

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**

Monday, July 19, 2021

9 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

Discuss a Vacancy Form requesting a Lead Permit Specialist for the Planning & Development Department.

Discuss a professional design service proposal for the video visitation construction project in the Linn County Correctional Center

Discuss a proposed scope of services from Design Dynamics, Inc. for the Wanatee Park shop building addition project

Discuss and decide on a Resolution Directing the Linn County Commissioner of Elections to Submit the Question of a Local Sales and Services Tax to the Registered Voters in Linn County, Iowa.

Discuss and decide on a Resolution Designating the Period of Time a Local Sales and Services Tax will be in Effect, in the Event Such Tax is Imposed, for Linn County Jurisdictions Voting on the Issue of the Local Option Sales and Services Tax Election at the November 2, 2021 Election

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Correspondence**Appointments**

**JOINT MEETING WITH LINN COUNTY CONSERVATION BOARD
MEETING AGENDA**

11 a.m.

Red Cedar Lodge in Wanatee Park
1700 Big Bluestem Drive, Marion.

Meet with the Linn County Conservation Board to discuss and tour areas of mutual interest including:

- Discuss upcoming priority projects
- Discuss items of mutual interest
- Tour areas including:
 - o Derecho damage, cleanup activity and woodland renovation plans
 - o Mountain bike trails
 - o Recently completed wetland projects
 - o Grant Wood Trail
 - o Wanatee pond
 - o Trail damage at Wanatee Park
 - o Wanatee Park shop area

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Lead Permit Specialist

DEPARTMENT: Planning & Development

SHIFT/HOURS: Monday-Friday 8:00 a.m. - 5:00 p.m.

VACANCY DATE: 07/06/2021

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

☐ GRANT FUNDING

☒ OTHER: Consistant Increased Work Load

NEW POSITION FUNDING SOURCE(S):

department budget; no new
tax asking

POST TO INSIDE: ☒ YES ☐ NO

ADVERTISE: ☒ YES ☐ NO

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

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME ____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☒ Clerical ☐ Maintenance ☐ Para Professional ☐ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: Charlie Nichols 6/23/21
DEPARTMENT HEAD (original signature required) DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: Position expected to be filled externally

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: Lisa D. Powell 6-28-21
HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: Shannon 7/15/2021
FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS DATE

Linn County Correctional Center
Video Visitation
53 3rd Ave Bridge
Cedar Rapids, IA 52401
Attn: Garth Fagerbakke

June 18, 2021

Re: Linn County Correctional Center Video Visitation

Dear Garth:

I am happy to submit this proposal for services to provide architectural design, mechanical, plumbing, and electrical engineering to address remodeling current 2nd, 3rd, and 4th floor inmate visitation spaces as well as 3rd floor conference/toilet rooms near the inmate elevators. Aspect and our engineering consultants will create construction documents for bidding and construction. We will also review final design for code compliance and local ordinance compliance as required. This fee will include construction administration as well.

Fee:

Architectural services for public bid:	\$7,800
MEP Engineering services for public bid:	\$6,000
Total for services provided:	\$13,800

This proposal does not include civil or structural services.

If you feel this proposal is acceptable, please sign and return one copy for my files.

