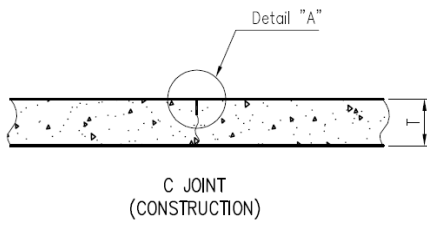


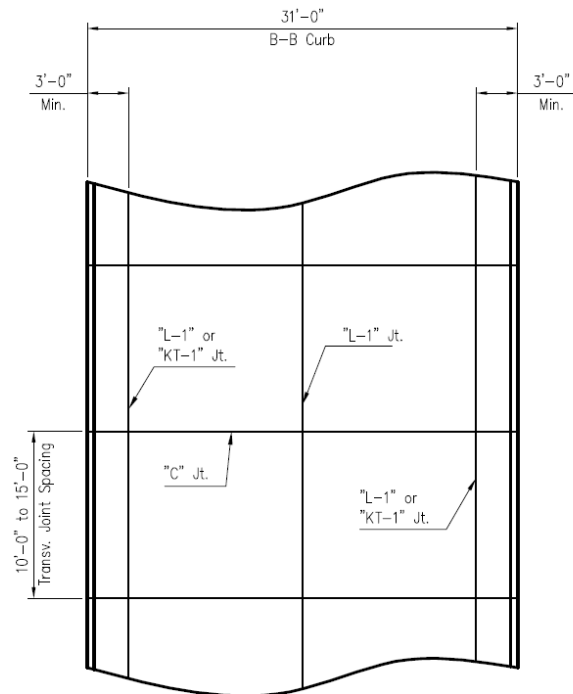
Figure 19. Sidewalk Ramp Detail (continued)



#4 Bars Spaced at 30" for $T \leq 8"$
#5 Bars Spaced at 30" for $T \geq 8"$



NO-CURB SECTION



CURB SECTION

P.C.C. TYPICAL JOINT LAYOUT

Figure 20. Transverse and Longitudinal Joints

RESOLUTION

WHEREAS, the Linn County "Standard Specifications, Design Criteria and Construction Specifications for Rural Subdivision Improvements" adopted in 1988 and last amended April 25, 2007 has been analyzed and amended by the Linn County Engineer, and

WHEREAS, the Linn County Board of Supervisors have reviewed and approved the amended "County Standard Specifications" and

WHEREAS, the new specifications and fees shall apply to all developments that are approved after _____ unless an approved final plat has been filed.

NOW THEREFORE BE IT RESOLVED that the Linn County "County Standard Specifications" as amended are hereby adopted and that the Linn County Engineer is authorized to collect the fees set forth in Section 14.

Moved by Supervisor _____

Seconded by Supervisor _____

that the above resolution be adopted this _____ day of _____, 202____ by a vote of ____ aye ____ nay and ____ abstain.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

Chairperson

Vice Chairperson

Supervisor

ATTEST:

Linn County Auditor

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING A FINAL PLAT

WHEREAS, a final plat of Houlahan First Addition (Case #JF22-0017) to Linn County, Iowa, containing one (1) lot, numbered Lot 1, has been filed for approval, a subdivision of real estate located in the SWSW of Section 11, Township 86 North, Range 7 West of the 5th P.M., Linn County, Iowa, described as follows:

Lots 33, 34 and 35, Auditor's Plat No. 340 to Linn County, Iowa, containing 2.75 acres.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of April 20, 2022 as last amended on May 16, 2022 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Road agreement with conditions applicable to Final Plat cases. County Standard Specifications, Section 1.
3. E-911 address sign is required to be located at driveway entrance.

IOWA DEPARTMENT OF TRANSPORTATION

1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

No conditions to be met.

NATURAL RESOURCES CONSERVATION SERVICE

1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
3. Clarify plans to address potential wetland area with NRCS.

LINN COUNTY CONSERVATION DEPARTMENT

No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION

1. Any new structures will be required to comply with floodplain regulations.
2. Various revisions to the site plan and final plat.
3. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
6. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before **MAY 16, 2023** as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
7. One original and one complete copy of the final plat bound documents that must include the following:
 - i. Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - iii. Surveyor's certificate
 - iv. Auditor's certificate
 - v. Resolution of the Planning and Zoning Commission
 - vi. Resolution of the Board of Supervisors
 - vii. Resolution of approval or waiver of review by applicable municipalities
 - viii. Treasurer's certificate
 - i. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
 - ii. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - iii. Ten original signed plat drawings
 - iv. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by August 3, 2023 to be valid.

Passed and approved this 3rd day of August, 2022

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Engineer

Brad Ketels, Engineer

Linn County Board of Supervisors
August 3, 2022
Resolution # _____
JF22-0017
Page 4 of 4

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 ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2022.

Notary Public State of Iowa

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING A FINAL PLAT

WHEREAS, a final plat of Munson First Addition (Case #JF22-0015) to Linn County, Iowa, containing three (3) lots, numbered Lot 1, lettered Lot A and Outlot A, has been filed for approval, a subdivision of real estate located in the NWSE of Section 5, Township 85 North, Range 5 West of the 5th P.M., Linn County, Iowa, described as follows:

East 14 Rods West $\frac{1}{2}$ NW $\frac{1}{4}$ SE $\frac{1}{4}$ and East 12 Rods West 26 Rods NW $\frac{1}{4}$ SE $\frac{1}{4}$ all in section 5-85-5, Linn County, Iowa.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of April 20, 2022, as last amended on May 16, 2022, have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. Forty feet of right-of-way each way from the center of the current right-of-way for a total of 80 feet of right-of-way.
3. Road agreement for trees, brush and fence within County right-of-way. County Standard Specifications, Section 1.

IOWA DEPARTMENT OF TRANSPORTATION

1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

No conditions to be met.

NATURAL RESOURCES CONSERVATION SERVICE

1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
3. Submit erosion and sediment control plan for review and acceptance.
4. Site plan showing potential location of home, septic, and water well on Lot 1 shall be submitted and accepted by the NRCS office prior to plat approval.

LINN COUNTY CONSERVATION DEPARTMENT

No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION

1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
4. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
5. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before **MAY 16, 2023** as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
6. One original and one complete copy of the final plat bound documents that must include the following:
 - i. Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - iii. Surveyor's certificate
 - iv. Auditor's certificate
 - v. Resolution of the Planning and Zoning Commission
 - vi. Resolution of the Board of Supervisors
 - vii. Resolution of approval or waiver of review by applicable municipalities
 - viii. Treasurer's certificate
 - i. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
 - ii. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - iii. Ten original signed plat drawings
 - iv. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by August 3, 2023 to be valid.

Passed and approved this 3rd day of August, 2022

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Engineer

Brad Ketels, Engineer

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 ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,
on this _____ day of _____, 2022.

