

BOARD OF SUPERVISORS

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

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

LinnCountyIowa.gov



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, April 11, 2022

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order

Public Comment: Five Minute Limit per Speaker

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

Minutes

Discuss and decide on meeting minutes.

Discuss reallocation of Goodwill of The Heartland fund balance project to include the flexibility to use the funding to purchase a vehicle for the day habilitation program, purchase computers for their Cedar Rapids Career Center and funding for community integration in their SCL program.

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

Discuss proposed Traffic Sign Maintenance Policy

Discuss updated Capital Asset Policy FM-045

Discuss authorizing Chair to sign a letter of intent of financial match for a Corridor Metropolitan Planning Organization Grant Application.

Discuss an agreement with Bear Creek Archeology, Inc. to conduct Phase I archeological surveys at two of the County's Temporary Debris Storage and Reduction sites

Approve and authorize Chair to sign a certificate of insurance for Linn County acting as sponsor to Advocates for Social Justice to utilize space at Lindale Mall to operate childcare for those participating in the Expungement Clinic on April 30, 2022

Discuss and decide on a Resolution to Approve the Addition of County Property to the Fairfax Urban Renewal Area Amendment

Discuss a proposed Agreement from Lifeline Audio Visual Technologies to provide audio visual consulting services related audio visual equipment upgrades in the Harris Building and Public Service Center

Approve Liquor License for Gardner Golf Course, 5101 Golf Course Rd., Marion, retroactive to April 8, 2022, noting all conditions have been met.

Discuss American Rescue Plan Act (ARPA) Grant Applications and Funding Awards

Public Comment: Five Minute Limit per Speaker

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

Payroll Authorizations

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

Claims

Discuss and decide on claims.

Legislative Update

Discuss and decide on action related to proposed legislation

Correspondence**Appointments****Adjournment**

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.

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

LinnCountyIowa.gov



VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: _____

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Design Engineer

DEPARTMENT: Secondary Road

SHIFT/HOURS: 40 hrs per week

NUMBER OF POSITIONS: 1

VACANCY DATE: Immediately

NEW POSITION FUNDING SOURCE(S):

This position already included in the budget. Design Tech
vacancy will be filled with higher classification of
Design Engineer due to no applicants.

REASON TO ADD NEW POSITION (if

applicable): BUDGET OFFER

GRANT FUNDING

OTHER: Changing position back to higher class.

DURATION OF POSTING (must remain open a minimum of 10 days): _____

POSITION TYPE:

FULL-TIME PART-TIME _____ # of hours/week TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE GRANT-FUNDED

BARGAINING UNIT: Clerical Maintenance Para Professional Professional

Attorneys Conservation Sergeants PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]
DEPARTMENT HEAD (original signature required)

4/4/2022
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: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

4-5-22
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

4/6/2022
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE



ENGINEERING AND SECONDARY ROAD DEPARTMENT LINN COUNTY, IOWA

Title: Traffic Sign Maintenance		Policy Number: OP-027	
Responsible Department: Engineering and Secondary Road Department			
Revision No:	Revision Date:	Policy Effective Date: 04/13/2022	Expiration Date: Until Repealed
Initial Approval Date: 04/13/2022		Distribution: Secondary Road Maintenance Crews, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of the Traffic Sign Maintenance Policy is to establish and maintain uniform definitions and practices for traffic sign maintenance and operations on Linn County roadways.

The objectives of this policy are to enhance the use and safety of the Linn County (county) secondary road system in a cost-effective manner, while balancing the needs of safety for roadway users and county personnel, budget, social, and environmental concerns. It is in the county's best interest to have traffic sign maintenance procedures. Because of variables in weather, traffic, driver demographics, road design, standards, and other factors, the procedures used to achieve the objectives of this policy must remain flexible.

II. SCOPE

This policy applies to traffic control device maintenance operations conducted by the Secondary Road Department on roads in Linn County's jurisdiction or on roads defined by agreement. The county may use county employees or other entities under contract to provide this service.

