

BOARD OF SUPERVISORS

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCounty.org



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, April 5, 2021

11 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 lease for space at Lindale Mall by Public Health as a site for mass Covid 19 vaccinations.

Approve the Tentative Agreement between AFSCME Local 231 and Linn County for the Clerical, Maintenance, Para Professional and Professional Bargaining units for new contracts effective July 1, 2021 through June 30, 2026.

Discuss proposed Temporary Use Permit, Case JTu21-0002, request by Bass Family Farms, LLC., owner, and Eastern Iowa Pet Expo c/o Charlene Allaire, petitioner, to hold the "Eastern Iowa Pet Expo," an outdoor event located at 835 & 840 Bass Lane, Mount Vernon, Iowa on May 1, 2021

Conduct a public hearing, review plans and specifications, form of contract, and estimated costs for cold storage sheds at Morgan Creek and Wanatee Parks for Linn County Conservation

Open bids for cold storage sheds at Morgan Creek and Wanatee Parks and refer to Linn County staff for recommendations

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.

Legislative Update

Discuss and decide on action related to proposed legislation

Correspondence

Appointments

Adjournment

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:

- 1) Conference call—telephone number 1-800-945-0974, access code 501116
- 2) Email questions or comments prior to or during the meeting to: bd-supervisors@linncounty.org

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.



TENTATIVE AGREEMENT

February 11, 2021

The Tentative Agreement between the County and ASFCME Local 231 covers all 4 bargaining units unless otherwise noted.

The County has identified the following provisions of the contract as prohibited subjects of bargaining and they must be removed from the contracts:

Article 5 Check-Off; Article 11 Promotions and Transfers; Article 12 Layoff and Recall; Article 23 Group Insurance; Article 28 Performance Appraisals; as well as any references within articles to supplemental pay or subcontracting.

1. Article 8 Hours of Work and Shifts

~~Delete Section 7(c) **Shift Premium** – Regular schedule rotates between the first and second and/or third shift within a pay period – \$.25 per hour as this is no longer used. Our practice since the Flood of 2008 has been to pay the shift premium associated with the start time of the shift.~~

~~Delete Section 8 - Professional Bargaining Unit only~~

~~All hours worked by Public Health Nurses in the Correctional Center shall receive an additional fifty cents (\$.50) per hour pay premium for such work. The Correctional Center Nurses have their own separate classification with higher wages than regular Public Health Nurses.~~

2. Article 9 Overtime, Call In and Reporting Pay

~~Revise Section 1 –~~

~~All overtime work must be approved in advance by the department head or his/her designated representative. Overtime opportunities will be distributed as equally as practicable among qualified and able employees in the same job classification, department or district/division. Overtime offered and refused will be counted as overtime worked for purposes of the Article. Lists of overtime worked shall be posted on the Union bulletin boards and shall be updated monthly. An employee may use the grievance procedure to challenge whether such overtime has been distributed equally.~~

Revise Section 4(b) – Compensatory Time

Such time off is accumulated during the contract year and should be taken prior to June 30 ~~September 30~~. If an employee chooses to be paid for the compensatory time accumulated during a contract year, the amount must be paid out during the contract year. In the event the operational requirements of the employee's position does not allow them to use their compensatory time prior to June 30 ~~September 30~~, the unused overtime shall be paid after June 30 at the employee's current rate of pay as on June 30 ~~September 30~~.

Delete Section 10 – Professional Bargaining Unit only

~~Youth Facility employees required to “sleep over” at the Youth Facility will be paid one-third (1/3) their regular hourly rate for such time as they are required to be on the premises unless they are called upon to perform work during the “sleep over” period in which case they will be paid their regular hourly rate for such hours worked. “Sleep over” time will not be considered as hours worked for overtime purposes but hours actually worked will be counted toward overtime. We no longer have a Youth Shelter.~~

3. **Article 10 Seniority**

Section 2 – Add language for JDC program exception.

