

BOARD OF SUPERVISORSDistrict 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**

Wednesday, November 17, 2021

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****Pledge of Allegiance****Public Comment: Five 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.

Reports

Receive and place on file Treasurer's (Auto Dept.) Report to the County Auditor Receipts and Disbursements for the Month of October 2021.

Receive and place on file the Linn County Annual Urban Renewal Report for Fiscal Year 2021

Resolutions

Resolution approving 28E Agreement with the City of Central City for Building Services.

Resolution authorizing the transfer of \$8,195,910 from the General Supplemental fund to the General Basic fund.

Resolution authorizing the transfer of \$2,553,343 from the Rural Services fund to the Secondary Roads fund.

Resolution authorizing the transfer of \$750,000 from the General Basic fund to the Conservation Reserve fund.

Resolution authorizing the transfer of \$1,240,000 from the General Basic fund to the Capital Projects fund.

Resolution to approve a Residential Parcel Split for Goodlove Addition, case JPS21-0018

Contract and Agreements

Approve and authorize Chair to sign a 28E Agreement with the City of Cedar Rapids and the City of Marion for the Tower Terrace Road construction project from C Avenue to Alburnett Road.

Approve and authorize Chair to sign an Adopt-A-Roadside for Troop 214 to adopt Wright Brothers Blvd from Club Road to Spanish Road.

Award bid and approve purchase order #P0191 for signs to be purchased from Newman Signs in the amount of \$19,220.62 for the Secondary Road Department.

Licenses & Permits

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes

Discuss and decide on meeting minutes.

Claims

Discuss and decide on claims.

Discuss and approve the County's 2021 Family Farm Tax Credit Allowances and Disallowances.

Discuss and decide on a funding proposal from the Housing Fund for Linn County on behalf of the Providing Assistance to Community Homeowners (PATCH) Program.

Discuss and authorize Chair to sign a professional services agreement between Leslie Wright, owner and principal consultant of Collective Clarity, and Linn County for \$10,000 using Linn County Mental Health/Disabilities Fund balance dollars for strategic consulting services for a proposed Children's Assessment Center.

Discuss and decide on Weather Related Delays or Closings Policy PM-016.

Discuss and decide on minor revisions to Time Reporting Policy PM-024

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.

Board Member Reports

Correspondence

Appointments

**5 p.m.
Formal Board Room**

Public Forum for Fiscal Year 2023 Budget

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@linncountyiowa.gov.

TREASURER'S (AUTO DEPT.) REPORT TO THE COUNTY AUDITOR
 RECEIPTS AND DISBURSEMENTS
 MONTH OF OCTOBER 2021

RECEIVED
 NOV - 8 2021
 LINN COUNTY AUDITOR

FUND	RECEIPTS		DISBURSEMENTS		PREVIOUS BAL.	GRAND TOTAL
	CASH BOOK	TRANSFERS	TREAS CKS.	TRANSFERS		
AUTO LICENSE	\$ 3,760,313.00		\$ 3,840,358.58		\$ 3,840,358.58	\$ 3,760,313.00
USE TAX	\$ 2,559,964.35		\$ 2,802,492.03		\$ 2,802,492.03	\$ 2,559,964.35
SURCHARGE	\$ 26,280.00		\$ 27,005.00		\$ 27,005.00	\$ 26,280.00
AMATEUR RADIO	\$ 57.00		\$ 88.00		\$ 88.00	\$ 57.00
BLACK OUT	\$ 45,428.00		\$ 44,329.00		\$ 44,329.00	\$ 45,428.00
BREAST CANCER	\$ 55.00		\$ 85.00		\$ 85.00	\$ 55.00
BRONZE STAR	\$ 40.00		\$ 25.00		\$ 25.00	\$ 40.00
CATTLEMAN	\$ 25.00		\$ 65.00		\$ 65.00	\$ 25.00
CHOOSE LIFE	\$ 20.00		\$ 25.00		\$ 25.00	\$ 20.00
ISU	\$ 228.00		\$ 240.00		\$ 240.00	\$ 228.00
U OF I	\$ 1,376.00		\$ 1,274.00		\$ 1,274.00	\$ 1,376.00
UNI	\$ 120.00		\$ 35.00		\$ 35.00	\$ 120.00
OTHER COLLEGE PL	\$ 345.00		\$ 155.00		\$ 155.00	\$ 345.00
PERS PLATE	\$ 2,040.00		\$ 1,971.00		\$ 1,971.00	\$ 2,040.00
DECAL	\$ 10.00		\$ 18.00		\$ 18.00	\$ 10.00
DUCKS UNLTD	\$ 50.00		\$ 30.00		\$ 30.00	\$ 50.00
EDUCATION	\$ 25.00		\$ 50.00		\$ 50.00	\$ 25.00
EMS	\$ 25.00		\$ -		\$ -	\$ 25.00
EV/PHEV	\$ 5,022.33		\$ 5,560.77		\$ 5,560.77	\$ 5,022.33
FALLEN OFFICER	\$ 125.00		\$ 160.00		\$ 160.00	\$ 125.00
FIREFIGHTER	\$ 125.00		\$ 100.00		\$ 100.00	\$ 125.00
FLY OUR COLORS	\$ 390.00		\$ 601.00		\$ 601.00	\$ 390.00
GOD BLESS	\$ 45.00		\$ 110.00		\$ 110.00	\$ 45.00
GOLD STAR FAMILY	\$ 5.00		\$ -		\$ -	\$ 5.00
HERITAGE	\$ -		\$ -		\$ -	\$ -
IOWA AG LITERACY	\$ 15.00		\$ -		\$ -	\$ 15.00
LEGION OF MERIT	\$ -		\$ -		\$ -	\$ -
LOVE R KIDS	\$ -		\$ 20.00		\$ 20.00	\$ -
MCYCLE RIDER	\$ -		\$ 65.00		\$ 65.00	\$ -
NAT'L GUARD	\$ 5.00		\$ 10.00		\$ 10.00	\$ 5.00
DNR	\$ 3,630.00		\$ 4,265.00		\$ 4,265.00	\$ 3,630.00
ORGAN DONOR	\$ 50.00		\$ 65.00		\$ 65.00	\$ 50.00
PEARL HARBOR	\$ -		\$ -		\$ -	\$ -
POW	\$ -		\$ -		\$ -	\$ -
PROFESSIONAL FIRE	\$ 5.00		\$ 15.00		\$ 15.00	\$ 5.00

PURPLE HEART	\$ 75.00		\$ 30.00		\$ 30.00	\$ 75.00
PWD	\$ 15.00		\$ 35.00		\$ 35.00	\$ 15.00
USAF AIRFORCE	\$ 15.00		\$ 30.00		\$ 30.00	\$ 15.00
USAF ARMY	\$ 15.00		\$ 30.00		\$ 30.00	\$ 15.00
USAF COAST GUARD	\$ -		\$ -		\$ -	\$ -
USAF MARINES	\$ -		\$ 10.00		\$ 10.00	\$ -
USAF NAVY	\$ 10.00		\$ 25.00		\$ 25.00	\$ 10.00
SHARE THE ROAD	\$ 150.00		\$ 150.00		\$ 150.00	\$ 150.00
SHRINERS	\$ 5.00		\$ 5.00		\$ 5.00	\$ 5.00
SILVER STAR	\$ -		\$ 5.00		\$ 5.00	\$ -
VETERANS	\$ 265.00		\$ 360.00		\$ 360.00	\$ 265.00
VETS CROSS/MEDAL	\$ -		\$ 5.00		\$ 5.00	\$ -
ANATOMICAL FEES	\$ 616.94		\$ 594.66		\$ 594.66	\$ 616.94
ADMIN FEES	\$ 15.00		\$ -		\$ -	\$ 15.00
MAIL PROCESSING	\$ 20,390.00		\$ 22,111.50		\$ 22,111.50	\$ 20,390.00
NSF FEES	\$ 334.00		\$ 412.50		\$ 412.50	\$ 334.00
AUTO TRANSFERS					\$ (131,000.00)	\$ (131,000.00)
TOTAL	\$ 6,427,724.62	\$ -	\$ 6,753,021.04	\$ -	\$ 6,622,021.04	\$ 6,296,724.62

LINN COUNTY TREASURER

Sharon Boyd

RECEIVED
NOV - 8 2021
LINN COUNTY AUDITOR

Annual Urban Renewal Report, Fiscal Year 2020 - 2021

Levy Authority Summary

Local Government Name: LINN COUNTY
Local Government Number: 57

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
LINN COUNTY DOWS FARM URBAN RENEWAL AREA	57950	0
PROSPECT MEADOWS URBAN RENEWAL AREA	57951	0

TIF Debt Outstanding: 0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2020:	0	0	Amount of 07-01-2020 Cash Balance Restricted for LMI
---	---	---	---

TIF Revenue:	0
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	0

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	0

TIF Sp. Rev. Fund Cash Balance as of 06-30-2021:	0	0	Amount of 06-30-2021 Cash Balance Restricted for LMI
---	---	---	---

Year-End Outstanding TIF
Obligations, Net of TIF Special
Revenue Fund Balance: 0

♣ Annual Urban Renewal Report, Fiscal Year 2020 - 2021

Urban Renewal Area Data Collection

Local Government Name: LINN COUNTY (57)
 Urban Renewal Area: LINN COUNTY DOWS FARM URBAN RENEWAL AREA
 UR Area Number: 57950

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
--	-------------	------------------	----------------------------

Urban Renewal Area Value by Class - 1/1/2019 for FY 2021

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2020: 0 0 **Amount of 07-01-2020 Cash Balance Restricted for LMI**

TIF Revenue: 0
 TIF Sp. Revenue Fund Interest: 0
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 0

Rebate Expenditures: 0
 Non-Rebate Expenditures: 0
 Returned to County Treasurer: 0
Total Expenditures: 0

TIF Sp. Rev. Fund Cash Balance as of 06-30-2021: 0 0 **Amount of 06-30-2021 Cash Balance Restricted for LMI**

Urban Renewal Area Data Collection

Local Government Name: LINN COUNTY (57)
 Urban Renewal Area: PROSPECT MEADOWS URBAN RENEWAL AREA
 UR Area Number: 57951

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
--	-------------	------------------	----------------------------

Urban Renewal Area Value by Class - 1/1/2019 for FY 2021

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance
as of 07-01-2020:**

0

0

**Amount of 07-01-2020 Cash Balance
Restricted for LMI**

TIF Revenue:

0

TIF Sp. Revenue Fund Interest:

0

Property Tax Replacement Claims

0

Asset Sales & Loan Repayments:

0

Total Revenue:

0

Rebate Expenditures:

0

Non-Rebate Expenditures:

0

Returned to County Treasurer:

0

Total Expenditures:

0

**TIF Sp. Rev. Fund Cash Balance
as of 06-30-2021:**

0

0

**Amount of 06-30-2021 Cash Balance
Restricted for LMI**

RESOLUTION # _____

Linn County and City of Central City Agreement for Construction Code Administration

WHEREAS, the Board of Supervisors, Linn County, Iowa, pursuant to Iowa Code Chapter 28E, proposes that Linn County enter into an agreement with the City of Central City, Iowa under the title *Linn County and City of Central City Agreement for Construction Code Administration*, and;

WHEREAS, the purpose for such agreement is to provide for the administration of the construction codes of the City of Central City by Linn County in order to protect the public health, safety, and welfare, and;

WHEREAS, such agreement is in the best interests of Linn County and the City of Central City;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, Linn County, Iowa, that Linn County, Iowa will join pursuant to Iowa Code Chapter 28E, with the City of Central City, Iowa into an agreement entitled *Linn County and City of Central City Agreement for Construction Code Administration*.

Passed and approved this 17th day of November, 2021.

LINN COUNTY BOARD OF SUPERVISORS

Stacey Walker, Chair

Ben Rogers

Louis Zumbach

ATTEST:

Joel Miller, Linn County Auditor

LINN COUNTY AND CITY OF CENTRAL CITY
AGREEMENT FOR CONSTRUCTION CODE ADMINISTRATION

1. TITLE

Pursuant to Iowa Code Chapter 28E, this Agreement by and between Linn County, Iowa and the City of Central City, Iowa, shall be known as the *Linn County and City of Central City Agreement for Construction Code Administration*.

2. PURPOSE AND SCOPE

2.1. Purpose of Agreement. The purpose of this Agreement is to provide for the administration and enforcement of the Construction Codes of the City of Central City by Linn County to protect the public health, safety and welfare. It is the intent that the same level of service shall be provided to the citizens of Central City as is currently provided to the citizens of the unincorporated areas of Linn County.

2.2. Scope of services. Linn County, through the Building Division of the Planning and Development Department, shall provide services to administer and enforce the Construction Codes of the City of Central City for all projects requiring inspections, plan review and certificates of occupancy as specified in the City's adopted Construction Codes.