III. EXCEPTIONS

None.

IV. DEFINITIONS

28E Agreement: An agreement between any public agency of the State of Iowa and one or more public or private agencies for joint or cooperative action pursuant to the provisions of Chapter 28E of the Iowa Code.

Department: The Linn County Secondary Road Department.

Expected Sign Life Management Method: Method used to replace signs no longer meeting minimum retroreflectivity levels as defined in the Manual on Uniform Traffic Control Devices (MUTCD).

Instructional Memorandum (IM): A document provided by the Iowa Department of Transportation that provides assistance to local public agencies on a wide variety of transportation related topics.

Measured Sign Retroreflectivity Assessment Method: Method used to replace signs no longer meeting minimum retroreflectivity levels as defined in the Manual on Uniform Traffic Control Devices (MUTCD).

Overhead Flashers: A flashing red ball mounted overhead that requires a driver to stop and proceed when clear.

Post Mounted Flashers: A flashing red ball mounted on a post that requires a driver to stop and proceed when clear.

Regulatory Signs: Signs that give notice of traffic laws or regulations.

Retroreflectivity: Special type of reflection that redirects incident light (i.e., from headlights) back towards the source. In the case of highway applications, traffic signs are made with retroreflective sign sheeting material that redirects headlamp illumination back toward the vehicle, thereby making the sign visible at night to the vehicle driver.

Traffic Control Device: All signs, signals, markings, and other devices used to regulate, warn, or guide traffic.

Warning Signs: Signs that give notice of a situation that might not be readily apparent.

V. PROVISIONS

Appropriate personnel will make decisions about scheduling, and the procedures to follow for daily traffic operation maintenance needs and subsequent yearly detailed condition inspections. Appropriate personnel will base scheduling and the procedures to follow on consideration of the following factors: significance of the traffic device to driver safety, condition, and effectiveness of the device, standards compliance, and whether damage or condition creates an immediate safety hazard.

In every instance, the onsite personnel must assess the conditions of the traffic control device and rely on judgment and experience to determine the appropriate action to correct or maintain the device. Factors that may delay the completion of traffic operation maintenance include other repair needs, utility locate needs, fabrication of necessary material, weather conditions including severe cold or significant winds, limited visibility, and other staff and field condition issues.

Subject to the factors set forth above, the county will maintain traffic control devices (signs, flashers, and traffic signals) to ensure safe and efficient operation.

- A. Sign Installation: The Department will ensure that signs are installed to meet federal standards set forth in the most recent Manual on Uniform Traffic Control Devices (MUTCD) in accordance with Linn County Secondary Road Department guidelines and practices.
- B. Sign Maintenance: The Department establishes County sign maintenance practices to meet all requirements and ensure appropriate signing for the traveling public.

The Department maintains highway signs and street identification signs on all Linn County roadways, with the following exceptions:

1. Stop signs for county roadway traffic intersecting Iowa Department of Transportation (Iowa DOT) roadways. The Iowa DOT maintains these stop signs.
 2. Specific or Supplemental signs requested by others (Iowa DOT, cities, neighboring counties, and private parties) not meeting the Department or MUTCD criteria for installation but allowed within the road right-of-way by the Department as outlined in an Instructional Memorandum (IM), 28E Agreement, or Road Agreement.
 3. Bike path and other pedestrian control signs not pertaining to vehicle traffic as outlined in a 28E Agreement.
 4. All Department traffic signals that other agencies maintain through 28E Agreements.
- C. Sign Retroreflectivity: To comply with the Federal Highway Administration (FHWA) minimum retroreflectivity levels as adopted by the MUTCD 2009 edition and subsequent revisions, the Department will implement a combination of the Expected Sign Life Management Method and the Measured Sign Retroreflectivity Assessment Method for maintaining sign retroreflectivity. The Expected Sign Life Management Method requires monitoring the age and condition of signs and replacing signs before they reach their expected sign life. The MUTCD bases expected sign life on the experience of retroreflectivity degradation in a geographic area compared to minimum levels.
 - D. Sign Replacement Due to Damage or Theft:
 1. The Department repairs and/or replaces Stop and Road Closed signs on a 24/7 basis. Upon receiving a damage report, department personnel will respond as soon as practicable. The Department may install a temporary sign as an emergency replacement until a permanent replacement can be installed. 'Iowa One Call' protocol, requiring at least two business days, may be necessary prior to the installation of a permanent replacement.
 2. The Department, in most cases, will repair warning and other regulatory signs the next business day after receiving a damage report, if the existing mounting or post is usable. If the existing mounting or post is not usable, the Department will replace the signs as soon as practicable.