A new employee shall be on probation and have no seniority rights or recourse to the grievance procedure except as to hourly rate of pay, holiday pay, overtime pay, leave pay and group insurance eligibility, for a period of ninety (90) calendar days from the date he/she commences work and, if retained, his/her seniority shall be calculated from such date. New employees in the Juvenile Detention Center (JDC) will have a probation period of one hundred and twenty (120) days.

4. **Article 14 Discipline**

Section 1 – Change language to:

Disciplinary action will be taken against an employee only for just cause, however, only suspension level disciplines and terminations shall be subject to the grievance procedure.

Section 3 – Add language to end of 2nd sentence.

The employee may request the presence of his/her Steward at the time disciplinary action is taken or a meeting is held that could lead to future discipline.

5. **Article 16 Leaves of Absence**

Sick Leave – Section 2(c)

For purposes of this section, an employee's immediate family includes the employee's: spouse, mother, father, son, daughter, step child, brother, sister, parent-in-law, grandchild, or foster child.

Bereavement Leave – Section 11

In the event of the death of an employee's parent, parent-in-law, spouse or child, such employee shall be entitled to five (5) ~~four (4)~~ work days of leave with pay in the amount of the straight time earnings lost by him/her for bereavement ~~in arranging for and attending the funeral or memorial service~~. In the event of an employee's brother, sister, grandparent, grandchild, ~~mother and father-in-law~~, sister and brother-in-law, daughter and son-in-law, stepparent, stepchild, foster child and legal ward such employee shall be entitled to three (3) work days of leave with pay in the amount of the straight time earnings lost by him/her ~~in arranging for and attending the funeral or memorial service~~.

6. **Article 18 Vacations**

Section 1 – Allow new hires to access their one (1) year vacation accrual amount after probation.

A full time employee shall be entitled to a paid vacation on the following basis:

After completion of probation ~~or six (6) months of service, whichever is later~~, new hires will be eligible to use ~~forty (40)~~ eighty (80) hours of paid vacation. If the newly hired employee leaves before the completion of one (1) year of service, the vacation time used will be deducted from their last pay check.

7. **Article 19 Pay Periods and Complaints**

Section 1 – Remove last sentence – never used it and new system can't do it.

~~Employees who retire or terminate employment with the County and give at least a three (3) week notice, may choose to have his/her last paycheck paid to them on their last day of employment.~~

8. **Article 21 Job Classifications and Wage Rates**

Section 1(b) –

The salary schedule will increase two percent (2.00%) on July 1, 2021, two and one quarter percent (2.25%) on July 1, 2022 and two and one half percent (2.50%) on July 1, 2023. ATB wages open for negotiations in FY25 and 26.

Eligible employees will advance one step on the salary schedule during the fiscal years beginning July 1, 2021, July 1, 2022, July 1, 2023. Step advancement open for negotiations in FY 25 and FY26.

9. **Article 25 Part-time Employees**

An employee holding more than one position is a part-time employee with bidding and layoff rights, if any, according to the regularly scheduled hours of any one (1) of the positions. An employee cannot have two (2) part-time positions, in the same job classification, in the same department, that equals a full-time position.

10. **Article 30 Term**

Section 1 – Change contract terms

Change the effective dates of the contract to read July 1, 2021 - June 30, 2026.

Add new job classifications created during the previous contracts to the classification lists at the back of each contract.

Include the following MOUs in new contract:

- Duty Officer Position
- Female Correctional Center Officer Floater
- OT Procedures for Duty Officer, Female Correctional Officer, Cooks and Correctional Center
- Nurses
- Prescription Safety Glasses
- JDC Scheduling and OT
- FT Shifts for Trackers, Family Service Workers and Correctional Center Nurses