3. DEFINITIONS:

As used in this Agreement, the following terms are defined:

Building Division: The Building Division of the Linn County Planning and Development Department.

<i>Building Official:</i>	The Linn County Building Official who is the designated authority charged with the administration and enforcement of the Linn County <i>Construction Codes</i> .
<i>City:</i>	The City of Central City, Iowa.
<i>Construction Codes:</i>	The current version of Chapter 105, Buildings and Building Regulations: Article I (In General), Article II (Construction Regulations), Article III (Electrical Installations), Article IV (Mechanical Systems), and Article V (Plumbing); and the current version of Chapter 12, Fire Prevention and Protection; of the Linn County Code of Ordinances as adopted by Linn County, Iowa including amendments and recodifications in effect at the time of permit application.
<i>County:</i>	The County of Linn, Iowa.
<i>Inspectors:</i>	The Combination Building Inspectors employed with the Linn County Building Division under the direction of the Linn County Building Official.
<i>Permit:</i>	Permits issued in accordance with the referenced <i>Construction Codes</i> for work within the city limits of the City. The provisions of this Agreement are determined to supersede and fulfill the requirements of Chapter 155, Building Permits, for the City.

4. PROCEDURES AND FEES

4.1. Place of application. Permit applications shall be made with Linn County Planning and Development either online at bsaonline.com or in person at 935 2nd Street Southwest, Cedar Rapids, IA, in accordance with the County's procedures and requirements. When zoning approval is required, the County shall prepare a zoning site plan for city review. Upon approval, the City shall provide the County with a copy of the approved zoning site plan or zoning permit, and floodplain permit as applicable.

4.2. Permit issuance. The County shall issue permits in accordance with its procedures and requirements. Permits will be issued when the construction drawings have been reviewed by the Building Official or designee for compliance with the *Construction Codes*.

4.3. Fees. Permit and inspection fees shall be the same for City Permits as for County Permits and shall be determined in accordance with the Linn County Building Regulations Fee Schedule in effect at the time of this Agreement or as amended by Resolution of the Linn County Board of Supervisors. Fees are due and payable to Linn County Planning and Development at the time of application.

4.4. Fees for Saturday inspections. Saturday inspection fees will be charged to the individual requesting the inspection at one-and-one-half times the hourly rate based upon the current hourly wage rate of the personnel required, plus overhead costs for fringe benefits, office administration and transportation, with a (3) hour minimum charge, subject to change based on current fee and pay grade schedule. The County reserves the right to request an increase in charges if the current rate does not fully cover the County's costs. Saturday inspections must be requested at least 24 hours prior to the close of business on Friday.

4.5 Construction Codes incorporated by reference. The City hereby incorporates by reference into the *Code of Ordinances of the City of Central City, Iowa* the *Construction Codes* as defined in this Agreement, including future amendments and recodifications.

5. INSPECTIONS

5.1. Types of inspections. The County shall provide inspections in accordance with the adopted *Construction Codes*. Inspections shall include footings; setbacks; electrical service; gas piping; rough inspections for framing, electrical, mechanical, and plumbing work; final inspections; and all other inspections required by the *Construction Codes*.

5.2. Requests for inspections. Inspection requests shall be made by the permit applicant or an authorized representative. Requests may be made online or by telephone to the Linn County Building Division between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Twenty-four hour notice is required prior to an inspection.

5.3. Inspection times. Inspections will be conducted by the County Inspectors approximately between the hours of 9:30 a.m. and 3:30 p.m., Monday through Friday. The County reserves the right to modify this inspection schedule to accommodate the Inspectors' schedules.

6. ENFORCEMENT

6.1. Administration of Construction Codes by County. Administration and enforcement of the *Construction Codes* shall be by the County in accordance with the administrative provisions of the *Construction Codes*.

6.2. Prosecution of violations by City. Prosecution of violations of the *Construction Codes* cited by the County in the enforcement of the *Construction Codes* shall be by the City.

7. ZONING & FLOODPLAIN MANAGEMENT

7.1. Zoning approval by City. Enforcement of the City zoning ordinance shall be by the City. The City shall provide copies of an approved zoning site plan / zoning permit for each new building or addition that increases the building footprint, or for any change in use or occupancy of any existing building.

7.2. Setback inspection. County Inspectors shall confirm that the location of new buildings or additions meet the minimum setbacks shown on the approved site plan during the footing inspection.

7.3. Information provided by City. The City shall provide to the Building Division copies of City maps or other information showing streets, addresses, zoning districts, property owners, and other pertinent information.

7.4 Enforcement of floodplain regulations by City. Enforcement of floodplain regulations shall be by the City in accordance with its adopted regulations. A copy of approved floodplain development permits, as required by the City's floodplain regulations, shall be provided to the County.

8. RECORDS

8.1. Records maintenance. The County shall maintain records of Permits, beginning with the effective date of this Agreement, for a period of five years from the issuance date, unless this agreement is terminated sooner.

8.2. Permit activity reports. The County shall provide, if requested, quarterly reports to the City of permit activity in the City. The reports shall include the number and type of permits issued, and the valuation of the projects. Other information may be included in the reports as mutually agreed.

9. HOLD HARMLESS

The City of Central City shall hold harmless, indemnify, and defend all claims and suits for liability against Linn County and any of its employees arising as a result of any services performed by Linn County under this Agreement.

10. APPEALS

10.1. Appeals of determinations. Appeals of decisions or determinations of the Building Official relative to the application and interpretation of the *Construction Codes* shall be heard by the City's Building Board of Appeals.

10.2. Written reports and determinations. The Building Official shall provide a written report to the Building Board of Appeals in advance of the hearing; the City shall provide written findings and decisions regarding the disposition of any appeal to the Building Official.

11. AMENDMENTS

Any portion of this Agreement may be amended at any time, as mutually agreed, by Resolution of the County Board of Supervisors and Resolution of the City Council.

12. DURATION OF AGREEMENT; TERMINATION

12.1. Continuation and termination of Agreement. This Agreement shall continue until terminated by either the County or the City. Either the County or the City may terminate this Agreement at any time by providing written notice at least three months prior to the termination date. Written notice shall be a certified copy of a resolution by the County Board of Supervisors or the City Council.

12.2. County not obligated after termination date. The County shall not be obligated to perform inspections after the termination date for permits that are applied for or issued prior to the termination date.

12.3 Partial refund of Linn County permit and inspection fees after termination date. Upon termination, Linn County permit and inspection fees will be refunded to the permit holder on a prorated basis as shown below:

- 100% for permit applications for which no plan review has been started and for which no permit has been issued;
- 70% for permits for which plan review has been started, or for permits that have been issued but for which no on-site inspection has been performed;
- Upon request, refunds will be issued on a pro-rated basis as determined by the Building Official for permits that have been issued and have received one or more on-site inspections, but have not been finalized.

13. EFFECTIVE DATE

The effective date of this agreement is December 1, 2021.

City of Central City, Iowa

County of Linn, Iowa

Adam Griggs, Mayor
City of Central City

Stacy Walker, Chair
Linn County Board of Supervisors

Date

Date

Attest:

Shelley Annis, City Administrator

Joel D. Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Supplemental fund to the General Basic fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

Section 1. The sum of \$8,195,910 is ordered to be transferred from the General Supplemental fund to the General Basic fund, to replace FICA, IPERS and insurance costs paid from the General Basic fund.

Section 2. The Auditor has been directed to correct his books accordingly and to notify the Treasurer of this operating transfer, accompanying the notification with a copy of this resolution and the record of its adoption.

PASSED AND APPROVED this _____ day of November 2021.

LINN COUNTY BOARD OF SUPERVISORS

Stacey Walker, Chair

Ben Rogers, Vice Chair

Louis Zumbach, 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.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the Rural Services fund to the Secondary Roads fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

The sum of \$2,553,343 is ordered to be transferred from the Rural Services fund to the Secondary Roads fund, as allowed under the Code of Iowa maximum transfer limits.

PASSED AND APPROVED this _____ day of November 2021.

LINN COUNTY BOARD OF SUPERVISORS

Stacey Walker, Chair

Ben Rogers, Vice Chair

Louis Zumbach, 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.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Basic fund to the Conservation Reserve fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

Section 1. The sum of \$750,000 is ordered to be transferred from the General Basic fund to the Conservation Reserve fund in accordance with the strategic plan adopted by the Conservation Board and funded at \$250,000 annually, in addition to the \$500,000 fiscal year 2013 approved offer for ongoing funding to the Conservation Reserve fund.

Section 2. The Auditor has been directed to correct his books accordingly and to notify the Treasurer of this operating transfer, accompanying the notification with a copy of this resolution and the record of its adoption.

PASSED AND APPROVED this _____ day of November 2021.

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.

Joel Miller, Linn County Auditor

RESOLUTION NO. 2022 - -

RESOLUTION FOR INTERFUND TRANSFER

WHEREAS, it is desired to transfer monies from the General Basic fund to the Capital Projects fund and,

WHEREAS, said operating transfer is in accordance with Section 331.432, Code of Iowa,

NOW, therefore be it resolved by the Board of Supervisors of Linn County, Iowa, as follows:

The sum of \$1,240,000 is ordered to be transferred from the General Basic fund to the Capital Projects fund, as allowed under the Code of Iowa maximum transfer limits.

PASSED AND APPROVED this _____ day of November 2021.

LINN COUNTY BOARD OF SUPERVISORS

Stacey Walker, Chair

Ben Rogers, Vice Chair

Louis Zumbach, 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.

Joel Miller, Linn County Auditor

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING RESIDENTIAL PARCEL SPLIT

WHEREAS, a Residential Parcel Split of Goodlove Addition (Case # JPS21-0018) to Linn County, Iowa, containing two (2) lots, numbered lot 1 and lettered lot A has been filed for approval, a subdivision of real estate located in the NESE of Section 26, Township 85 North, Range 6 West of the 5th P.M., Linn County, Iowa, described as follows:

Commencing at the East Quarter Corner of Section 26, Township 85 North, Range 6 West of the Fifth Principal Meridian; thence S0°45'19"E along the east line of the Southeast Quarter of said Section 26, a distance of 294.62 feet to the point of beginning; thence continuing S0°45'19"E along said east line, 495.39 feet; thence N74°29'17"W, 151.29 feet; thence northwesterly 251.36 feet along the arc of a 200.00 foot radius curve, concave northeasterly, chord bears N38°29'01"W, 235.14 feet; thence N2°28'45"W, 267.20 feet; thence N89°15'12"E, 297.16 feet to the point of beginning.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of August 18, 2021 as last amended on September 20, 2021 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, County Standard Specifications, Section 11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. Forty feet of right-of-way on Jordans Grove Road adjacent to development shall be dedicated to the County for road purposes
3. Road agreement with conditions applicable to residential parcel split cases. County Standard Specifications, Section 1.

IOWA DEPARTMENT OF TRANSPORTATION

1. Not within the jurisdiction of the Iowa Department of Transportation

LINN COUNTY PUBLIC HEALTH DEPARTMENT

1. Existing sewage disposal system must have one of the following completed: If the property ownership is being transferred and does not qualify for one of the DNR exemptions, a Time of Transfer inspection must be performed by a certified septic contractor. The report must be submitted to this department. If the property is not transferring ownership, the septic must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 10, Article VI Private Sewage Disposal Systems.
2. Existing house must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 105, Article VI Property Maintenance Regulations. If applicable, correction of certain deficiencies may require permits, inspections and final approval from the Building Division of Linn County Planning & Development.

NATURAL RESOURCES CONSERVATION SERVICE

No conditions to be met.

LINN COUNTY CONSERVATION DEPARTMENT

No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT – ZONING DIVISION

1. All side and rear yard setbacks must be met for all structures involved in this proposal.
2. Various revisions to the site plan and final plat.
3. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
6. One original and 3 complete copies of the final plat bound documents that must include the following:
 - (i) Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - (ii) Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - (iii) Surveyor's certificate
 - (iv) Auditor's certificate
 - (v) Resolution of the Planning and Zoning Commission
 - (vi) Resolution of the Board of Supervisors
 - (vii) Resolution of approval or waiver of review by applicable municipalities
 - (viii) Treasurer's certificate
 - (ix) Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the Unified Development Code.
 - (x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - (xi) Twelve original signed plat drawings
 - (xii) A covenant for a secondary road assessment
7. Final plat bound copies must be approved by the Linn County Board of Supervisors on or before **SEPTEMBER 20, 2022** as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f), of the Unified Development Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

Linn County Board of Supervisors

Resolution # _____

JPS21-0018

November 17, 2021

Page 3 of 4

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by November 17, 2022 to be valid.

Passed and approved this 17th day of November, 2021

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Board of Supervisors

Resolution # _____

JPS21-0018

November 17, 2021

Page 4 of 4

Linn County Engineer

Brad Ketels, Engineer

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 ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2021.