Notary Public State of Iowa

COOPERATIVE AGREEMENT
BETWEEN
HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.
AND
LINN COUNTY CHILD DEVELOPMENT CENTER

EFFECTIVE DATE: September 1, 2022 through August 31, 2023

PURPOSE OF AGREEMENT:

This agreement is made to provide financial assistance and housing for Hawkeye Area Community Action Program Inc. (HACAP) Family Support Worker to support dually-eligible enrolled children at Linn County Child Development Center located at 1020 6th Street SE, Cedar Rapids, Iowa. Dually-eligible is defined as children who meet the eligibility requirements of both HACAP Head Start and Linn County Child Development Center (LCCDC).

HACAP Head Start will provide all responsibility for provision of comprehensive, non-classroom Head Start services to Head Start enrolled children. Comprehensive services will include:

- Social Services to families
- Parent Involvement activities
- Health Screening and follow up
- Special Services referral
- Provision of a parent handbook that explains the Head Start comprehensive services

RESPONSIBILITIES:

Linn County Child Development Center agrees:

1. To reimburse HACAP for the Family Support Worker hours worked at \$29.56 per hour, twenty hours weekly.
2. To provide use of space located at 1020 6th Street SE for comprehensive, non-classroom Head Start services.
3. To provide office space for the HACAP Family Resource Center staff.
4. To work with HACAP Family Support Worker to coordinate Policy Council involvement.

HACAP agrees:

1. To provide supervision of the .5 FTE Head Start Family Support Worker for the hours employed by Head Start.
2. To provide equipment and supplies for all FSW Head Start activities.
3. To maintain cleanliness of space assigned to HACAP Head Start.
4. To provide liability insurance coverage on equipment and persons involved in the programs.
5. Prohibit smoking in the building and on the grounds by staff.

The parties further agree that:

HACAP will send LCCDC a monthly invoice, for which payment will be made by the County within 30 days of receipt. The monthly invoice should be sent to the following address: Linn County Community Services, 1240 26th Avenue Court S.W. Cedar Rapids, Iowa 52404

The parties agree that the Family Support Worker may work up to 40 hours per week the month of August for the enrollment process and upon both parties approval.

Equipment at the Center may be the property of LCCDC or HACAP with each retaining all rights and control of its respective property. The parties agree to use reasonable care to protect supplies and equipment, which belong to either party to protect against unreasonable service and cost.

LCCDC and HACAP agree to hold each other harmless from liability for injury or damages on any type, or any other losses to any person or organization whatsoever, that may arise from the use of the premises in connection with the operations of the herein described activities.

Either party may terminate this agreement at any time for any reason by providing (30) day's advance written notice.

This agreement constitutes the entire agreement between the parties and shall be binding upon true successors and assignees of HACAP, and the administrators, successors, and assignees of LCCDC.

This agreement shall be construed and enforced in accordance with the laws of the State of Iowa.

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

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

Authorized Representative(s) for Linn County Child Development Center

Board of Supervisor – Linn County	Date
-----------------------------------	------

Gloria Witzberger	Date
Director Linn County Child & Youth Development Services	

Authorized Representatives of Hawkeye Area Community Action Program, Inc.:

Jane Drapeaux, Chief Executive Director Date

Christi Regan, Early Childhood Program's Director
Date

ARPA 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: WATER2022-001

Pass-Through Entity (PTE):	Subrecipient:
Linn County, Iowa	City of Lisbon, Iowa
935 2 nd Street SW	115 N Washington St (P.O. Box 68)
Cedar Rapids, IA	Lisbon, IA 52253
	UEI #: TT3GGMBTBE84
Subaward Budget Period Start date: 6/1/2022 End date: 12/31/2023	
Period of Performance Start date: 6/1/2022 End date: 12/31/2023	
Amount of federal funds obligated by this action: \$1,000,000.00	
Total amount of the federal funds obligated to the subrecipient: \$1,000,000.00	
Total amount of the federal funds committed to the subrecipient: \$1,000,000.00	
Project Title: Lisbon Well 5 Improvements	
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 City of Lisbon ("Subrecipient") for Well 5 Improvements.

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) December 31, 2024.

3. Grant Funding.

The Subrecipient shall use the Subaward solely for construction of a new well and chemical feed building into the Silurian Aquifer in the northwest part of Lisbon.

The County agrees to provide up to \$1,000,000.00 to the Subrecipient from the County's share of its ARPA allotment, to be used for the Lisbon Well 5 Improvement Project. The County shall pay the Grant Funds to the Subrecipient per reimbursement of expenses method. All funds to be exhausted by December 31, 2024.

4. Reporting and Invoicing.

The Subrecipient shall submit quarterly reports to account for performance and expenditure of funds to the County. Requests for the required information for these reports will be emailed to the Subrecipient and will be required to be completed on a quarterly basis thereafter. Due dates for the quarterly reports are available in 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 EXHIBIT A & A1 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 U.S. 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 close-out 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 close-out 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 required herein, unspent cash advances, program income balances, and 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.

The Subrecipient agrees to incorporate provisions of this Agreement into subsequent contracts and agreements to as outlined in EXHIBIT B.

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 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 Lisbon Well 5 Improvements 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.

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, Subrecipient 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 10TH day of MAY, 2022.

BOARD OF SUPERVISORS

LINN COUNTY, IOWA

Board Chair

Date

SUBRECIPIENT:

CITY OF LISBON, IOWA



Authorized Representative

5/10/22

Date

EXHIBIT A

Statement of Work

Construct a new well and chemical feed building into the Silurian Aquifer in the northwest part of Lisbon. The program will operate and follow the attached budget (EXHIBIT A1) as approved and will report to Linn County on a quarterly basis.

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 A1
Well 5
Lisbon, Iowa
Preliminary Cost Estimate

