

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**

Tuesday, September 7, 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.

The Board will hear updates from the following Elected Officials:

Brian Gardner, Sheriff
Jerry Vander Sanden, Attorney
Joan McCalmant, Recorder
Joel Miller, Auditor

Discuss a resolution amending the Application Fee Schedule for Linn County Planning and Development specifically concerning fees for expedited Temporary Use Permits.

Discuss proposed Temporary Use Permit, case JTU21-0012, request by Tom & Robin (Pavik) Brown – Brown Farms, owners; Row Crop, LLC, petitioner, to hold the Luke Bryan Farm Tour country music concert, located at 10301 C St Rd SW, Cedar Rapids, on September 10, 2021.

Discuss proposed revisions to Board of Supervisors Policy Number OP-020 entitled "Video Surveillance."

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****Closed Session**

The Board will enter into a closed session pursuant to Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of real estate.

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.

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION #: _____

**APPLICATION FEE SCHEDULE FOR
LINN COUNTY PLANNING AND DEVELOPMENT**

WHEREAS, on March 12, 2003, the Board of Supervisors adopted, by Resolution #2003-3-5, the application fee schedule for the Linn County Department of Planning and Development; and

WHEREAS, the application fee schedule was last amended by resolution #2021-6-107 on June 30, 2021; and

WHEREAS, the application fee schedule must now be revised to reflect additional application types and fees as shown on Attachment A.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Linn County, Iowa that the following application fee schedule as shown on Attachment A, be adopted.

Passed this _____ day of _____, 2021.

Linn County Board of Supervisors

Chair

Vice-Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa, and Clerk to the Board of Supervisors, 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

Attachment A

Type of Application	Fee (\$)
Amendments to Text	\$200
Cabin Area Expansion	\$275
Conditional Home Occupation	\$200
Conditional Home Occupation – 5-Year Renewal	\$100
Conditional Use Permit (All Uses Except Otherwise Listed)	\$200
Conditional Use Permit (Extraction)	\$1,000
Conditional Use Permit (Waste Disposal – Recycling Facility, Transfer Station)	\$1,000
Conditional Use Permit – Floodplain	\$200
Conditional Use Permit Insignificant Modification	\$15
Conditional Use Permit Minor Modification	½ Conditional Use fee
Floodplain Permit (Except Conditional Use Permit or Variance)	\$50
Floodplain Permit – Variance	\$100
General Appeal	\$100
Rezoning/Map Amendment (All Districts Except EU-1)	\$275
Rezoning/Map Amendment (EU-1 District)	\$1,000
Rezoning/Map Amendment (RE Overlay District) 200 acres or less	\$5,000
Rezoning/Map Amendment (RE Overlay District) greater than 200 acres	\$2,500 per 100 acres of project area rounded to nearest 100 acres
Site Plan – Major	\$50
Site Plan – Minor (Including Zoning Verification & Site Plan Review - Zoning Permit)	\$15
Special Exception	\$100
Subdivision – Major (Including Cluster/Conservation Subdivision and Rural Village Extension Development)	\$200 + \$10/Lot
Preliminary Plat	
Final Plat (4 – 9 Lots)	
Final Plat (10 – 19 Lots)	
Final Plat (20 or More Lots)	
Subdivision – Minor (Including Residential Parcel Split, Land Preservation Parcel Split & Minor Boundary Change)	\$160
Temporary Use - Expedited	\$500
Temporary Use - Standard	\$50
Variance	\$100



Planning & Development
Linn County, Iowa

Unified Development Code Article V
Section 107-93(c)