Notary Public State of Iowa

AMENDED CHAPTER 28E AGREEMENT
BETWEEN THE CITY OF CEDAR RAPIDS, IOWA,
THE CITY OF MARION, IOWA AND
LINN COUNTY, IOWA

WHEREAS, the City of Cedar Rapids, the City of Marion, and Linn County have entered into a 28E Agreement pursuant to Chapter 28E of the Code of the State of Iowa, providing for cooperative action pursuant to the proposed Tower Terrace Road NE from west of C Avenue to Alburnett Road roadway improvement project, and

WHEREAS, the Corridor Metropolitan Planning Organization has approved SWAP funding in the amount of \$11,102,000 for the Tower Terrace Road from West of C Avenue to Alburnett Road project, and

WHEREAS, the City of Cedar Rapids and the City of Marion have agreed to expend all SWAP funds on construction expenses and all other expenses will be borne by each jurisdiction in proportion to the work within each jurisdiction. The jurisdictions are split into Area A (Cedar Rapids), Area B (Marion, and Area C (50/50 cost share between Cedar Rapids and Marion) per the cities' annexation agreement (See Exhibit A, attached), and

WHEREAS, the overall project costs and funding splits for construction, right-of-way, and engineering have changed over the course of the project. The project will be constructed in two major phases: Phase A – East edge of Meadowknolls Neighborhood to Alburnett Road; Phase B – West of C Avenue to the east edge of Meadowknolls Neighborhood (See Exhibit B, Attached), and

WHEREAS, the City of Cedar Rapids is the named jurisdiction in the SWAP grants and Army Corps of Engineers Section 404 Permits, and has responsibility to ensure the construction complies with the terms of the agreement with the Iowa DOT, and the City of Marion and City of Cedar Rapids agree to share in the labor and costs of construction administration and construction inspection as detailed in this agreement, and

WHEREAS, the City of Cedar Rapids will provide construction administration services for all phases (Phase A and Phase B). Marion will provide construction observation services for Phase A, and Cedar rapids will provide construction observation services for Phase B. Both

jurisdictions will use the Appia software, developed by the Iowa DOT for construction observation,

NOW THEREFORE, the funding approved by the Corridor Metropolitan Planning Organization and the additional expenses for project costs, construction, engineering, construction administration, and construction inspection require revisions to Paragraph 4e, Manner of Financing, and to Paragraph 5, Cost and Funding of Proposed Project, contained in the original 28E Agreement approved in September 2014. Paragraph 4e and Paragraph 5 of the original 28E Agreement are revised as follows; all other provisions of the original 28E Agreement remain unchanged:

4. MANNER OF FINANCING

- e. The Iowa Department of Transportation shall reimburse the City of Cedar Rapids for 80% of eligible project costs up to a maximum reimbursement of \$11,102,000 in two separate grants: \$8,102,000 (TPMS #25545) to be split between the two cities as detailed in Section 5, and \$3,000,000 (TPMS #25544) allocated to Cedar Rapids alone. This SWAP eligible amount is subject to revision of the approved project costs as contained in the Transportation Improvement Program (TIP) and as approved by the Corridor Metropolitan Planning Organization (CMPO).

5. COST AND FUNDING OF THE PROPOSED PROJECT

- a. The preliminary estimate of the entire project stated below, including professional services, right-of-way, grading, paving and drainage is provided solely for budgeting purposes within each jurisdiction, and funding and financing of the project shall not be based upon this estimate. Funding and financing shall be based entirely on actual costs incurred. The preliminary project estimate is:

	Tower Terrace Rd at C Ave	Tower Terrace Rd from C Ave to Alburnett Rd	Total
Local Non-Participating			
• Consulting Engineering	\$784,682	\$642,013	\$1,426,695
• Wetlands Mitigation	\$26,545	\$314,595	\$341,140
• Right-of-way	\$393,347	\$1,758,080	\$2,151,427
• Public Utilities	\$0	\$265,066	\$265,066
• Construction Services	\$352,654	\$1,065,683	\$1,418,337
SWAP Eligible			
• Grading, Paving & Drainage	\$3,938,375	\$11,675,847	\$15,614,222
Total	\$5,495,603	\$15,721,284	\$21,216,887

A detailed breakdown of the project costs by Phase and Jurisdiction is included as Attachment C.

- b. The local funding match will be distributed according to the work performed within each jurisdiction, as defined by the corporate limits; project costs for the Linn County area at C Avenue and to the west will be paid by Cedar Rapids; project costs for the Linn County land in Area A will be paid by Cedar Rapids; project costs for Linn County land in Area B will be paid by Marion; project costs for Area C will be split by the City of Cedar Rapids and the City of Marion. These local funding obligations are 20% of eligible reimbursement costs (as determined by the Iowa Department of Transportation), 100% of non-eligible and 100% of eligible costs beyond a total project reimbursement of \$11,102,000.
- c. Based upon the above items and assuming the Iowa Department of Transportation determines all costs to be eligible for reimbursement, the preliminary estimate of total project cost responsibility strictly for budgeting purposes is:

	Project Cost	SWAP Funding	Local Match	%	Cedar Rapids	%	Marion
Local Non-Part.							
• Consulting Eng.	\$1,426,695	\$0	\$1,426,695	.55	\$784,682	.45	\$642,013
• Wetlands Mit.	\$341,140	\$0	\$341,140		\$121,940		\$219,200
• Right-of-way	\$2,151,427	\$0	\$2,151,427		\$842,479		\$1,308,948
• Public Utilities	\$265,066	\$0	\$265,066		\$10,942		\$254,124
• Construction Svcs	\$1,318,337	\$0	\$1,318,337		\$617,831		\$700,506
o Testing Expense (Out of Pocket)	\$100,000	\$0	\$100,000		\$50,000		\$50,000
SWAP Eligible Grading, Paving & Drainage:							
• TTR at C Avenue and west	\$3,938,375	\$3,000,000	\$750,000	1.00	\$750,000	0.00	\$0
• TTR from C Avenue to Alburnett Road	\$11,675,847	\$8,102,000	\$2,025,500	.2716	\$550,126	.7284	\$1,475,374
Sub-Total	\$21,216,887	\$11,102,000	\$8,378,165		\$3,728,000		\$4,650,165
Local Funds for Shortfall in SWAP			\$1,736,722		\$946,295		\$790,427
Total	\$21,216,887	\$11,102,000	\$10,114,887		\$4,674,295		\$5,440,592

TTR = Tower Terrace Road

Actual jurisdiction obligation will be determined upon project completion. This table also establishes the split of SWAP funds based upon length of jurisdictional responsibility (per Exhibit A).

- d. Should total project costs exceed the limit of participation and reimbursement by the SWAP grant and budget amount in paragraph 5c, 100% of the non-eligible costs for Iowa Department of Transportation reimbursement will be paid by each jurisdiction for construction costs based upon the percentages in paragraph 5c.

This agreement shall be in full force and effect upon execution and shall remain in effect until such time as it may be further amended by agreement of all parties.

Signed this _____ day of _____, 2021.

CITY OF CEDAR RAPIDS, IOWA

Jeffrey A. Pomeranz, City Manager

Attest:

Alissa Van Sloten, City Clerk

CITY OF MARION, IOWA

Nick AbouAssaly
Nick AbouAssaly, Mayor

Attest:

Rachel Bolender
Rachel Bolender, City Clerk

LINN COUNTY, IOWA

Chairperson

Attest:

Secretary

Cedar Rapids - Marion Annexation Agreement | Exhibit A

Date: 8.14.2013

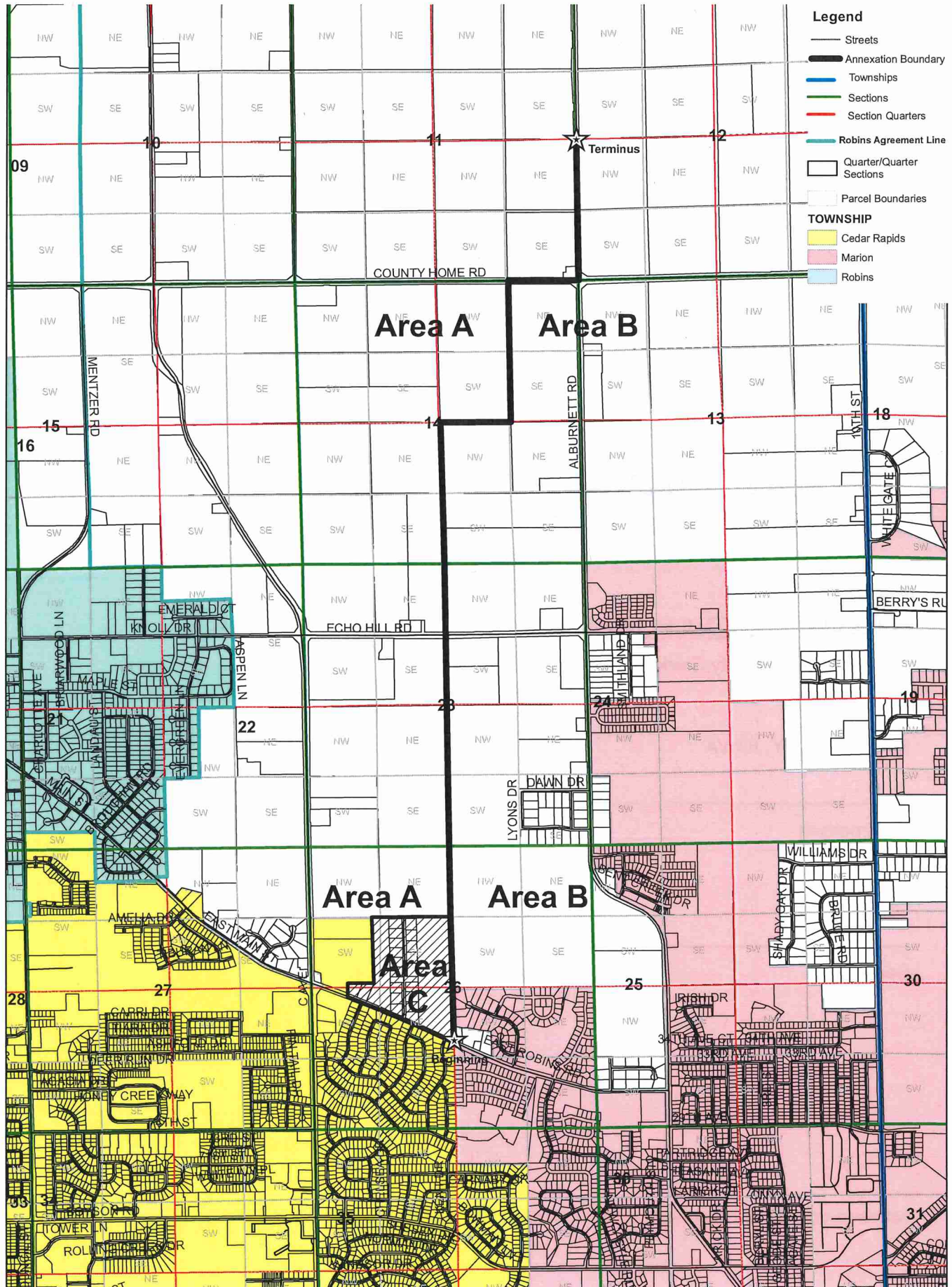
Author: Cedar Rapids Community Development

