



**Board of Supervisors  
Linn County, Iowa**

James Houser – District 1  
Stacey Walker – District 2  
Ben Rogers – District 3  
Brent Oleson – District 4  
John Harris – District 5

935 Second Street Southwest  
Cedar Rapids, Iowa 52404-2100

**MEETING AGENDA**  
**MONDAY, JANUARY 30, 2017**  
**9:00 A.M.**

**INFORMAL BOARD ROOM—JEAN OXLEY PUBLIC SERVICE CENTER  
935 SECOND STREET SW, CEDAR RAPIDS, IOWA**

**CALL TO ORDER**

**PUBLIC COMMENT: 5 Minute Limit Per Speaker**

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

**MOTION TO APPROVE MINUTES**

Discuss *New Position/Vacancy Form* for the hiring of three temporary Engineering Interns.

Discuss *New Position/Vacancy Form* for the hiring of six temporary Roadway Maintenance Workers.

Discuss the purchase of a new shredder for the Purchasing Department.

Adopt resolution appointing Rebecca Stonawski as Deputy Auditor.

**PUBLIC COMMENT: 5 Minute Limit Per Speaker**

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

**MOTION TO APPROVE PAYROLL AUTHORIZATIONS**

Motion to approve Employment Change Roster (Payroll Authorizations).

**MOTION TO APPROVE CLAIMS**

**CORRESPONDENCE**

**LEGISLATIVE UPDATE**

**APPOINTMENTS**

**1:30 P.M.**  
**INFORMAL BOARD ROOM**

Review of Fiscal Year 2018 budget for preliminary decisions on offers

Other budget discussions if necessary.

**ADJOURNMENT**

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at [bd\\_supervisors@linncounty.org](mailto:bd_supervisors@linncounty.org).

RECEIVED



Human Resources Department  
Linn County, Iowa

JAN 13 2017

LINN COUNTY  
HUMAN RESOURCES

NEW POSITION/VACANCY FORM

POSITION INFORMATION:

REPLACEMENT POSITION PREVIOUSLY HELD BY: \_\_\_\_\_

NEW POSITION\* (Select one):  NEW JOB CLASSIFICATION\*  EXISTING JOB CLASSIFICATION)\*

JOB TITLE/CLASSIFICATION: Temporary Engineering Intern

(Attach job description for duties & qualifications)

DEPARTMENT: Secondary Road SHIFT/HOURS: 7:00 am -3:30 pm

VACANCY DATE: May - August NUMBER WANTED: 3

DRIVER'S LICENSE REQUIRED:  YES  NO CDL REQUIRED:  YES  NO

CDL ENDORSEMENTS REQUIRED: \_\_\_\_\_

POST TO INSIDE:  YES  NO ADVERTISE:  YES  NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): Temporary position - No benefits

POSITION TYPE:

FULL-TIME  PART-TIME  TEMPORARY/SEASONAL (75 working days or less)

ON-CALL/SUBSTITUTE  GRANT-FUNDED (If so, include position funding source below)

BARGAINING UNIT  Clerical  Maintenance  Professional  Para Professional

Attorneys Union  Conservation  Sergeants  PPME (Law Enforcement)

NON-BARGAINING UNIT (Management, County Attorneys and Confidential Employees)

FLSA STATUS:  EXEMPT  SALARIED (OT ELIGIBLE)  NON-EXEMPT (HOURLY)

APPROVED BY: \_\_\_\_\_  
DEPARTMENT HEAD DATE

\*COMPLETE SECTION BELOW FOR NEW POSITIONS ONLY:

POSITION DETAILS:

REASON TO ADD POSITION: Assist Survey Crew during construction season

GRADE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_ (Completed by HR only)

POSITION FUNDING SOURCE(S): Secondary Road Budget. We budget for three to work up to 75 days.