Zoning Division

Temporary Use Application

Owner Information:		Applicant Information:	
Owner	Chris Bass	Applicant	Charlene Allaire
Address	840 Bass Lane Mt. Vernon, IA 52314	Address	3553 County Home Rd Toddville, IA 52341
Phone	319) 775-2030	Phone	319) 491-1659
E-mail	Chris@bassfarms.org	E-mail	charlie70169@hotmail
Surveying Co:		E-Mail	
Engineer:		Phone	
Property Information:			
Property Address or Address Range (block) 840 Bass Lane, Mt. Vernon, IA 52314			
Brief legal(s) (Sec./Twp./Range) SESW 12-82-06			
GPN(s) 1812371100300000			
Rural Land Use Map Designation produce production, HEL AA			
Current Zoning Agricultural		Total Acres 13	
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	Chris Bass	Applicant	Charlene Allaire
Date	3.28.21	Date	3/26/21
Case #	JTU21-0002	<p style="text-align: center;">RECEIVED Date Received</p> <p style="text-align: center;">MAR 29 2021</p> <p style="text-align: center;">LINN COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT</p>	
Receipt#			

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 set up a few people on April 30th - Event is May 1st. 10am

Ending May 1st 4pm

Description of Proposed Use:

We are having a pet expo which will include pet rescues and shelters. There will also be vendors selling merchandise. Family event. Expo goers may bring their own pet for the expo but must have current information on vaccinations. Rescues already have that in place. Food trucks also.

Days & Hours of Operation

set up - measuring space, deliveries on Fri April 30th thru out day. Expo on May 1st will be there for set up @ 6am - starts 10-4pm

Will a building or structure be used and what type?

Our rescues and vendors can bring their own canopies. will be there to clean up afterwards

Bass Farms has their own store to sell merchandise

Will there be a sign? Per Article V, section 107-94 (j) include dimension details and content.

We have a banner for the expo. If we need to have a sign please recommend and we will comply

Have you contacted the Building Division for review of applicable building code requirements?

YES NO

Restroom Facilities:

Currently provided on site. - in their store

Portable will be brought to the site. - we have some to be delivered & wash station.

None available.

Estimated increase in vehicle trips per day 50-150

Type of vehicles using facility

family cars and SUV's

Does the property have access from a state highway? YES NO hwy 30
(If yes, review with Iowa Department of Transportation at (319) 365-3558.

Number of parking spaces provided 200+

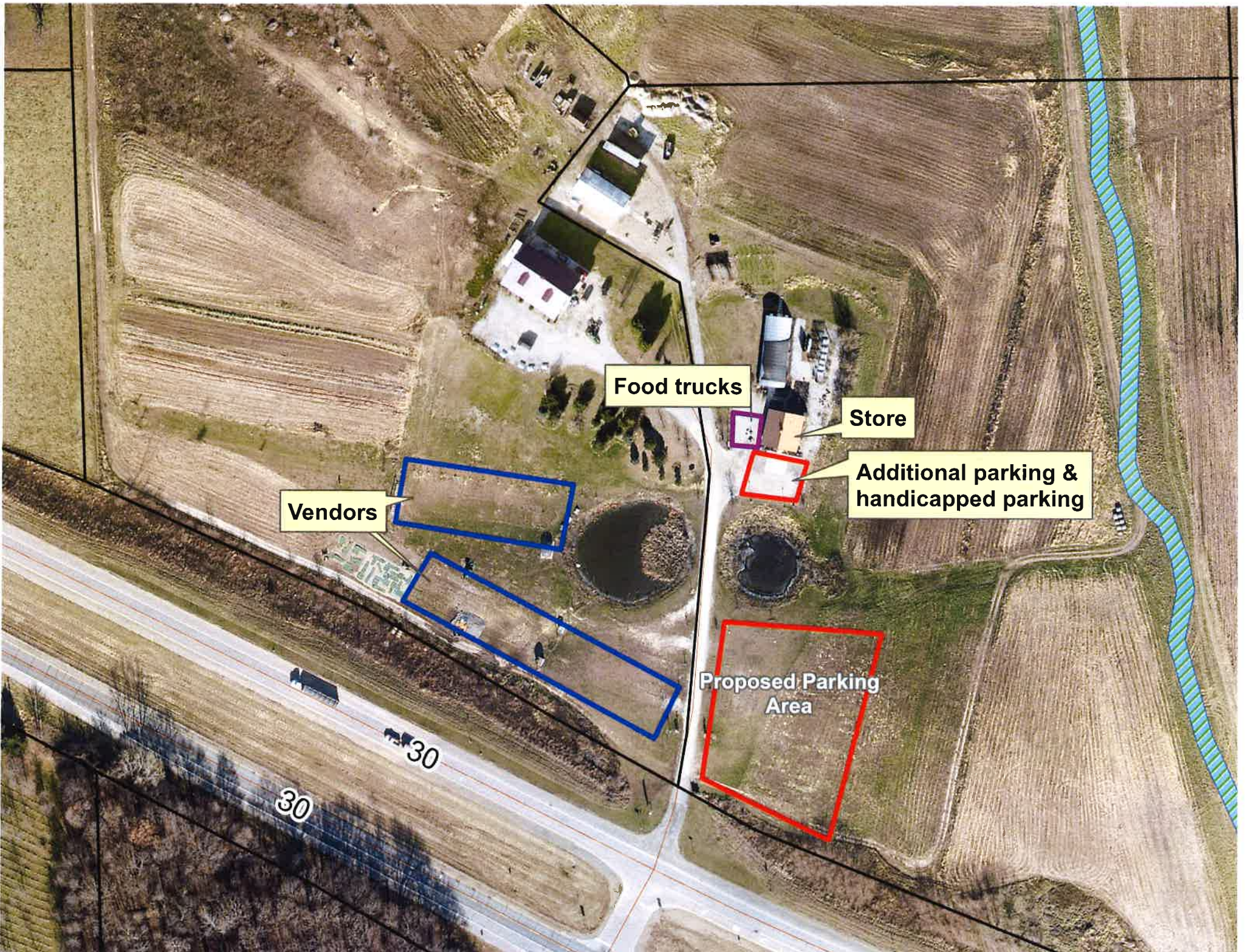
The following documents shall be attached:

