

**POLK COUNTY BOARD OF SUPERVISORS AGENDA**  
**POLK COUNTY ADMINISTRATIVE OFFICE BUILDING**  
**111 COURT AVENUE - ROOM 120**  
**SEPTEMBER 28, 2021 9:30 A.M.**

1. Roll Call.
2. Action on the Minutes of the Previous Meeting(s).
3. Special Claims as submitted by the County Auditor, if any.
4. Action on the Bill List as submitted by the County Auditor.

**PUBLIC HEARING**  
**FY 21/22 BUDGET AMENDMENT**

5. Resolution amending the FY 2021/2022 budget.

6. **PUBLIC COMMENTS**

**PERMITS**

7. Renewal application for Class “C” Liquor License and Sunday Sales for The Chateau at White Oak Vineyard, 15065 NE White Oak Drive, Cambridge.

**PETITIONS**

- \*8. Petitions to suspend taxes and special assessments and authorizing Chairperson to sign the Application and Affidavit for Redemption of Parcel for the following:

|           |                         |
|-----------|-------------------------|
| C. Dubiel | 1220 Burlington Terrace |
| S. Kimble | 1110 Amos               |

- \*9. Petitions to suspend taxes and special assessments for the following:

|               |                              |
|---------------|------------------------------|
| R. Agee       | 2310 E. Aurora Ave           |
| V. Bernadino  | 4580 NE 23 <sup>rd</sup> Ave |
| N. Bishop     | 2828 High St                 |
| G. Galbreath  | 1338 College                 |
| D. Gebard     | 1900 E. 21 <sup>st</sup> St  |
| N. Goods      | 1345 Sampson                 |
| J. Hayes      | 1101 NW 43 <sup>rd</sup> Pl  |
| P. Eikelberry | 2425 SE 7 <sup>th</sup> St   |
| P. Heard      | 1609-7 <sup>th</sup> St      |
| M. Lyon       | 528-36 <sup>th</sup> St      |
| S. Martin     | 2808 Lyon St                 |
| R. Meddaugh   | 1232-48 <sup>th</sup> St     |
| N. Overton    | 3021 Cleveland Ave           |
| G. Watkins    | 3020 High St                 |
| H. Whitney    | 221 Hull Ave                 |
| D. Williams   | 2623 Center St               |
| K. Shafer     | 2930 NE 46 <sup>th</sup> St  |
| J. Smith      | 2724 Cornell St              |
| S. Starkey    | 7113 Monroe Ct               |
| M. Tarter     | 3144 Raccoon St              |
| M. Whiteaker  | 1265 E. 18 <sup>th</sup> St  |
| B. Yates      | 1618-23 <sup>rd</sup> St     |
| S. Zeroni     | 3235 State Ave               |

## **RESOLUTIONS**

- \*10. Resolution approving Professional Services Agreement with HR Green, Inc for design and development of construction plans for the replacement of bridge (BR3606) on NE Frisk Dr (over Deer Creek) and rail evaluation on bridge (BR6057) on NE 62<sup>nd</sup> Ave (over Muchikinock Creek).
- \*11. Resolution approving Iowa DOT grant application for Iowa Clean Air Attainment Program funding.
- \*12. Resolution approving change order for extra work on the 2021 HMA Resurfacing Project.
- 13. Resolution authorizing posting of weight limits for Polk County Bridge No. 1280 (NE 158<sup>th</sup> Avenue over Skunk River).
- \*14. Resolution approving agreement for funding to Neighborhood Development Corporation (NDC) for relocation assistance to Polk County residents.
- \*15. Resolution approving amendment to agreement with Iowa Department of Public Health for Iowa Get Screened: Colorectal Cancer Program.
- \*16. Resolution approving grant agreement with Community Foundation of Greater Des Moines to support the Community Health Worker Initiative.
- \*17. Resolution to consent to the transfer of controlling interest of Jester Insurance Services, Inc.
- 18. Resolution creating position in the Board of Supervisors Office.
- 19. Resolution abating taxes for property at 1923 Grand Avenue (Community Foundation of Greater Des Moines).
- \*20. Resolution approving Community Development Grant to Tallgrass Theatre Company (501c3 non-profit organization).
- \*21. Resolution approving Community Development Grant to Wesley Community Services, Inc (Meals on Wheels, 501c3 non-profit organization).
- 22. Resolution approving various sponsorships.
- 23. Resolution approving Community Betterment Grant awards.