	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Mobilization	LS	xxxxx	\$ 35,000.00	\$ 35,000.00
2	Construction Staking	LS	xxxxx	\$ 5,000.00	\$ 5,000.00
3	Traffic Control	LS	xxxxx	\$ 1,500.00	\$ 1,500.00
4	Test Well	LS	xxxxx	\$ 80,800.00	\$ 80,800.00
5	Grading	LS	xxxxx	\$ 10,000.00	\$ 10,000.00
6	Stabilization Material	LS	xxxxx	\$ 2,000.00	\$ 2,000.00
7	Production Well	LS	xxxxx	\$ 108,000.00	\$ 108,000.00
8	Pump Test Set Up	LS	xxxxxx	\$ 7,500.00	\$ 7,500.00
9	Well Development	LS	xxxxxx	\$ 10,000.00	\$ 10,000.00
10	Test Pumping	LS	xxxxxx	\$ 5,000.00	\$ 5,000.00
11	Well Pump	Ea.	1	\$ 15,000.00	\$ 15,000.00
12	Pitless Adapter	Ea.	1	\$ 20,000.00	\$ 20,000.00
13	Discharge Pipe	LF	300	\$ 120.00	\$ 36,000.00
14	Water Quality Sampling and Analysis	Ea.	1	\$ 4,500.00	\$ 4,500.00
15	Seeding	LS	xxxxxx	\$ 2,500.00	\$ 2,500.00
16	6" PCC Pavement	SY	90	\$ 60.00	\$ 5,400.00
17	Granular Surfacing	Tons	100	\$ 30.00	\$ 3,000.00
18	Field Drain Lines	LF	40	\$ 20.00	\$ 800.00
19	6" Gate Valve with Box	Ea.	3	\$ 1,200.00	\$ 3,600.00
20	Hydrant Assembly	Ea.	1	\$ 6,000.00	\$ 6,000.00
21	1 ½" Water Service	LS	xxxxxx	\$ 2,500.00	\$ 2,500.00
22	8" Water Main in Place	LF	500	\$ 80.00	\$ 40,000.00
23	Connections to Existing System	Ea.	1	\$ 2,500.00	\$ 2,500.00
24	Fencing System	LS	xxxxxx	\$ 4,000.00	\$ 4,000.00
25	Chemical Feed Building	LS	xxxxxx	\$ 400,000.00	\$ 400,000.00
26	Stand by Generator	LS	xxxxxx	\$ 65,000.00	\$ 65,000.00
27	Electrical Service	LS	xxxxxx	\$ 20,000.00	\$ 20,000.00
28	Controls Integration	LS	xxxxxx	15000	\$ 15,000.00
Construction Subtotal					\$ 910,600.00
15% Contingency					\$ 136,600.00
18% Engineering & Construction Admin					\$ 163,900.00
Total					\$ 1,211,100.00

Well 5
Lisbon, Iowa
Preliminary Cost Estimate

	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>	
1.1	Test Well					
1.1.1	Mobilization	LS	xxxxx	\$ 35,000.00	\$ 35,000.00	
1.1.2	Drill Hole - 6.375" Dia.	LF	150	\$ 85.00	\$ 12,750.00	
1.1.3	Drill Hole - 9.875" Dia	LF	200	\$ 100.00	\$ 20,000.00	
1.1.4	Drill Hole - 12.25" Dia.	LF	50	\$ 120.00	\$ 6,000.00	
1.1.5	Casing Pipe - 10" Dia.	LF	50	\$ 130.00	\$ 6,500.00	
1.1.6	Casing Pipe - 7" Dia.	LF	230	\$ 50.00	\$ 11,500.00	
1.1.7	Temporary 3/8" Graded Bentonite Seal	Sack	10	\$ 250.00	\$ 250.00	
1.1.8	#8 Mesh Granular Bentonite Grout	Sack	25	\$ 100.00	\$ 2,500.00	
1.2	Pump Test Set Up	LS	xxxxx	\$ 7,500.00	\$ 7,500.00	
1.3	Test Pumping	Hr.	24	\$ 200.00	\$ 4,800.00	
1.4	Water Quality Test Sampling and Analysis	Ea.	1	\$ 4,000.00	\$ 4,000.00	
1.5	Abandon Test Well	LS	xxxxx	\$ 5,000.00	\$ 5,000.00	\$ 80,800.00
	Production Well					
2.1	Construction Staking	LS	xxxxx	\$ 1,500.00	\$ 1,500.00	
2.2	Grading	LS	xxxxxx	\$ 5,000.00	\$ 5,000.00	
2.3	6" DI in place	LF	200	\$ 85.00	\$ 17,000.00	
2.4	Production Well Backfill Test Well 6.375" And 9.875" Holes with					
2.4.1	Lime Screening	LS	xxxxxx	\$ 2,000.00	\$ 2,000.00	
2.4.2	Remove 7" Steel Casing	LF	230	\$ 15.00	\$ 3,450.00	
2.4.3	Remove 10" Steel Casing	LF	30	\$ 25.00	\$ 750.00	
2.4.4	Fill 12.25" Dia. Bore Hole With Heavy Drilling Gel	Sack	50	\$ 10.00	\$ 500.00	
2.4.5	Ream 12.25" Dia. Bore Hole to 23" Dia.	LF	50	\$ 200.00	\$ 10,000.00	
2.4.6	Ream 9.875" Dia. Bore Hole to 18" Dia	LF	200	\$ 150.00	\$ 30,000.00	
2.4.7	Ream 6.375" Dia. Bore Hole to 11" Dia.	LF	130	\$ 50.00	\$ 6,500.00	
2.4.8	12" Dia. Steel Casing Pipe	LF	232	\$ 150.00	\$ 34,800.00	
2.4.9	Cement Grout	Sack	200	\$ 100.00	\$ 20,000.00	\$ 108,000.00
2.5	Pump Test Set Up	LS	xxxxxx	\$ 7,500.00	\$ 7,500.00	
2.6	Well Development	LS	xxxxxx	\$ 10,000.00	\$ 10,000.00	
2.7	Test Pumping	LS	xxxxxx	\$ 5,000.00	\$ 5,000.00	
2.8	Well Pump	Ea.	1	\$ 15,000.00	\$ 15,000.00	
2.9	Pitless Adapter	Ea.	1	\$ 20,000.00	\$ 20,000.00	
2.10	Discharge Pipe	LF	300	\$ 120.00	\$ 36,000.00	
2.11	Water Quality Sampling & Analysis	Ea.	1	\$ 4,500.00	\$ 4,500.00	
	TOTAL BID				\$ 345,300.00	

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. 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.



July 27, 2022

David Thielen
Options of Linn County
1240 26th Ave Ct. SW
Cedar Rapids, IA 52404

Dear David Thielen:

Iowa Medicaid Home and Community Based Services (HCBS) Quality Improvement Organization (QIO) Services conducted a Focused Review with your agency on July 22nd, 2022. This review was conducted in accordance with the requirements of the Iowa Administrative Code (IAC) in order to validate responses on the annual Provider Quality Management Self-Assessment and to assist providers to be compliant with laws, rules, requirements, and best practices. A Focused Review focuses on a specific standard or area of compliance and includes an evidentiary-based evaluation of materials such as related policies and procedures, member records, employee records, site tours, and other evidence as necessary to determine compliance with standards.

Please review the enclosed Focused Review report for any corrective action requirements necessary for your agency. Also enclosed is a *Provider Acknowledgement* form that must be signed by the chief administrative officer and the chairperson of the governing body. If corrective action is indicated, a formal Corrective Action Plan (CAP) must be submitted. The CAP and/or the signed *Provider Acknowledgement* form must be returned within 30 days of the date of this letter.

The provider must submit the signed statement and any required CAP to the attention of Jason Scott via Iowa Medicaid Portal Access (IMPA). Please select HCBS QA Oversight as the document type when uploading. For instructions on uploading the requested documentation, please see IL 1734-MC-FFS-D.

Thank you for your assistance and support in completing this review. For questions related to the review process please contact me by phone at 319-304-0832 or by email at jscott2@dhs.state.ia.us.