3. The Department does not always keep signs not listed above in stock, which means that it may take days or weeks to manufacture and install replacement signs.
 4. The Department will replace damaged or missing overhead and post mounted flashers as soon as practicable.
- E. Visual Sign Inspection: Staff will perform periodic visual inspections during operation activities to check for traffic sign legibility, vandalism, and obstruction.
- F. Miscellaneous Sign Practices:
1. Department staff is not directly on-call after normal working hours. The Department provides the Linn County Sheriff's Office with phone numbers to contact road maintenance supervisors in an emergency.
 2. The Department will remove unauthorized signs from county right-of-way in accordance with Iowa Code.

VI. ENFORCEMENT

The county engineer has the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing its objectives. The human resources director will review disciplinary actions taken pursuant to this policy and will refer actions 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: Capital Asset Policy		Policy Number: FM-045	
Responsible Department: Finance & Budget Department			
Revision No:	Revision Date:	Policy Effective Date:	Expiration Date:
Initial Approval Date: BOS Minutes:		Distribution: Countywide, Intranet	

I. PURPOSE & OBJECTIVES

This policy defines accounting practices that will ensure effective and accurate control of the capital assets of the County. The policy assures compliance with the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). The primary purpose of establishing capital asset thresholds is for financial reporting. The objective of capitalization is to ensure that financial statements are fairly presented, in all material respects.

II. SCOPE

This policy is applicable to all Linn County departments.

III. EXCEPTIONS

None.

IV. DEFINITIONS

Capital assets: All tangible and intangible assets used in operations that have initial estimated useful lives extending beyond a single reporting period (e.g. land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, software and infrastructure, etc.)

Controlled capital-type assets: Assets that do not meet the County's capitalization threshold, and that regardless of estimated useful life, are determined to require special attention by a department.

Infrastructure assets: Long-lived capital assets that are stationary in nature, and for which preservation of, for a significantly greater number of years than most capital assets is possible. Infrastructure assets include roads, bridges, culverts, and sewer systems.

Internal recycling: The reuse of a department’s surplus property by another County department.

Non-capital assets: All tangible and intangible property used in operations that have initial estimated useful lives extending beyond one year and have an initial cost less than the capitalization threshold amount. Policy FM-047, Non-Capital Asset Policy, includes additional information regarding these assets.

V. PROVISIONS

It is the policy of Linn County to have a comprehensive capital asset system. The Linn County Finance & Budget Department shall be responsible for implementation and administration of this policy.

A. THRESHOLDS AND USEFUL LIVES

1. Linn County will not capitalize items with a dollar value so low as to be immaterial for financial reporting purposes. As such, the County has established dollar thresholds for determining when to capitalize costs. These thresholds, and the estimated useful lives, by classification, are as follows:

<u>Classification</u>	<u>Threshold</u>	<u>Estimated Useful Lives (In Years)</u>
Infrastructure	\$ 100,000	10 - 65
Buildings	100,000	25 - 50
Building improvements	100,000	25 - 50
Intangible	50,000	5 - 15
Land	50,000	
Equipment	10,000	3 - 20
Vehicles	10,000	3 - 10

2. The Finance & Budget Department will periodically review these threshold levels and useful lives for appropriateness.

B. SALVAGE VALUE

Salvage value is the remaining value of an asset at the end of its useful life. Since the County normally keeps assets until there no remaining value, the estimated salvage value on all assets will be zero.