## **COMMUNICATIONS**

- \*24. Notice of consultation meeting on amendments to urban renewal plans in the City of Des Moines (Fleur Commercial UR Plan, Ingersoll-Grand UR Plan, Merle Hay Commercial UR Plan, Metro Center UR Plan, Northeast Gateway 1 UR Plan).

## **BUDGET ACTIONS**

25. Memorandum of Budget Actions.

## **APPOINTMENTS**

26. Memorandum of Appointments.

## **ADJOURNMENT**

*\*Asterisk denotes attachments to items are on file in the Auditor's Office, 111 Court Avenue,  
Des Moines, 515-286-3080 Monday through Friday, 8:00 a.m. – 5:00 p.m.  
For the full text of Resolutions, visit our website at: <https://www.polkcountyiowa.gov/auditor/administration/>*

Join Zoom Meeting

<https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXd0cGxpbFNEb0rTOEVUZz09>

Meeting ID: 947 2367 0014

Passcode: 317164

One tap mobile

+16465588656,,94723670014# US (New York)

+13017158592,,94723670014# US (Washington D.C)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 947 2367 0014

Find your local number: <https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXd0cGxpbFNEb0rTOEVUZz09>

## RESOLUTION

**MOVED by** \_\_\_\_\_ **SECONDED by** \_\_\_\_\_  
that the following Resolution be adopted:

**WHEREAS**, Section 331.434(6) of the Iowa Code requires the Board of Supervisors to appropriate by resolution the amounts deemed necessary for each of the County offices and departments for all statutory budget funds; and

**WHEREAS**, Iowa Code Section 331.435 permits a County to amend its fiscal year budget after providing proper notice and opportunity for public comment, and

**WHEREAS**, it is necessary to amend the FY 2021/2022 Polk County Budget and Appropriation to reflect the actions and expenditure requirements of the County Offices and Departments since the budget was certified on March 23, 2021, and

**WHEREAS**, a staff meeting on the proposed amendment was held September 1, 2021, and a public hearing was held September 28, 2021,

**NOW, THEREFORE, BE IT RESOLVED**, that the Polk County Board of Supervisors amends the appropriation for Fiscal Year 2021/2022 by fund, department, and service area and appropriates for FY 2021/2022 the sums reflected in the attached appropriation summary.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairperson

SUBMITTED BY:

*Deborah A. Anderson*

\_\_\_\_\_  
Deb Anderson, Budget Manager

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution amending FY 21/22 budget

**Agenda Date:** September 28, 2021

**Contact Individual:** Deb Anderson, Budget Manager  
Board of Supervisors  
286-3016

**Background:** Polk County routinely amends the current budget and appropriation to reflect a variety of actions taken by the Board of Supervisors, Offices, and Departments since the original budget was certified. Adjustments include such items as re-appropriating special projects funds, grant awards, position changes, and adjustments based on current expenditure and revenue estimates. Staff presented the proposed amendment to the Board of Supervisors for discussion and review on September 1, 2021.

Significant budget changes include receipt of American Rescue Plan Act funding and CARES Act funding, pass-through of Emergency Rental Assistance Program funding, implementation of legislatively-enacted revisions to mental health funding, and compliance with new Governmental Accounting Standards.

**Action Impact:** Approves amendment of the FY 21/22 certified budget

**Fiscal Note:**

| Fiscal Year | New Budget Item? (Y/N) | # of New Position(s) Required | Anticipated Expense & Transfers Out | Anticipated Revenue & Transfers In | Budget Amendment Required? (Y/N) | If Amendment is Required, |                      |
|-------------|------------------------|-------------------------------|-------------------------------------|------------------------------------|----------------------------------|---------------------------|----------------------|
|             |                        |                               |                                     |                                    |                                  | Expense Account Code      | Revenue Account Code |
| 21/22       | N                      | N/A                           | 439,042,551                         | 420,173,479                        | Y                                | Various                   | Various              |