Source: Cedar Rapids GIS Division

N



0 0.375 0.75 1.5 Miles



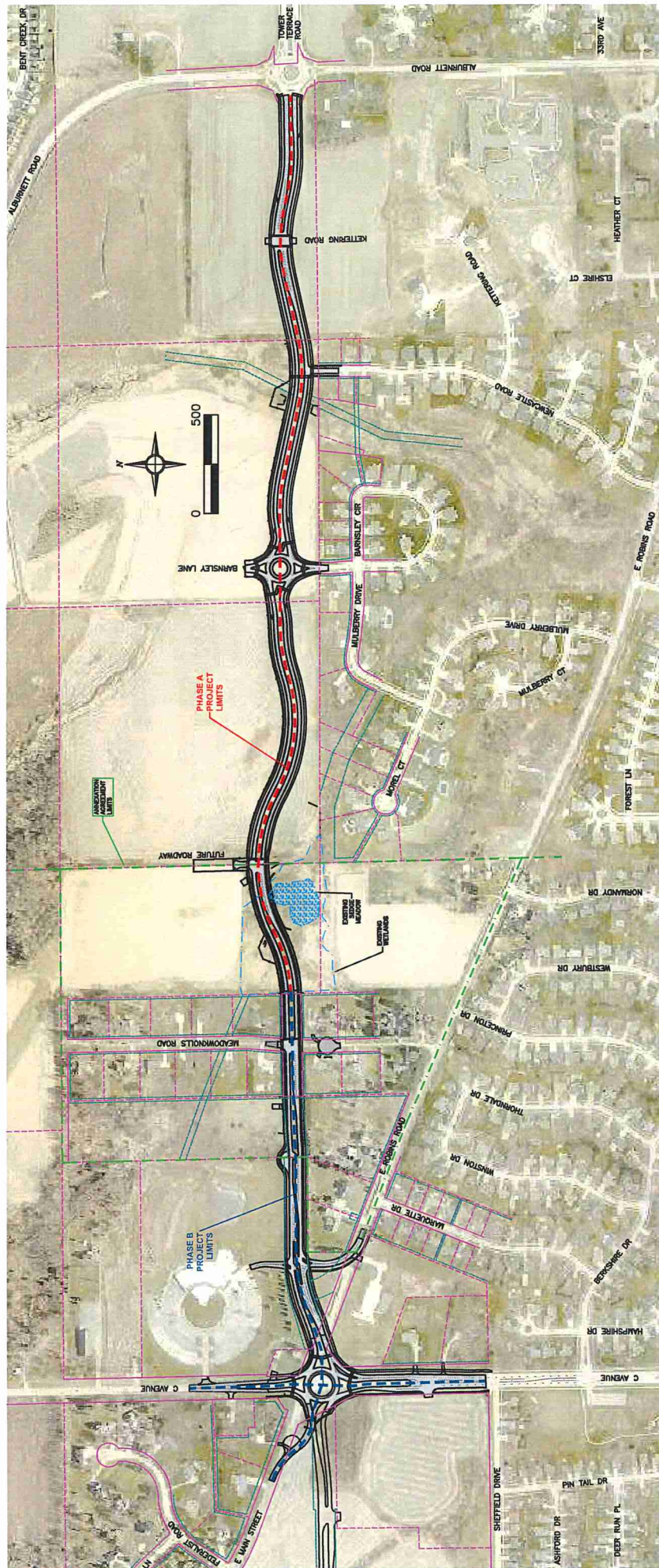


EXHIBIT C

TOWER TERRACE ROAD FROM C AVENUE NE TO ALBURNETT ROAD

PRELIMINARY COST OPINION - SEPTEMBER 2021

PHASE A: EAST OF MEADOWKNOLLS ROAD TO ALBURNETT ROAD

PHASE B: C AVENUE NE TO EAST OF MEADOWKNOLLS ROAD

	PHASE A GRADING				PHASE A PAVING				PHASE B GRADING				PHASE B PAVING				TOTAL QUANTITY	TOTAL COST
	100% MARION		SHARED COST 50% MARION 50% CEDAR RAPIDS		100% MARION		SHARED COST 50% MARION 50% CEDAR RAPIDS		100% CEDAR RAPIDS		SHARED COST 50% MARION 50% CEDAR RAPIDS		100% CEDAR RAPIDS		SHARED COST 50% MARION 50% CEDAR RAPIDS			
	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST		
TOTAL CONSTRUCTION COST OPINION																		
CONTINGENCY (15%)		\$0				\$0											\$0	
TOTAL WITH CONTINGENCY		BID 9/21		BID 9/21		BID 9/21		BID 9/21		BID 9/21		BID 9/21		BID 9/21		BID 9/21	\$0	
Sub-Total Construction:		\$2,385,498		\$824,329		\$824,329		\$4,399,341		\$597,656		\$597,656		\$452,388		\$452,388	\$15,769,288	
Incentives:		\$0		\$0		\$0		\$75,000		\$0		\$0		\$0		\$0	\$0	
Total Construction:		\$2,385,498		\$824,329		\$824,329		\$4,474,341		\$594,656		\$594,656		\$520,288		\$520,288	\$15,879,288	
Engineering:		\$164,328		\$74,063		\$74,063		\$337,380		\$62,412		\$62,412		\$48,979		\$48,979	\$1,196,062	
Right-of-way:		\$1,119,912		\$106,916		\$106,916				\$260,085		\$260,085		\$393,347		\$393,347	\$1,426,695	
Wetlands Mitigation:		\$123,804		\$190,791		\$190,791						\$26,545					\$2,151,427	
Construction Admin (9%):		\$199,558		\$69,659		\$69,659		\$368,025		\$57,526		\$57,526		\$45,604		\$45,604	\$341,140	
Mails Testing Out of Pocket:		\$15,137		\$5,231		\$5,231		\$27,916		\$4,363		\$4,363		\$3,301		\$3,301	\$1,318,327	
TOTALS:		\$4,008,237		\$1,270,289		\$1,270,289		\$5,207,662		\$938,577		\$938,577		\$1,063,080		\$1,063,080	\$21,216,888	
Total costs:		\$4,008,237		\$1,270,289		\$1,270,289		\$5,207,662		\$938,577		\$938,577		\$1,063,080		\$1,063,080	\$21,216,888	
Less Utilities:		(\$243,183)		(\$21,883)		(\$21,883)											(\$285,066)	
Less Engineering		(\$164,328)		(\$74,063)		(\$74,063)		(\$337,380)		(\$62,412)		(\$62,412)		(\$111,369)		(\$111,369)	(\$1,426,695)	
Less Right-of-way		(\$1,119,912)		(\$106,916)		(\$106,916)		\$0		\$0		\$0		(\$393,347)		(\$393,347)	(\$2,151,427)	
Less Wetlands Mitigation		(\$123,804)		(\$190,791)		(\$190,791)		\$0		\$0		\$0		\$0		\$0	(\$341,140)	
Less Construction Svcs:		(\$214,695)		(\$74,190)		(\$74,190)		(\$395,941)		(\$61,889)		(\$61,889)		(\$46,825)		(\$46,825)	(\$1,418,337)	
SWAP Eligible Costs:		\$2,142,315		\$802,446		\$802,446		\$4,474,341		\$594,656		\$594,656		\$520,288		\$520,288	\$15,614,222	
TPMS # 25545 - TTR from C Avenue to Alburnett Road		\$2,142,315		\$802,446		\$802,446		\$4,474,341		\$594,656		\$594,656		\$520,288		\$520,288	\$11,960,662	
TPMS # 25544 - TTR at C Avenue																	\$3,938,375	
SWAP Available: C - Alburnett		\$1,908,398		\$559,463		\$559,463		\$3,385,529		\$555,724		\$555,724		\$416,230		\$416,230	\$8,102,000	
SWAP Available: C Ave																	\$3,000,000	
20% Match:		\$477,100		\$164,866		\$164,866		\$946,382		\$138,931		\$138,931		\$104,058		\$104,058	\$2,775,500	
Additional Local Funding:		\$1,622,739		\$445,960		\$445,960		\$975,751		\$124,302		\$124,302		\$418,289		\$418,289	\$7,339,388	

LINN COUNTY
1888 COUNTY HOME ROAD
MARION, IOWA 52302

APPLICATION TO
"ADOPT-A-ROADSIDE"

FOR OFFICE USE ONLY

Permit Number _____

County Road Name _____

☐ NEW ☐ RENEWAL ☐ GIS# _____

TO BE COMPLETED BY SPONSOR
PLEASE PRINT CLEARLY

Troop 214

Name of Sponsor (Organization, Group or Individual)

Signature of Contact Person Will McCord

2510 Navajo Ave SW, Cedar Rapids IA 52404

Mailing Address (Street, P.O. Box, City, State, Zip Code)

Telephone Number 319.721.5409 E-Mail Address Scoutmaster@troop214cr.com

The proposed work is located on Wright Brothers BLVD Road
from W54 to Spanish RD

Approval is hereby requested to enter within the County Road right of way to perform the following described work (check all that apply):

☒ Litter removal ☐ Enhancement Planting* ☐ Other (describe) _____

*A sketch noting the quantity, location, and species must be attached to this application prior to Department granting approval.

AGREEMENTS:

The Sponsor(s) agrees that if granted a permit to do said work the following stipulations shall govern:

1. This application shall have been approved prior to Sponsor(s) beginning any operations as requested herein.
2. Sponsor(s) agree to indemnify and hold harmless Linn County, its Board of Supervisors, officers and employees from all liability, judgment, costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person, property or third party arising out of the performance or nonperformance of said work.
3. No vehicles, equipment or materials are to be stored within the right of way. A vehicle may be allowed to be parked on the shoulder during times of litter pick up.
4. Right of way markers, signs and land monuments shall not be removed, altered or damaged.
5. This permit shall be subject to any laws now in effect or any laws which may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies.
6. The Sponsor(s) agrees to give Linn County forty-eight hours notice of intention to start operations. Notification shall be given to the Secondary Road Department, 1944 County Home Road, Marion, Iowa 52302, work phone number Monday through Friday 7:00 A.M. to 3:30 P.M. 892-6400.
7. Access to the work site will, where possible, be obtained from private property or other roadways and not from the traveled portion of the hard surfaced roadway.

8. The Sponsor(s) shall carry on the work as required and authorized by this agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the Sponsor(s).
9. The Sponsor(s) acknowledges that all personnel involved in this project are initiators and volunteers directed by the Sponsor(s) and that the Sponsor(s) accept full responsibility for any injuries or damages sustained by or caused by such personnel. The Sponsor(s) acknowledges that they or their volunteers are in no way considered to be employees of the Linn County Board of Supervisors or the Linn County Secondary Road Department.

The Sponsor(s) and the Department further agree to the following terms and conditions of this agreement.

SPONSOR'S ADDITIONAL RESPONSIBILITY:

To perform the work specified in a satisfactory, safe and professional manner.

To provide adult supervision at the work site when volunteers or employees are 14 years of age or younger.

To obtain required supplies and materials as may be needed from the Secondary Road Department to carry out this agreement, during regular business hours, Monday through Friday 7:00 A.M. to 3:30 P.M.

To put in place traffic control signs at all times when the Sponsor(s) is doing work near the roadway and remove only when the work has been completed.

To place all trash bags used during collection of litter, adjacent to the Adopt-A-Roadway signs (if applicable), or at the ends of adopted sections, for pickup and disposal by the Department.

To plant all right of way harvested seed on either County road rights of way or other public grounds as approved.

To return all unused materials and supplies furnished by the Secondary Road Department, to the Main Shop within one week after the activity is completed.

DEPARTMENT'S RESPONSIBILITIES:

To erect a sign at each end of the adopted section with the Sponsor(s) name or acronym displayed (if requested).

To provide reflective vests, trash bags, safety literature, and other related materials, to the Sponsor(s).

To remove trash bags used for litter pickup by Sponsor(s).

To assist in removal of litter under unusual circumstances such as when large, heavy or hazardous items are found.

To assist in location and selection of enhancement plantings (if applicable).

PLEASE NOTE:

The Department reserves the right to terminate this agreement and remove Adopt-A-Roadway signs when in the sole judgment of the Department, it is found that the Sponsor(s) has not met the terms and conditions of this agreement.

FOR OFFICE USE ONLY

This agreement shall remain in force from _____, 20____ until _____, 20____. If this agreement includes litter removal the Sponsor agrees to pickup litter _____ (times) per year.