C. WORKS OF ART AND COLLECTIONS

The County considers works of art, historical treasures, or similar assets as collections if they are:

1. Held for public exhibition, education or research in furtherance of public service rather than financial gain,
2. Protected, kept unencumbered, cared for, and preserved, and
3. Sold, with the proceeds from the sale used to acquire other works of art or items for the collection. The County does not capitalize or depreciate works of art and collections.

D. DEPRECIATION

Depreciation is a methodology that amortizes the cost of an asset over its useful life. The County uses the straight-line method of depreciation. Under the straight-line method, the basis of the asset is written-off evenly over the useful life of the asset. The county uses the full-month convention to determine the first month's depreciation expense. Under the full-month convention, the County deems all property placed in service during a month, as placed in service on the first day of the month, regardless of the date placed in service.

E. ASSET IDENTIFICATION

Departments must notify the Finance & Budget Department of all purchases, transfers, and disposals of capital assets. For acquisitions, the department creates a new asset record in the financial system that includes the date placed in service and purchase price. For transfers or disposals, the department should attach a note to the asset record in the financial system to notify Finance & Budget of the date that the asset was removed from service and provide information regarding the disposal. Any proceeds received should be recorded through the asset disposal process in the financial system, not recorded as a cash sale by the department.

Attaching a tag to a capital asset is not required. If a tag is attached to a capital asset, the tag must have the same number as that reported to Finance & Budget. For control capital assets, departments may attach tags to such assets at their discretion. However, if a department does tag their control capital assets, the tag should not have an assigned number, but should state "Property of Linn County."

For certain capital assets, the County utilizes addresses or numbers that are already unique to the asset as the asset identification number. These are as follows: For land, buildings, and building improvements, the County uses the legal address for identification of the asset in the County records. For equipment and vehicles, the County uses the serial number and VIN, respectively, for identification purposes.

F. INSURANCE RECORDS

The County will maintain insurance records in conjunction with capital assets. It is the responsibility of each department to notify the Risk Manager concerning the need for insurance coverage.

G. REPAIRS AND MAINTENANCE

Maintenance costs are necessary to ensure an asset will be useful during its originally established useful life. In contrast, preservation costs generally extend the useful life of an asset beyond its original useful life but do not increase the capacity or efficiency of the asset.

The Finance & Budget Department will use the guidelines shown below to determine if maintenance or repair costs require capitalization. With respect to asset improvements, the County will capitalize costs over \$100,000 for building improvements and infrastructure if:

1. The estimated useful life of the asset is extended by more than 25%, or
2. The cost increases the capacity of the asset, or
3. The efficiency of the asset is increased by more than 10%, or
4. The character of the asset is significantly changed, or
5. It is for roads, as defined by the Iowa County Engineers Association (ICEA) Service Bureau.

The County considers certain improvements to be maintenance costs, and therefore, not subject to capitalization. They are as follows: tuck-pointing, roof repair or replacement (unless it extends the life of the building, such as going from a flat to a pitched roof), window replacement, painting and carpeting.

H. DISPOSITION OF ASSETS

Departments may contact the Purchasing Department for disposal assistance when it has assets it can no longer use. With the exception of technology equipment, grant funded purchases, and certain assets of the Sheriff's Office and the Conservation, Facilities, and Secondary Roads Departments, the Purchasing Department will help facilitate the disposition of a department's Capital Asset Surplus by the methods discussed below.

For technology equipment disposals, departments must contact the IT department. And, for capital assets purchased with grant funds, departments must review the applicable grant contract for any disposal guidelines mandated by the grantor. In lieu of any such mandates, departments should follow the guidelines of this policy for the asset's disposition.

Before disposing of any asset, the department with ownership must arrange for the removal of any county logo, asset tag, or any other symbol that indicates continued ownership of the asset by the County.

