Linn County Board of Supervisors
Meeting Agenda
Monday, March 18, 2019
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.

Discuss proposed Temporary Use Permit Case JTU19-0002 requested by Dean Paup, petitioner, and Larry Hess, owner, to operate a seasonal campground located in the 900 & 1000 Block of Lnenicka Lane.

Discuss Additional Insurance Allowance Request from eligible County employee

Discuss a Vacancy Form requesting two Interns for the Board of Supervisors

Discuss the one year lease extension for space in the building commonly known as the Iowa Building for the Department of Human Services noting all terms of the original lease remain the same.

Discuss and decide on designating Steve Estenson, Linn County Risk Manager, as the Linn County Incident Commander for potential 2019 flood events.

Discuss A Resolution Designating a Name for a Linn County Building

Discuss a Resolution Setting a Public Hearing for the Proposed Conveyance of Real Property

Discuss Audit Services Request for Proposals for the five years ending June 30, 2023 and the Finance and Budget Department’s recommendation for said audit services

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

Legislative Update

Appointments

Closed Session

The Board of Supervisors will hold a closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate

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.
# Temporary Use Application

## Planning & Development
Linn County, Iowa

### Zoning Division

### Owner Information:

<table>
<thead>
<tr>
<th>Owner</th>
<th>Larry Hess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>110 Lincoln Ave W Unit D Lisbon, IA 52253</td>
</tr>
<tr>
<td>Phone</td>
<td>319-981-836</td>
</tr>
</tbody>
</table>

### Applicant Information:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Dean Paup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>404 W 2nd St P.O. Box 315 Mechanicville, IA 52306</td>
</tr>
<tr>
<td>Phone</td>
<td>319-551-8093</td>
</tr>
</tbody>
</table>

### Surveying Co.:

<table>
<thead>
<tr>
<th>Engineer</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone</td>
</tr>
</tbody>
</table>

### Property Information:

| Property Address or Address Range (block) | 900 E 1000 Block of Crennica Ln CR 52404 |
| Brief legal(s) (Sec/Twp/Range)           | S30SW, S55SW 4.72-6 & NENW 9.83-6 |
| GPN(s)                                   | 1804 3360 001 00000 e 1809 20100100000 |
| Rural Land Use                           | AA & CNRA |
| Map Designation                          | Current Zoning: AG REC-AG Total Acres: 91 acres |

### Submittal Requirements:

- Application, Fee, Minor Site Plan Drawing
- Proof of Insurance (if applicable)

The undersigned is/are the owner(s) of the described property on this application, located in the unincorporated area of Linn County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the office of Linn County Planning and Development to conduct a site visit and photograph the subject property.

This development is subject to and shall be required, as a condition of final development approval, to comply with all Unified Development Code policies, requirements, and standards that are in effect at the time of final development approval.

### Owner Information:

<table>
<thead>
<tr>
<th>Owner</th>
<th>Larry Hess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1/20/19</td>
</tr>
</tbody>
</table>

### Applicant Information:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Dean Paup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1-20-19</td>
</tr>
</tbody>
</table>

### Case #

| JTU19-0002 |

### Receipt#

| 84107 |

### Date Received

MAR 01 2019

LINN COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT
The following information shall be provided with the application:

Is the property located within a Flood Plain? ☐ YES ☑ NO

Is the Proposed Use within the Flood Plain area? ☐ YES ☑ NO

Temporary use period:
Beginning: 4-1-19
Ending: 10-31-19

Description of Proposed Use:
Camping 7 days a week for leases, Thursday thru Sunday and Holidays for visitors

Days & Hours of Operation
24 hours a day

Will a building or structure be used and what type?
☐ NO

Will there be a sign? Per Article V, section 107-94 (j) include dimension details and content.
☐ NO

Have you contacted the Building Division for review of applicable building code requirements?
☐ YES ☐ NO
Camper will have facilities pumped out monthly by a certified company. 
Handicap port. potty must be on site

Restroom facilities:
☐ Currently provided on site.
☒ Portable will be brought to the site.
☐ None available.