DEPARTMENT OF SECONDARY ROADS APPROVAL

Recommended for Approval 
Linn County Engineer

FOR OFFICE USE ONLY

Date November 15, 2021

Approved _____
Linn County Board of Supervisors

Date _____, 20____

Details

Add

Edit

Basemap

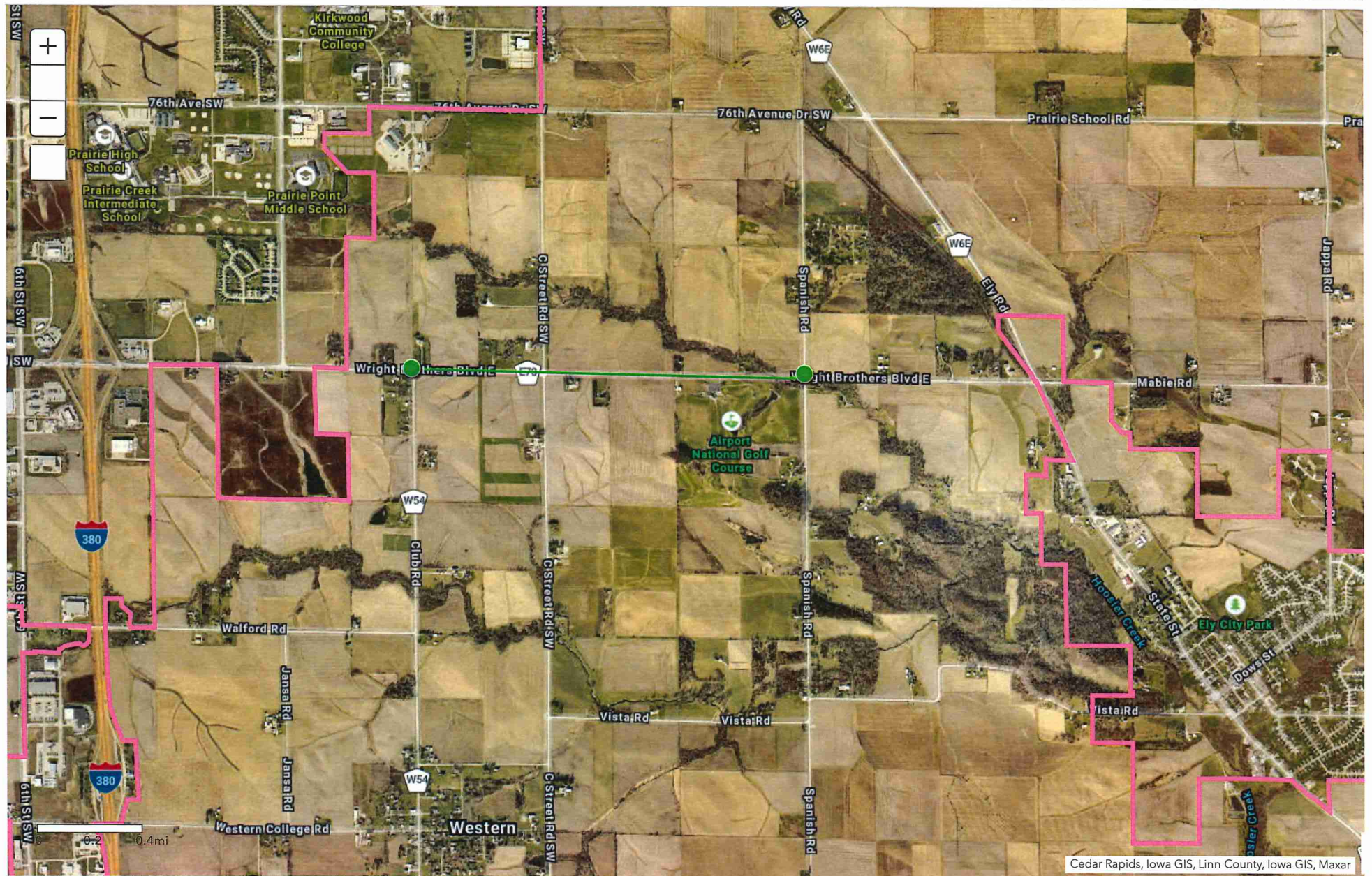
Share

Print

Measure

Bookmarks

▾ Wildlife Road



LINN COUNTY SECONDARY ROAD DEPARTMENT
1888 COUNTY HOME ROAD
MARION, IA 52302

Signs & Materials
Results
11/5/2021

Custom Products Corp PO Box 54091 Jackson, MS 39288 (888) 905-5665 heid@cpccsigns.com	Hall Signs 4495 W Vernal Pike Bloomington, IN 47404 (800) 284-7446 sales@hallsigns.com	Iowa Prison Industries 1445 E Grand Ave Des Moines, IA 50316 (515) 725-8706 sara.schnotala@iowa.gov	Kolob Industries (435) 272-3815 KolobIndustries@gmail.com	Lightle Enterprises of Ohio, LLC PO Box 329 Frankfort, OH 45628 (740) 998-5363 dlightle@lightleenterprises.com	Newman Signs 1606 6th Ave SW Jamestown, ND 58401 (800) 437-9770 sales4@newmansigns.com	Sign Solutions USA 1110 25th Ave N Fargo, ND 58102 (701) 476-8506 kevin@3dspecialties.com , mikary@3dspecialties.com	Vulcan, Inc. 410 E Berry Ave Foley, AL 36535 (800) 633-6845 vulcan3@vulcaninc.com
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No.	Type of Sign	Size	MUTCD Code	Sheeting Type	Color Notes	Notes	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Discount	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Flood Area Ahead	30"x30"	ISI-81	DG	black on yellow		4	\$ 49.74	\$ 198.96		\$ -	\$ 60.05	\$ 7.81	\$ 208.97		\$ -		\$ -	\$ 49.84	\$ 199.36	\$ 53.58	\$ 214.32		\$ -
2	Object Marker Left	12"x36"	OM3-L	DG	black on yellow		70	\$ 24.00	\$ 1,680.00		\$ -	\$ 28.00	\$ 3.64	\$ 1,705.20		\$ -		\$ -	\$ 22.82	\$ 1,597.40	\$ 25.08	\$ 1,755.60		\$ -
3	Object Marker Right	12"x36"	OM3-R	DG	black on yellow		70	\$ 24.00	\$ 1,680.00		\$ -	\$ 28.00	\$ 3.64	\$ 1,705.20		\$ -		\$ -	\$ 22.82	\$ 1,597.40	\$ 25.08	\$ 1,755.60		\$ -
4	Stop Sign	30"	R1-1	DG	white on red		50	\$ 49.42	\$ 2,471.00		\$ -	\$ 50.65	\$ 6.58	\$ 2,203.28		\$ -		\$ -	\$ 42.97	\$ 2,148.50	\$ 48.60	\$ 2,430.00		\$ -
5	Optional Movement (left only straight & right only)	30"x30"	R3-6	DG	black on white	symbol	1	\$ 69.93	\$ 69.93		\$ -	\$ 125.65	\$ 16.33	\$ 109.32		\$ -		\$ -	\$ 69.84	\$ 69.84	\$ 53.26	\$ 53.26		\$ -
6	Optional Movement (left only straight right only)	36"x30"	R3-6	DG	black on white	symbol	1	\$ 111.42	\$ 111.42		\$ -	\$ 150.75	\$ 19.60	\$ 131.15		\$ -		\$ -	\$ 81.37	\$ 81.37	\$ 63.91	\$ 63.91		\$ -
7	No Parking	12"x18"	R7-1	DG	red on white		6	\$ 13.10	\$ 78.60		\$ -	\$ 14.50	\$ 1.89	\$ 75.69		\$ -		\$ -	\$ 13.63	\$ 81.78	\$ 12.46	\$ 74.76		\$ -
8	Railroad	36"	W10-1	DG	black on yellow		10	\$ 73.32	\$ 733.20		\$ -	\$ 86.50	\$ 11.25	\$ 752.55		\$ -		\$ -	\$ 62.85	\$ 628.50	\$ 70.45	\$ 704.50		\$ -
9	Railroad Crossing Advance Warning T-Intersection	30"x30"	W10-3	DG	black on yellow		4	\$ 49.74	\$ 198.96		\$ -	\$ 60.05	\$ 7.81	\$ 208.97		\$ -		\$ -	\$ 43.86	\$ 175.44	\$ 53.58	\$ 214.32		\$ -
10	Left Turn with 15 MPH advisory	36"x36"	W1-1AL-15	DG	black on yellow		10	\$ 71.45	\$ 714.50		\$ -	\$ 86.50	\$ 11.25	\$ 752.55		\$ -		\$ -	\$ 69.47	\$ 694.70	\$ 77.16	\$ 771.60		\$ -
11	Left Turn	30"x30"	W1-1L	DG	black on yellow		12	\$ 49.74	\$ 596.88		\$ -	\$ 60.05	\$ 7.81	\$ 626.92		\$ -		\$ -	\$ 42.97	\$ 515.64	\$ 48.92	\$ 587.04		\$ -
12	Right Turn	30"x30"	W1-1R	DG	black on yellow		12	\$ 49.74	\$ 596.88		\$ -	\$ 60.05	\$ 7.81	\$ 626.92		\$ -		\$ -	\$ 42.97	\$ 515.64	\$ 48.92	\$ 587.04		\$ -
13	Left Curve	30"x30"	W1-2L	DG	black on yellow		25	\$ 49.74	\$ 1,243.50		\$ -	\$ 60.05	\$ 7.81	\$ 1,306.09		\$ -		\$ -	\$ 42.97	\$ 1,074.25	\$ 48.92	\$ 1,223.00		\$ -
14	Right Turn with 15 MPH advisory	36"x36"	W1-1AR-15	DG	black on yellow		6	\$ 71.45	\$ 428.70		\$ -	\$ 86.50	\$ 11.25	\$ 451.53		\$ -		\$ -	\$ 69.47	\$ 416.82	\$ 77.19	\$ 463.14		\$ -
15	Right Curve	30"x30"	W1-2R	DG	black on yellow		20	\$ 49.74	\$ 994.80		\$ -	\$ 60.05	\$ 7.81	\$ 1,044.87		\$ -		\$ -	\$ 42.97	\$ 859.40	\$ 48.92	\$ 978.40		\$ -
16	5 MPH Advisory	18"x18"	W13-1P-5	DG	black on yellow		10	\$ 19.00	\$ 190.00		\$ -	\$ 21.25	\$ 2.76	\$ 184.88		\$ -		\$ -	\$ 18.62	\$ 186.20	\$ 18.81	\$ 188.10		\$ -
17	10 MPH Advisory	18"x18"	W13-1P-10	DG	black on yellow		2	\$ 19.00	\$ 38.00		\$ -	\$ 21.25	\$ 2.76	\$ 36.98		\$ -		\$ -	\$ 18.29	\$ 36.58	\$ 18.81	\$ 37.62		\$ -
18	15 MPH Advisory	18"x18"	W13-1P-15	DG	black on yellow		20	\$ 19.00	\$ 380.00		\$ -	\$ 21.25	\$ 2.76	\$ 369.75		\$ -		\$ -	\$ 18.29	\$ 365.80	\$ 18.81	\$ 376.20		\$ -
19	25 MPH Advisory	18"x18"	W13-1P-25	DG	black on yellow		4	\$ 19.00	\$ 76.00		\$ -	\$ 21.25	\$ 2.76	\$ 73.95		\$ -		\$ -	\$ 18.29	\$ 73.16	\$ 18.81	\$ 75.24		\$ -
20	35 MPH Advisory	18"x18"	W13-1P-35	DG	black on yellow		10	\$ 19.00	\$ 190.00		\$ -	\$ 21.25	\$ 2.76	\$ 184.88		\$ -		\$ -	\$ 18.29	\$ 182.90	\$ 18.81	\$ 188.10		\$ -
21	Right Winding Road	30"x30"	W1-5R	DG	black on yellow		6	\$ 49.74	\$ 298.44		\$ -	\$ 60.05	\$ 7.81	\$ 313.46		\$ -		\$ -	\$ 18.29	\$ 109.74	\$ 48.92	\$ 293.52		\$ -
22	No Outlet	30"x30"	W14-2	DG	black on yellow		20	\$ 49.74	\$ 994.80		\$ -	\$ 60.05	\$ 7.81	\$ 1,044.87		\$ -		\$ -	\$ 18.29	\$ 365.80	\$ 48.92	\$ 978.40		\$ -
23	Chevron	18"x24"	W1-8	DG	black on yellow		100	\$ 24.00	\$ 2,400.00		\$ -	\$ 28.00	\$ 3.64	\$ 2,436.00		\$ -		\$ -	\$ 22.89	\$ 2,289.00	\$ 27.19	\$ 2,719.00		\$ -
24	Side Road T-Intersection	30"x30"	W2-2	DG	black on yellow		12	\$ 49.74	\$ 596.88		\$ -	\$ 60.05	\$ 7.81	\$ 626.92		\$ -		\$ -	\$ 42.97	\$ 515.64	\$ 48.92	\$ 587.04		\$ -
25	Signal Ahead	36"x36"	W3-3	DG	black on yellow	symbol	4	\$ 88.00	\$ 352.00		\$ -	\$ 86.50	\$ 11.25	\$ 301.02		\$ -		\$ -	\$ 68.02	\$ 272.08	\$ 85.53	\$ 342.12		\$ -
26	Pavement Ends	30"x30"	W8-3A	DG	black on yellow	symbol	10	\$ 49.74	\$ 497.40		\$ -	\$ 60.05	\$ 7.81	\$ 522.44		\$ -		\$ -	\$ 42.97	\$ 429.70	\$ 53.59	\$ 535.90		\$ -
27	Black Diamond / Red Deflectors	18"x18"	OM4-2	DG	red on black		12	\$ 29.00	\$ 348.00		\$ -	\$ 21.65	\$ 2.81	\$ 226.03		\$ -		\$ -	\$ 18.66	\$ 223.92	\$ 18.69	\$ 224.28		\$ -
28	No Passing Zone	36"x48"x48"	W14-3	DG	black on yellow	.125"	40	\$ 76.26	\$ 3,050.40		\$ -	\$ 55.65	\$ 7.23	\$ 1,936.62		\$ -		\$ -	\$ 50.66	\$ 2,026.40	\$ 50.06	\$ 2,002.40		\$ -
29	Caution Minimum Maintenance Road	30"x30"	ISI-109	DG	black on yellow		2	\$ 51.00	\$ 102.00		\$ -	\$ 60.05	\$ 7.81	\$ 104.49		\$ -		\$ -	\$ 57.48	\$ 114.96	\$ 53.58	\$ 107.16		\$ -
30	Level B Service	36"x18"	ISI-67	DG	black on yellow		6	\$ 64.98	\$ 389.88		\$ -	\$ 43.30	\$ 5.63	\$ 226.03		\$ -		\$ -	\$ 27.00	\$ 162.00	\$ 40.29	\$ 241.74		\$ -
31	Truck Traffic Turning	30"x30"	W8-6A	DG	black on yellow	text only	6	\$ 51.00	\$ 306.00		\$ -	\$ 60.05	\$ 7.81	\$ 313.46		\$ -		\$ -	\$ 47.66	\$ 285.96	\$ 53.58	\$ 321.48		\$ -
32	Two Way Traffic	30"x30"	W6-3	DG	black on yellow		2	\$ 51.00	\$ 102.00		\$ -	\$ 60.05	\$ 7.81	\$ 104.49		\$ -		\$ -	\$ 42.97	\$ 85.94	\$ 53.58	\$ 107.16		\$ -
33	Cross Traffic Does Not Stop	24"x12"	W4-4P	DG	black on yellow		20	\$ 17.46	\$ 349.20		\$ -	\$ 19.25	\$ 2.50	\$ 334.95		\$ -		\$ -	\$ 16.69	\$ 333.80	\$ 16.72	\$ 334.40		\$ -
34	Custom sign - TEXT ONLY	4"x8"		HIP	black on yellow	PLEASE PROTECT SURVEY MARKER AT THIS LOCATION IF MARKER IS ENDANGERED PLEASE CONTACT LINN CO. ENGINEER PHONE 319-892-6400	100	\$ 4.67	\$ 467.00		\$ -	\$ 13.95	\$ 1.81	\$ 1,213.65		\$ -		\$ -	\$ 5.05	\$ 505.00	\$ 4.07	\$ 407.00		\$ -
35	Rounding							\$ -	\$ -		\$ -		\$ 0.03	\$ 0.03		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL									\$22,925.33		\$0.00			\$22,464.08		\$0.00		\$0.00		\$19,220.62		\$21,943.35		\$0.00