Zoning Division

Temporary Use Application

Page 1 of 2

Owner Information:		Applicant Information:	
Owner	Tom Brown - Brown Farms	Applicant	Row Crop, LLC
Address	10301 C. Street SW Cedar Rapids, IA 52404	Address	1600 Division Street, Suite 225 Nashville, TN 37203
Phone	(319) 533-9006	Phone	(615) 445-5077
E-mail	tommyhueybrown@southslope.net	E-mail	dennis@freemanenterprises.com
Surveying Co: _____		E-Mail _____	
Engineer: _____		Phone _____	
Property Information:			
Property Address or Address Range (block)		10301 C. Street SW Cedar Rapids, IA 52404	
Brief legal(s) (Sec./Twp./Range)			
GPN(s) 192632600200000, 192632600100000, 192632010010000, 19264510010000			
Rural Land Use Map Designation AA			
Current Zoning AG		Total Acres	175
Submittal Requirements: Application, Fee, Minor Site Plan Drawing Proof of Insurance (if applicable) Severe Weather Plan (if applicable)			
The undersigned is/are the owner(s) of the described property on this application, located in the unincorporated area of Linn County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the office of Linn County Planning and Development to conduct a site visit and photograph the subject property. This development is subject to and shall be required, as a condition of final development approval, to comply with all Unified Development Code policies, requirements, and standards that are in effect at the time of final development approval.			
Owner	x <u>Tom Brown</u>	Applicant	<u>Dennis</u>
Date	x <u>Aug 10, 2021</u>	Date	<u>8-9-21</u>
Case #	Date Received		
Receipt#			

The following information shall be provided with the application:

Is the property located within a Flood Plain? ☒ YES ☐ NO

Is the Proposed Use within the Flood Plain area? ☒ YES ☐ NO

Temporary use period:

Beginning 9/10/2021

Ending 9/10/2021

Description of Proposed Use:

Luke Bryan Farm Tour - Country Music Concert

Days & Hours of Operation

9/10/21 - 2PM PARKING / 5PM GATES / 6:30PM MUSIC / 11PM CONCERT ENDS

Will a building or structure be used and what type?

StagePro 50' x 40' Stage

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

No

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

☒ Yes ☐ No

Restroom Facilities:

☐ Currently provided on site.

☒ Portable will be brought to the site.

☐ None available.

Estimated increase in vehicle trips per day 7000 Vehicles Parking on Site

Type of vehicles using facility Semi-Trucks and Buses for Production. Attendees in vans cars and trucks.

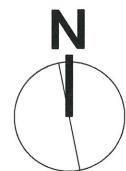
Does the property have access from a state highway? ☒ YES ☐ NO

(If yes, review with Iowa Department of Transportation at (319) 365-3558.

Number of parking spaces provided 7000

The following documents shall be attached:

- Proof of Insurance
- Minor Site Plan
- Proof of Insurance (if applicable)
- Severe Weather Plan (if applicable)





BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Video Surveillance		Policy Number: OP-020	
Responsible Department: Board of Supervisors Administration			
Revision No: 01	Revision Date: XX/XX/2021	Policy Effective Date: XX/XX/2021	Expiration Date: Until Repealed
Initial Approval Date: 10/17/2012 BOS Minutes: 10/17/2012,		Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of this policy is to establish procedures for the use of video surveillance devices that balance the security, safety, and other benefits derived from the use of video surveillance with the privacy rights of the individual, and to establish procedures and protocols for the installation and operation of video surveillance devices, and the management of information recorded by video surveillance devices.

II. SCOPE

This policy applies in and on all Linn County buildings and grounds, and applies to all types of video surveillance systems, surveillance monitors, and camera recording devices that Linn County uses for surveillance purposes.

III. EXCEPTIONS

Any surveillance system operated by the Linn County Sheriff for law enforcement purposes including, but not limited to, systems used in correctional and detention facilities and systems used for the purpose of courthouse or courtroom security.

Any surveillance system installed in or on a motor vehicle.

This policy is not intended to address the use of video equipment for the recording of public meetings or other public events held in or on Linn County buildings and grounds.

IV. DEFINITIONS

Closed-Circuit Television (CCTV): A television system in which signals are monitored primarily for surveillance and security purposes but are not publicly distributed.

Digital Video Recorder/Network Video Recorder (DVR/NVR): An electronic device that records video from video cameras in a digital format to a disc drive, universal serial bus (USB) drive, secure digital (SD) card, solid state drive (SSD) or other local or networked mass storage device that records video footage for distribution over an internet protocol (IP) network or for digitized storage on a video surveillance storage system.