Estimated increase in vehicle trips per day: 8-60 per day

Type of vehicles using facility: Cars, pick-up trucks, campers

Does the property have access from a state highway? ☒ YES ☐ NO
(If yes, review with Iowa Department of Transportation at (319) 365-3558.

Number of parking spaces provided: NA

The following documents shall be attached:
- Proof of Insurance
- Minor Site Plan

www.linncounty.org/planning
WHEREAS, Dean Paup, petitioner; Larry Hess, owner; Case JTU19-0002, has requested the Linn County Board of Supervisors’ permission to operate a seasonal campground located in the 900 & 1000 Block of Lnenicka Lane.

AND WHEREAS, the Board of Supervisors makes the following Findings of Facts:

1. The campground will operate from April 1, 2019 through October 31, 2019 located at the Hess property located in the 900 & 1000 Block of Lnenicka Lane, Cedar Rapids, Iowa.
2. The campsite area is zoned Recreation-Agricultural (REC-AG) and is located within the floodway.
3. The Board of Supervisors has authorized a maximum of 10 campsites.
4. The campground visiting hours are from Thursday through Sunday and during holidays. Campground leasees have full-time use.
5. Campers shall have the waste pumped from their camper on a monthly basis by a certified company. One handicapped accessible portable restroom facility is required to be on-site for the duration of the Temporary Use.
6. Vehicle trips are estimated to increase by 5 or 6 per day.

AND WHEREAS, the Linn County Technical Review Committee has examined the application and all conditions of approval are listed as part of this Resolution;

AND WHEREAS, the Temporary Use application has been examined by the Linn County Board of Supervisors at a public meeting on March 18, 2019, all interested persons having been heard;

NOW THEREFORE, BE IT RESOLVED, that the Linn County Board of Supervisors approve the application, Case JTU19-0002, subject to the following conditions:

LINN COUNTY PLANNING & DEVELOPMENT (Zoning & Building Divisions)

1. The Temporary Use may be reviewed at any time during the duration of the permit to ensure that all conditions have been or are being met.
2. Existing electrical services for campers shall be tested for proper grounding and function and repaired/replaced as necessary by a licensed electrician.

3. Provide our office a current list of the campsite leasees, including mailing addresses and phone numbers.

4. Dean Paup shall be the designated Campground Manager and shall be responsible for notifying/warning campers in the event of a flood warning.

5. The designated Campground Manager shall be responsible for relocating RV’s outside of the flood hazard area in the event of a flood warning; in addition, Campground Manager shall provide proof of ownership or access to a vehicle capable of removing/towing the RV’s out of the flood hazard area.

6. All RV’s shall be operable, fully licensed with up-to-date registration.

7. No permanent or semi-permanent tie-downs or anchors shall be installed that would prevent prompt removal of the RV from the site in the event of a flood threat.

8. Maintain maximum of 10 campsites.

9. Adhere to campground visiting days: Thursday through Sunday, holidays (campground leasees are allowed fulltime use).

10. Portable toilet and individual camper waste receptacles will be maintained and clean.

11. The applicant or owner shall obtain and submit proof of a liability insurance policy prior to Board of Supervisors approval and maintain current insurance throughout the Temporary Use.

12. The petitioner shall sign an “Acceptance of Conditions” form which provides assurance that all conditions will be met prior to the Board of Supervisors Resolution of Approval, and specifically agrees to hold Linn County harmless from any and all damages or claims for damages that might arise or accrue by reason of approval of the Temporary Use permit by the Linn County Board of Supervisors. Further, by signing the “Acceptance of Conditions” form, the petitioner shall agree to allow employees of the County reasonable access to the property for inspection and for submission of documents to verify any additional information.

LINN COUNTY ENGINEERING

1. Rock the private lane to county standards by placing 5” of Class A road stone 16’ wide (0.4 tons per foot of roadway length). Maintain to private lane standards.

2. Mark private lane with white on blue street sign and cabin sites with white on blue address signs placed in accordance with county standards. Maintain and replace signage as needed by applying at the Secondary Road Department.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

1. Campers must have self-contained waste that is properly disposed at a municipal sewer plant or an approved on-site septic system.