GIS_Number	Acres	Deedholder	Deedholder_Name2	Attention	Mailing_address_line1	Mailing_address_City	Mailing_address_State	Mailing_address_postal_code	Family Farm Approval	Year
010140100100000	38.33	RIES THOMAS M & LINDSAY A	& CARL J & JILL M		820 W 1ST ST	MONTICELLO	IA	52310-0000		2021
010142600100000	40.00	RIES THOMAS M & LINDSAY A	& CARL J & JILL M		820 W 1ST ST	MONTICELLO	IA	52310-0000		2021
010145100100000	18.72	RIES THOMAS M & LINDSAY A	& CARL J & JILL M		820 W 1ST ST	MONTICELLO	IA	52310-0000		2021
010145100200000	18.70	RIES THOMAS M & LINDSAY A	& CARL J & JILL M		820 W 1ST ST	MONTICELLO	IA	52310-0000		2021
010147600100000	33.18	RIES THOMAS M & LINDSAY A	& CARL J & JILL M		820 W 1ST ST	MONTICELLO	IA	52310-0000		2021
010345100200000	11.50	GREIF JOSEPH P JR			1497 LINN DELAWARE RD	COGGON	IA	52218-9311		2021
010940100100000	38.17	ZUMBACH LOUIS J & DEBRA J			558 MONTICELLO RD	COGGON	IA	52218-9317		2021
010942600100000	40.00	ZUMBACH LOUIS J & DEBRA J			558 MONTICELLO RD	COGGON	IA	52218-9317		2021
011030100100000	40.00	ZUMBACH JARED A & ASHLEY K			5665 PRAIRIEBURG RD	COGGON	IA	52218-9318		2021
011032600300000	32.56	ZUMBACH JARED A & ASHLEY K			5665 PRAIRIEBURG RD	COGGON	IA	52218-9318		2021
011042600200000	20.00	ZUMBACH JARED A & ASHLEY K			5665 PRAIRIEBURG RD	COGGON	IA	52218-9318		2021
013610100300000	35.53	OFFERMAN CARL J & SUSANNE E			19412 HIGHWAY 64	ANAMOSA	IA	52205-7312		2021
020147600100000	16.81	RIES FAMILY FARMS LLC		% KENNETH RIES	PO BOX 69	RYAN	IA	52330-0069		2021
021422600200000	4.76	HAUGHENBURY BRET J & JENNIFER L			1598 HUTCHINSON RD	COGGON	IA	52218-9336		2021
022625200100000	21.25	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
022627600100000	39.50	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
022630100100000	38.00	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
022632600100000	39.25	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
022637600100000	39.25	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
022645100100000	39.00	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
023512600100000	39.00	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
023515100100000	36.48	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
023520100200000	19.25	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
023527600100000	20.50	DUDLEY BARBARA J & RICHARD L			5062 FORD RD	CENTRAL CITY	IA	52214-9599		2021
030420100200000	10.50	CARSON MITCHELL A & ALISSA K			4752 MILLS RD	WALKER	IA	52352-9458		2021
030422600300000	25.18	CARSON MITCHELL A & ALISSA K			4752 MILLS RD	WALKER	IA	52352-9458		2021
032640100300000	27.31	CHRISTOPHERSON JEFFREY A	& LYNN M		154 DONALD DR	ALBURNETT	IA	52202-7710		2021
032642600300000	22.13	CHRISTOPHERSON JEFFREY A	& LYNN M		154 DONALD DR	ALBURNETT	IA	52202-7710		2021
032912600100000	19.00	CARSON JAY A & KERRI K			5209 FAIRCHILD RD	CENTER POINT	IA	52213-9741		2021
033230100100000	40.00	BECKER DOUGLAS C & MARY K			4878 TROY MILLS RD	CENTER POINT	IA	52213-9790		2021
033240100100000	38.18	BECKER DOUGLAS C & MARY K			4878 TROY MILLS RD	CENTER POINT	IA	52213-9790		2021
033242600100000	40.00	BECKER DOUGLAS C & MARY K			4878 TROY MILLS RD	CENTER POINT	IA	52213-9790		2021
040420100300000	22.50	SCHADE FAMILY LAND LLC			3378 QUONSET AVE	WALKER	IA	52352-9627		2021
040425100100000	38.00	SCHADE FAMILY LAND LLC			3378 QUONSET AVE	WALKER	IA	52352-9627		2021
040427600300000	30.00	SCHADE FAMILY LAND LLC			3378 QUONSET AVE	WALKER	IA	52352-9627		2021
040430100400000	14.90	NIEMEIER STANLEY W & DEANA K			4370 LINN ST	WALKER	IA	52352-9732		2021
040432600300000	16.24	NIEMEIER STANLEY W & DEANA K			4370 LINN ST	WALKER	IA	52352-9732		2021
040510100100000	32.50	SCHADE FAMILY LAND LLC			3378 QUONSET AVE	WALKER	IA	52352-9627		2021
040512600100000	34.00	SCHADE FAMILY LAND LLC			3378 QUONSET AVE	WALKER	IA	52352-9627		2021
041222600100000	34.95	CARSON DANIEL J	& MITCHELL A & ALISSA K	% MITCHELL & ALISSA CARSON	4752 MILLS RD	WALKER	IA	52352-9458		2021
041225100100000	40.00	CARSON DANIEL J	& MITCHELL A & ALISSA K	% MITCHELL & ALISSA CARSON	4752 MILLS RD	WALKER	IA	52352-9458		2021
041617600200000	18.67	MEISHEID MICHAEL J & BRANDY R			5892 NICKEL PLATE RD	COGGON	IA	52218-9325		2021
050727600100000	34.00	FUESSLEY BLAIR C & WENDY L			705 BOULDER DR	CENTER POINT	IA	52213-9471		2021
052330100300000	22.15	CRESS ERIC J & AMBER L			520 ROSEDALE DR	CENTER POINT	IA	52213-9374		2021
052332600200000	2.08	CRESS ERIC J & AMBER L			520 ROSEDALE DR	CENTER POINT	IA	52213-9374		2021
052332600300000	35.57	CRESS ERIC J & AMBER L			520 ROSEDALE DR	CENTER POINT	IA	52213-9374		2021
060310100100000	28.66	NEUSTEL FAMILY TRUST	NEUSTEL ALLAN W & LINDA L TRSTES		13464 JESSUP DR	NEOSHO	MO	64850-6836		2021
060317600100000	29.64	NEUSTEL FAMILY TRUST	NEUSTEL ALLAN W & LINDA L TRSTES		13464 JESSUP DR	NEOSHO	MO	64850-6836		2021
061647600100000	38.00	KIRK DAVID A & PAMELA J			4106 N ALBURNETT RD	ALBURNETT	IA	52202-9603		2021
062022600100000	32.97	LIEBE TRISTEN A			3373 OLD CENTER RD	ALBURNETT	IA	52202-9735		2021
062815100100000	38.13	BJP AG & TIMBER LLC			5720 HUNT RD	CEDAR RAPIDS	IA	52411-8229		2021
070237600600000	19.30	GERICKE CODY R & SARAH M			1447 GAME CLUB RD	CENTRAL CITY	IA	52214-9606		2021
070435100100000	38.18	BRECHT PETER A & DIANE M			3925 JORDANS GROVE RD	CENTRAL CITY	IA	52214-9663		2021
070437600100000	23.40	BRECHT PETER A & DIANE M			3925 JORDANS GROVE RD	CENTRAL CITY	IA	52214-9663		2021

071232600200000	13.43	DUCKETT CHERYL L & JUSTIN			4461 JORDANS GROVE RD	CENTRAL CITY	IA	52214-9672	2021
071617600200000	57.74	BRECHT PETER A & DIANE M	& JUSTIN C & NICHOLE R BRECHT	% JUSTIN BRECHT	2904 157TH ST	URBANDALE	IA	50323-2243	2021
073237600100000	38.50	CSM FARM LLC		% CHRIS PLATNER	3578 SCOTT RD	MARION	IA	52302-9235	2021
081725100200000	12.00	SINDELAR TOM A & KIMBERLY J			4292 BOY SCOUTS RD	CENTRAL CITY	IA	52214-9616	2021
081727700200000	7.13	SINDELAR TOM A & KIMBERLY J			4292 BOY SCOUTS RD	CENTRAL CITY	IA	52214-9616	2021
092625100100000	39.00	VAVRICEK JOSEPH K			PO BOX 337	SPRINGVILLE	IA	52336-0337	2021
092627600100000	40.00	VAVRICEK JOSEPH K			PO BOX 337	SPRINGVILLE	IA	52336-0337	2021
102340100100000	39.00	LENSCH JAMES E & STACEY R			5325 WINSLOW RD	MARION	IA	52302-2429	2021
102342600100000	40.00	LENSCH JAMES E & STACEY R			5325 WINSLOW RD	MARION	IA	52302-2429	2021
111222600100000	38.51	GERBER DANIEL R			3323 N ALBURNETT RD	MARION	IA	52302-9701	2021
111545200100000	38.52	ENZINGER FARMS LLC			1117 LOREN DR	CEDAR FALLS	IA	50613-8171	2021
112212600100000	20.00	ENZINGER FARMS LLC			1117 LOREN DR	CEDAR FALLS	IA	50613-8171	2021
122947600100000	39.00	KIBBIE JOHN E II & JANET			4400 YATES RD	PALO	IA	52324-9706	2021
133315100100000	10.68	ARP THOMAS J & PATRICIA A			PO BOX 71	FAIRFAX	IA	52228-0071	2021
133317600200000	8.86	ARP THOMAS J & PATRICIA A			PO BOX 71	FAIRFAX	IA	52228-0071	2021
153640100600000	20.00	ROCKY RIDGE VIEW LLC			1171 ABBE HILLS RD	MOUNT VERNON	IA	52314-9635	2021
153647600200000	10.00	ROCKY RIDGE VIEW LLC			1171 ABBE HILLS RD	MOUNT VERNON	IA	52314-9635	2021
161125100100000	39.00	STONER DAVID V			1667 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9785	2021
161127600100000	40.00	STONER DAVID V			1667 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9785	2021
161132600100000	39.50	STONER DAVID V			1667 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9785	2021
162010100600000	45.42	LOUWAGIE TROY R & TRACEY A			1060 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9603	2021
162017600400000	1.44	LOUWAGIE TROY R & TRACEY A			1060 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9603	2021
162215100200000	20.64	PLATH HALEY R & MARK R			1692 LINN GROVE RD	MOUNT VERNON	IA	52314-9758	2021
162240200100000	9.68	PLATH HALEY R & MARK R			1692 LINN GROVE RD	MOUNT VERNON	IA	52314-9758	2021
162242600100000	6.43	PLATH HALEY R & MARK R			1692 LINN GROVE RD	MOUNT VERNON	IA	52314-9758	2021
163132600300000	9.50	ROCKY RIDGE VIEW LLC			1171 ABBE HILLS RD	MOUNT VERNON	IA	52314-9635	2021
163135100200000	22.98	ROCKY RIDGE VIEW LLC			1171 ABBE HILLS RD	MOUNT VERNON	IA	52314-9635	2021
163410100100000	40.00	STONER DAVID V			1667 SPRINGVILLE RD NW	MOUNT VERNON	IA	52314-9785	2021
163420100200000	12.68	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
163422600200000	38.07	BROULIK LUCAS J & CRYSTAL L			801 S WASHINGTON ST	LISBON	IA	52253-9727	2021
163425100300000	35.03	KEEGAN TIMOTHY P & ABIGAIL D			597 LIGHT RD	MOUNT VERNON	IA	52314-9536	2021
172247600200000	39.70	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172710100100000	36.84	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172712600100000	40.00	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172715100100000	40.00	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172717600100000	37.61	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172725100100000	39.69	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172727600100000	40.00	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172740100100000	38.40	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
172742600100000	20.00	BROULIK ROBERT L & ANNA M			257 BUD RD	LISBON	IA	52253-9701	2021
183147600100000	38.50	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183215100200000	20.00	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183230100200000	30.00	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183235100100000	11.36	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183235200100000	25.31	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183237600100000	38.04	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183242600100000	40.00	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
183245100100000	39.00	DND PROPERTIES LLC			4167 SEVEN SISTERS RD NE	ELY	IA	52227-9796	2021
201147600100000	39.00	BENTON GRAIN CO LLC			PO BOX 365	KEYSTONE	IA	52249-0365	2021
201232600200000	15.38	BENTON GRAIN CO LLC			PO BOX 365	KEYSTONE	IA	52249-0365	2021
201235100200000	12.51	BENTON GRAIN CO LLC			PO BOX 365	KEYSTONE	IA	52249-0365	2021
201520100300000	19.79	WHITTERS PAUL J			PO BOX 134	SWISHER	IA	52338-0134	2021
201522600100000	34.28	WHITTERS PAUL J			PO BOX 134	SWISHER	IA	52338-0134	2021