**Additional Fiscal Note Information (optional):**

**RECORD OF HEARING AND ADOPTION OF BUDGET AMENDMENT  
POLK COUNTY**

Fiscal Year July 1, 2021 - June 30, 2022

POLK COUNTY conducted a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

| Meeting Date: | Meeting Time: | Meeting Location:                                                                                                                                                                                                                                                                                                       |
|---------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/28/2021     | 09:30 AM      | 111 Court Avenue Room 120, Des Moines, Iowa 50309<br><br>Zoom Meeting: <a href="https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXQdOzcGxpbnFNEb0lTOEVUZz09">https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXQdOzcGxpbnFNEb0lTOEVUZz09</a><br>Meeting ID: 947 2367 0014<br>Passcode: 317164 |

The governing body of the POLK COUNTY met with a quorum present and found that the notice of time and place of the hearing had been published as required by law and that the affidavit of publication is on file with the county auditor. After hearing public comment the governing body took up the amendment to the budget for final consideration and determined that said budgeted expenditures be amended as follows:

| REVENUES & OTHER FINANCING SOURCES                                                           |           | Total Budget<br>as Certified<br>or Last Amended | Current<br>Amendment | Total Budget After<br>Current Amendment |
|----------------------------------------------------------------------------------------------|-----------|-------------------------------------------------|----------------------|-----------------------------------------|
| Taxes Levied on Property                                                                     | 1         | 203,264,228                                     | 0                    | 203,264,228                             |
| Less: Uncollected Delinquent Taxes - Levy Year                                               | 2         | 852,020                                         | (19,077)             | 832,943                                 |
| Less: Credits to Taxpayers                                                                   | 3         | 8,363,310                                       | (187,225)            | 8,176,085                               |
| <b>Net Current Property Tax</b>                                                              | <b>4</b>  | <b>194,048,898</b>                              | <b>206,302</b>       | <b>194,255,200</b>                      |
| Delinquent Property Tax Revenue                                                              | 5         | 23,500                                          | 0                    | 23,500                                  |
| Penalties, Interest & Costs on Taxes                                                         | 6         | 1,225,000                                       | 0                    | 1,225,000                               |
| Other County Taxes/TIF Tax Revenues                                                          | 7         | 6,014,803                                       | 1,500,000            | 7,514,803                               |
| Intergovernmental                                                                            | 8         | 48,552,557                                      | 58,393,463           | 106,946,020                             |
| Licenses & Permits                                                                           | 9         | 1,301,950                                       | 0                    | 1,301,950                               |
| Charges for Service                                                                          | 10        | 16,991,918                                      | (211,000)            | 16,780,918                              |
| Use of Money & Property                                                                      | 11        | 6,670,689                                       | 540,166              | 7,210,855                               |
| Miscellaneous                                                                                | 12        | 1,727,900                                       | 133,325              | 1,861,225                               |
| Subtotal Revenue                                                                             | 13        | 276,557,215                                     | 60,562,256           | 337,119,471                             |
| Other Financing Sources:                                                                     |           |                                                 |                      |                                         |
| General Long-Term Debt Proceeds                                                              | 14        | 0                                               | 0                    | 0                                       |
| Operating Transfers In                                                                       | 15        | 73,036,011                                      | 9,968,997            | 83,005,008                              |
| Proceeds of Fixed Asset Sales                                                                | 16        | 49,000                                          | 0                    | 49,000                                  |
| <b>Total Revenues &amp; Other Sources</b>                                                    | <b>17</b> | <b>349,642,226</b>                              | <b>70,531,253</b>    | <b>420,173,479</b>                      |
| <b>EXPENDITURES &amp; OTHER FINANCING USES</b>                                               |           |                                                 |                      |                                         |
| Operating:                                                                                   |           |                                                 |                      |                                         |
| Public Safety & Legal Services                                                               | 18        | 88,783,002                                      | 252,038              | 89,710,040                              |
| Physical Health & Social Services                                                            | 19        | 42,831,147                                      | 4,925,379            | 47,756,526                              |
| Mental Health, ID & DD                                                                       | 20        | 18,991,222                                      | 11,088,487           | 30,079,709                              |
| County Environment & Education                                                               | 21        | 21,194,547                                      | 2,375,718            | 23,570,265                              |
| Roads & Transportation                                                                       | 22        | 12,428,855                                      | (137,579)            | 12,291,276                              |
| Government Services to Residents                                                             | 23        | 9,244,694                                       | 748,344              | 9,993,038                               |
| Administration                                                                               | 24        | 41,113,515                                      | 45,617,904           | 86,731,419                              |
| Nonprogram Current                                                                           | 25        | 0                                               | 0                    | 0                                       |
| Debt Service                                                                                 | 26        | 23,046,088                                      | 0                    | 23,046,088                              |
| Capital Projects                                                                             | 27        | 19,380,356                                      | 14,476,723           | 33,857,079                              |
| Subtotal Expenditures                                                                        | 28        | 277,013,426                                     | 79,347,014           | 357,035,440                             |
| Other Financing Uses:                                                                        |           |                                                 |                      |                                         |
| Operating Transfers Out                                                                      | 29        | 71,140,712                                      | 10,866,399           | 82,007,111                              |
| Refunded Debt/Payments to Escrow                                                             | 30        | 0                                               | 0                    | 0                                       |
| <b>Total Expenditures &amp; Other Uses</b>                                                   | <b>31</b> | <b>348,154,138</b>                              | <b>90,888,413</b>    | <b>439,042,551</b>                      |
| <b>Excess of Revenues &amp; Other Sources<br/>over (under) Expenditures &amp; Other Uses</b> | <b>32</b> | <b>1,488,088</b>                                | <b>(20,357,160)</b>  | <b>(18,869,072)</b>                     |
| Beginning Fund Balance - July 1, 2021                                                        | 33        | 102,548,433                                     | 91,400,508           | 193,948,941                             |
| Increase (Decrease) in Reserves (GAAP Budgeting)                                             | 34        | 0                                               | 0                    | 0                                       |
| Fund Balance - Nonspendable                                                                  | 35        | 0                                               | 0                    | 0                                       |
| Fund Balance - Restricted                                                                    | 36        | 17,448,525                                      | 21,312,329           | 38,760,854                              |
| Fund Balance - Committed                                                                     | 37        | 15,139,591                                      | 520,705              | 15,660,296                              |
| Fund Balance - Assigned                                                                      | 38        | 0                                               | 0                    | 0                                       |
| Fund Balance - Unassigned                                                                    | 39        | 71,448,405                                      | 49,210,314           | 120,658,719                             |
| <b>Total Ending Fund Balance - June 30, 2022</b>                                             | <b>40</b> | <b>104,036,521</b>                              | <b>71,043,348</b>    | <b>175,079,869</b>                      |

