

BOARD OF SUPERVISORS

District 1 | Kirsten Running-Marquardt

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

LinnCountyIowa.gov



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, July 10, 2023

10 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order

Public Comment: Five Minute Limit per Speaker

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

Minutes

Discuss and decide on meeting minutes.

Update on 2023 Iowa legislative session

Discuss, decide, and authorize Chair to sign an acknowledgement of environmental review requirements for the Dows Farm CDBG-DR grant

Presentation of property tax levies for Fiscal Year 2023-2024 tax collections

Discuss Fiscal Year 2023 Budget Carry-over Request to Fiscal Year 2024 Budget for Assessment Year 2023/Fiscal Year 2025 Budget Statement Mailing for Auditor's Office

Discuss a Vacancy Form requesting an Accounting Analyst position for the Auditor's office

Discuss a Professional Services Agreement between Linn County and Impact7G, Inc. for consulting services for the completion of a National Register Nomination for the Klinsky Farm for a total fee of \$12,950

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.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

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.

REQUIRED ACKNOWLEDGEMENT OF ENVIRONMENTAL REVIEW REQUIREMENTS

By signing below, I hereby acknowledge that I accept and understand that no construction or other choice limiting actions may be commenced in relation to any portion or aspect of this project, regardless of the funding source, prior to the grant recipient, (city or county) receiving a formal Release of Funds letter from the offices of the Iowa Economic Development Authority (IEDA).

Choice limiting actions include not only actual traditional construction activities but also the purchase or lease of land or structures, bid letting (**any advertisement of bids**), signing construction contracts of any kind, rehabilitation, repair, remodeling, demolition, conversion, and any phase of construction activity whatsoever.

Release of Funds letters will be issued only upon proper completion and submittal of the appropriate level of Environmental Review Record (ERR) for the project to IEDA through the iowagrants.gov system.

I understand that violation of this federal rule by taking any prohibited action as outlined above prior to the receipt of a Release of Funds letter from IEDA is likely to result in the forfeiture of CDBG-DR grant monies awarded.

Mayor or County Chairperson

| | |
|-------------------|-------------|
| Signed: _____ | Date: _____ |
| Print Name: _____ | |

Grant Administrator

| | |
|-------------------------------------|----------------------|
| Signed: <u>Paula J Mitchell</u> | Date: <u>3-22-23</u> |
| Print Name: <u>Paula J Mitchell</u> | |

Subrecipient Entity (if applicable)

| | |
|-------------------|-------------|
| Signed: _____ | Date: _____ |
| Print Name: _____ | |

We strongly suggest that you please share this form with any engineers or architects involved in the project.

Note: Once executed, this form must be uploaded into the "Required Uploads" component for your respective grant project in the iowagrants.gov system. No claim for grant funds will be processed until this task is completed.

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

LinnCountyIowa.gov



VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: Beth Ludwig

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Accounting Analyst

DEPARTMENT: Auditor

SHIFT/HOURS: 1st Shift: 8 am to 5 pm

NUMBER OF POSITIONS: 1

VACANCY DATE: 06/12/2023

NEW POSITION FUNDING SOURCE(S):

Account Technician plus savings from Deputy Auditor trade
for Accounting Manager
rate difference of \$5,000.00 for upgrade

REASON TO ADD NEW POSITION (if applicable): BUDGET OFFER

GRANT FUNDING

OTHER: Trade Up for Property Tax Duties

DURATION OF POSTING (must remain open a minimum of 10 days): 10

POSITION TYPE:

FULL-TIME PART-TIME _____ # of hours/week TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE GRANT-FUNDED

BARGAINING UNIT: Clerical Maintenance Para Professional Professional

Attorneys Conservation Sergeants PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]
DEPARTMENT HEAD

06/28/2023
DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ **STARTING SALARY:** _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

6-29-23
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

6-29-23
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE



CONTRACT WITH CONSULTANT

**A CONTRACT FOR CONSULTING SERVICES
TO PREPARE AND SUBMIT A NOMINATION OF THE
KLINSKY FARM
TO THE NATIONAL REGISTER OF HISTORIC PLACES**

This agreement, entered into this ____ day of July 2023, by and between Linn County, Iowa, hereinafter referred to as the COMMISSION and Impact7G, Inc. referred to as CONTRACTOR; witnesseth:

In order to accomplish the objective of nominating the Klinsky Farm to the National Register of Historic Places, the COMMISSION and the CONTRACTOR agree as follows:

1. The COMMISSION will pay the CONTRACTOR an amount not to exceed \$12,950 for services and expense reimbursement under this contract.
2. The CONTRACTOR agrees to perform all work required for state review and nomination to the National Register of Historic Places, including, but not necessarily limited to, research, documentation, writing, revisions, and technical materials required of the nominating process.
3. The terms of this agreement shall begin upon the execution of this contract by the Chief Elected Official (Chair of the Linn County Board of Supervisors) and shall terminate at the completion of the nomination process.
4. The COMMISSION may terminate this agreement at any time by giving notice by certified mail to the CONTRACTOR. In that event, equitable adjustment shall be made for all work completed prior to termination as certified by the CONTRACTOR.
5. The CONTRACTOR may terminate this agreement by giving a 21-day notice by certified mail to the COMMISSION. In that event, equitable adjustment shall be made for all work completed prior to termination as certified by the CONTRACTOR.
6. Reproduction and use of the reports and documentation produced from this agreement shall be at the discretion of the COMMISSION.
8. The COMMISSION retains sole ownership of any and all content created by CONTRACTOR including digital media, computer programs (including supporting data), and all other intellectual property generated under this agreement.



9. The CONTRACTOR'S obligation and duties under this Contract shall not be assigned without the permission of the COMMISSION.
10. In performing the functions set forth in this agreement, it is understood and agreed that the CONTRACTOR is an independent CONTRACTOR and that all work performed hereunder shall be conducted in a professional and satisfactory manner. In as such as CONTRACTOR is an independent contractor and not employed by the COMMISSION and/or Linn County, CONTRACTOR agrees that they are not entitled to unemployment compensation, worker's compensation, insurance, and any other employment related fringe benefits.
11. The CONTRACTOR shall hold harmless the COMMISSION for any injury or damage caused by the acts or omissions of the CONTRACTOR on employees or agents and the CONTRACTOR agrees to indemnify the COMMISSION for any such injury or damages.
12. Any disputes that arise between the COMMISSION and the CONTRACTOR would be governed by Iowa law and be litigated in Linn County.
13. This is the entire agreement between the COMMISSION and the CONTRACTOR.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED THIS _____ DAY OF July, 2023.

Jaime L. Destefano Digitally signed by Jaime L. Destefano
Date: 2023.07.03 18:35:52 -04'00'

CONTRACTOR

Louis Zumbach, Chair, Linn County Board of Supervisors
CHIEF ELECTED OFFICIAL