GIS_Number	Acres	Deedholder	Deedholder_Name2	ATTENTION	Mailing_address_line1	Mailing_address_City	State	Mailing_	address_	reason for disallowance
								address_	postal_c	
041632600100000	39.00	REIERSON GREGORY A & GAYLE J			3233 51ST ST	WALKER	IA	52352		RENTED TO NON-FAMILY MEMBER
041635100100000	39.00	REIERSON GREGORY A & GAYLE J			3233 51ST ST	WALKER	IA	52352		RENTED TO NON-FAMILY MEMBER
052112600100000	38.87	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052115100100000	26.31	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052132600200000	6.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052135100100000	30.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052137600100000	39.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052142600200000	32.04	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052145100100000	20.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052145100200000	10.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052812600100000	40.00	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
052820100100000	20.81	WALL SHARLA K & GALEN E WALVATNE			1952 330TH ST	ROWLEY	IA	52329		RENTED TO NON-FAMILY MEMBER
053647600200000	1.38	SHADE TREE ACRES LLC			3640 N CENTER POINT RD	TODDVILLE	IA	52341		RENTED TO NON-FAMILY MEMBER
063135200100000	12.69	SHADE TREE ACRES LLC			3640 N CENTER POINT RD	TODDVILLE	IA	52341		RENTED TO NON-FAMILY MEMBER
081117600200000	19.50	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
081230100100000	40.00	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
081232600300000	36.69	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
090425100100000	40.00	FELTES FAMILY LLC		% DIANE FELTES	806 NW RIDGE RD	ANKENY	IA	50023		RENTED TO NON-FAMILY MEMBER
090517600100000	32.19	FELTES FAMILY LLC		% DIANE FELTES	806 NW RIDGE RD	ANKENY	IA	50023		RENTED TO NON-FAMILY MEMBER
090542600100000	40.00	FELTES FAMILY LLC		% DIANE FELTES	806 NW RIDGE RD	ANKENY	IA	50023		RENTED TO NON-FAMILY MEMBER
092410100200000	22.00	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
092415100100000	40.00	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
092417600300000	35.60	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
092427600100000	17.50	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
092440100100000	7.24	MC NAMARA FAMILY FARMS LLC			15213 COUNTY RD X31	ANAMOSA	IA	52205		MATTHEW IS NOT A MEMBER OF THE LLC
111532600100000	1.08	BAUER FAMILY LLC		% LYAL & NANCY BAUER	3090 N MENTZER RD	MARION	IA	52302		RENTED TO NON-FAMILY MEMBER
153510100300000	35.00	HAMILTON REX A & JUDY J			2740 ECHO HILL RD	MARION	IA	52302		CONTIGUOUS LAND RENTED TO NON-FAMILY MEMBER
153515100100000	19.70	HAMILTON REX A & JUDY J			2740 ECHO HILL RD	MARION	IA	52302		RENTED TO NON-FAMILY MEMBER
153515100200000	18.25	HAMILTON REX A & JUDY J			2740 ECHO HILL RD	MARION	IA	52302		RENTED TO NON-FAMILY MEMBER
153517600100000	38.56	HAMILTON REX A & JUDY J			2740 ECHO HILL RD	MARION	IA	52302		RENTED TO NON-FAMILY MEMBER
153625100400000	15.97	HAMILTON REX A & JUDY J			2740 ECHO HILL RD	MARION	IA	52302		RENTED TO NON-FAMILY MEMBER
153647600100000	19.70	ARENDS BRETT & SAMANTHA			1189 ABBE HILLS RD	MOUNT VERNON	IA	52314		NO FARMING INCOME
160220100100000	41.24	ELDRED AMOS J	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160227600100000	32.60	ELDRED AMOS J	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160312600100000	4.93	ELDRED EMILY K	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160312600200000	34.85	ELDRED EMILY K	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160315100100000	33.80	ELDRED EMILY K	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160320100100000	41.84	ELDRED AMANDA J	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160322600100000	37.05	ELDRED AMANDA J	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160327600100000	1.49	ELDRED AMANDA J	ELDRED LINDA K (LIFE E: % LINDA ELDRED		PO BOX 5	SPRINGVILLE	IA	52336		RENTED TO NON-FAMILY MEMBER
160630101400000	1.22	LEVSEN TOM & LILLIAN			2335 110TH AVE	CLARENCE	IA	52216		NO LONGER CLASSED AG
170717600100000	15.17	HW PROPERTIES LLC			10655 225TH AVE	ANAMOSA	IA	52205		RENTED TO NON-FAMILY MEMBER
170822700100000	20.00	HW PROPERTIES LLC			10655 225TH AVE	ANAMOSA	IA	52205		RENTED TO NON-FAMILY MEMBER
170825100100000	36.53	HW PROPERTIES LLC			10655 225TH AVE	ANAMOSA	IA	52205		RENTED TO NON-FAMILY MEMBER
183227600300000	0.23	DND PROPERTIES LLC			4167 SEVEN SISTERS RD	ELY	IA	52227		NO LONGER CLASSED AG
200732600100000	33.85	SWEET GRASS FARMS INC	& TOM HUGHES LLC		11708 W CEMETERY RD	FAIRFAX	IA	52228		MANAGED BY HERTZ FARM MANAGEMENT
200742600200000	12.11	SWEET GRASS FARMS INC	& TOM HUGHES LLC		11708 W CEMETERY RD	FAIRFAX	IA	52228		MANAGED BY HERTZ FARM MANAGEMENT
201620100400000	61.59	FAIRFAX CITY OF	BELLON H JR & N AFRIC. % H FRANK BELLON JR	3613 CARIBOU CT NE	CEDAR RAPIDS	IA	52402			RENTED TO NON-FAMILY MEMBER
201625100100000	74.76	FAIRFAX CITY OF	BELLON H JR & N AFRIC. % H FRANK BELLON JR	3613 CARIBOU CT NE	CEDAR RAPIDS	IA	52402			RENTED TO NON-FAMILY MEMBER
201717600100000	43.00	FAIRFAX CITY OF	BELLON H JR & N AFRIC. % H FRANK BELLON JR	3613 CARIBOU CT NE	CEDAR RAPIDS	IA	52402			RENTED TO NON-FAMILY MEMBER



Professional Services Agreement

This Agreement, dated November 15, 2021, is made by and between Leslie Wright, Collective Clarity, LLC, 6921 Kiowa Trace NE, Cedar Rapids, IA 52411 (Collective Clarity) AND Linn County, Jean Oxley Public Service Center, 935 2nd Street SW, Cedar Rapids, IA 52404 (Linn County).

1. Scope of Services

Linn County contracts with Collective Clarity to facilitate the creation of a strategic plan for the Youth Assessment Center project. The specific services to be provided are listed in Appendix A: Statement of Work. The work on this project will be conducted in accordance with the terms and conditions set forth in this Agreement.

2. Fees and Expenses

In exchange for Collective Clarity's services, as outlined in Paragraph 1 and Appendix A, Linn County will pay Collective Clarity a total of \$10,000 in two payments: \$5,000 on January 31, 2022 and \$5,000 by March 31, 2021.

3. Terms of Agreement

This Agreement will begin on November 15, 2021, and shall end no later than September 30, 2022. Either party may cancel this Agreement with thirty (30) days' notice to the other party in writing. Upon any such notice of termination, services by Collective Clarity shall be discontinued, and Linn County will be invoiced for the work completed to date.

Linn County will provide other support services as both Linn County and Collective Clarity subsequently agree. Support may include provision of contact information, assistance with logistics and meeting locations or the provision of print or other document services.

4. Warranties of Collective Clarity

Collective Clarity shall perform all Services outlined in this Agreement in a professional manner conforming to generally accepted industry standards and practices. Collective Clarity warrants that all Deliverables shall be the original work product of Collective Clarity and that none of the Deliverables will infringe any copyrights, patents, trade secrets, or proprietary rights of a third party. Collective Clarity further warrants that all Deliverables shall conform to the specifications and requirements outlined in Appendix A: Statement of Work included with this Agreement.

5. Independent Contractor

Linn County and Collective Clarity agree that Collective Clarity will act as an independent contractor in the performance of duties under this Agreement. Nothing in this Agreement should be construed to create either a partnership between the parties or an employment relationship with Linn County. Accordingly, Collective Clarity shall be responsible for payment of all taxes including Federal, State, and local taxes arising out of Collective Clarity's activities under this Agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required. In addition the personnel of Collective Clarity are not entitled to any employee benefits of the other party.

6. Liability

Except for respect of Collective Clarity's obligations under Sections 4 and 7, and Appendix A, neither party shall be liable to the other for any lost profits or indirect or consequential damages arising under this Agreement or its Statement of Work.

7. Proprietary and Confidential Information

Collective Clarity agrees that any information received during the furtherance of Collective Clarity's obligations under this Agreement that concerns the personal, financial, or other affairs of Linn County, its partners, or clients, will be treated by Collective Clarity in full confidence and will not be revealed to any other persons, firms, or organizations. The provisions of this Section shall survive termination or expiration of this Agreement.

Collective Clarity agrees that the work products from the services provided to Linn County shall be owned by Linn County. Nothing contained in this section shall be construed as prohibiting Collective Clarity from utilizing in any manner, knowledge and experience of a general nature acquired in the performance of services for Linn County.

9. Severability

The validity of this agreement and the rights, obligations and relations of the parties hereunder shall be construed and determined under and in accordance with the laws of the state of Iowa. If any provision of the agreement is determined by a court of competent jurisdiction to be in violation of any applicable law or otherwise invalid or unenforceable, such provision shall to such extent as it shall be determined to be illegal, invalid or unenforceable under such law be deemed null and void, but this agreement shall otherwise remain in full force. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the removal of the invalid provision.

10. Entire Agreement

This Agreement contains the entire understanding and Agreement between Linn County and Collective Clarity concerning this project.

11. Modifying the Agreement

If events require adjustments to this Agreement, both parties must agree on such modifications and put them in writing. The modifications must be signed by Linn County and Collective Clarity and added to this Agreement.

12. Applicable Law

This Agreement will be governed by the laws of the State of Iowa.

13. Signatures

Both Collective Clarity and Linn County consent to the above Agreement.

Contracting Organization

Linn County

Representative name
(printed): _____

Job
title: _____

Signature: _____ Date: _____

Consultant

Collective Clarity
Leslie Wright

Signature:



Date: November 2, 2021



Appendix A

Statement of Work

Objective: Explore the feasibility and desirability of a Youth Assessment Center in Linn County. Create a shared roadmap to guide the collaborative design and implementation of a Youth Assessment Center strategy for Linn County.

Deliverables:

- ☐ Environmental Scan
- ☐ Feasibility Indicators and Needs Analysis
- ☐ Model Design
- ☐ Strategic Action Plan

THE PROCESS

Setting the stage

Kickoff: Core team interviews and a “planning to plan meeting” will be conducted prior to the first work session to gain insights and prep the team for the process.

Work Session Preparation: Surveys, interviews, data collection and best practice review will be used to collect information and insights and design the work sessions.

Engagement Design: Consultant will use multiple tools and methodologies to ensure that work sessions are fast paced and highly interactive.

Work sessions

Session 1: Environmental scan, feasibility and needs analysis. Stakeholders will review data, stakeholder input and insights to create brief assessments of the environment, feasibility of an assessment center (readiness, appetite) and community needs.

