

**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, October 24, 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 a Vacancy Form requesting to change a position from Secretary to a Senior Account Clerk for the Sheriff's office

Public hearing to determine whether Linn County will convey to Heidi L. Sherman, whatever interest Linn County may have in vacated right-of-way along former alleys lying Lots 3 and 4, and Lots 1 and 2 of said Johnsons First Addition, Block 7.

Public hearing to determine whether Linn County will convey to Lonnie Oliphant, Zonna Bonar and Nina Williams, whatever interest Linn County may have in vacated right-of-way along former alley lying between Lots 7 and 8, Lots 5 and 6 of said Johnsons First Addition, Block 7.

Public hearing to determine whether Linn County will convey to Gary L. Holsinger, whatever interest Linn County may have in vacated right-of-way along former Second Street lying north of Lot 2 and north of the alley between Lot 1 and Lot 2 of said Johnsons First Addition, Block 7.

Discuss and decide on a Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the Linn County Secondary Road District 1 Shop Building – Phase 2 Project, and for the Taking of Bids on Said Project

**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 to discuss pending litigation, pursuant to Code of Iowa 21.5(1)(c).

**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](mailto:bd-supervisors@linncountyiowa.gov).



**VACANCY FORM**

**SELECT ONE:**

**NEW POSITION**

**REPLACEMENT**

**REPLACES:** \_\_\_\_\_

**SELECT ONE:**

**NEW JOB CLASSIFICATION**

**EXISTING JOB CLASSIFICATION**

**JOB TITLE:** Senior Account Clerk

**DEPARTMENT:** Sheriff Office - Administration-Civil

**SHIFT/HOURS:** Monday - Friday 0800-1700

**NUMBER OF POSITIONS:** 1

**VACANCY DATE:** 10/18/2022

**NEW POSITION FUNDING SOURCE(S):**

Position is same grade as Secretary. No changes to budget.

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

GRANT FUNDING

**OTHER:** Change from Secretary to Sr Acct Clerk

**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:** \_\_\_\_\_

DEPARTMENT HEAD (original signature required)

10/18/22

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:** Lisa O. Powell

HUMAN RESOURCES DIRECTOR

10-18-22

DATE

**APPROVED BY:** [Signature]

FINANCE/BUDGET DIRECTOR

10/19/22

DATE

**APPROVED BY:** \_\_\_\_\_

CHAIRPERSON/BOARD OF SUPERVISORS

DATE

# Recruitment Information

Please fill out this page to help us create a job advertisement for your open position.  
If you cannot think of all 5 products, please try listing what you can.  
5 Main Job Duties are required. For Products, if you cannot think of 5, put n/a.

## Main 5 Essential Functions(Job Duties) or Position Outcomes

What will the employee be doing? Please state these in simplified terms that are accurate AND will attract someone to this job.

1. Assisting Customers on phone and in person as it pertains to foreclosures, evictions, original notices, subpoenas, garnishments, Domestic No Contact Orders, and other courts documents.
2. Opening and Distributing mail from post office to entire building.
3. Doing returns of service and efilng returns to the clerk of courts of civil documents that have been served.
4. Inputing payments received from customers and returning funds to customers or attorney.  
Doing nightly balancing of funds received.
5. Tracking reports of papers served by deputies. Inputing data for mental health, substance abuse transports.

## Top 5 Products for this Job

What are the 5 main products this person will produce  
(should be related to duties or outcomes listed above).

1. Service papers for deputies to serve daily.
2. Iowa Courts EDMS system, eflng returns to court.
3. Nightly balancing report (requires use of 10 Key Calculator)
4. Efilng notifications to watch on daily basis for service of new papers.
5. Returns of service on all paper types that deputies serve, daily.

RESOLUTION NO. 2022 – 10 –

**A RESOLUTION TO PROVIDE FOR A NOTICE OF PUBLIC HEARING ON THE PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED TOTAL COST FOR THE LINN COUNTY SECONDARY ROAD DISTRICT 1 SHOP BUILDING – PHASE 2 PROJECT, AND FOR THE TAKING OF BIDS ON SAID PROJECT**

**WHEREAS**, it is proposed that the Linn County, Iowa Board of Supervisors (the “Board”) authorize the construction of the public improvement(s) as described in the proposed plans, specifications, and form of contract prepared by Martin Gardner Architecture (the “Project Architect”), which may be hereinafter referred to as the “Linn County Secondary Road District 1 Shop Building – Phase 2 Project”, or the “Project”; and,

**WHEREAS**, the proposed plans, specifications, form of contract, and estimated total cost for the project (the “Contract Documents”) are on file with the Board; and,

**WHEREAS**, it is necessary to set a time and place for a public hearing on the Contract Documents, to publish a Notice of Public Hearing on the Contract Documents, and to advertise for sealed bids on the Project.

**BE IT THEREFORE RESOLVED** by the Board as follows:

1. The Board hereby approves the proposed contract documents referred to in this Resolution, as prepared by the Project Architect, in their preliminary form.
2. The Board hereby determines that the Project is necessary and desirable for Linn County (the “County”) and finds that it is in the best interest of the County to proceed toward the construction of the Project.
3. The Board shall hold a public hearing on the proposed contract documents on November 21, 2022 at 11:00 am in the Formal Board Room of the Linn County Public Service Center located at 935 – 2<sup>nd</sup> Street SW, Cedar Rapids, Iowa, at which time any interested person may appear and file objections to the proposed Contract Documents, and, after hearing objections, the Board may proceed with approval of said Contract Documents.
4. The Board hereby authorizes and directs the publication of a notice of public hearing on the Contract Documents for the Project at least once, not less than four (4) nor more than twenty (20) days before the date of the hearing in one or more newspapers that meet the requirements of Iowa Code Section 618.14.
5. The Board hereby delegates to the Linn County Purchasing Director and/or his designee(s) the duty of receiving bids for the construction of the Project until 2:00 pm on November 18, 2022, at the Jean Oxley Linn County Public Service Center in Cedar Rapids, Iowa.

6. The Board hereby sets November 21, 2022, at 11:00 am in the Formal Board Room of the Jean Oxley Linn County Public Service Center as the time and place that the Board or its designee will open and announce the bids received for construction of the Project, and that the Board will consider said bids.
7. The Board hereby fixes the amount of the bid security to accompany each bid at five (5) percent of the amount of the bid.
8. The Board hereby authorizes and directs advertisement for sealed bids for the Project in accordance with Iowa Code Section 26.3.

PASSED AND APPROVED this 24<sup>th</sup> day of October, 2022.

LINN COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Ben Rogers, Chair

\_\_\_\_\_  
Louis J. Zumbach, Vice Chair

\_\_\_\_\_  
Stacey Walker, Supervisor

ATTEST:

\_\_\_\_\_  
Joel D. Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, hereby certify that the Linn County Board of Supervisors duly adopted the foregoing resolution at a regular meeting by a vote of: \_\_\_\_ aye, \_\_\_\_ nay, and \_\_\_\_ abstained from voting.

\_\_\_\_\_  
Joel D. Miller, Linn County Auditor