**Explanation of Changes:** Implements changes as approved by the Board of Supervisors, primarily receipt and distribution of state and federal funding for COVID-related programs

09/28/2021

Signature of Certification

Adopted On

County Auditor Signature of Certification

**RESOLUTION**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, BR3606 on NE Frisk Drive over Deer Creek is Structurally Deficient and has been targeted for replacement; and

WHEREAS, BR6057 on NE 62<sup>nd</sup> Ave. over Muchiknock Creek is planned to have a bridge deck overlay completed and the rail will be evaluated for retrofit upgrade as a part of that project; and

WHEREAS, Polk County Public Works completed a Request for Proposal for design services to assist with construction plan preparation to replace BR3606 and evaluate the rail on BR6057; and

WHEREAS, after reviewing five (5) proposal submittals, HR Green, Inc. was selected to provide a Professional Services Agreement for review and consideration; and

WHEREAS, Polk County Public Works has reviewed the Professional Services Agreement in cooperation with the Polk County Attorney's office and recommends approval; and

NOW, THEREFORE, BE IT RESOLVED Polk County, Iowa approves the terms of the Professional Services Agreement with the firm of HR Green, Inc. to complete the engineering services specified for BR3606 and BR6057, adopts the agreement, and authorizes the Chairperson of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County; and