2. Require submittal of a copy of the written contract with the DNR certified/licensed septage pumper.

3. Septic tanks at the flooded structures deemed non-habitable must be properly abandoned per Linn County Ordinance Chapter 10 Article VI.
4. Any structure that is not habitable, debris, and junk, etc. must be properly removed to prevent safety hazards.

**Comments:**

1. Prior to using any existing water well, LCPH recommends testing to determine if water is potable.

2. If any well is not in use, it should be properly abandoned and plugged per Linn County Ordinance Chapter 10.

**LINN COUNTY SHERIFF’S OFFICE**

1. Camper sites must be identified.

**LINN COUNTY EMERGENCY MANAGEMENT**

1. A tone alert weather radio is required to be on site.

2. Procedures to provide shelter for campers during severe weather shall be identified in a Severe Weather Plan and this information shall be provided to each camper.

WHEREAS, failure to comply with any of the above conditions in a timely manner will void this temporary use permit.

**NOW, THEREFORE, BE IT RESOLVED,** by the Linn County Board of Supervisors that said temporary use is hereby approved.

Passed and approved this 20th day of March, 2019.

Linn County Board of Supervisors

_____________________________________
Chair

_____________________________________
Vice Chair

_____________________________________
Supervisor

Aye:

Nay:

Abstain:

Absent:
Attest:

________________________________________________________
Joel Miller, Linn County Auditor

State of Iowa    )
     ) SS
County of Linn  )

I, Joel Miller, County Auditor of Linn County, Iowa hereby certify that at a regular meeting of the said Board of Supervisors the foregoing resolution was duly adopted by a vote of:

  ___ Aye  ___ Nay  ___ Abstain and  ___ Absent from voting.

________________________________________________________
Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, on this 20th of March, 2019.

________________________________________________________
Notary Public State of Iowa
VACANCY FORM

SELECT ONE:

☐ NEW POSITION

☐ REPLACEMENT

REPLACES: ____________________________

☐ NEW JOB CLASSIFICATION

☐ EXISTING JOB CLASSIFICATION

JOB TITLE: Board of Supervisors Intern

DEPARTMENT: Board of Supervisors

SHIFT/HOURS: Minimum of 10 hours. Hours may vary.

VACANCY DATE: 3/18/19

NUMBER OF POSITIONS: 2

REASON TO ADD NEW POSITION (if applicable):

☐ BUDGET OFFER

☐ GRANT FUNDING

☐ OTHER: ____________________________

POST TO INSIDE: ☐ YES ☐ NO

ADVERTISE: ☐ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): ____________________________

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: Stacy Wall
department head (original signature required)

DATE: 3/15/2019

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: __________________ STARTING SALARY: $12,00

HR DIRECTOR COMMENTS: Approved FY20 budget offer

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: D. Powell
human resources director

DATE: 3-15-19

APPROVED BY: D. Powell
finance/budget director

DATE: 3/15/19

APPROVED BY: __________________
chairperson/board of supervisors

DATE: __________________
FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE (this “Amendment”) is entered into as of March [___], 2019 by and between Iowa Building Partners (“Landlord”) and Linn County, Iowa (“Tenant”).

RECIDALS

A. Landlord and Tenant entered into that certain Lease – Business Property dated November 10, 2013 (the “Original Lease”).

B. Landlord and Tenant desire to extend the term of the Original Lease and modify certain terms and conditions set forth in the Lease, in accordance with the terms and conditions of this Amendment.

NOW, THEREFORE, the parties hereby agreed as follows:

1. Defined Terms. Capitalized terms not otherwise defined in this Amendment will have the meaning ascribed to them in the Original Lease.

2. Term. The term of the Lease is hereby extended through and including March 31, 2020 (the period from April 1, 2019 to March 31, 2020 may be referred to herein as the “Extended Term”).

3. Rental. Tenant shall continue to pay Rent as set forth in the Original Lease through March 31, 2019. Commencing on April 1, 2019, Tenant shall pay Rent for the premises in the amount of $24,331.23 per month.

