

MINUTES
LINN COUNTY FOOD SYSTEMS COUNCIL
Thursday, June 23rd, 2022

The Linn County Food Systems Council meeting was called to order at 12:15 P.M. in conference room 3A/3B at the Jean Oxley Public Service Center, 935 2nd St. SW, Cedar Rapids, Iowa.

PRESENT: Laura Seyfer, Cedar Rapids Metro Economic Alliance
Amy Hockett, LCPH
August Stolba, Prairiewood Franciscan Spirituality Center
Emily Qual, Restaurant Manager
Sandy Rosenberger, ISU Extension
Kim Guardado, HACAP
Melissa Wahl, Horizons

ABSENT: Emmaly Renshaw, Feed Iowa First
Sarah Blais, NewBo City Market
Stephanie Schrader, City of CR Community Services Coordinator
Laura Krouse, Abbe Hills Farm
Tamara Marcus, LC BOS Sustainability Manager
Charlie Nichols, Director Linn County Planning and Development

OTHERS

PRESENT: Ilsa Dewald, City of Iowa City

STAFF: Mike Tertinger, Senior Planner
Brady Hill, Linn County Planning Intern
Ryan Sampica, Recording Secretary
Stephanie Lientz, Zoning Division Manager

Approval of Minutes

Motion by Hockett to and seconded by Guardado and all members present voting yes, to approve the May 26, 2022 LCFSC minutes as submitted.

Monthly Budget Report

Tertinger said the remaining account balance as of now is 3000.40.

Tertinger mentioned that on July 1st the remaining amount goes back to the Linn County General Fund and the Council we be re-allocated \$4000 for the next fiscal year.

Tertinger also mentioned that if the Council wants to request that \$3000 be re-allocated back to them in the fall for something they can submit a request to the Board for that to happen.

FARE Grant Discussion

- a) One Page Grant Summary – Stolba starts the discussion on needing to show a maximum and minimum for the amount people will be applying for. There was then general discussion on amounts and the general consensus was that \$1000 should be the minimum and \$25,000 should be the max. DeWald asked for a definition of “in Linn County” for applying for the funds. There was discussion about if someone could apply for funds from both Linn County and Johnson County if they had places in both. Nothing was decided. There was mention that there is language in the application that states as long as you have a retail presence in Linn County and that Linn County itself is benefiting from the awarded money they should qualify.
- b) Scoring Matrix – Guardado asked about the Supply Chain disruption part and if it’s necessary to keep it seeing as how we can’t control those types of issues. Stolba said that there is an N/A clause that people are able to give when filling out the app/matrix
- c) Program Manager Job Description – There was general discussion over how it should be worded and the Council review what Seyfer had drawn up regarding the job description itself. There was discussion on how much this position should be paid with many ideas back and forth and Stolba brought up that there is a percentage of the awarded month that is allocated...so a max of \$25,000 with a possible \$3000 added from the Council’s annual budget. Tertinger cautioned and said that the goal is not necessarily to pay someone but to be able to use all of the awarded ARPA funds for the projects.

Lientz spoke about the new grant software that Planning & Development has purchased and gave a brief overview of how it all works.

DeWald asked what’s the duration of the hire (1 yr, full 3 yrs etc)? The general discussion leads to a decision of having someone be hired for 1 year with an option to renew.

Hockett said she’d take the lead for the Program Manager Job Description.

- d) Application – There was general discussion at the beginning on the application itself and the questions being asked. There was a very brief and rough draft that Stolba shared with the Council and the decision was made to make sure that the application gets set up before next month’s meeting.

FSC Recruitment

None

Open Discussion

Stolba reviewed goals for the next meeting and that for the next meeting he would like to have a workable draft of the application, the RFP draft and the Contract Draft started for a launch date in August/September timeframe.

Stolba thanked DeWald for the program she put on and asked of the members to find ways to have people from the local Colleges on this Council.

Hockett said she will reach out to Coe College and Guardado will reach out to Kirkwood Board members.

Adjournment - The meeting adjourned at 1:30 PM

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ryan Sampica", written over a horizontal line.

Ryan Sampica, Recording Secretary

Approved,

A handwritten signature in cursive script, appearing to read "August Stolba", written over a horizontal line.

August Stolba, Chair