



**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**  
**WEDNESDAY, FEBRUARY 1, 2017**  
**10:00 A.M.**

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT: 5 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.

Authorize Chair to sign *New Position/Vacancy Form* for the hiring of three temporary Engineering Interns.

Authorize Chair to sign *New Position/Vacancy Form* for the hiring of six temporary Roadway Maintenance Workers.

**REPORTS**

**RESOLUTIONS**

Resolution rescinding Payroll Warrant #62330892 issued to Bradley C. Campbell in the amount of \$2,673.03 and a new warrant issued. Warrant was received and is presumed lost. This could have been prevented with direct deposit.

**CONTRACTS AND AGREEMENTS**

Authorize Chair to sign Release of Mortgage of January 31, 2012, made and executed by the East Central Iowa Council of Governments, in association with Linn County's Single Family New Construction Grant, regarding property commonly known as 4565 Meadow Creek Drive, Palo, Iowa.

Authorize Chair to sign Release of Mortgage of February 1, 2012, made and executed by the East Central Iowa Council of Governments, in association with Linn County's Single Family New Construction Grant, regarding property commonly known as 4561 Meadow Creek Drive, Palo, Iowa.

Authorize Chair to sign Purchase Order number 5335 to ABC Company LLC for the amount of \$7,919.00 for a paper shredder for the Purchasing Department.

Approve and sign Application to "Adopt-A-Roadside" for Sierra Club (Cedar-Wapsi) to adopt county portions only of County Home Road and North Center Point Road from I-380 and Robins city limits to Robins city limits.

Approve and sign Application to "Adopt-A-Roadside" for Farmers State Bank to adopt North Alburnett Road from County Home Road to Alburnett city limits.

Approve and sign Application to “Adopt-A-Roadside” for Boy Scout Troop 360 to adopt county portions only of Alburnett Road from County Home Road to county line south of Pinehurst Dr.

Approve and sign Application to “Adopt-A-Roadside” for Alburnett Lions Club to adopt Burnett Station Road from Alburnett city limits to Highway 13.

Approve and sign Application to “Adopt-A-Roadside” for Prairieburg Fire Department to adopt county portions only of Prairieburg Road from 1 mile north of Prairieburg to 1 mile south of Prairieburg.

Approve and sign Application to “Adopt-A-Roadside” for Wapsi Hustlers 4H to adopt Troy Mills Road from Rundell Road to Walker Road.

Approve and sign Application to “Adopt-A-Roadside” for Metro High School to adopt Otis Road from Cedar Rapids city limits near 3380 Otis Road to Indian Creek

Approve and sign Application to “Adopt-A-Roadside” for Ely Public Library to adopt county portions only of Ely Road from Prairie School Road to Seven Sisters Road.

Approve and sign Application to “Adopt-A-Roadside” for Boy Scout Troop 214 to adopt Wright Bros Blvd from Club Road to Ely Road.

Approve and sign Application to “Adopt-A-Roadside” for Thomas Jefferson High School to adopt county portions only of Ellis Road NW from Edgewood Road Cedar Rapids city limits to Covington Road.

Award bid and authorize chairperson to sign IDOT contract and associated documents for project FM-C057(131)—55-57, PCC overlay on Secrist Road from City of Marion to Crystal Creek Road, in the amount of \$1,284,960.89.

## **LICENSES & PERMITS**

## **REGULAR AGENDA**

### **MOTION TO APPROVE CONSENT AGENDA**

### **MOTION TO APPROVE MINUTES**

Discuss and direct Secondary Roads on timeline and guidelines to complete work on 10 Sylvan Lane SE (Richard Garberson residence).

### **BOARD MEMBER REPORTS**

### **LEGISLATIVE UPDATE**

### **MOTION TO APPROVE CLAIMS**

### **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.

### **CORRESPONDENCE**

### **APPOINTMENTS**

**1:30 P.M.**  
**INFORMAL BOARDROOM**

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: \_\_\_\_\_

DEPARTMENT HEAD

DATE

**\*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: \_\_\_\_\_

DEPARTMENT HEAD

1-12-2017

DATE

APPROVED BY: \_\_\_\_\_

HUMAN RESOURCES DIRECTOR

1-19-17

DATE

APPROVED BY: \_\_\_\_\_

FINANCE/BUDGET DIRECTOR

DATE

APPROVED BY: \_\_\_\_\_

CHAIRPERSON/BOARD OF SUPERVISORS

DATE

R E S O L U T I O N

**WHEREAS**, on December 16, 2016, Payroll Warrant #62330892 was issued to Bradley C. Campbell in the amount of \$2,673.03; and **WHEREAS**, the Linn County Auditor's Office was notified on January 20, 2017, that this warrant was received and presumed lost; and

**WHEREAS**, this is to serve as official notice to the Linn County Treasurer's Office to rescind Warrant #62330892 from Fund 782 in the amount of \$2,673.03.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Linn County Board of Supervisors, Linn County, Iowa, this date met in lawful session that Warrant #62330892 be rescinded and a new warrant be issued.