Sincerely,

Jason Scott, HCBS QIO Services Specialist
Iowa Medicaid, HCBS QIO Services

cc: Iowa Department of Human Services

HCBS Quality Management Focused Review Report

Provider Name: Options of Linn County	
Focused Review Topic: Staff Training	
Review Date: July 22 nd , 2022	Report Date: July 22 nd , 2022
Lead Reviewer: Jason Scott	Assisting Reviewer(s): N/A
Staff Records Reviewed: 3	Type of Review: Desk

Enrolled Programs and Services			
AIDS/HIV	Brain Injury	Children's Mental Health	Elderly
☐ Adult day care ☐ Agency Consumer-Directed Attendant Care (CDAC) ☐ Counseling ☐ Respite	☐ Adult day care ☐ Behavior programming ☐ CDAC ☐ Family counseling and training ☐ Interim Medical Monitoring and Treatment (IMMT) ☐ Prevocational services ☐ Respite ☐ Supported Community Living (SCL) ☐ Supported Employment (SE)	☐ Family and community support services ☐ In-home family therapy ☐ Respite	☐ Adult day care ☐ CDAC ☐ Assisted living service ☐ Case management ☐ Mental health outreach ☐ Respite
Health and Disability	Intellectual Disability	Physical Disability	Habilitation
☐ Adult day care ☐ CDAC ☐ Counseling ☐ IMMT ☐ Respite	☐ Adult day care ☐ CDAC ☒ Day habilitation ☐ IMMT ☐ Prevocational services ☐ Residential Based SCL (RBSCL) ☐ Respite ☐ SCL ☐ SE	☐ CDAC	☐ Day habilitation ☐ Home-based habilitation ☐ Prevocational habilitation ☐ SE habilitation

Definition of terms:

Self-Assessment Response: The provider's response on the annual provider self-assessment.

Included in Policy: The requirement is determined to be included in the provider's policy.

Evidence Submitted: Provider submitted or provided evidence that supports the provider's self-assessment response.

Corrective Action Plan: Evidence was not submitted or provided to support the provider's adherence to their response on the annual Provider Self-Assessment, or the provider did not provide evidence they possess policies that address this requirement. Corrective Action Plan (CAP) requirements are supported by the Health Insurance Portability and Accountability Act (HIPAA), Code of Federal Regulations (CFR), Iowa Code, Iowa Administrative Code (IAC) and the agency's responses on the annual Provider Quality Management Self-Assessment.

CORRECTIVE ACTION GUIDELINES

This report details findings related to the review. Comments may include commendations for areas which the review team found to be exemplary and are intended to reinforce your accomplishments. Comments may also include recommendations which are suggested provider actions. Comments may also identify areas where corrective action is required to come into compliance with HIPAA, CFR, Iowa Code, IAC, and the agency's responses on the annual Provider Quality Management Self-Assessment. When changes are required, the report will give parameters in which to develop corrective actions. Options of Linn County has 30 days from the date of this report to develop a plan of correction.

When developing your CAP, please consider the following:

1. Do corrective actions require procedural changes, updates in member files, and/or personnel files?
2. What measures, such as staff training, will be necessary to begin implementation of the corrective actions?
3. When will the corrective actions be reviewed and/or approved by the governing body?
4. When will implementation of corrective actions begin?

It will be necessary to include the enclosed Provider Acknowledgment statement dated and signed by the Chief Administrative Officer and President or Chairperson of the governing body which states that Options of Linn County will actively work to correct the areas noted in the review report. Only the signed statement needs to be returned, not the body of this report.

The HCBS QIO Services Specialist assigned to your agency will monitor the corrective actions, either in writing or in person, to assure implementation of the CAP. For technical assistance, help developing or implementing a CAP, or questions about this report, Options of Linn County may contact Jason Scott, HCBS QIO Services Specialist, at 319-304-0832 or jscott2@dhs.state.ia.us.

PROVIDER ACKNOWLEDGEMENT

Options of Linn County certifies that it has received the review report which notes the results of the Home and Community Based Services review conducted on July 22nd, 2022. Options of Linn County assures that it will actively work to correct the areas noted in the review report. Implementation of the required corrective actions will begin within 30 days of the date of the review report unless other timelines have been established in the review report. Follow-up review by the HCBS Specialist, either in writing or onsite, Options of Linn County will be required to assure implementation of corrective actions. Select Accreditation agency if applicable: **CARF International**

July 22, 2022

Dates of Accreditation

David Thielen

PRINT NAME of Executive Director



SIGNATURE of Executive Director

7/29/22

Date

Ben Rogers

PRINT NAME of Chairperson, Board of Directors

SIGNATURE of Chairperson, Board of Directors

Date

Review Report

OPTIONS OF LINN COUNTY

Review Number: 1945

IV. Providers are required to meet the following training requirements Iowa Code, IAC Chapter 77	Self-Assessment	Included In Policy	Evidence Submitted	CAP Required
Within 30 days of employment for full-time staff (unless otherwise indicated), the following training requirements must be met and documented for all staff providing services. Part-time staff must have these trainings documented and completed within 90 days of employment (unless otherwise indicated). IAC Chapter 77 and best practice				
1) The curriculum used is the DS 168 Dependent Adult Abuse Mandatory Reporter Training and DS 169 Child Abuse Mandatory Reporter Training. 1a. Training is completed within six months of hire.	YES	YES	YES	NO
1.b) Training every three years	YES	YES	YES	NO
2) Member rights	YES	YES	YES	NO
3) Rights restrictions and limitations	YES	YES	YES	NO
4) Member confidentiality	YES	YES	YES	NO
5) Provision of member medication (must include policy training within 30 days of employment, according to provider policy thereafter)	YES	YES	YES	NO
6) Individual member support needs, including Behavior Intervention Plans (BIP) when applicable	YES	YES	YES	NO
7) Incident reporting	YES	YES	YES	NO
8) Brain Injury (BI) within 60 days of hire	N/A	N/A	N/A	N/A
9.a) Children's Mental Health (CMH) Waiver: Staff must receive the following training within one month of employment and prior to providing direct service without the presence of experienced staff: 9.a.1) Orientation on provider's mission, policies and procedures	N/A	N/A	N/A	N/A
9.a.2) Orientation on Home and Community Based Services (HCBS) philosophy and outcomes for rights and dignity	N/A	N/A	N/A	N/A
9.b) Staff must receive the following training within four months of employment and prior to providing direct service without the presence of experienced staff: 9.b.1) training in serious emotional disturbance and provision of services to children with serious emotional disturbance	N/A	N/A	N/A	N/A
9.b.2) Confidentiality	N/A	N/A	N/A	N/A
9.b.3) Provision of medication according to agency policy and procedure	N/A	N/A	N/A	N/A
9.b.4) Identification and reporting of child abuse	N/A	N/A	N/A	N/A
9.b.5) Incident reporting	N/A	N/A	N/A	N/A