Departments must report capital asset transfers and disposals to the Finance & Budget Department.

1. By Gift or Sale

a. Land and buildings

- i. The County will dispose of land and buildings through either a gift for a public purpose, sale by private conveyance, or competitive sale via public auction.
- ii. Any conveyance shall be subject to notice and public hearing mandates imposed by the applicable laws of the State of Iowa, and must receive Board approval.

b. Equipment and vehicles:

- i. County departments disposing of equipment and vehicles may first offer the item internally to other departments (i.e. internal recycling).
- ii. The relinquishing department must report the transfer of any item claimed by another department to Finance & Budget at the time the asset is physically moved to the new department.

- iii. If not claimed by another department, the department with ownership must dispose of the asset by trade-in or through sale by private conveyance.
- iv. If disposal attempts by these two methods are unsuccessful, departments must sell any remaining assets at a public auction.
- v. Departments must record the proceeds from the sale of its capital assets in the appropriate departmental revenue account.
- vi. Departments must also report the disposal to Finance & Budget when notified by the Purchasing or Facilities Department of the asset's final disposition.
- vii. Additional requirements pertaining to vehicle dispositions:
 - a. Departments must return the license plate from any vehicle sold to the Finance & Budget Department, if not transferring it to the replacement vehicle.
 - b. Departments disposing of a vehicle with an associated fuel key must return the fuel key to the Finance & Budget Department for reprogramming.
- viii. Policy FM-048, Surplus Property Disposal Policy, supersedes this policy when the County is unsuccessful in its attempts to internally recycle, trade-in, sell, or auction any equipment and vehicles.

VI. ENFORCEMENT

PHYSICAL INVENTORIES

The Finance & Budget Department ensures completeness and accuracy of inventory records through physical counts, review of purchase records, review of prior inventory count records, and other methods deemed necessary and maintains the inventory of capitalized assets. Annual confirmation of the recorded inventory of capitalized assets will be provided to the departments for review and approval. Additionally, for internal control purposes, Finance & Budget will periodically conduct or observe a physical inventory of selected items.

**County of Linn, Iowa
Certificate of Self-Insurance**

Contact Office:
Risk Management
935 2nd Street S.W.
Cedar Rapids, IA 52404-2100

Date: April 8, 2022

<i>Insured:</i> Linn County, its Elected Officials, Employees and Agents 935 2 nd Street S.W. Cedar Rapids, IA 52404-2100

Type of Self-Insurance Coverage

General Liability
Auto Liability
Workers Compensation

Description of Operations/Locations:

Linn County acting as a sponsor to Advocates for Social Justice to utilize space at Lindale Mall to operate a childcare for those participating in the expungement clinic on April 30, 2022.

Program Description:

This certificate is to confirm that Linn County is self-insured with regards to any and all general liability claims and all automobile claims, including comprehensive and collision. This self-insured status is not the result of a specific action by the Board of Supervisors, but results from Iowa law, which provides that political subdivisions are subject to liability for their torts and those of their officers and employees when acting within the scope of their duties (Iowa Code Chapter 670). Should a judgement creditor elect not to issue execution against a municipal corporation, a tax must be levied as early as practicable to pay the judgement (Iowa Code §§ 626.24, 670.10, and 627.18).

Certificate Holder

Lindale Mall, LLC
4444 1st Avenue NE
Cedar Rapids, IA 52402

County of Linn

Ben Rogers, Chairperson
Board of Supervisors

Date

RESOLUTION NO. 2022 – 4 –

A RESOLUTION TO APPROVE THE ADDITION OF LINN COUNTY PROPERTY TO THE FAIRFAX URBAN RENEWAL AREA

WHEREAS, the City of Fairfax, Iowa (the "City") has begun the process of adding territory to its Fairfax Urban Renewal Area (the "Urban Renewal Area") pursuant to Iowa Code Chapter 403; and,

WHEREAS, a portion of the property that the City proposes to add to the Urban Renewal Area is located outside the city limits, such property being described on Exhibit A hereto (the "Property"); and

WHEREAS, in accordance Iowa Code Section 403.17(4), a city may exercise urban renewal powers with respect to property that is located outside a city's boundary but within two miles of the city's boundary, but only if the city obtains the consent of the county within which such property is located; and,

WHEREAS, the City Council of the City of Fairfax has requested that the Linn County Board of Supervisors adopt a resolution giving its consent that the City may exercise urban renewal powers with respect to the portions of the Property lying within two miles of the incorporated city limits.