Sincerely,

Jennifer Pfab
Project Manager

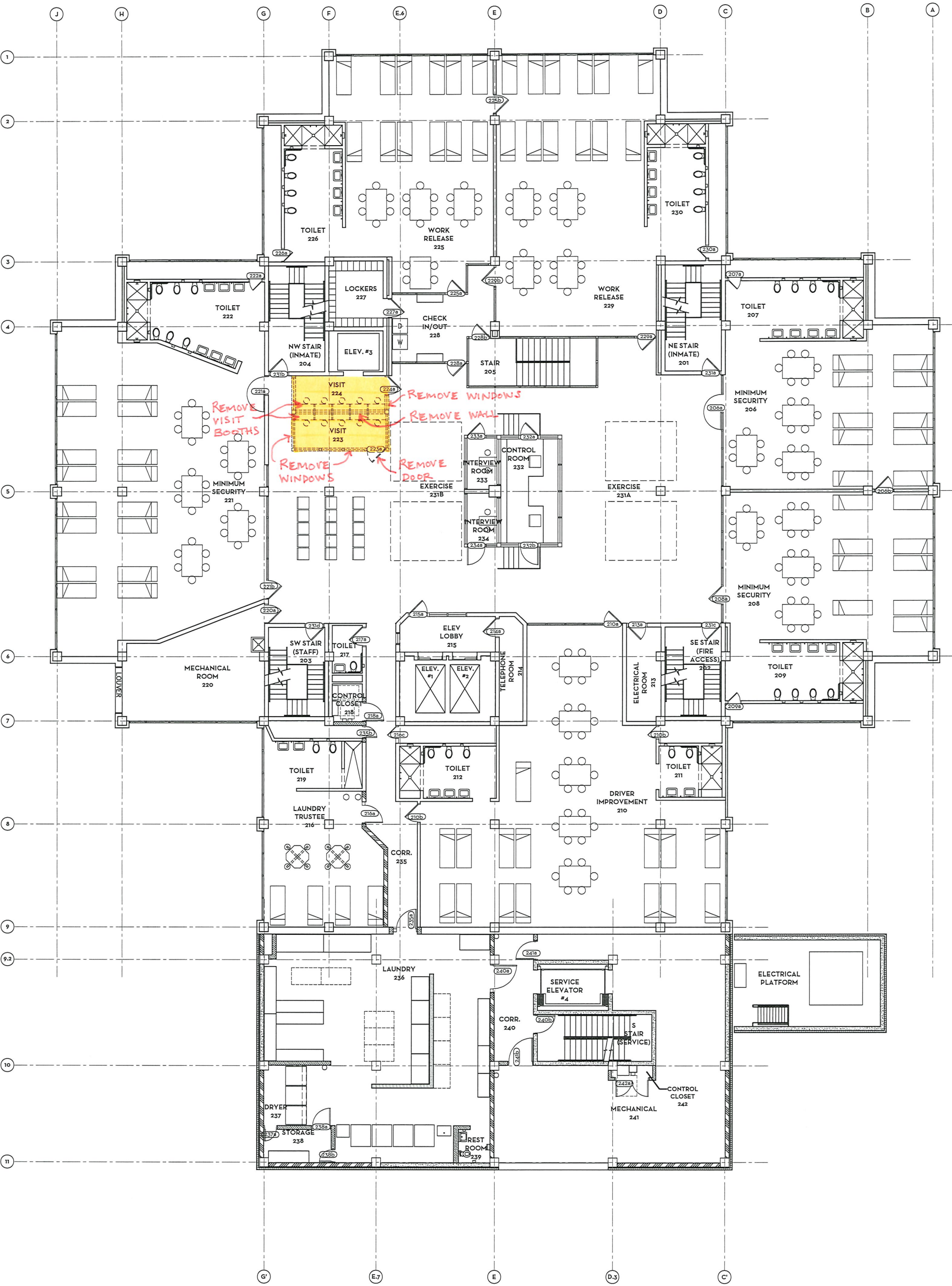
Accepted by: _____
Date: _____

e: sle@aspectinc.net
www.aspectinc.net

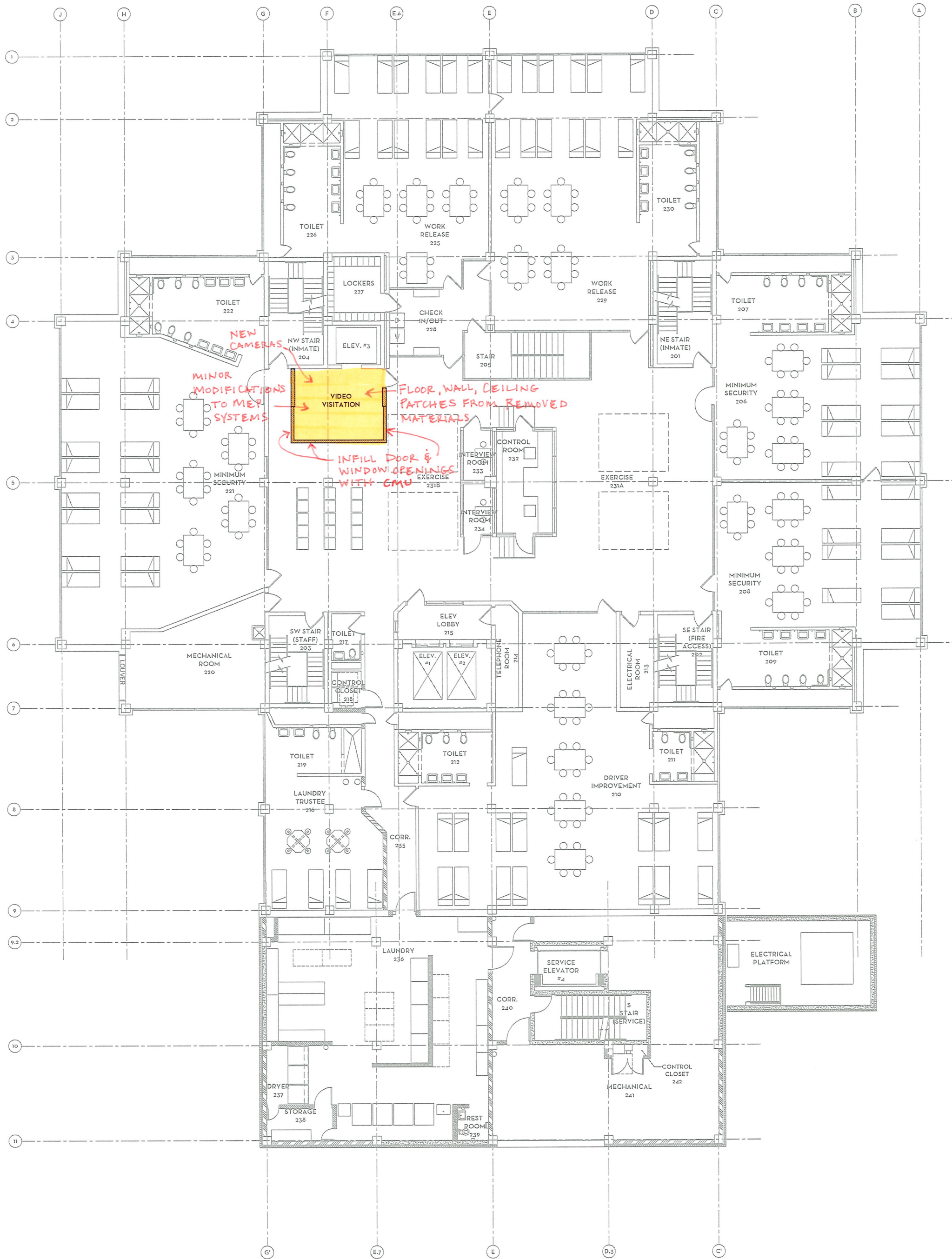
p: 319-364-7444
f: 319-364-7562

221 2nd Avenue SE, Ste 400