BE IT FURTHER RESOLVED that the Public Works Department return a copy of the signed agreement to HR Green, Inc. and administer the agreement on behalf of Polk County; and

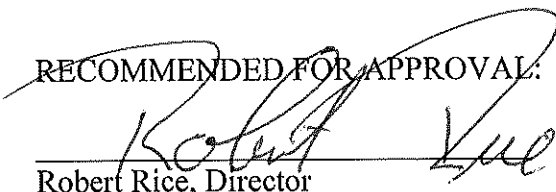
BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the Public Works Department to negotiate for and acquire easement(s), real property, and Right(s) of Entry needed to construct the project and maintain and operate public infrastructure after construction.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chairperson

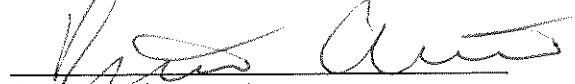
RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_  
Robert Rice, Director  
Polk County Public Works Department

#10

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

  
Assistant County Attorney

Fiscal Note: Cost of the Professional Services Agreement to be drawn from the Polk County Farm-To-Market Fund.



# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 139-21 to approve a Professional Services Agreement with the firm of HR Green, Inc. for the design and development of the construction plans for the replacement of BR3606 on NE Frisk Dr. over Deer Creek and rail evaluation on BR6057 on NE 62<sup>nd</sup> Ave. over Muchikinock Creek.

**Agenda Date:** September 28, 2021

**Contact Individual:** Kyle D. Riley, PE, CFM, County Engineer, Polk County Public Works Department, 286-3705

**Previous Action taken by the Board:** Resolution No. 42-21 dated March 30, 2021 authorized bridge replacement within the IDOT Budget and Five Year Program

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Approve the terms of the Professional Services Agreement with the firm of HR Green, Inc., adopt the agreement, authorize the Chairperson of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, direct the Public Works Department to return a copy of the signed agreement to HR Green, Inc. and administer the agreement on behalf of Polk County, and authorize the Public Works Department to negotiate for and acquire easement(s), real property, and Right(s) of Entry needed to construct the project and maintain and operate public infrastructure after construction.

**Comply with Policy:** Yes

**Background:** BR3606 on NE Frisk Drive over Deer Creek is on Polk County's list of Structurally Deficient bridges and has been targeted for replacement. The rail on BR6057 on NE 62<sup>nd</sup> Ave. over Muchikinock Creek will be evaluated for potential upgrade during a planned deck overlay. The Public Works Department completed a Request for Proposal for design services and selected HR Green, Inc. after reviewing 5 submittals. A Professional Services Agreement was then negotiated to begin the design and environmental clearance of this project for a cost of \$109,000 with costs to be funded from the Polk County Farm-To-Market account administered by the Iowa Department of Transportation.

**Action Impact:** Allows the project design and development to proceed to meet the deadlines associated with the Iowa DOT Local Systems bid letting procedures.

**Fiscal Note:** Costs of \$109,000 for the Professional Services Agreement to be drawn from the Polk County Farm-To-Market Fund.

| Fiscal Year | Budgeted? (Y/N) | Anticipated Expense | Anticipated Revenue | Ongoing Commitment? (Y/N) | Amendment is Required, |                      |
|-------------|-----------------|---------------------|---------------------|---------------------------|------------------------|----------------------|
|             |                 |                     |                     |                           | Expense Account Code   | Revenue Account Code |
| 21/22       | NA              | NA                  | N                   | N                         |                        |                      |
| 22/23       |                 |                     |                     |                           |                        |                      |

**Additional Fiscal Note Information (optional):**

**RESOLUTION**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act continued the established Congestion Mitigation and Air Quality Improvement (CMAQ) program; and

**WHEREAS**, said program allows for funding to be provided to local jurisdictions through the Iowa Clean Air Attainment Program (ICAAP) for eligible transportation projects or programs that will contribute to meeting the attainment of National Ambient Air Quality Standards and the improvement of air quality; and

**WHEREAS**, Polk County has planned for a corridor improvement project for NE Broadway Avenue between Iowa Highway 415 (NW 2<sup>nd</sup> St) and US Highway 6 (Hubbell Ave) along an active and growing Industrial and Residential corridor that would benefit from improved roadway conditions, reduced travel delay, increased access to the Interstate highway system, and improved multi-modal facilities, and