BE IT THEREFORE RESOLVED by the Linn County Board of Supervisors as follows:

1. The Linn County Board of Supervisors hereby gives its consent that the City of Fairfax may exercise urban renewal powers pursuant to Iowa Code Chapter 403 with respect to the Property situated in Linn County and outside the incorporated boundaries of the City.
2. This Resolution shall be deemed to meet the statutory requirements of Iowa Code Section 403.17(4) and shall be effective immediately upon its approval and execution.

PASSED AND APPROVED this 11th day of April, 2022.

LINN COUNTY BOARD OF SUPERVISORS

ATTEST

Ben Rogers, Chair

Joel Miller, Linn County Auditor

Louis J. Zumbach, Vice Chair

Stacey Walker, Supervisor

Aye: _____ Nay: _____ Abstain: _____

EXHIBIT A
PROPERTY DESCRIPTION

LEGAL DESCRIPTION - 2022 URBAN RENEWAL BOUNDARIES:

(PARCEL 1: RIGHT-OF-WAY AT THE SOUTHWEST CORNER OF E. SOUTHVIEW ROAD AND LEFEBURE ROAD)

PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 16, TOWNSHIP 82 NORTH, RANGE 8 WEST OF THE 5TH PRINCIPAL MERIDIAN, LINN COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 16; THENCE S2°11'40"E ALONG THE EAST LINE OF SAID SECTION 16, A DISTANCE OF 200.00 FEET; THENCE S87°48'20"W, 60.00 FEET TO THE WEST RIGHT OF WAY OF LEFEBURE ROAD; THENCE N45°27'43"W ALONG SAID WEST RIGHT OF WAY, 205.16 FEET; THENCE N1°30'39"W ALONG SAID WEST RIGHT OF WAY AND A NORTHERLY EXTENSION THEREOF, 53.00 FEET TO THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE N88°29'21"E ALONG SAID NORTH LINE, 200.00 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 0.69 ACRE.

(PARCEL 2: NORTH RIGHT-OF-WAY OF E. CEMETERY ROAD ADJACENT TO AUDITOR'S PLAT #1269)

PART OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 82 NORTH, RANGE 8 WEST OF THE 5TH PRINCIPAL MERIDIAN, LINN COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE N00°03'08"E ALONG THE WEST LINE OF SAID NORTHEAST QUARTER OF SAID SECTION 10, A DISTANCE OF 40.02 FEET TO THE NORTH RIGHT-OF-WAY LINE OF E. CEMETERY ROAD; THENCE S88°04'57"E ALONG SAID NORTH RIGHT-OF-WAY LINE OF E. CEMETERY ROAD, A DISTANCE OF 350.00 FEET TO THE EAST PROPERTY LINE OF AUDITOR'S PLAT #1269; THENCE S00°03'08"W ALONG SAID EAST PROPERTY LINE OF AUDITOR'S PLAT #1269, A DISTANCE OF 40.02 FEET TO THE CENTERLINE OF E. CEMETERY ROAD AND THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE N88°04'57"W ALONG SAID CENTERLINE OF E. CEMETERY ROAD AND SAID SOUTH LINE, A DISTANCE OF 350.00 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 0.32 ACRE.