Video Surveillance: A digital or analog closed-circuit television (CCTV) system used to help deter crime and to protect people and property by means of video cameras.

Video Surveillance Device: A camera and a digital video recorder or network video recorder (DVR/NVR) or server storage system.

Video Surveillance System: An appliance or appliances that enable embedded image capture capabilities that allow video images or extracted information to be compressed, stored, or transmitted (play back) over a communication network or digital link to a surveillance monitor or recorded (stored) to a digital video disc (DVD).

V. PROVISIONS

A. Installation, Repair, and Maintenance

1. An individual department proposing to install, modify, or expand an existing video surveillance system, or any component thereof must submit a ~~written request~~ Video Surveillance Work Request Form (See Appendix A), signed by the department head or elected official managing said department, to the Board of Supervisors. Such request must include the following:
 - a. A justification for the use of a video surveillance system based on specific security, safety or other concerns.
 - b. A description of other measures of deterrence or detection that have been considered and rejected as ineffective.
 - c. The proposed hours of operation, and a justification for the necessity of the proposed hours of operation.
 - d. A detailed description of the space(s) proposed to be monitored by the video surveillance system. The video surveillance system shall be installed to monitor only those spaces that have been identified as requiring video surveillance.
 - e. Identification of the funding source(s) for purchase and ongoing maintenance of the equipment.
 - f. Identification of the person(s) and/or position(s) that are proposed to have access to the information recorded by the video surveillance system.
 - g. An assessment of the effects of the proposed video surveillance system.

2. The Board of Supervisors is solely responsible for reviewing the request and approving or denying all or any part of the request. The Board of Supervisors may, at its sole discretion, request input from any department or individual it deems necessary prior to making a decision to approve or deny the request.
3. If approved, the Information Technology Department (IT) and the Facilities Department shall jointly oversee the design specifications, procurement, and installation of the video surveillance system, including cabling, mounts, and power with the assistance of any department or individual deemed necessary by the Facilities Department or IT Department. The installation is subject to applicable state and federal laws and shall adhere to the following criteria as closely as possible:
 - a. During the installation of, or repair or maintenance to an approved video surveillance system, the Facilities Department and IT Department shall have access to the live or recorded video from the system being installed, repaired, or maintained.
 - b. The ability of authorized personnel to adjust video surveillance devices shall be restricted so that unauthorized personnel cannot adjust or manipulate video surveillance devices to overlook spaces that are not intended to be covered by the video surveillance devices.
 - c. Video surveillance devices shall never monitor areas where the public and employees have ~~a higher~~ an expectation of privacy including, but not limited to, restrooms or locker rooms, and individual offices for which a video surveillance system is not approved in accordance with this policy.
 - d. Reception and/or recording equipment shall be located in a controlled access area. Only authorized personnel shall have access to the controlled access area and/or the reception and recording equipment.
 - e. Every reasonable attempt should be made by authorized personnel to ensure video monitors that are part of a video surveillance system are not in a position that enables the public and/or unauthorized personnel to view the monitors.
 - f. Video surveillance systems shall not record sound unless a request to record sound is approved by the Board of Supervisors. The Board of Supervisors may, at its sole discretion, approve the recording of sound on a case-by-case basis. A request to record sound shall be included in the request to install, expand or modify a video surveillance system as described in Section V.A.1.a-g of this policy.
 - g. Upon installation of a video surveillance system, Linn County shall post signs visible to the public and employees at all entrances to the building or at the perimeter of the grounds where video surveillance devices are installed.
4. Video surveillance systems installed in or on Linn County buildings and grounds shall use DvTel software.