**WHEREAS**, the proposed transportation improvement to be partially funded through the ICAAP program includes the addition of a grade separation of a primary dual rail crossing, thereby reducing congestion and car idling along the corridor and thus improving ambient air quality along NE Broadway Avenue;

**NOW, THEREFORE, BE IT RESOLVED** that Polk County, Iowa:

1. Supports the grant application for ICAAP Funding for infrastructure improvements to improve air quality along the NE Broadway Avenue Corridor.
2. Is currently coordinating with the City of Des Moines and the Union Pacific Railroad for any necessary project coordination and cost-sharing needs for the Rail Underpass segment of the overall NE Broadway Ave Corridor Improvement Project.
3. Commits to securing the match funding necessary as outlined in the grant application.
4. Commits that the roadway improvements within the county limits of Polk County are and will continue to be dedicated for public use.
5. Certifies that jurisdictional responsibility for roadway segments within Polk County will remain with Polk County and the roadway will be adequately maintained.
6. Authorizes the Public Works Department to sign the application and submit the application to the Iowa DOT.

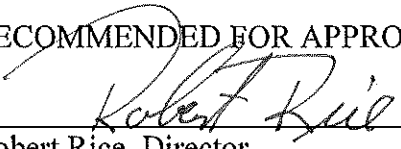
Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chairperson

# 11

RECOMMENDED FOR APPROVAL:

  
Robert Rice, Director  
Polk County Public Works Department

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

  
Assistant County Attorney

FISCAL IMPACT: Project will utilize \$25,000,000 in BUILD federal aid Funds and funding applications are currently being developed for several other federal and state funding programs to offset local funding needs.

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 137-21 approving Iowa DOT grant application for Iowa Clean Air Attainment Program (ICAAP) funding.

**Agenda Date:** September 28, 2021

**Contact Individual:** Kyle D. Riley, P.E., CFM, County Engineer, Polk County Public Works Department, 286-3705

**Previous Action taken by the Board:** Resolution No. 11, June 11, 2019 authorizing BUILD Grant Application submittal.

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Approval of support to submit ICAAP grant application.

**Comply with Policy:** Yes

**Background:** Polk County, the City of Des Moines, and our Consultant has been working on design and funding for the Broadway Corridor Improvement BUILD project. We have targeted traffic improvements that include an underpass around the UP Railroad tracks, which will reduce emissions and makes submitting for ICAAP funding possible.

**Action Impact:** Supports the grant application for ICAAP funding for infrastructure improvements that would benefit residential and industrial areas from improved roadway conditions, reduced travel delay, increased access to the Interstate highway system, and improved multi-modal facilities

**Fiscal Note:** Project will utilize \$25,000,000 in BUILD federal aid Funds and funding applications are currently being developed for several other federal and state funding programs to offset local funding needs.

| Fiscal Year | Budgeted?<br>(Y/N) | Anticipated Expense | Anticipated Revenue | Ongoing Commitment?<br>(Y/N) | If Amendment is Required, |                      |
|-------------|--------------------|---------------------|---------------------|------------------------------|---------------------------|----------------------|
|             |                    |                     |                     |                              | Expense Account Code      | Revenue Account Code |
| 21/22       |                    |                     |                     |                              |                           |                      |
| 22/23       |                    |                     |                     |                              |                           |                      |

**Additional Fiscal Note Information (optional):**

**RESOLUTION**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, on April 6, 2021, Polk County, Iowa accepted a bid from and awarded the 2021 HMA Resurfacing Project to Grimes Asphalt & Paving; and

WHEREAS, Polk County Public Works received information and research provided by Grimes Asphalt & Paving regarding an additive that can be added to asphalt mixture to increase strength and pavement life and decrease cracking and rutting; and

WHEREAS, Polk County Public Works received an estimate from Grimes Asphalt & Paving to add the additive to the overlay on NW 66<sup>th</sup> Avenue on the 2021 HMA Resurfacing Project and;

WHEREAS, it is the recommendation of the Public Works Department to accept the estimate and Change Order for the extra work by Grimes Asphalt & Paving.

