

LINN COUNTY BOARD OF SUPERVISORS  
CEDAR RAPIDS, LINN COUNTY, IOWA  
TUESDAY, JUNE 18, 2019 9:00 A.M.

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

Chairperson Walker called the meeting to order.

Motion by Oleson, seconded by Walker to approve minutes of June 17, 2019 as printed.

The Board heard updates from the following Department Heads:

Les Beck, Planning & Development Dir. - continue to work with Terry Whitson on LC3  
(online permit applications for new construction); budget status; scanning project  
completed; Dows Farm Agri-Community Phase 2; Urban Land Institute presentation's;  
Geotechnical Services proposal; update to Central City's 28E agreement; electrical  
ordinance update; alternative & renewable energy workshop; Historic Preservation  
Commission grant allocations approved; Food Systems Council attended joint forum June  
5<sup>th</sup>; new National Flood Insurance Program map review; Marion Airport overlay zoning; in  
house training for Planning & Zoning Commission and Board of Adjustment members; asked  
that the Board remove Beck from the Corridor MPO advisory committee and replace with  
Charlie Nichols.

Britt Hutchins, Purchasing Dir. - budget status; working with OPN on furniture for the  
Harris Bldg. and Community Services Bldg. with agreement coming to the Board soon for  
design and layout; working with DHS on file reduction; reviewing mail route for  
potential changes; RFP's for various county dept.'s.

Supervisor Oleson noted for the record that they need to meet with Darrin Gage and  
Supervisor Walker regarding the artwork for the Harris Bldg.

Steve Estenson, Risk Management Dir. - budget status; open position since May 2<sup>nd</sup>;  
advertising for new position; processing a lot of new hires through the department;  
fielded a lot of calls concerning road conditions and damage to vehicles and tires,  
etc. Supervisor Oleson stated that July 2<sup>nd</sup> there will be a Rock Road Forum at Farm  
Bureau from 4:30-6:30 p.m. Estenson continued: incident with death of dog on gravel  
road; working on claim for Road Dept. employee hitting communication vault with a  
mower; discussions taking place regarding security in the buildings (mass notification  
system will compliment panic button system); attended a Public Risk Management  
Conference last week with top focus on cyber liability, security in buildings and  
drones.

Discussion continued regarding the camera in the parking lot and who should monitor  
it. Estenson noted that they are working to get the wiring to the pole done.

Garth Fagerbakke, Facilities Mgr. - working with Terry Whitson on Learning Institute;  
budget status; staffing; Community Service Building (CSB) - building remodel review of  
bids 6/24. Public Service Center (PSC) - mass notification system installation of  
hardware; employee parking lot security cameras working on fiber. Correctional Center  
- ADA remodel for front entrance and restroom. Courthouse - HVAC unit compressor  
installation. Secondary Roads - working on generator installation plan. Public  
Health - working on remodel for Access Center. Harris Bldg. - interior and exterior  
work continues; signage; conference room audio/video. Supervisor Oleson addressed  
attic stock and the contractor fulfilling what is in the contract to avoid punch  
lists. Sheriff's Office - started installation of five cameras for evidence rooms.  
Facilities Storage Bldg. - working on remaining punch list. Facilities - custodial  
training in progress; exterior grounds and landscaping work continues.

Joi Alexander, Communications Dir. - Communications Plan work continues with Amperage  
Marketing; continue to meet with Terry Whitson regarding LC3 projects and products;  
ongoing implementation of branding; learning how to use Siteimprove (new website  
analytic software); nomination submitted for government communications group; working  
with Oleson on Rock Road Forum; working with HR on LinkedIn usage; working on Nextdoor  
social media platform; working with the interns on biography project and story for the  
website and newsletter.

Adjournment at 10:10 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor  
By: Amanda Hoy, Executive Assistant

Approved by:

STACEY WALKER, Chairperson  
Board of Supervisors