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.

Linn County Communications Plan presentation by Amperage Marketing & Fundraising.

Discuss a Vacancy Form requesting a Design Engineer for the Secondary Road Department.

Discuss a Vacancy Form requesting a Design Technician for the Secondary Road Department.

Discuss a Vacancy Form requesting two Medical Assistants for Public Health.

Discuss proposed Temporary Use Permit, Case JTU19-0008, request by Iowa Natural Heritage Foundation for INHF 40th Anniversary Celebration Event, located at 3540 Weber Lane, Central City, on August 28, 2019.

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

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
- EXISTING JOB CLASSIFICATION
- NEW JOB CLASSIFICATION

JOB TITLE: Design Engineer

DEPARTMENT: Secondary Roads

VACANCY DATE: Immediately

SHIFT/HOURS: 40 hours per week

NUMBER OF POSITIONS: 1

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

NEW POSITION FUNDING SOURCE(S):

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]  8/7/19

DEPARTMENT HEAD (original signature required)

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: ______________________  STARTING SALARY: ______________________

HR DIRECTOR COMMENTS: ______________________

FINANCE/BUDGET DIRECTOR COMMENTS: ______________________

APPROVED BY: [Signature]  8-8-19

HUMAN RESOURCES DIRECTOR

APPROVED BY: [Signature]  8/18/19

FINANCE/BUDGET DIRECTOR

APPROVED BY: [Signature]  ______________________

CHIEF PERSONNEL/BOARD OF SUPERVISORS

DATE  ______________________
VACANCY FORM

SELECT ONE:

☐ NEW POSITION

☐ REPLACEMENT

REPLACES: Engineering Tech I, II, or III

☐ EXISTING JOB CLASSIFICATION

SELECT ONE:

☐ NEW JOB CLASSIFICATION

JOB TITLE: Design Technician

DEPARTMENT: Secondary Roads

SHIFT/HOURS: 40 hours per week

VACANCY DATE: Immediately

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

☐ BUDGET OFFER

☐ GRANT FUNDING

☐ OTHER: ________________________________

NEW POSITION FUNDING SOURCE(S):

POST TO INSIDE: ☑ YES  ☐ NO

ADVERTISE: ☐ YES  ☑ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): We are looking to fill with an internal candidate.

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: John Smith  8/7/19

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: Jane Doe  8/8/19

HUMAN RESOURCES DIRECTOR

APPROVED BY: John Doe  8/8/19

FINANCE/BUDGET DIRECTOR

APPROVED BY: ____________________________

CHAIRPERSON/BOARD OF SUPERVISORS

DATE
SELECT ONE:
- [ ] NEW POSITION
- [ ] NEW JOB CLASSIFICATION
- [ ] EXISTING JOB CLASSIFICATION

JOB TITLE: Medical Assistant

DEPARTMENT: Public Health

VACANCY DATE: Oct. 1, 2019

SHIFT/HOURS: Monday to Friday from 8:30 - 4:00

NUMBER OF POSITIONS: 2

REASON TO ADD NEW POSITION (if applicable):
- [ ] BUDGET OFFER
- [ ] GRANT FUNDING
- [ ] OTHER: Assist to complete audits mandated by Iowa Code.

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 (75 working days or less)
- [ ] 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]

DEPARTMENT HEAD (original signature required) 8-9-19

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: ___ STARTING SALARY: ___

HR DIRECTOR COMMENTS:

FINANCE/BUDGET DIRECTOR COMMENTS: included in current budget

APPROVED BY: [Signature] 8-13-19

HUMAN RESOURCES DIRECTOR

APPROVED BY: [Signature] 8/14/19

FINANCE/BUDGET DIRECTOR

APPROVED BY: [Signature] 8/14/19

CHAIRPERSON/BOARD OF SUPERVISORS
WHEREAS, Cindy and Kevin Burke, owners; Iowa Natural Heritage Foundation, petitioner, Case JPTU19-0008, has requested the Linn County Board of Supervisors’ permission to operate “Iowa Natural Heritage Foundation’s 40th Anniversary Celebration Event”, an outdoor event, located at 3540 Weber Lane, Central City, Iowa.

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

1. The outdoor event will be held on August 28th, 2019 at 3540 Weber Lane, Central City, Iowa.
2. Events will include: ticketed celebration dinner, 40’ x 60’ tent, and hay rides.
3. The outdoor event will be held between the hours of 3:00 PM and 10:00 PM on August 28th. The tent set-up will occur on August 27th, 2019, and tear down will occur on August 29th, 2019.
4. The event will host approximately 150 people.
5. The applicant will provide parking signs, 3 regular portable toilets.
6. Food and beer will be available. Appropriate licensing, permits and insurance are required by various departments.
7. The property is currently zoned AG (Agricultural), containing 70.76 acres, with approximately 2 acres to be used for the celebration dinner, and hay rides across the remainder.
8. The subject parcel has a Rural Land Use Map designation AA (Agricultural Area).
9. Estimated number of vehicles for the event is 75.
10. Parking for all vehicles will be provided on site. The applicant will provide 2-3 parking attendants to direct traffic, and provide security.

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 August 19th, 2019, all interested persons having been heard;

WHEREAS, said temporary use request and attachments thereto have been examined by the Linn County Board of Supervisors and approval of the request is 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. The outdoor event is approved for operation Wednesday, August 28 2019, from 3:00 p.m. – 10:00 p.m.
3. Onsite buildings will be used for the event, as well as a 40’ x 60’ tent.
4. Restroom facilities will be provided through the onsite buildings.
5. Estimated number of customer vehicles is 75. Parking of all vehicles will be provided on site in accordance with the approved site plan.
6. $1,000,000 insurance coverage is provided for the event date.
7. Signage shall conform to Article V, Section 107-94, subsection (j). Temporary off site signs may be allowed, provided that:
   a. No sign is placed on public property, or within a road right-of-way.
   b. Sign size shall not exceed 16 sq. ft., or 6’ in width, nor 5’ in height.
   c. All temporary signs are required to be removed on the day following the final event date.
8. The owner and 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 PLANNING & DEVELOPMENT – Building Division
1. All electrical wiring shall be in compliance with the National Electrical Code.
2. Platforms or structures planned for this event are required to meet building code requirements.
3. Accessible parking and access to the event site shall be provided.

LINN COUNTY ENGINEERING DEPARTMENT
1. Access to be in compliance with Linn County Secondary Road Department current standards prior event.
2. Traffic control is to be provided by the property owner during operation. Traffic shall be maintained on Weber Lane at all times.
3. No parking is allowed on Weber Lane.

LINN COUNTY HEALTH DEPARTMENT
1. Contact Dustin Hinrichs at Linn County Public Health (892-6000) if selling food at the event.
2. Non-profit organizations are exempt from obtaining a Food Service Establishment (FSE) license if they sell food only one day per week. However, if an event is held on a Saturday and Sunday (two consecutive days), a FSE license is required.
3. Continuously maintain all requirements of the Health Department throughout the event.
4. Recommend following the Food Code and practicing safe food handling.

5. Require food license if preparing food for sale.

6. Portable toilets are required, and hand washing stations are strongly recommended.

7. Recommend hand washing facilities for toilet area and the food prep areas.

**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 Sawyer Road Road at all times.

**LINN COUNTY EMERGENCY MANAGEMENT**

1. A tone alert weather radio is required to be available on site and in use at any time the public is using the facility.

2. The applicant shall submit a Severe Weather Plan for approval by the Linn Co. Emergency Management Agency.

**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 21st day of August, 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 21st day of August, 2019.

Notary Public State of Iowa