9.b.6) Documentation of service provision	N/A	N/A	N/A	N/A
9.b.7) Appropriate behavioral interventions	N/A	N/A	N/A	N/A
9.b.8) Professional ethics training	N/A	N/A	N/A	N/A
9.c) 24 hours of training during first year of employment in children's Intellectual Disability (ID)/Developmental Delay (DD)/Mental Health (MH) issues	N/A	N/A	N/A	N/A
9.d) 12 hours of training every year thereafter in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
10) Residential-Based Supported Community Living (RBSCL): 10.a) orientation on agency's purpose, policies, and procedures within one month of hire	N/A	N/A	N/A	N/A
10.b) 24 hours of training during first year of employment in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
10.c) 12 hours of training every year thereafter in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
11) Prevocational Services 11.a) A person providing direct support shall, within six months of hire or within six months of May 4, 2016, complete at least 9.5 hours of employment service training as offered through Direct Course or through the Association of Community Rehabilitation Educators (ACRE) certified training program	N/A	N/A	N/A	N/A
11.b) Prevocational direct support staff shall complete four hours of continuing education in employment services annually	N/A	N/A	N/A	N/A
12) Supported Employment direct support staff shall complete 4 hours of continuing education in employment services annually	N/A	N/A	N/A	N/A
12.a.1) Long-Term Job Coaching direct support staff shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	N/A	N/A	N/A	N/A
12.a.2) Staff must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	N/A	N/A	N/A	N/A
12.b.1) Small-Group Supported Employment direct support staff shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	N/A	N/A	N/A	N/A
12.b.2) Staff must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	N/A	N/A	N/A	N/A
12.c.1) Individual Supported Employment staff must hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire	N/A	N/A	N/A	N/A
Review Findings:	Options uses a combination of checklists, certificates, and transcripts to document the completion of training. Training records for three employees were included in the review. The checklist included training on topics such as member rights, restrictive interventions, confidentiality, medication, incident reporting, and more. All three employees had checklists and all were completed by signature and date of supervisory staff. All three employees had certificates for DHS Mandatory reporting course within their file, all completing within 6 months of hire or having it prior to their employment with Options. Additionally, Options provided College of Direct Support (CDS) transcripts for all three employees as evidence that staff are receiving 9.5 hours of training within 6 months of hire related to day habilitation services. Two staff also have already completed the additional 4 hours of training required to be completed annually thereafter. It should be noted that the agency's policy notes 4.5 hours annually after initial training, but Iowa Administrative Code only requires 4 hours.			

V. Requirement H: Abuse reporting required for all providers		Self-Assessment	Included In Policy	Evidence Submitted	CAP Required
3) Process for ensuring staff receive a statement of the abuse reporting requirements within one month of employment		YES	YES	YES	NO
Review Findings:	Options provided an abuse policy entitled "Consumer Abuse Reporting" which outlines a reference to the definition of dependent adult abuse found in Iowa Code, timelines for reporting suspected abuse, and the process for reporting abuse to the Department of Human Services. The three staff reviewed for this review have received the agency's abuse reporting process by indication on the orientation checklist and within 30 days of hire.				



July 27, 2022

David Thielen
Options of Linn County
1240 26th Ave Ct. SW
Cedar Rapids, IA 52404

Dear David Thielen:

Iowa Medicaid Home and Community Based Services (HCBS) Quality Improvement Organization (QIO) Services conducted a Focused Review with your agency on July 22nd, 2022. This review was conducted in accordance with the requirements of the Iowa Administrative Code (IAC) in order to validate responses on the annual Provider Quality Management Self-Assessment and to assist providers to be compliant with laws, rules, requirements, and best practices. A Focused Review focuses on a specific standard or area of compliance and includes an evidentiary-based evaluation of materials such as related policies and procedures, member records, employee records, site tours, and other evidence as necessary to determine compliance with standards.

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The provider must submit the signed statement and any required CAP to the attention of Jason Scott via Iowa Medicaid Portal Access (IMPA). Please select HCBS QA Oversight as the document type when uploading. For instructions on uploading the requested documentation, please see IL 1734-MC-FFS-D.

Thank you for your assistance and support in completing this review. For questions related to the review process please contact me by phone at 319-304-0832 or by email at jscott2@dhs.state.ia.us.

Sincerely,

Jason Scott, HCBS QIO Services Specialist
Iowa Medicaid, HCBS QIO Services

cc: Iowa Department of Human Services



HCBS Quality Management Focused Review Report

Provider Name: Options of Linn County	
Focused Review Topic: Staff Training	
Review Date: July 22 nd , 2022	Report Date: July 22 nd , 2022
Lead Reviewer: Jason Scott	Assisting Reviewer(s): N/A
Staff Records Reviewed: 3	Type of Review: Desk

Enrolled Programs and Services			
AIDS/HIV ☐ Adult day care ☐ Agency Consumer-Directed Attendant Care (CDAC) ☐ Counseling ☐ Respite	Brain Injury ☐ Adult day care ☐ Behavior programming ☐ CDAC ☐ Family counseling and training ☐ Interim Medical Monitoring and Treatment (IMMT) ☐ Prevocational services ☐ Respite ☐ Supported Community Living (SCL) ☐ Supported Employment (SE)	Children's Mental Health ☐ Family and community support services ☐ In-home family therapy ☐ Respite	Elderly ☐ Adult day care ☐ CDAC ☐ Assisted living service ☐ Case management ☐ Mental health outreach ☐ Respite
Health and Disability ☐ Adult day care ☐ CDAC ☐ Counseling ☐ IMMT ☐ Respite	Intellectual Disability ☐ Adult day care ☐ CDAC ☒ Day habilitation ☐ IMMT ☐ Prevocational services ☐ Residential Based SCL (RBSCL) ☐ Respite ☐ SCL ☐ SE	Physical Disability ☐ CDAC	Habilitation ☐ Day habilitation ☐ Home-based habilitation ☐ Prevocational habilitation ☐ SE habilitation

Definition of terms:

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CORRECTIVE ACTION GUIDELINES

This report details findings related to the review. Comments may include commendations for areas which the review team found to be exemplary and are intended to reinforce your accomplishments. Comments may also include recommendations which are suggested provider actions. Comments may also identify areas where corrective action is required to come into compliance with HIPAA, CFR, Iowa Code, IAC, and the agency's responses on the annual Provider Quality Management Self-Assessment. When changes are required, the report will give parameters in which to develop corrective actions. Options of Linn County has 30 days from the date of this report to develop a plan of correction.