(PARCEL 3: PROPERTY LOCATED WEST OF US HIGHWAY 151 AND SOUTH OF THE UNION PACIFIC RAILROAD TRACKS)

PART OF LOT 2, IRREGULAR SURVEY OF THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 82 NORTH, RANGE 8 WEST OF THE 5TH PRINCIPAL MERIDIAN, LINN COUNTY, IOWA (AS RECORDED ON PAGE 17 OF IRREGULAR SURVEY PLAT BOOK 4 ON FILE IN THE RECORDERS OFFICE, LINN COUNTY, IOWA) AND INCLUDING LOT 4 IRREGULAR SURVEY IN SAID LOT 2 ABOVE-

DESCRIBED (AS RECORDED ON PAGE 38 OF IRREGULAR SURVEY PLAT BOOK 4 ON FILE IN THE RECORDERS OFFICE, LINN COUNTY, IOWA), DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 16; THENCE SOUTH ALONG THE EAST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 16 APPROXIMATELY 39.35 FEET TO A POINT ON SAID EAST LINE; THENCE WEST APPROXIMATELY 142.63 FEET TO A POINT AT THE INTERSECTION OF THE SOUTH RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD AND THE PREVIOUSLY ESTABLISHED WEST RIGHT-OF-WAY LINE OF US HIGHWAY 151, WHICH IS ALSO THE POINT OF BEGINNING; THENCE SOUTHEASTERLY ALONG SAID PREVIOUSLY ESTABLISHED WEST RIGHT-OF-WAY LINE OF US HIGHWAY 151 (AS SHOWN ON THE IOWA DEPARTMENT OF TRANSPORTATION ACQUISITION PLAT – EXHIBIT “A” AS RECORDED IN BOOK 10114 AND PAGE 436 IN THE RECORDERS OFFICE, LINN COUNTY, IOWA), APPROXIMATELY 658.51 FEET TO THE NORTH RIGHT OF WAY LINE OF CHURCH STREET; THENCE CONTINUING SOUTHEASTERLY ALONG THE WEST RIGHT-OF-WAY LINE OF US HIGHWAY 151 TO A POINT ON SAID WEST RIGHT-OF-WAY LINE WHICH INTERSECTS WITH THE EXTENSION OF A LINE THAT IS LOCATED 35.00 FEET SOUTH OF AND PARALLEL TO THE SOUTH RIGHT-OF-WAY LINE OF CHURCH STREET; THENCE CONTINUING WEST ALONG SAID LINE THAT IS LOCATED 35.00’ SOUTH OF AND PARALLEL TO THE SOUTH RIGHT-OF-WAY LINE OF CHURCH STREET, APPROXIMATELY 1,140 FEET TO A POINT ON A LINE THAT IS LOCATED 175 FEET EAST OF AND PARALLEL TO THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 16; THENCE SOUTH ALONG SAID LINE THAT IS LOCATED 175 FEET EAST OF AND PARALLEL TO THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 16, APPROXIMATELY 670 FEET TO THE EXTENSION OF A LINE THAT IS LOCATED 130.00 FEET SOUTH OF AND PARALLEL TO THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 16; THENCE CONTINUING WEST ALONG SAID LINE THAT IS LOCATED 130.00 FEET SOUTH OF AND PARALLEL TO THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 16, APPROXIMATELY 1,510 FEET TO THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 16; THENCE NORTH ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 16 TO THE SOUTH RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD; THENCE CONTINUING EASTERLY ALONG THE SOUTH RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD TO THE PREVIOUSLY ESTABLISHED WEST RIGHT-OF-WAY LINE OF US HIGHWAY 151, AND THE POINT OF BEGINNING.

SAID PARCEL CONTAINS APPROXIMATELY 61 ACRES.



41 Means Drive
Platteville, WI 53818
(800) 236-4327



**Linn County Administration
Cedar Rapids, IA**

Audio Video Consulting Services

Audio Video Upgrade Project for Multiple Spaces

March 30, 2022

Overview

Lifeline Audio Video's, Dean Goninen was invited by Britt Hutchins, Purchasing Director with Linn County to meet with he and county staff to discuss various audio video upgrades that are desired for multiple spaces in the Harris Building and the Public Service Center. The county is looking for a quote and related scope of work for Lifeline AV to provide consultant services to the county for this project.