- Proof of Insurance
- Minor Site Plan

Eastern Iowa Pet Expo - May 1st 2021
rain date May 8th

Covid - We will comply to what the health department requires.

- 1). asked at entry Covid related questions and temp taken band will be given for a clear entry.
- 2). We will provide hand sanitizer through the venue including checking in and several booths.
- 3). We have a ~~water~~ hand cleaning station ordered as well as 4 porta-potties - one handicap.
- 4). First aid Kits supplied at the store
- 5). 4 garbage cans on property floor where expo is.
- 6). A person directing traffic to parking - volunteers assisting.
- 7). Our booths will be 6 feet apart from the next one and aisles will be 12 feet wide. Proper social distancing
- 8). Outdoors. - 2 weather radios - personal phone alerts.
- 9). Rain date in case of clear rain event and or dangerous weather threats.
- 10). We have some nurses on the property able and willing to render aid if needed.



Vendors

Food trucks

Store

Additional parking & handicapped parking

Proposed Parking Area

30

30

Prepared by and to be returned to: Stephanie Lientz, Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100 (319) 892-5130

RESOLUTION APPROVING A TEMPORARY USE

RESOLUTION # _____

WHEREAS, Bass Family Farms, LLC, owner; Charlene Allaire, petitioner, Case JTU21-0002, has requested the Linn County Board of Supervisors' permission to hold the "Eastern Iowa Pet Expo," an outdoor event located at 835 & 840 Bass Lane, Mount Vernon, Iowa.

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

1. The outdoor event will be held on Saturday, May 1, 2021, with a rain date of May 8, 2021.
2. The event will be open to the public between the hours of 10:00 a.m. and 4:00 p.m. on May 1 (or May 8, rain date), with set up beginning on April 30th and tear down continuing on May 1.
3. The event will host approximately 750 to 1,000 people, along with approximately 80 vendors.
4. The applicant will provide parking signs, 3 regular and 1 handicapped portable toilets, and 2 hand washing stations in addition to the indoor restrooms in the Bass Farms store. Hand sanitizer will be provided at each vendor booth.
5. Food trucks will be on site. Appropriate licensing, permits and insurance are required by various departments.
6. The number of vehicles estimated to travel to this location for the event is between 300 to 600, including vendors.
7. Parking for all vehicles will be provided on site. The applicant will provide volunteers to direct traffic on site and within the designated parking area(s).
8. The subject properties include GPNs 18-12-376-002-00000 and 18-12-376-003-00000), containing 28.31 acres, with approximately 2.5 acres of the two parcels to be used for the temporary use activity.
9. The subject properties are located in the AG (Agricultural) zoning district.
10. The subject parcel has a Rural Land Use Map designation of AA (Agricultural).