When developing your CAP, please consider the following:

1. Do corrective actions require procedural changes, updates in member files, and/or personnel files?
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PROVIDER ACKNOWLEDGEMENT

Options of Linn County certifies that it has received the review report which notes the results of the Home and Community Based Services review conducted on July 22nd, 2022. Options of Linn County assures that it will actively work to correct the areas noted in the review report. Implementation of the required corrective actions will begin within 30 days of the date of the review report unless other timelines have been established in the review report. Follow-up review by the HCBS Specialist, either in writing or onsite, Options of Linn County will be required to assure implementation of corrective actions. Select Accreditation agency if applicable: **CARF International**

July 22, 2022

Dates of Accreditation

David Thielen

PRINT NAME of Executive Director



SIGNATURE of Executive Director

7/29/22

Date

Ben Rogers

PRINT NAME of Chairperson, Board of Directors

SIGNATURE of Chairperson, Board of Directors

Date

Review Report

OPTIONS OF LINN COUNTY

Review Number: 1945

IV. Providers are required to meet the following training requirements Iowa Code, IAC Chapter 77	Self-Assessment	Included In Policy	Evidence Submitted	CAP Required
Within 30 days of employment for full-time staff (unless otherwise indicated), the following training requirements must be met and documented for all staff providing services. Part-time staff must have these trainings documented and completed within 90 days of employment (unless otherwise indicated). IAC Chapter 77 and best practice				
1) The curriculum used is the DS 168 Dependent Adult Abuse Mandatory Reporter Training and DS 169 Child Abuse Mandatory Reporter Training. 1a. Training is completed within six months of hire.	YES	YES	YES	NO
1.b) Training every three years	YES	YES	YES	NO
2) Member rights	YES	YES	YES	NO
3) Rights restrictions and limitations	YES	YES	YES	NO
4) Member confidentiality	YES	YES	YES	NO
5) Provision of member medication (must include policy training within 30 days of employment, according to provider policy thereafter)	YES	YES	YES	NO
6) Individual member support needs, including Behavior Intervention Plans (BIP) when applicable	YES	YES	YES	NO
7) Incident reporting	YES	YES	YES	NO
8) Brain Injury (BI) within 60 days of hire	N/A	N/A	N/A	N/A
9.a) Children's Mental Health (CMH) Waiver: Staff must receive the following training within one month of employment and prior to providing direct service without the presence of experienced staff: 9.a.1) Orientation on provider's mission, policies and procedures	N/A	N/A	N/A	N/A
9.a.2) Orientation on Home and Community Based Services (HCBS) philosophy and outcomes for rights and dignity	N/A	N/A	N/A	N/A
9.b) Staff must receive the following training within four months of employment and prior to providing direct service without the presence of experienced staff: 9.b.1) training in serious emotional disturbance and provision of services to children with serious emotional disturbance	N/A	N/A	N/A	N/A
9.b.2) Confidentiality	N/A	N/A	N/A	N/A
9.b.3) Provision of medication according to agency policy and procedure	N/A	N/A	N/A	N/A
9.b.4) Identification and reporting of child abuse	N/A	N/A	N/A	N/A
9.b.5) Incident reporting	N/A	N/A	N/A	N/A

9.b.6) Documentation of service provision	N/A	N/A	N/A	N/A
9.b.7) Appropriate behavioral interventions	N/A	N/A	N/A	N/A
9.b.8) Professional ethics training	N/A	N/A	N/A	N/A
9.c) 24 hours of training during first year of employment in children's Intellectual Disability (ID)/Developmental Delay (DD)/Mental Health (MH) issues	N/A	N/A	N/A	N/A
9.d) 12 hours of training every year thereafter in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
10) Residential-Based Supported Community Living (RBSCL): 10.a) orientation on agency's purpose, policies, and procedures within one month of hire	N/A	N/A	N/A	N/A
10.b) 24 hours of training during first year of employment in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
10.c) 12 hours of training every year thereafter in children's ID/DD/MH issues	N/A	N/A	N/A	N/A
11) Prevocational Services 11.a) A person providing direct support shall, within six months of hire or within six months of May 4, 2016, complete at least 9.5 hours of employment service training as offered through Direct Course or through the Association of Community Rehabilitation Educators (ACRE) certified training program	N/A	N/A	N/A	N/A
11.b) Prevocational direct support staff shall complete four hours of continuing education in employment services annually	N/A	N/A	N/A	N/A
12) Supported Employment direct support staff shall complete 4 hours of continuing education in employment services annually	N/A	N/A	N/A	N/A
12.a.1) Long-Term Job Coaching direct support staff shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	N/A	N/A	N/A	N/A
12.a.2) Staff must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	N/A	N/A	N/A	N/A
12.b.1) Small-Group Supported Employment direct support staff shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	N/A	N/A	N/A	N/A
12.b.2) Staff must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	N/A	N/A	N/A	N/A
12.c.1) Individual Supported Employment staff must hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire	N/A	N/A	N/A	N/A
Review Findings:	Options uses a combination of checklists, certificates, and transcripts to document the completion of training. Training records for three employees were included in the review. The checklist included training on topics such as member rights, restrictive interventions, confidentiality, medication, incident reporting, and more. All three employees had checklists and all were completed by signature and date of supervisory staff. All three employees had certificates for DHS Mandatory reporting course within their file, all completing within 6 months of hire or having it prior to their employment with Options. Additionally, Options provided College of Direct Support (CDS) transcripts for all three employees as evidence that staff are receiving 9.5 hours of training within 6 months of hire related to day habilitation services. Two staff also have already completed the additional 4 hours of training required to be completed annually thereafter. It should be noted that the agency's policy notes 4.5 hours annually after initial training, but Iowa Administrative Code only requires 4 hours.			

V. Requirement H: Abuse reporting required for all providers		Self-Assessment	Included In Policy	Evidence Submitted	CAP Required
3) Process for ensuring staff receive a statement of the abuse reporting requirements within one month of employment		YES	YES	YES	NO
Review Findings:	Options provided an abuse policy entitled "Consumer Abuse Reporting" which outlines a reference to the definition of dependent adult abuse found in Iowa Code, timelines for reporting suspected abuse, and the process for reporting abuse to the Department of Human Services. The three staff reviewed for this review have received the agency's abuse reporting process by indication on the orientation checklist and within 30 days of hire.				



STAFF REPORT

CHAPTER 107 UNIFIED DEVELOPMENT CODE (UDC) TEXT AMENDMENTS

Planning and Zoning Commission Meeting: **June 21, 2022**

(Recommendation: Refer back to Staff for further review)

Planning and Zoning Commission Meeting: **July 18, 2022**

Board of Supervisors First Consideration: **August 1, 2022**

Board of Supervisors Second Consideration: **August 3, 2022**

Board of Supervisors Third Consideration: **August 10, 2022**

CASE: JA22-0001	PETITIONER: Planning and Development
REQUEST: Chapter 107 Unified Development Code Text Amendments	STAFF CONTACT: Mike Tertinger

Overview:

Staff is proposing several text amendments and additions to the Unified Development Code (UDC) related to the concept of agricultural tourism or agricultural experiences in Linn County. Per the recent passage of Iowa Code 335.26, an "Agricultural Experience" as defined as:

- *Any agriculture-related activity, as a secondary use in conjunction with agricultural production, on a farm which activity is open to the public with the intended purpose of promoting or educating the public about agriculture, agricultural practices, agricultural activities, or agricultural products.*

If a property is determined to meet the definition of an "Agricultural Experience", 335.26 further states:

- *To assist in the promotion of agricultural experiences, a county shall not require a conditional use permit, special use permit, special exception, or variance for agricultural experiences on property of which the primary use is agricultural production.*

Prior to, and following the passage of Iowa Code 335.26, the Planning & Development Department, in collaboration with the Linn County Food Systems Council (FSC), and several Linn County farmers whom already utilize Agricultural Experiences on their property, have been working toward a Unified Development Code update to expand these types of opportunities for Linn County farmers. The goal was to do so in a manner that maintains our rural character, simplifies the review process, preserves farmland and protects the health, safety and welfare of our farmers, workers, adjoining property owners and farm visitors.