Cedar Rapids, IA 52401

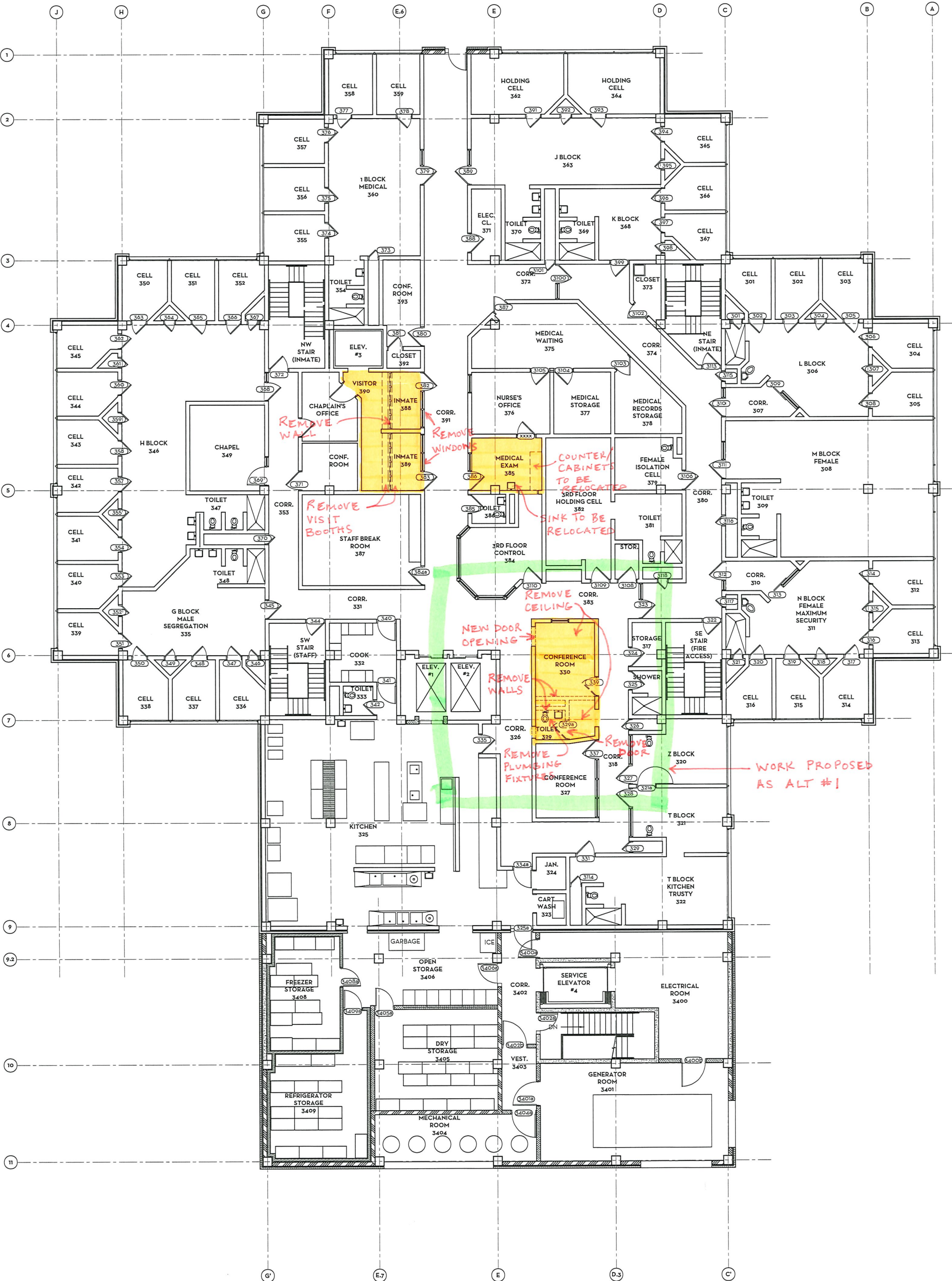




2ND FLOOR DEMO

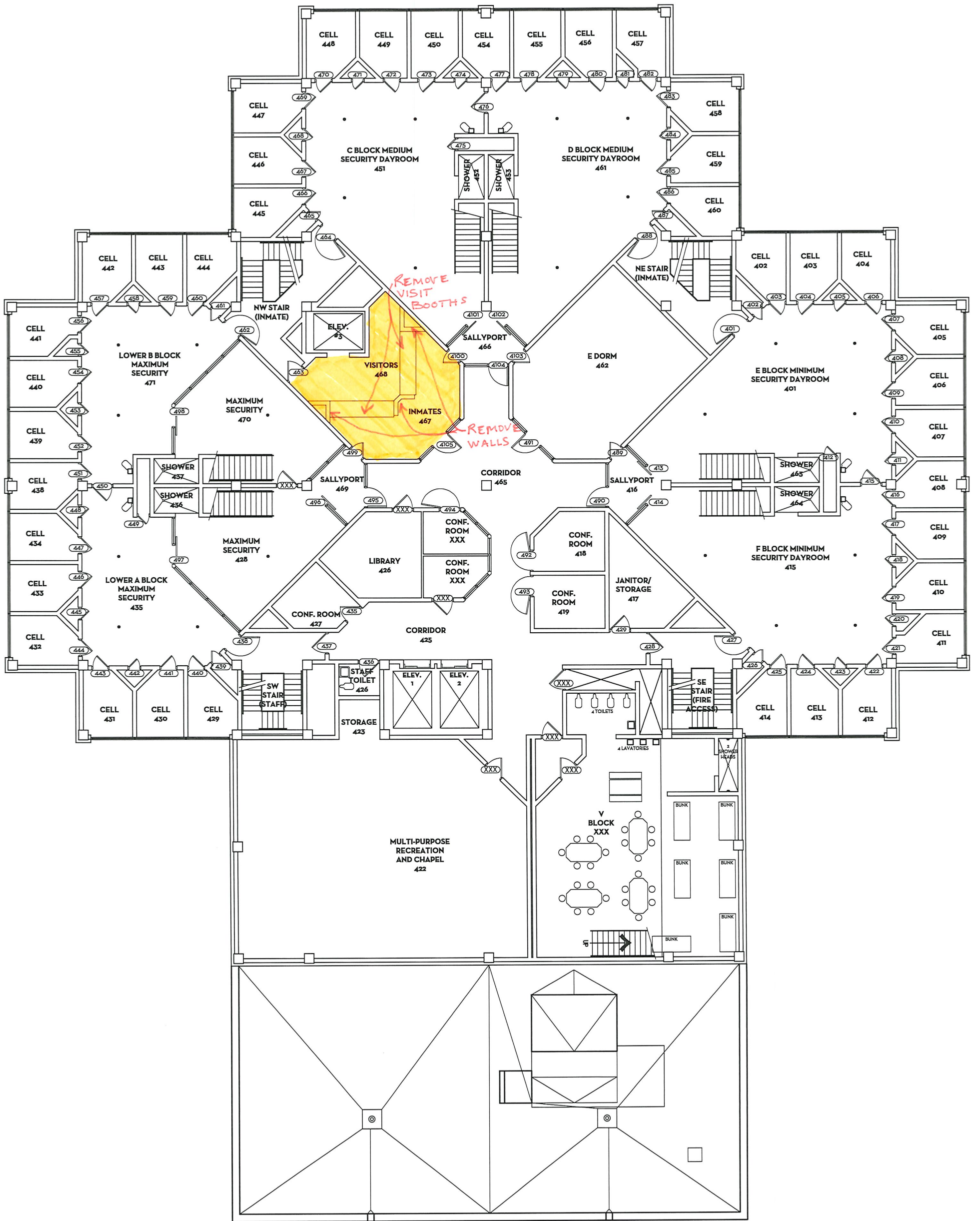


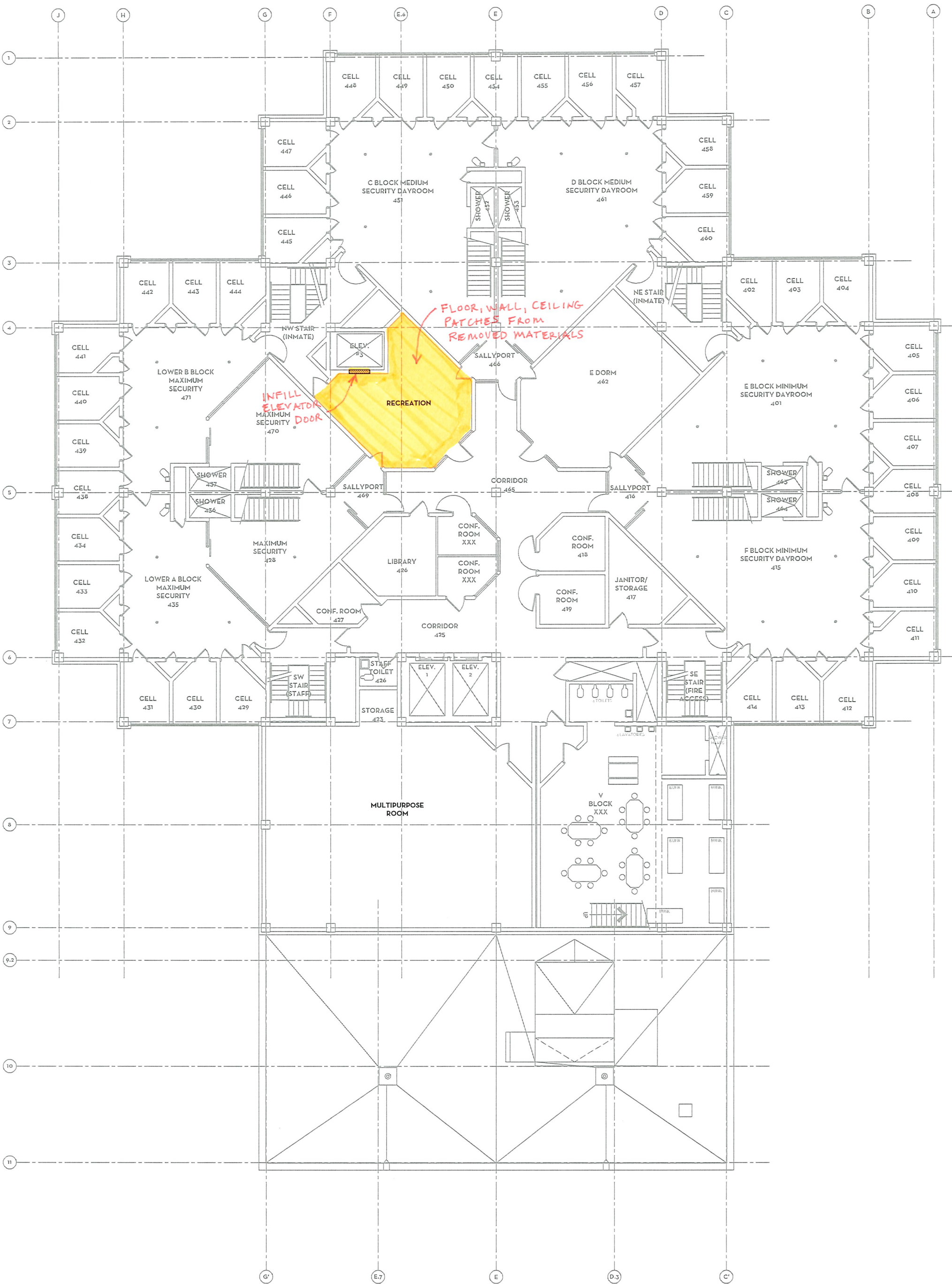
2ND FLOOR PLAN



3RD FLOOR DEMO







4TH FLOOR PLANS



DESIGN DYNAMICS, INC

119 14th STREET SE
CEDAR RAPIDS, IOWA 52403
PHONE: 319.298.0400
E-MAIL: ROBERTP@DesignDynamics.biz
WWW.DesignDynamics.biz

June 15, 2021

Linn County Conservation Department
10260 Morris Hills Road
Toddville, IA 52341

Dear Mr. Goemaat:

I am writing to outline my proposal for architectural, mechanical and electrical engineering services for the Wanatee Park shop building addition project. I would like to thank you for the opportunity to work with you on this project. The project scope will consist of Schematic Design, Construction Document Services, Price quote assistance and Construction Administration for project.

The following fee does not include Structural or Civil Engineering services should they be required.