NOW, THEREFORE, BE IT RESOLVED Polk County, Iowa approves the Change Order in the amount of thirty-three thousand eight hundred and 90/100's dollars (\$33,800.90) and authorizes the Chairperson to sign the executing documents prepared by the Public Works Department; and

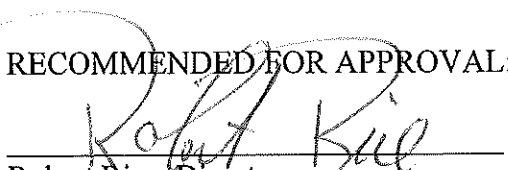
BE IT FURTHER RESOLVED that Polk County, Iowa authorizes the Director of Public Works to approve any Change Orders on the 2021 HMA Resurfacing Project going forward.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chairperson

RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_  
Robert Rice, Director  
Polk County Public Works Department

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

  
\_\_\_\_\_  
Assistant County Attorney

Fiscal Note: Estimated costs of \$33,800.90 for the extra work specified on the Change Order as part of the 2021 HMA Resurfacing Project contract

#12

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 140-21 to approve a Change Order for extra work on the 2021 HMA Resurfacing Project.

**Agenda Date:** September 28, 2021

**Contact Individual:** Erin K. Tyrrell, PE, Assistant County Engineer, Polk County Public Works Department, 515-286-3705

**Previous Action taken by the Board:** Resolution No. 45-21 (14), April 6, 2021 Board acceptance of bid and award of project to Grimes Asphalt & Paving Corporation.

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Accept the Change Order for extra work on the 2021 HMA Resurfacing project, accept the estimate from Grimes Asphalt & Paving, authorize the Chairperson of the Polk County Board of Supervisors to execute the change order agreement on behalf of Polk County, and authorize Public Works to proceed with paving.

**Comply with Policy:** Yes

**Background:** Grimes Asphalt & Paving provided Polk County Public Works with information and research regarding a new asphalt additive created to increase strength and performance of new pavement and decreasing rutting, cracking, and distressing. After carefully reviewing the research provided and roadways that have used this product, Public Works would like to use the additive on the NW 66<sup>th</sup> Avenue overlay proposed in the current 2021 HMA Resurfacing plans.

**Action Impact:** Resolution approves the Change Order of extra work, allows Polk County to proceed with implementing the NewRoad hybrid Polymer Additive on the NW 66<sup>th</sup> Avenue overlay in the 2021 HMA Resurfacing Project, and allows the Director of Public Works to approve change orders on the 2021 HMA Resurfacing Project.

**Fiscal Note:** Estimated costs of \$33,800.90 for the extra work specified on the Change Order as part of the 2021 HMA Resurfacing Project contract.

| Fiscal Year | Budgeted? (Y/N) | Anticipated Expense | Anticipated Revenue | Ongoing Commitment? (Y/N) | If Amendment is Required, |                      |
|-------------|-----------------|---------------------|---------------------|---------------------------|---------------------------|----------------------|
|             |                 |                     |                     |                           | Expense Account Code      | Revenue Account Code |
| 21/22       | Y               | \$33,800.90         | N                   | N                         |                           |                      |
| 22/23       |                 |                     |                     |                           |                           |                      |

**Additional Fiscal Note Information (optional):**

**RESOLUTION**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, Polk County, under Chapter 321.473 of the Code of Iowa, is authorized to regulate truck weight limits on highways and bridges within their jurisdiction by posting the appropriate signs; and

WHEREAS, the Polk County Public Works Department regularly monitors and updates the weight limit postings on bridges as part of their Annual Bridge Inspection Program; and

WHEREAS, during the Bridge Inspection Program, it was determined that the existing load capacity of Bridge No. 1280 on NE 158<sup>th</sup> Ave. could be increased after repairs to the bridge were completed in 2020; and