FINANCE/BUDGET DIRECTOR COMMENTS: \_\_\_\_\_

HR DIRECTOR COMMENTS: \_\_\_\_\_

APPROVED BY: [Signature] 1-12-2017  
DEPARTMENT HEAD DATE

APPROVED BY: [Signature] 1-19-17  
HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: [Signature] 1/20/17  
FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: \_\_\_\_\_  
CHAIRPERSON/BOARD OF SUPERVISORS DATE



Human Resources Department  
Linn County, Iowa

RECEIVED

JAN 13 2017

NEW POSITION/VACANCY FORM

LINN COUNTY  
HUMAN RESOURCES

**POSITION INFORMATION:**

REPLACEMENT POSITION PREVIOUSLY HELD BY: \_\_\_\_\_

NEW POSITION\* (Select one):  NEW JOB CLASSIFICATION\*  EXISTING JOB CLASSIFICATION)\*

JOB TITLE/CLASSIFICATION: Temporary Roadway Maintenance Worker

(Attach job description for duties & qualifications)

DEPARTMENT: Secondary Road SHIFT/HOURS: 7:00 am -3:30 pm

VACANCY DATE: May - August NUMBER WANTED: 6

DRIVER'S LICENSE REQUIRED:  YES  NO CDL REQUIRED:  YES  NO

CDL ENDORSEMENTS REQUIRED: \_\_\_\_\_

POST TO INSIDE:  YES  NO ADVERTISE:  YES  NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): Temporary position - No benefits

**POSITION TYPE:**

FULL-TIME  PART-TIME  TEMPORARY/SEASONAL (75 working days or less)

ON-CALL/SUBSTITUTE  GRANT-FUNDED (If so, include position funding source below)

BARGAINING UNIT  Clerical  Maintenance  Professional  Para Professional

Attorneys Union  Conservation  Sergeants  PPME (Law Enforcement)

NON-BARGAINING UNIT (Management, County Attorneys and Confidential Employees)

FLSA STATUS:  EXEMPT  SALARIED (OT ELIGIBLE)  NON-EXEMPT (HOURLY)

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
DEPARTMENT HEAD

**\*COMPLETE SECTION BELOW FOR NEW POSITIONS ONLY:**

**POSITION DETAILS:**

REASON TO ADD POSITION: Seasonal work to mow shoulders along secondary roads

GRADE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_ (Completed by HR only)

POSITION FUNDING SOURCE(S): Road Clearing Budget. We budget for six to work up to 75 days.

FINANCE/BUDGET DIRECTOR COMMENTS: \_\_\_\_\_

HR DIRECTOR COMMENTS: \_\_\_\_\_

APPROVED BY: [Signature] DATE: 1-12-2017  
DEPARTMENT HEAD

APPROVED BY: [Signature] DATE: 1-19-17  
HUMAN RESOURCES DIRECTOR

APPROVED BY: [Signature] DATE: 1-25-17  
FINANCE/BUDGET DIRECTOR

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
CHAIRPERSON/BOARD OF SUPERVISORS

**RESOLUTION # \_\_\_\_\_**

**WHEREAS**, pursuant to Section 331.903(1), Code of Iowa, Joel D. Miller, Linn County Auditor, has submitted to the Board of Supervisors, Linn County, Iowa, for approval of Rebecca Stonawski, for appointment as Deputy, and

**WHEREAS**, the Board of Supervisors, Linn County, Iowa, finds Rebecca Stonawski to be qualified to serve as Deputy and that the appointment of Rebecca Stonawski will not exceed the number of deputies authorized for the Linn County Auditor's Office by the Board of Supervisors, Linn County, Iowa.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Board of Supervisors, Linn County, Iowa, that the appointment of Rebecca Stonawski as Deputy by Joel D. Miller, Linn County Auditor, is hereby approved.

Dated at Cedar Rapids, Linn County, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**LINN COUNTY BOARD OF SUPERVISORS**

AYE:  
NAY:  
ABSTAIN:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
SUPERVISOR

ATTEST:

\_\_\_\_\_  
JOEL D. MILLER, Linn County Auditor

STATE OF IOWA            )  
                                  )        SS:  
COUNTY OF LINN        )

I, JOEL D. MILLER, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board, the foregoing was duly adopted by a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay and \_\_\_\_\_ abstained from voting.

\_\_\_\_\_  
JOEL D. MILLER

Subscribed and sworn to before me by the aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC – State of Iowa