It is the Planning & Development staff's opinion that Agricultural Experiences in Iowa present a unique opportunity to combine the economic benefits of tourism with our one-of-a-kind agricultural destinations.

Staff believes that Agricultural Experiences in Linn County can provide:

- Enhancement of farm economic viability and on-site employment opportunities
- Additional income and/or off-season income for the farmer
- Interaction with and education of local citizens and visitors about the importance of farming
- Increased awareness of local agricultural products
- New consumer markets
- Recreation, entertainment and/or educational experiences to visitors
- Encouragement for members of the public to visit agricultural operations

PART I SUMMARY OF PROPOSED UDC AMENDMENTS:**1. Article V, Section 107-93, (e) Off-street parking and loading**

The proposed change will separate the existing parking surface language into two paragraphs and allow agricultural experiences to be exempt from the paragraph 1 requirement to hard surface all commercial drives and parking areas in the urban service area land-use designation. It is also proposed that driveways accessing hard-surfaced roads will be reduced to hard-surfacing to the property line, rather than the current requirement of hard surfacing to the building setbacks.

2. Article V, Table 107-93 Off-street parking requirements by use group or use category

The proposed change will add new off-street parking requirement categories. A new Tier I agricultural experiences use category, which will likely encompass the majority of the agricultural experiences uses on a farm property, will only require a minor site plan and a preliminary discussion with the Planning and Development Department about the amount of off-street parking needed to accommodate the numbers of visitors to the farm.

The other new agricultural experience use category, Tier II, will include two categories. The first will only include wedding venues, event spaces, banquet/reception facilities, and social or fraternal organizations. This use category will require 13 off-street spaces per 1000 sq. ft. of gross floor area. This recommendation is being made with the full support of the Linn County Sheriff's Department and Linn County Secondary Road Department. All other Tier II agricultural experience use types, which may include, but is not limited to, farm winery, brewery, cider mill, distillery, bar/restaurant, and retail stores (i.e. farm/general store), will have no change to the 4 off-street parking spaces per 1000 sq. ft. of gross floor area that those uses already require.

Another proposed change to Table 107-93 is running concurrently with this amendment but is unrelated to Agricultural Experiences. A new category will be added for Retail, Service, and Commercial uses that is specific to a wedding venue, event space, banquet/reception facility, and social or fraternal organizations that do not meet the state's definition of an Agricultural Experience. These uses will require 13 off-street parking spaces per 1000 sq. ft. of gross floor area. This proposal is intended to more accurately quantify the number of spaces that are necessary for these types of large gathering spaces and to maintain a higher level of safety along county roads. This recommendation is being made with the full support of the Linn County Sheriff's Department and Linn County Secondary Road Department. All other Retail, Service, and Commercial uses will continue to require the same number of spaces that is already listed in Table 107-93.

3. Article VI, Specific Development Standards, Section 107-111- Introductory Provisions

The proposed change will ensure that the new standards created in 107-112, specific to agricultural experiences, shall prevail in the event of a conflict with any other regulations of the development code.

4. Article VI, Specific Development Standards, Section 107-112 - Standards for Agricultural Uses.

The proposed change will add the new standards specific to Tier I and Tier II agricultural experiences.

5. Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Table 107-147-1 Use Table

The proposed change will add Agricultural Experiences as a new use to the Agricultural Uses category in Table 107-147-1. It will show that agricultural experiences are a permitted use in all zoning districts, except MH (Mobile Home District).

Another proposed change, which is unrelated to Agricultural Experiences, will move Catering Service into a new standalone Food Service use in the Retail, Service, and Commercial Uses category. Wedding venue, and event space, will also be added to the existing Food Service use category that includes banquet/reception hall, and social or fraternal organizations.

Another proposed change, which is unrelated to Agricultural Experiences, will except out public service facilities, similar to cemeteries, from the Institutional and Civic Uses – Community Services parking standards in Table 107-93.

6. Article XI Definitions, Section 107-180 Definitions

The proposed change will add the definition of Agricultural Experiences as stated in Iowa Code 335.26.

PART II PROPOSED UDC AMENDMENTS: This part of the report details the actual text amendment language; language that is added to the section will be displayed as underlined text and deleted language will be represented as ~~struckthrough~~ text.

1. Article V General Regulations, Section. 107-93. General regulations for uses, Subsection (e) Off-street parking and loading (5)(e)

(e) Surfacing, grading, drainage.

1. In the urban service area, all commercial drives and parking areas are to be paved with an asphaltic or Portland cement binder pavement, or such other hard but permeable surfaces. ~~or engineered grass surfaces.~~
2. In all other land use areas, dust-controlled gravel parking areas shall be permitted. In those instances where the access is onto a hard surfaced road, the driveway shall be hard-surfaced at a minimum to the property line. ~~required setback.~~ In all cases where handicapped parking is required, the handicapped space shall be paved, along with the most direct route to public areas. Parking areas and drives shall be so graded and drained as to dispose of or infiltrate all surface water accumulation within the area; and shall be so arranged as to provide for orderly and safe loading or unloading and parking and storage of motor vehicles.

2. Article V General Regulations, Section. 107-93. General regulations for uses Table 107-93, Off-street parking requirements by use group or use category

Use Group, Use Category From Table 107-147-1	Required Spaces
<u>Agricultural Uses – Tier I Agricultural Experience</u>	<u>Sufficient parking based on use, to be determined during Minor Site Plan review.</u>
<u>Agricultural Uses – Tier II Agricultural Experience - Wedding venue, event space, banquet/reception facility, social or fraternal organization</u>	<u>13/1000 sq. ft. of gross floor area</u>
<u>Agricultural Uses – Tier II Agricultural Experience – All other uses</u>	<u>4/1,000 sq. ft. of gross floor area</u>
Residential uses— household living	1 per dwelling unit
Residential uses— group living	1 per dwelling unit plus one for every 2 bedrooms