5. The Information Technology Department is responsible for ~~video surveillance camera repairs and upgrades~~, maintenance of video surveillance systems, upgrades to software associated with video surveillance systems, and maintaining adequate server storage space to record and retain information as required by Section V.B.10 of this policy.
6. ~~The Facilities Department is responsible for video surveillance camera repairs, modifications, and upgrades, and for adding additional video surveillance cameras.~~

B. Management of Recorded Information

1. Information obtained from recorded information on video surveillance systems may be used for any lawful purpose.
2. Linn County employees will have access to information recorded on video surveillance systems only in accordance with this policy.
3. Unless otherwise given prior approval by the Board of Supervisors pursuant to a written request, authorized personnel may review the recorded information when an incident is suspected to have occurred and only authorized personnel, as determined by this policy, will be involved in, or have access to recorded information.
4. Viewing of recorded information is limited to the following individuals:
 - a. For video surveillance systems approved for individual departments:
 - i. The elected official or department head managing the department in which the system is located.
 - ii. The individual person(s) or position(s) approved by the Board of Supervisors to have access to recorded information pursuant to Section V.A.1.f of this policy.
 - iii. ~~The~~ Risk Manager
 - iv. The County Sheriff or his/her designee where a review of recorded information by the Risk Manager indicates that unlawful activity has occurred or is suspected
 - v. The County Attorney or his/her designee pursuant to Section V.B.6 of this policy
 - vi. ~~The Facilities Manager and Assistant Facilities Manager~~
 - vii. ~~The IT Director~~
 - b. For video surveillance systems approved for common areas, grounds and other locations not specific to one department:

- i. **The Risk Manager**
 - ii. The County Sheriff or the Sheriff's designee where a review of recorded information by the Risk Manager indicates that unlawful activity has occurred or is suspected
 - iii. The County Attorney or Attorney's designee pursuant to Section V.B.6 of this policy
 - iv. **The Facilities Manager and Assistant Facilities Managers**
 - v. **The IT Director**
 - vi. **The County Auditor or Auditor's designee for video surveillance systems installed at the Linn County Public Service Center to monitor ballot drop boxes.**
5. Access shall be allowed to law enforcement officials when pursuant to a subpoena, court order, or when otherwise required by law.
 6. The County Attorney or his/her designee will review all requests to release information recorded on security cameras in or on county property to individuals not authorized by this policy, or by the Board of Supervisors, to view recorded information and shall have access to review the recorded information to consider such requests.
 7. Personnel are prohibited from using or disseminating information from security cameras except for official purposes.
 8. The Risk Manager shall keep a log of all instances of access to and use of recorded information by individuals not authorized by this policy or by the Board of Supervisors to view recorded information.
 9. No attempt shall be made to alter any part of any recorded information.
 10. Recorded information will be retained for at least **30 days, or as storage capacity is available, except that the County Auditor's Office will retain recorded information from video surveillance cameras installed to monitor ballot drop boxes at the Linn County Public Service Center on secure storage managed by the Auditor's Office. The County Auditor's Office will retain recorded information related to non-federal elections for six (6) months, and recorded information related to federal elections for twenty-two (22) months.** As new information is recorded, the oldest information will be deleted automatically.
 11. Any deviation from this policy will only occur with the explicit approval of the Board of Supervisors.

VI. ENFORCEMENT

- A. Unauthorized installation
- B. When disciplinary action is being considered, departments are advised to contact the Human Resources Department to ensure compliance with collective bargaining agreements and Linn County policies. The Human Resources Department must be informed of any disciplinary action being considered to ensure that employee rights related to compensation and benefits are protected and reasonable employee relations are maintained.

Appendix A

VIDEO SURVEILLANCE WORK REQUEST FORM

Date: _____

Department:
Request for: INSTALLATION MODIFICATION EXPANSION REPAIR
Project Description:
Project Justification/Expected Results:
Description of other Deterrence or Detection Measures Considered:
Proposed Hours of Operation and Justification:
Detailed Description of Space Proposed to Monitor:
Identification of Funding Source for Procurement and Installation:
Identification of Funding Source for Maintenance, Upgrade and Repair:
Identification of Person(s) or Positions(s) Proposed to Have Access to System:

Elected Official or Department Head Signature

Board of Supervisors Action:

Board Signature