LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA
Monday, April 1, 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 an Additional Insurance Allowance Request from an eligible County employee

Discuss a Vacancy Form requesting a Communications Specialist for Public Health

Discuss a Vacancy Form requesting a Communications Supervisor for the Sheriff’s Office

Discuss a Vacancy Form requesting a Facilities Custodian and increasing the hours from 25 to 30 hours per week.

Discuss and decide on removal of tree in the front of the Linn County Courthouse and the Fillmore Building

Discuss contracts for tree removal at the Linn County Courthouse and the Fillmore Building

Discuss a proposal from Monawar Studios to create videos for the 2019 State of the County presentation.

Approve Class B Beer Permit for Kernels Concessions, 7251 Mt. Vernon Rd. SE, noting all conditions have been met.

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

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.
VACANCY FORM

SELECT ONE:

☐ NEW POSITION

☐ REPLACEMENT

REPLACES: Rachel Schramm

☑ EXISTING JOB CLASSIFICATION

☑ NEW JOB CLASSIFICATION

JOB TITLE: Communications Specialist

DEPARTMENT: Public Health

SHIFT/HOURS: 8:00 AM - 4:30 PM

VACANCY DATE: 10-05-2018

NUMBER OF POSITIONS: 1

NEW POSITION FUNDING SOURCE(S):

Replaces Rachel
Adrienne, Senior Health Education Specialist

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: [Signature] 03.22.2019

DEPARTMENT HEAD (original signature required)

DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: ____________

STARTING SALARY: ____________

HR DIRECTOR COMMENTS: [Handwritten notes]

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: [Signature] 3-25-19

DATE

APPROVED BY: [Signature] 3/26/19

DATE

APPROVED BY: __________________________

CHAIRPERSON/BOARD OF SUPERVISORS

DATE
VACANCY FORM

SELECT ONE:
☑ NEW POSITION
☐ REPLACEMENT
☑ REPLACES: ____________________________
☐ EXISTING JOB CLASSIFICATION

SELECT ONE:
☑ NEW JOB CLASSIFICATION
☐ SHIFT/HOURS: M-F (DAYS) VARIES NIGHTS/WEEKENDS

JOB TITLE: COMMUNICATIONS SUPERVISOR

☑ NUMBER OF POSITIONS: 1

DEPARTMENT: SHERIFF OFFICE
VACANCY DATE: IMMEDIATELY

REASON TO ADD NEW POSITION (if applicable):
☐ BUDGET OFFER
☐ GRANT FUNDING
☐ OTHER: ____________________________

POST TO INSIDE: ☑ YES  ☐ NO
ADVERTISE: ☐ YES  ☑ NO

NEW POSITION FUNDING SOURCE(S): ____________________________

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: ____________________________  3-29-19

DEPARTMENT HEAD (original signature required)
DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: ____________________________ STARTING SALARY: ____________________________

HR DIRECTOR COMMENTS: ____________________________

FINANCE/BUDGET DIRECTOR COMMENTS: ____________________________

APPROVED BY: ____________________________  3-25-19

HUMAN RESOURCES DIRECTOR
DATE

APPROVED BY: ____________________________  3/26/19

FINANCE/BUDGET DIRECTOR
DATE

APPROVED BY: ____________________________
CHAIRPERSON/BOARD OF SUPERVISORS
DATE
VACANCY FORM

SELECT ONE:
☐ NEW POSITION
☐ REPLACEMENT
☐ REPLACES: Ron Slattery

SELECT ONE:
☐ NEW JOB CLASSIFICATION
☐ EXISTING JOB CLASSIFICATION

JOB TITLE: Custodian

DEPARTMENT: Facilities Department-BOS

VACANCY DATE: 4/15/2019

SHIFT/HOURS: 5-11:00 p.m. M-F

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):
☐ BUDGET OFFER
☐ GRANT FUNDING
☐ OTHER: Position increasing from 25 hours to 30 hours per week

NEW POSITION FUNDING SOURCE(S):
5 hours per week funded by Facilities budget

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 30 # 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: [Signature] 3/26/19

DEPARTMENT HEAD (original signature required)

DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: STARTING SALARY:

HR DIRECTOR COMMENTS:

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: [Signature] 3/26/19

HUMAN RESOURCES DIRECTOR

DATE

APPROVED BY: [Signature] 3/26/19

FINANCE/BUDGET DIRECTOR

DATE

APPROVED BY: [Signature] 3/26/19

CHAIRPERSON/BOARD OF SUPERVISORS

DATE
Scope of Project:

This proposal is for three video production initiatives.

First Project - 2 Minute Introduction Video: In collaboration and partnership with Linn County Board of Supervisor Stacey Walker and his team, Monawar Studios will be producing a 2-minute introduction video that will play at the beginning of the State of The County address to send a powerful, inspirational and hopeful message in preparation to the presentation ahead. This video will be a combination of on location filming around Linn County, sit down interviews, motion graphics and animation to tell a story and set the tone for the presentation.

Second Project - Two :30 Second Videos: In collaboration and partnership with Linn County Board of Supervisor Stacey Walker and his team, Monawar Studios will be producing two :30 second videos that will play during the State of the County address and will be set the tone for the next phase of the presentation, and work as a “break” in segments to go from one big topic/phase of the presentation to the next. This video will be a combination of on location filming around Linn County, sit down interviews, motion graphics and animation to tell a story and set the tone for the next part of the presentation.

The production for all three of these projects will require:

1 - Initial meetings (phone, video or in-person) with client to set up a schedule of timeline for filming, production, and delivery of final videos.
2 - Planning of goals for the desired final videos.
3- Production of video that will require 1-2 days of filming on location (including interviews and b-roll footage).
5- Collaboration with the team to review two revisions for changes, edits, before final videos are delivered.
6 - Delivery of the final videos by May 1st to begin practicing and preparing for the presentation.

Schedule & Production Timeline

The proposed kick off dates for production are as follows:

The estimated start time for pre-production is:
Late March 2019

The proposed finish time and delivery of final videos upon completion of post production is:
INVESTING IN
PROFESSIONAL
VIDEO PRODUCTION
AND PHOTOGRAPHY
WITH MONAWAR STUDIOS

YOUR STORY.
BEAUTIFULLY TOLD.

We believe that investing in professional video and photography is a catalyst for launching a successful return on investment for your company, to further enhance your personal sales and launch a variety of successful opportunities.

High quality video and photography beautifully displays your brand, your voice, and your overall message.

We strive in telling your story and are forever grateful for your investment and faith in our creativity and art.

We look forward to having the honor of serving you and helping to tell your brand story.

Thank you for this privilege in starting a conversation!
The Investment of Production

Investment for all three video projects are as follows:

The proposed contract investment includes:

- Pre-Production and production meetings with Linn County Board of Supervisor Stacey Walker and his team, and collaborations for a beautiful finished products.
- Scripting & planning.
- Professional video and audio post-production including any animation work with still photography and graphic assets.
- Collaboration with the team to implement all branding and graphic collateral material.
- Two rounds of full revisions and a final delivery of May 1st.

The full proposed contract investment for production of the State of The County video projects detailed above is: $5,000
(taxes will be applied for companies and organizations that are non tax-exempt)

Any future filming or additional filming after completion of project scope and all listed details above will be an additional investment.

(This Proposal & Investment For Production Above Is Valid Through 03/29/2019)

Monawar Studios LLC | www.monawarstudios.com | 319.200.4279
Thank you for the honor of allowing us to help tell your story.