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 April 5, 2021, all interested persons having been heard;

NOW THEREFORE, BE IT RESOLVED, that the Linn County Board of Supervisors approve the application, Case JTU21-0002, subject to the following conditions:

LINN COUNTY PLANNING & DEVELOPMENT – (Zoning Division)

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. All building, electrical, mechanical, plumbing and zoning permits will be obtained as necessary.
3. Adhere to the operating hours indicated in the temporary use application.
4. The temporary use permit period will be begin April 30th and expire no later than May 1, 2021 (or May 8, 2021 if the rain date is needed).
5. Parking for 200+ vehicles as indicated on the application shall be provided.
6. Restrooms are required to be available during the hours of operation.
7. The applicant or owner shall obtain and submit proof of a liability insurance policy prior to Board of Supervisors approval.
8. 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.
9. Temporary off site signs may be allowed, provided that:
 - a. Temporary signs shall not exceed 32 square feet in surface area or exceed 12 feet in height or eight feet in width on a lot in any zoning district. There shall be no more than five such signs for each lot street frontage, and such signs shall be removed no later than 30 days following the accomplishment of activities indicated by such sign.
 - b. Temporary signs shall not be illuminated.
 - c. Temporary signs shall not be allowed on any road, street, or highway right-of-way.

LINN COUNTY PLANNING & DEVELOPMENT – (Building Division)

1. If required, an electrical permit may be obtained by a licensed electrical contractor at Linn County Planning and Development.
2. Platforms or structures planned for this event are required to meet building code requirements.

LINN COUNTY ENGINEERING DEPARTMENT

1. No conditions to be met.

IOWA DEPARTMENT OF TRANSPORTATION

1. No conditions to be met.

LINN COUNTY HEALTH DEPARTMENT

1. Linn County Public Health recommends not holding this event due to concerns over the COVID-19 pandemic.
2. Below is a list of the conditions should the board of supervisors approve the event this year.
 - Addition of rules sign at the main event entrance with rules and recommendations for the event (to include social distancing of at least 6’, encouraging mask usage, encouraging good personal hygiene – covering coughs/sneezes, washing hands more frequently, etc.).

- Implement disinfection process for common touch surfaces throughout the grounds (portable toilets, sinks, tables, chairs, etc.).
 - Given the nature of the event, we recommend placing a handwashing station at the exit from the animal/vendor area OR the entrance to the food vendor area and strongly encouraging patrons to wash their hands prior to consuming food or beverages. This is in addition to the handwashing station being placed near the portable restrooms. Also, ensure that at least one hand sanitizer station is placed in the food vendor area and one at the exit of the animal display area.
3. As a reminder, Linn County Public Health tier 4 recommendations Limit indoor/outdoor gatherings with defined borders to the lesser of 100 or 50% of room capacity. Community events without defined borders should be paused at this time.

LINN COUNTY SHERIFF'S OFFICE

1. An after hours call list shall be supplied to the Linn County Sheriffs Office for emergency situations.
2. If a traffic problem would occur, contact shall be made to the Linn County Sheriffs Office to help alleviate the problem.
3. Traffic control is to be provided by the applicant during operation. Traffic shall be maintained on Highway 30 at all times.
4. There will be no parking allowed on Highway 30 at any time.

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 submit and/or comply with any of the conditions in a timely manner will revoke 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 7th day of April, 2021.

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 7th day of April, 2021.

Notary Public State of Iowa