Institutional and civic uses— community services except cemetery and public service facility uses	1 for each four seats provided or 1/1,000 sq. ft. of gross floor area
Institutional and civic uses— cemetery	1/2,000 sq. ft. of gross land area
Institutional and civic uses— educational institutions except secondary school	1/each employee plus 1/each 4 students, based on building occupancy limits
Institutional and civic uses— secondary school	1/each employee plus 1/each 6 students, based on building occupancy limits
Institutional and civic uses— school transportation center, public or private	1.25 spaces/each full-time permanent employee; plus 1 space/school bus
Institutional and civic uses— school building and grounds maintenance facility	1.25 spaces/each full-time permanent employee
Institutional and civic uses— school sports complex	1 space per 4,000 square feet of land area dedicated to sports facility use, plus 1 space/5 fixed seats. Overflow parking areas shall be designated on the site plan; permeable surfaces are encouraged for the designated overflow parking areas
Institutional and civic uses— health care and social services	6/1,000 sq. ft. of gross floor area
Institutional and civic uses— public parks and open space	Sufficient parking based on use, to be determined during development review process
Institutional and civic uses— nature centers and similar uses	1/each employee plus 1 per 3 occupants, based on building occupancy limits
Retail, service, and commercial uses - Wedding venue, event space, banquet/reception facility, social or fraternal organization	13/1000 sq. ft. gross floor area
Retail, service, and commercial uses - all other uses	4/1,000 sq. ft. of gross floor area except for the business and household services use category; these shall be 2/1,000 sq. ft. or gross floor area;
Industrial uses	2/1,000 sq. ft. of gross floor area
Transportation and utility uses	2/1,000 sq. ft. of gross floor area; for utility uses, 1 space/communications tower greater than 80 feet in height; for wind farms, 1 space/wind turbine; 1 space/utility substation

3. Article VI Specific Development Standards, Section 107-11 Introductory Provisions

e) Agricultural Experience. Uses that are determined to be an Agricultural Experience shall only conform to subsection (c) of Section 107-112 which prevails over any conflicting regulations in this section.

4. Article VI Specific Development Standards, Section 107-112 Standards for Agricultural Uses

(c) Agricultural Experience.

- (1) Tier I Agricultural Experience Activities. Tier 1 agricultural experiences include, but are not limited to, farmers markets, u-pick operations, community supported agricultural operations, field days, agriculturally related educational and learning experiences, farm tours, farm stays, food truck events, living history farms, petting zoos, farm animal rehabilitation and therapy, farm-to-table events, commercial kitchens, food processing demonstrations, on-farm fairs or festivals, corn mazes with educational interpretation, and hay rides. **Tier I agricultural experiences do not include temporary non-recurring uses in line with general agricultural operations, which fall under general agricultural uses.**
 - a. Agricultural Experience Worksheet. Evidence shall be provided that the proposal meets State of Iowa definition for agricultural experiences.
 - b. Minor site plan required. A minor site plan shall be submitted prior to the approval of Tier I agricultural experiences
 - c. Technical Review Committee. Upon receipt of a request for a Tier I Agricultural Experience use, planning and development staff shall forward the request to the technical review committee. The technical review committee shall review the request for conformance with this chapter, the comprehensive plan, and other applicable plans, regulations and design standards. The technical review committee shall compile a list of required conditions. After review, planning and development staff shall contact the requestor to discuss the committee's findings and mail a report to the requestor outlining the required conditions.
 - d. Parking Standards. Sufficient parking based on use, to be determined during Minor Site Plan review and is exempt from 107-93.
 - i. All parking required to be off-street.
 - ii. Overflow parking areas may be required and shall be identified on the minor site plan.
 - iii. Handicapped parking. Off-street parking areas shall be designed to meet the number, placement, size and marking and identification requirements for handicapped parking contained in 42 USC 12181-9 and I.C.A. § 321L.5.
 - e. Licenses and permits. Facilities must obtain all required local, state and federal licenses or permits, including building permits for all structures to be used by the public.
- (2) Tier II Agricultural Experience Activities. Tier II agricultural experiences include, but are not limited to, winery, brewery, cider mill, distillery, bar/restaurant, farm/general store, event space, banquet hall, reception facility or wedding venue.
 - a. Agricultural Experience worksheet. Evidence must be provided that the proposal meets State of Iowa definition for agricultural experiences.
 - b. Major Site Plan. A Major Site Plan shall be submitted and reviewed prior to the approval of Tier II agricultural experience activities.
 - c. Technical Review Committee. Upon receipt of a request for a Tier II Agricultural Experience use, planning and development staff shall forward the request to the technical review committee. The technical review committee shall review the request

for conformance with this chapter, the comprehensive plan, and other applicable plans, regulations and design standards. After review, planning and development staff shall contact the requestor to discuss all required conditions for approval. A review of the request and all applicable conditions of the technical review committee shall be completed prior to commencement of agricultural experience activities.

- d. Parking Standards. Off-street parking shall be required according to 107-93 excepting 107-93 (e)(5)(e)(1)
- i. Required parking spaces to be provided as directed by Table 107-93.
 - ii. All parking required to be off-street.
 - iii. Overflow parking areas may be required and shall be identified on the Major Site Plan.
 - iv. Handicapped parking. Off-street parking areas shall be designed to meet the number, placement, size and marking and identification requirements for handicapped parking contained in 42 USC 12181-9 and I.C.A. § 321L.5.
- e. Licenses and permits. Facilities must obtain all required local, state and federal licenses or permits, including building permits for all structures to be used by the public.

5. Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Table 107-147-1 Use Table

Table 107-147-1 Use Table

Agricultural Uses		STD	AG	RR 1/2/3	VR	VM	USR	USR- MF	HC	GC	I	CNR	MH
Agriculture	General agriculture		P	P	P	P	P	P	P	P	P	P	
	Agricultural buildings for general agricultural use		P	P	P	P	P	P	P	P	P	P	
	Farm stand	107-112 (b)	A	A	A	A	A		A			A	
	<u>Agricultural Experience</u>	<u>107-112(c)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	

Retail, Service and Commercial Uses		STD	AG	RR 1/2/3	VR	VM	USR	USR- MF	HC	GC	I	CNR	MH
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Food Services	Restaurant, standard	107-115(r)			P			P	P			
	Food service, limited, coffee shop, ice cream, snack bar, etc. [less than full kitchen]	107-115(r)			P			P	P			
	Drive-through accessory to food service	107-115(s)			P			P	P			
	Bar or tavern	107-115(r)			C			P	P			
	<u>Catering Service</u>	<u>107-115(r)</u>			<u>P</u>			<u>P</u>	<u>P</u>			
	<u>Wedding venue, event space, catering service, banquet/reception facility, social or fraternal organization</u>	107-115(r)	C		P			P	P			

6. Article XI Definitions, Section 107-180 Definitions

Agricultural Experience (Agricultural Tourism): Any agriculture-related activity, as **an annual or recurring seasonal** secondary use in conjunction with agricultural production, on a farm which activity is open to the public with the intended purpose of promoting or educating the public about agriculture, agricultural practices, agricultural activities, or agricultural products.

ALTERNATIVES:

The following alternatives may be considered regarding the proposed UDC text amendments:

1. Recommend approval of the proposed amendments.
2. Recommend denial of the proposed amendments.
3. Refer the proposed amendments back to the staff for additional review/information.

STAFF RECOMMENDATION:

Staff recommends Alternative 1, recommend approval of the proposed UDC text amendments.