Session 2: In response to the findings in Session 1, stakeholders will define the rallying cry and preferred model. The team will create a draft model.

Session 3: The stakeholders will create a Strategic Action Plan including near term and long term priorities and objectives.

Session 4: The stakeholders will create the detailed action plan for the first 90 days.

In between each work session stakeholders will receive an interim report and have the opportunity to provide input and shape the next work session.

The Final Product will include a Strategic Plan with objectives, roles and accountabilities clearly described. The final report will also include a description of the desired operating model.

The Timeline

Deadline	Activity
November 15, 2021 – January 1, 2022	Collect data and input from stakeholders
Late January 2022	Work session #1
Late February 2022	Work session #2
Late March 2022	Work session #3
Late April 2022	Work session #4
Late May 2022	Draft Model and Strategic Plan Review
Mid June 2022	Finalized Plan
July 2022 – September 2022	30-60-90 day follow up

The Budget

The fee for this project as proposed is \$10,000.

The project budget includes all consultant services (facilitation, analysis and compilation), meeting materials, supplies, handouts, and production of the final report(s), which will be provided electronically. The fee does not include graphic design or branding services. Collective Clarity can secure those services for an additional fee if desired.

• Design and preparation of work sessions	\$4,000
• Work Sessions 1 – 4	\$3,000
• Interim and Final Report Production	\$2,000
• Follow up and action coaching	\$1,000
Total	<u>\$10,000</u>



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Weather-Related Delays or Closings		Policy Number: PM-016	
Responsible Department: Board of Supervisors Administration			
Revision No: 1	Revision Date: 11/06/19	Policy Effective Date: 12/08/09	Expiration Date: N/A
Initial Approval Date: 12/08/09 BOS Minutes: 12/08/09, 11/04/19, 11/06/19		Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of this policy is to establish guidelines for:

- use by the Board of Supervisors when considering weather-related delays or closings
- notifying County employees of weather-related delays or closings
- notifying the public about weather-related delays or closings of Linn County buildings and/or operations

II. SCOPE

This policy applies any time the Board of Supervisors considers the weather-related delay or closing of County facilities and/or operations.

III. EXCEPTIONS

None.

IV. DEFINITIONS

None.

V. PROVISIONS

- A.** The Board of Supervisors has the authority to close County facilities and/or operations with the exception of Engineering/Secondary Roads, Facilities, Linn County LIFTS, and departments that operate on a 24-hours basis.
- B.** Any weather-related decision to delay opening or to close County facilities and/or operations will be completed at least one hour prior to the earliest shift starting time of County departments not listed in Section V.A.

- C.** If the Board of Supervisors makes a weather-related decision to delay opening or to close County facilities and/or operations, media notification will be completed at least one hour prior to the earliest shift starting time of departments not listed in Section V.A.
- D.** Weather-related delays or closings will be reported to KCRG TV and WMT radio.
- E.** If the Board of Supervisors does not delay opening or close County facilities and/or operations during inclement weather, other County elected officials may delay opening or close their department early or for an entire day.
- F.** The Board of Supervisors will consult with the Director of Policy and Administration, or his or her designee, when considering weather-related delays or closings.
- G.** The Director of Policy and Administration will complete the actions listed below to the extent possible when the Board of Supervisors is considering weather-related delays or closings.
 - 1. Contact the Sheriff's Office for road condition and weather-related information.
 - 2. Contact the Secondary Roads Department for road condition and weather-related information.
 - 3. Contact the District Court Administrator.
 - 4. Observe television and/or weather reports.
 - 5. Gather other pertinent information at his/her discretion.
- H.** If County facilities and/or operations close for an entire day, employees may choose to use paid or unpaid time to cover the hours not worked.
- I.** If County operations close early, employees may choose to use paid or unpaid time to cover the hours not worked. Alternately, employees may choose to remain at work until the end of their normally scheduled workday. If County facilities close early, employees may choose to use paid or unpaid time to cover the hours not worked.
- J.** Employees who choose not to report to work for weather-related travel and/or personal safety reasons may use paid or unpaid time to cover the hours not worked.
- K.** Any weather-related adjustment in work hours must be made in accordance with labor contract provisions and with supervisory approval.

VI. ENFORCEMENT

The Board of Supervisors has the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing this objective. Disciplinary actions taken pursuant to this policy will be reviewed by the Human Resources Director and referred to the Board of Supervisors for consideration if necessary. If, in the opinion of the Board of Supervisors the strict application of this policy in a specific instance does not serve the best interests of Linn County, the Board may waive or modify the provisions of this policy.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Time Reporting Policy		Policy Number: PM-024	
Responsible Department: Human Resources			
Revision No: 24	Revision Date: 11/17/21 09/22/2020	Policy Effective Date: 09/30/2020	Expiration Date: None until next revision
Initial Approval Date: 09/30/2020 BOS Minutes: 09/30/2020; 11/17/21		Distribution: PolicyStat	

I. PURPOSE & OBJECTIVES

The purpose of this policy is to provide time reporting requirements for all employees of Linn County. Accurately reporting time worked is the responsibility of every nonexempt employee. Linn County must keep an accurate record of time worked to calculate employee pay and benefits in accordance with the Fair Labor Standards Act (FLSA). Employees are required to maintain their working hours utilizing the electronic timekeeping system purchased by Linn County for this purpose.

II. SCOPE

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an Elected Official, including the Elected Official and his/her deputies; County Assessor's Office, Public Health and Conservation employees; and temporary, seasonal or on-call employees.

III. EXCEPTIONS

None

IV. DEFINITIONS

A "work hour" is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.

"Authorized hours" are work hours that a manager assigns to complete a task.

The "workday" is defined as eight hours of authorized work for full-time employees typically, but not exclusively, between 8:00 a.m. and 5:00 pm, Monday through Friday. Employees may also be assigned to alternative schedules with the authorization of their managers and according to applicable contract provisions. For example, Secondary Road employees work four ten hour days during the summer months between Memorial Day and Labor Day. Employees who work in 24/7

operations will have schedules that necessarily differ from standard work days and include 2 - 3 shifts in any 24 hour period (i.e., 8 hours, 3 shifts; 12 hours, 2 shifts).

The “**workweek**” covers seven consecutive days beginning on Saturday beginning at 12:00 a.m. and ending on Friday at 11:59 p.m.* The usual workweek period is 40 hours except for certain positions in the Sheriff’s Office which may follow a different FLSA period. All employees are paid bi-weekly on Friday and the pay covers the pay period through the Friday preceding payday.

“**Overtime**” is defined as authorized hours worked by a non-exempt (or hourly) employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. No employee shall perform work outside their regularly scheduled shift without prior approval from their supervisor.

“**Auto Pay**” is defined as a feature in an electronic timekeeping system that automatically generates a timesheet for an employee who works a standard 8-5 shift with an hour unpaid for lunch, for example. This is typically used for salaried, exempt employees and may be allowed in certain, limited, circumstances for hourly employees after consultation with the HR Director. It should not be widely used as County bargaining unit contracts require that hourly employees punch in and out for their shifts.

*The final shift at the end of the workweek for certain positions in the Sheriff’s Office may cross over into the new workweek. All hours worked during the cross over shift will be considered as part of the workweek ending on Friday. For JDDS employees, all hours worked during the cross over shift will be considered as part of the new workweek starting on Saturday.

V. PROVISIONS

Timekeeping Procedures

Employees will punch daily and submit their time records bi-weekly as directed by their managers, either online using a computer, County-issued iPad, tablet or mobile phone or by means of a time clock. All hourly employees must punch in and out for their shifts and meal periods unless the employee has a shift where the meal period is paid.** Paper timesheets will be discontinued as quickly as departments still using paper timesheets can be transitioned to the new electronic system. Any time record submitted after the bi-weekly payroll deadline will result in those hours worked being included in the next regular pay cycle.

Time records must show all hours worked using project codes, departmental codes, and labor distribution codes where applicable. Time away from work (TAFW) must be recorded each week (i.e., vacation time, sick time). Time records should not be completed in advance.

**Field staff should punch in and out for meal period if they are using a mobile application on a County-issued cell phone. Otherwise, employees should enter their meal periods into their electronic time record once they return to their work site.

Time worked includes all time that an employee is required to be performing duties for the County. Time worked is used to determine overtime pay required for non-exempt employees. Per Linn County’s collective bargaining agreements, paid time away from work goes above the requirements of the Fair Labor Standards Act and counts the following provisions as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.
- **Mobile Clocking.** If an employee is using a County-issued device for clocking, the Geo Location must be turned on in Dayforce and in the settings on the mobile device. If an employee is authorized to clock using their personal cell phone pursuant to a signed cell phone agreement, the location must also be turned on in the employee's personal device.
- **Unauthorized overtime.** If an employee works unauthorized overtime, they must be paid for the hours worked; however, they may be subject to discipline for violating the work rule/directive/policy.
- **Break time.** Rest periods of 15 minutes or less are counted as time worked.
- **Paid leave.** Approved paid leave absences, including but not limited to sick leave, vacation leave, personal days, holiday leave, military leave (up to 30 calendar days), jury duty, bereavement leave, compensatory time used, voting time off, and worker's compensatory leave are counted towards reaching the overtime threshold of 40 hours in workweek.

Time not worked includes all time that an employee is not "on the clock." Some examples would be as follows:

- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked unless the employee has a shift that includes meal periods (i.e., Direct Support Staff, Youth Counselor, etc.)
- **"J" time** is not hours worked and therefore does not count towards overtime calculations.
- **Dock time** (no pay) is not hours worked and therefore does not count towards overtime calculations.

Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any departure from work for personal reason (i.e., doctor's appointment).

Linn County has a 6 minute rounding rule when punching IN and OUT at time clocks or other electronic timekeeping devices. The following chart shows how each 6 minutes within a 60 minute period rounds to the nearest 10th of an hour.

Rounding Chart

Punch	Tenth	Rounded Minutes	
.57 - .02	0.00	.00	7:57 to 8:02 would round to 8:00
.03 - .08	0.10	.06	8:03 to 8:08 would show as 0.1 worked
.09 - .14	0.20	.12	
.15 - .20	0.30	.18	
.21 - .26	0.40	.24	
.27 - .32	0.50	.30	
.33 - .38	0.60	.36	
.39 - .44	0.70	.42	
.45 - .50	0.80	.48	
.51 - .56	0.90	.54	

Exempt (or salaried) employees are management employees who do not qualify for overtime. Exempt employees do not punch in and out on a daily basis; however, they are expected to record all leave time taken. Rounding for salaried employees will be to the nearest thirty (30) minutes interval for Paid Leave purposes. Flexible time is allowed up to a certain threshold as outlined in the Management, Non-Bargaining and Confidential Manual.

A. Each employee will

1. Maintain an accurate daily record of all hours worked in on the applicable electronic system (computer, time clock, tablet, etc.) for their department. ~~his or her time electronic record of hours worked.~~
2. Request authorization for time away from work. All absences from work schedules should be appropriately authorized, recorded and coded.
3. Obtain correct project/departmental codes, overtime or premium codes and overhead codes, if applicable.
4. Obtain approval for any overtime, compensatory time or premium pay adjustments to be made in the workweek.
5. Sign his or her completed electronic time record to certify the accuracy of all time recorded. paid time off used and pay calculations.
6. Submit the time record to the manager or timekeeper by the department payroll deadline. The manager will review and then approve the time record before submitting it for payroll processing. ***

***Note: Note: Should the employee not be at work to submit a time record by the department payroll deadline, the manager will approve the time record without the employee's authorization. The employee will authorize their time record as soon as possible after they return back to work. If there is a difference in what was authorized by the manager and what the employee actually worked, the time adjustment will be made during the next pay cycle.

- ~~6-~~
7. Notify the department manager of any reporting time errors immediately.

B. Each ~~Manager~~ manager will

1. Ensure that all employees maintain accurate time records.
2. Ensure that employees reporting to him or her have the correct project/departmental codes, overtime or premium codes and overhead codes for their assignments if applicable.
3. Provide approval for overtime, compensatory time, premium pay or paid leave.
4. Approve time records and submit them to payroll by the Auditor's Office deadline for submittal.

Note: Timekeepers/payroll processors should assist the department managers for whom they process payroll in making sure that all time submitted has the appropriate authorizations and follows FLSA and contract requirements.

C. Payroll staff will:

1. Verify that employee time records have been properly authorized and follow labor contract provisions.
2. Ensure that all employees are paid earned wages/salaries at appropriate rates on appropriate dates in accordance with federal and state regulations.
3. Make available bi-weekly earnings statements via electronic means (except for those few grandfathered employees who still receive paper checks).
4. Post all time and labor charges to the labor distribution and allocation journals.

VI. ENFORCEMENT

Employees who do not follow the procedures set forth in this policy may be subject to disciplinary action. Altering, falsifying, tampering with your or others' time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.