Proposed scope of services

The basic architectural and engineering services shall be performed by or under the direct personal supervision of an architect or engineer duly licensed in the state of Iowa and shall consist of the tasks outlined below.

Schematic Design Services

- Design meetings (1 anticipated)
- Floor plan
- Exterior elevations (2)

Construction Document Services

- Project review meetings (1 anticipated)
- Floor plan
- Foundation plan
- Exterior elevations (3)
- Wall sections (2)
- Door schedule

Pricing

- Pre-pricing meeting
- Contractor Questions
- Addenda

Construction Administration

- Pre-construction meeting
- Shop drawing review
- Contractor questions
- Project meetings (2 anticipated)
- Punch list and closeout

Compensation

I propose a fixed fee of \$11,250.00 to be allocated as follows.

	DDI	WPE (mechanical and electrical engineering)
Schematic Design	\$1,000	
Construction Documents	\$3,500	\$4,000
Bidding	\$ 500	
Construction Administration	\$1,250	\$1,000
TOTALS	\$6,250	\$5,000

Standard Rate Schedule

Principle Architect	\$ 125.00
Drafting Technician I	\$ 65.00
Secretarial	\$ 40.00

Additional Services

If additional work is required outside the project scope outlined above it would be billed for at the above hourly rates.

Reimbursable Expenses

All reimbursable expenses will be billed for at cost as they are accrued and will include such things as photocopies, mileage, and large format prints.

Schedule

DDI will begin work once we have received a signed copy of this proposal and any background information necessary. DDI will complete the work in a timely manner based on the outlined design schedule.

Again, thank you for considering Design Dynamics, Inc. as part of the team for this project. If you have any questions regarding this proposal, please don't hesitate to call. Thank you.

Sincerely,



Robert W. Peck, AIA, LEED AP
President
Design Dynamics, Inc.

The following signature indicates acceptance of the proposal contained in the two pages of this letter.

Signature

Date

RESOLUTION NO. _____

**A RESOLUTION DIRECTING THE LINN COUNTY COMMISSIONER OF ELECTIONS TO
SUBMIT THE QUESTION OF A LOCAL SALES AND SERVICES TAX TO THE REGISTERED
VOTERS IN LINN COUNTY, IOWA**

WHEREAS, the Board of Supervisors has received resolutions from the cities of Cedar Rapids, Marion, Hiawatha, Robins, Fairfax, that portion of Walford located in Linn County, Iowa and has itself originated a resolution for the unincorporated area of Linn County, Iowa to submit a question as to the imposition of a local sales and services tax to the registered voters of the aforementioned entities

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors, Linn County, Iowa this date met in lawful session that the Linn County Commissioner of Elections is hereby directed to submit the question of imposition of a local sales and services tax to the registered voters in the Linn County, Iowa cities of Cedar Rapids, Marion, Hiawatha, Robins, Fairfax, that portion of Walford located in Linn County, Iowa, and the unincorporated area of Linn County, Iowa.

BE IT FURTHER RESOLVED that the Linn County Commissioner of Elections is further directed to submit the question of imposition of a local sales and services tax in the Linn County, Iowa cities of Cedar Rapids, Marion, Hiawatha, Robins, Fairfax, that portion of Walford located in Linn County, Iowa, and the unincorporated area of Linn County, Iowa, on November 2, 2021, the earliest possible date pursuant to Section 39.2(4)(a).

BE IT FURTHER RESOLVED that as, pursuant to Section 423B.1(3), Code of Iowa, all cities contiguous to each other are treated as part of one incorporated area and the tax imposed in each of those contiguous cities favors imposition, the Linn County, Iowa cities of Cedar Rapids, Marion, Hiawatha, Robins, and Fairfax are hereby declared contiguous to each other and are subject to the aforementioned provision of Section 423B.1(3).

Passed and approved this ____ day of _____, 2021.