Dean met with Britt and staff on March 17th to do a walk through of each space and conduct an initial discussion about what each space needs. Initial documentation was done along with photos of each space. Building drawings have been provided to Lifeline AV for review along with additional photos.

The Lifeline AV team met to review this project and discuss what will be needed to provide the appropriate Audio Video design for each space and produce the bid specification documents and drawings necessary for proper installation and implementation. Review of Proposals, Discussion and Contract Management is addressed in a second scope of work.

Scope of Work – Development and Design of AV Systems for RFP

County Building Spaces Included in this Project

Harris Building – Community Meeting Room

Public Service Center

Formal Board Room

Informal Meeting Room

Conference Room 1

Conference Room 3

Lifeline Audio Video Technologies agrees to provide the following services for each space:

1. Initial evaluation of facility spaces
2. Conduct client input meeting – needs analysis
3. Evaluate client input to establish client needs
4. Develop non-technical system description of AV systems and functionality
5. Present non-technical systems description of AV systems and functionality to Client for comments. Written document submitted by email.
6. Review comments from the Client and revise if necessary
7. Design Audio Video Systems utilizing the latest technology while working within the County's expected budget for this project
8. Presentation in-person of Lifeline AV's proposed design and related costs, with time for discussion and feedback.
9. Any necessary revisions to the proposed design based on Client feedback.

10. AV System Specifications document or Project Manual

Invitation to Bid

Proof of Qualifications

Bid Response Form

General Conditions for Project

Terms, etc.

Product Section – Equipment Listing and Description

Submittal requirements

Shop Drawing requirements

Testing and Commissioning requirements

11. Architectural and Infrastructure Drawings – utilizing Client owned building drawings, Lifeline will provide drawings of needed infrastructure for AV systems, including: Power, Signal Conduit, Data Outlets and Structural accommodations for AV equipment.

12. AV System Drawings – Lifeline will provide drawings that reflect the equipment configurations, interconnections, details, plate layouts and other information as needed.

13. Field Bidder questions and clarifications, requests for substitutions, etc. prior to bid submission date.

Estimated: 120 hours @ \$100/hr with meetings and travel

Cost: Development and Design of AV Systems for RFP – \$12,000.00

Scope of Work – Review of Proposals, Discussion and Contract Management

County Building Spaces Included in this Project

Harris Building – Community Meeting Room

Public Service Center

Formal Board Room

Informal Meeting Room

Conference Room 1

Conference Room 3

Lifeline Audio Video Technologies agrees to provide the following services for each space:

1. Review of RFP submissions
2. Recommendation to Client of successful bidding AV contractor
3. Field RFI and RFC requests and respond appropriately.
4. Walk through project installation to provide a Punch List to AV Contractor
5. Walk-through – final review of Commissioning and Test of systems
6. Review and Administration of AV Contractor's final documentation, as-builts, equipment manuals and operating guides.

Estimated: 20 hours @ \$100/hr with travel

Cost: Review of Proposals, Discussion and Contract Management – \$2,000.00



March 30, 2022

This document is intended to be a contractual obligation between **Lifeline Audio Video Technologies** (Lifeline) and **Linn County Administration**.

- 1) Lifeline would provide and deliver all services and documents specified in this document per the approval of **Linn County Administration**.
- 2) Financial Obligation as follows:

Development and Design of AV Systems for RFP – \$12,000.00

Review of Proposals, Discussion and Contract Management – \$2,000.00

Payments structure

50% - due when contract is signed

50% - due Net 10 days upon Client signoff of the project

Project – Audio Video Consulting Services

Signature by both parties below will constitute an agreement by both parties. Lifeline will order product once we receive a signed document and down payment check.

CLIENT representative

Lifeline Audio Video Technologies

Print Name: _____

Date: _____