4. Prior Lease; Conflict. Except as modified hereby, Landlord and Tenant shall be bound by all other terms and conditions of the Original Lease other than those specifically modified by this Amendment, which terms and conditions shall remain in full force and effect. To the extent that any conflict shall arise between the provisions of the Original Lease or this Amendment, the provisions of this Amendment shall govern.

5. Integration. This Amendment contains the entire agreement between the parties regarding the subject matter hereof and supercedes all prior and contemporaneous oral and written statements, agreements, and understanding with respect to the subject matter hereof, including all correspondence and proposals exchanged by the parties and their agents.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the day and year first written above.

TENANT: 
LINN COUNTY, IOWA

LANDLORD: 
IOWA BUILDING PARTNERS

By: _______________________________ By: _______________________________
Its: ______________________________ Its: _______________________________
RESOLUTION NO. 2019 - -

A RESOLUTION DESIGNATING A NAME FOR A LINN COUNTY BUILDING

WHEREAS, Linn County owns the building located at 825 3rd Street SW, Cedar Rapids, Iowa commonly known as the “O’Brien Building”; and,

WHEREAS, as part the renovations and improvements project nearing completion for the aforementioned building, the Linn County Board of Supervisors desires to designate a new, official name for said building.

NOW, BE IT THEREFORE RESOLVED the Linn County Board of Supervisors hereby designates “Linn County Facilities Storage Building” as the official name for the Linn County-owned building located at 825 3rd Street SW, Cedar Rapids, Iowa, effective upon passage of this resolution.

PASSED AND APPROVED this ______ day of March 2019.

LINN COUNTY BOARD OF SUPERVISORS

______________________________
Stacey Walker, Chair

______________________________
Ben Rogers, Vice Chair

______________________________
Brent Oleson, Supervisor   Aye: _____  Nay: _____  Abstain: _____

ATTEST:

______________________________
Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

________Aye  _______Nay  _______ Abstain and  _______Absent from Voting.
RESOLUTION __________

SETTING A PUBLIC HEARING FOR THE PROPOSED CONVEYANCE OF REAL PROPERTY

WHEREAS, Linn County, Iowa, is title holder to real property located in the City of Marion, Iowa, legally described as:

Glenbrook Cove 4th, Lots 54, 55, and 56 to City of Marion, Linn County, Iowa, and
Glenbrook Cove 5th Lot 85, 86, 87, 88, 89, 90, and 91 to City of Marion, Linn County, Iowa

and,

WHEREAS, the City of Marion, Iowa has a use for said real property and has requested that said real property be conveyed by Linn County to the City of Marion, Iowa; and,

WHEREAS, Linn County has no public purpose use for said real property and proposes to convey the property to the City of Marion, Iowa.

WHEREAS, the Board of Supervisors finds that a public hearing should be set upon this proposed conveyance of real property and that notice thereof should be published as required by law.

NOW, BE IT THEREFORE RESOLVED by the Linn County, Iowa Board of Supervisors, this date met in lawful session, that the public hearing on the proposal to convey the above-described real property as set forth above shall be held on Monday, April 8, 2019, at ten o’clock a.m., in the Formal Board Room, Linn County Public Service Center, 935 – 2nd Street SW, Cedar Rapids, Iowa 52404, at which time public comment will be received and the matter of whether said proposal should be approved will be determined.

BE IT FURTHER RESOLVED that notice of said public hearing shall be published in accordance with Iowa Code Section 331.305.

LINN COUNTY BOARD OF SUPERVISORS

________________________________________
Stacey Walker, Chair

________________________________________
Ben Rogers, Vice Chair

________________________________________
Brent Oleson, Supervisor

Aye: _____ Nay: _____ Abstain: _____

ATTEST:

________________________________________
Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, certify that at a regular meeting of the Linn County Board of Supervisors the foregoing resolution was duly adopted by a vote of:

Aye ______ Nay ______ Abstain ______ Absent from Voting.

________________________________________
Joel Miller, Linn County Auditor
Proposed land conveyance to City of Marion