LINN COUNTY, IOWA

AYE:

NAY:

ABSTAIN:

CHAIRPERSON

SUPERVISOR

SUPERVISOR

ATTEST:

JOEL D. MILLER, County Auditor &
Secretary for the Board of Supervisors

STATE OF IOWA)
) SS
COUNTY OF LINN)

I, Joel D. Miller, County Auditor of Linn County, Iowa, and Secretary for the Board of Supervisors, Linn County, Iowa hereby certify that at a regular meeting of the said Board, the foregoing resolution was duly adopted by a vote of ____ aye, ____ nay and ____ abstained from voting.

JOEL D. MILLER

Subscribed and sworn to before me by the aforesaid on this ____ day of _____,
2021.

NOTARY PUBLIC
STATE OF IOWA

RESOLUTION NO. _____

A RESOLUTION DESIGNATING THE PERIOD OF TIME A LOCAL SALES AND SERVICES TAX WILL BE IN EFFECT, IN THE EVENT SUCH TAX IS IMPOSED, FOR LINN COUNTY JURISDICTIONS VOTING ON THE ISSUE OF THE LOCAL OPTION SALES AND SERVICES TAX ELECTION AT THE NOVEMBER 2, 2021 ELECTION.

WHEREAS, a Local Option Sales and Services Tax election may be called for in the unincorporated areas of Linn County, Iowa, and in the jurisdictions of Cedar Rapids, Marion, Hiawatha, Robins, Fairfax, and that part of Walford located in Linn County, Iowa and are scheduled for November 2, 2021; and

WHEREAS, the resolutions provided by the aforementioned cities indicate the termination date of said Local Options Sales and Services Tax

WHEREAS, Iowa Code 423B.1(5)(b), authorizing imposition of the tax requires the Linn County Board of Supervisors to designate the period of time the local sales and services tax will be repealed; and

WHEREAS, pursuant to Code of Iowa, Sections 423B.1(5) and (6), the Board of Supervisors may specify dates upon which the tax shall be automatically repealed.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors, Linn County, Iowa, that:

The local sales and services tax which may be imposed as a result of the November 2, 2021, election will be automatically repealed on June 30, 2034, in the following jurisdictions in Linn County, Iowa, imposing said tax:

Cedar Rapids	Marion
Hiawatha	Robins
Fairfax	that part of Walford located in Linn County, Iowa
Unincorporated Areas of Linn County, Iowa	

BE IT FURTHER RESOLVED by the Board of Supervisors, Linn County, Iowa:

That the Secretary to the Board of Supervisors of Linn County, Iowa is hereby instructed to deliver this Resolution to the Linn County Commissioner of Elections without delay.

Passed and approved this ____ day of _____, 2021.

LINN COUNTY, IOWA

AYE:

NAY:

ABSTAIN:

CHAIRPERSON

SUPERVISOR

SUPERVISOR

ATTEST:

JOEL D. MILLER, County Auditor &
Secretary for the Board of Supervisors

STATE OF IOWA)
) SS
COUNTY OF LINN)

I, Joel D. Miller, County Auditor of Linn County, Iowa, and Secretary for the Board of Supervisors, Linn County, Iowa hereby certify that at a regular meeting of the said Board, the foregoing resolution was duly adopted by a vote of ____ aye, ____ nay and ____ abstained from voting.

JOEL D. MILLER

Subscribed and sworn to before me by the aforesaid on this ____ day of _____,
2021.

NOTARY PUBLIC
STATE OF IOWA

Board of Supervisors Letter- Written Notice

July __, 2021

Joel Miller
Linn County Auditor and Commissioner of Elections
935 Secondary St SW
Cedar Rapids, IA 52404

Dear Auditor Miller:

Attached is a Resolution passed and approved by the Linn County Board of Supervisors calling for a special election on November 2, 2021 on the question of imposing a local option sales and services tax in Cedar Rapids, Fairfax, Hiawatha, Marion, Robins, the portion of Walford in Linn County and the unincorporated areas within Linn County.

As stated in the Resolution, filing of said Resolution constitutes the written notice to the County Commissioner of Elections as required by the Code of Iowa.

Sincerely

Stacey Walker, Chair
Linn County Board of Supervisors