Dated this 1<sup>st</sup> day of February, 2017.

LINN COUNTY BOARD OF SUPERVISORS

AYE:  
NAY:

\_\_\_\_\_  
Chairperson

ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

ATTEST:

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

Prepared by and Return to: Robyn Jacobson, East Central Iowa Council of Governments, 700 16<sup>th</sup> Street NE, Suite 301, Cedar Rapids, Iowa 52402. Phone (319) 365-9941.

## RELEASE OF MORTGAGE

**Know All People by These Presents:** That the undersigned, the previous Owner **Timothy Conrad** of the Mortgage hereinafter described, do hereby acknowledge that a certain Mortgage bearing date of the **31st** day of **January, 2012**, made and executed by the **East Central Iowa Council of Governments**, in association with the **Linn County's Single Family New Construction Grant**, for the following described property in the City of **Palo**, County of **Linn**, State of Iowa.

### LEGAL DESCRIPTION:

**Lot Four (4) Dry Creek Second Addition (2<sup>nd</sup>) Palo, Iowa; in Linn County, Iowa.**

### More commonly known as:

**4565 Meadow Creek Drive, Palo, Iowa**

### **SAME AS MORTGAGE.**

The mortgage was made to **COUNTY OF LINN, IOWA** and Recorded in the records of the office of the Recorder of the County of **Linn**, State of **Iowa**, Instrument Number book **8186** page **335-340** on the **2nd** day of **February, 2012**, is redeemed, paid off, satisfied and discharged in full.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context. Dated this **1st** day of **February, 2017**.

### **COUNTY OF LINN, IOWA**

By: \_\_\_\_\_  
Brent Oleson, Chair Linn County Board

**STATE OF IOWA**            )  
  ) **ss:**

### **LINN COUNTY**

On this **1st** day of **February, 2017**, before me, the undersigned, a Notary Public in and for said County and State, personally appeared **Brent Oleson, Chair of the Linn County Board of Supervisors** to me personally known, who being by me duly sworn, that said instrument was signed and sealed on behalf of said authority of the bank; and that the said Chief Financial Officer, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
**Notary**

My commission expires on \_\_\_\_\_

Prepared by and Return to: Robyn Jacobson, East Central Iowa Council of Governments, 700 16<sup>th</sup> Street NE, Suite 301, Cedar Rapids, Iowa 52402. Phone (319) 365-9941.

## RELEASE OF MORTGAGE

**Know All People by These Presents:** That the undersigned, the previous Owner **Jacob Neff** of the Mortgage hereinafter described, do hereby acknowledge that a certain Mortgage bearing date of the **1st** day of **February, 2012**, made and executed by the **East Central Iowa Council of Governments**, in association with the **Linn County's Single Family New Construction Grant**, for the following described property in the City of **Palo**, County of **Linn**, State of Iowa.

### LEGAL DESCRIPTION:

**Lot Two (2) Dry Creek Second Addition (2<sup>nd</sup>) Palo, Iowa; in Linn County, Iowa.**

**More commonly known as:**  
**4561Meadow Creek Drive, Palo, Iowa**

### **SAME AS MORTGAGE.**

The mortgage was made to **COUNTY OF LINN, IOWA** and Recorded in the records of the office of the Recorder of the County of **Linn**, State of **Iowa**, Instrument Number book **8219** page **3-8** on the **8th** day of **March, 2012**, is redeemed, paid off, satisfied and discharged in full.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context. Dated this **1st** day of **February, 2017**.

### **COUNTY OF LINN, IOWA**

By: \_\_\_\_\_  
Brent Oleson, Chair Linn County Board

**STATE OF IOWA**            )  
  ) **ss:**  
**LINN COUNTY**

On this **1st** day of **February, 2017**, before me, the undersigned, a Notary Public in and for said County and State, personally appeared **Brent Oleson, Chair of the Linn County Board of Supervisors** to me personally known, who being by me duly sworn, that said instrument was signed and sealed on behalf of said authority of the bank; and that the said Chief Financial Officer, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
**Notary**

My commission expires on \_\_\_\_\_