WHEREAS, this evaluation of Bridge No. 1280 produced the following changes as recommended by our Structural Engineer, Shuck-Britson, Inc.:

| BRIDGE NO. | STREET                                        | EXISTING WEIGHT LIMIT | UPDATED WEIGHT LIMIT                                                                      |
|------------|-----------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------|
| 1280       | On NE 158 <sup>th</sup> Ave. over Skunk River | 36 Tons all Vehicles  | 18 Ton Straight Truck<br>28 Ton Truck-Semi-trailer<br>36 Ton Truck-Full Trailer or larger |

NOW, THEREFORE, BE IT RESOLVED that the designated weight limitations on Bridge No. 1280 are adopted in accordance with Chapter 321.473 of the Code of Iowa; and

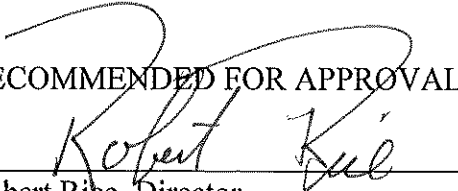
BE IT FURTHER RESOLVED that the Polk County Public Works Department is authorized to erect and maintain all the necessary signs marking the weight limits for Bridge No. 1280 on NE 158<sup>th</sup> Avenue.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chairperson

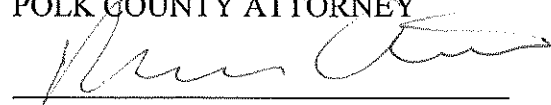
RECOMMENDED FOR APPROVAL:

  
Robert Rice, Director  
Polk County Public Works Department

#13

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY



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Assistant County Attorney

FISCAL IMPACT: Replacement of Two (2) existing signs at \$100 per sign with costs to be drawn from the current 2021/22 Secondary Road Budget.



# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

**Item Type & Title:** Resolution No. 138-21 to authorize posting of weight limits for Polk County Bridge No. 1280 on NE 158th Avenue over Skunk River.

**Agenda Date:** September 28, 2021

**Contact Individual:** Kyle D. Riley, PE, CFM County Engineer, Polk County Public Works Department, 286-3705

**Previous Action taken by the Board:** None

**Board/Commission Actions:** None

**Action Requested (Recommended):** Adopt the weight limitations shown for Bridge No. 1280 on NE 158<sup>th</sup> Avenue and authorize the Public Works Department to erect and maintain the necessary signing marking these weight limits.

**Comply with Policy:** Yes- Chapter 321.473 of the Code of Iowa authorizes local jurisdictions to regulate truck weight limits on highways and bridges within their jurisdiction by posting the appropriate signs.

**Background:** The Polk County Public Works Department regularly monitors and updates the weight limit postings on bridges as part of their Annual Bridge Inspection Program. During the Bridge Inspection Program, it was determined that the existing load capacity of Bridge No. 1280 could be increased due to repairs that took place in 2020. This determination was made by our structural engineer.

**Action Impact:** The resolution establishes the weight limits shown to assure safe transport of goods across this structure.

**Fiscal Note:** Replacement of Two (2) existing signs at \$100 per sign with costs to be drawn from the current 2021/22 Secondary Road Budget.

| Fiscal Year | Budgeted? (Y/N) | Anticipated Expense | Anticipated Revenue | Ongoing Commitment? (Y/N) | If Amendment is Required, |                      |
|-------------|-----------------|---------------------|---------------------|---------------------------|---------------------------|----------------------|
|             |                 |                     |                     |                           | Expense Account Code      | Revenue Account Code |
| 21/22       | NA              | \$100               | N                   | N                         |                           |                      |
| 22/23       |                 |                     |                     |                           |                           |                      |

**Additional Fiscal Note Information (optional):**

## RESOLUTION

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

**WHEREAS**, the Neighborhood Development Corporation (NDC) is a non-profit agency established under the Iowa Non-Profit Corporation Act, Chapter 504A of the Iowa Code; and,

**WHEREAS**, NDC is a community focused agency that works to revitalize neighborhoods and promote sustainable development; and,

**WHEREAS**, NDC has identified a need to provide relocation assistance to qualified Polk County residents who have been displaced due to loss of home ownership; and,

**WHEREAS**, Polk County desires to provide financial support in an amount not to exceed \$110,000 to assist with this effort; and,

**WHEREAS**, the term of this agreement is July 1, 2021 through June 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that Polk County, Iowa approves the terms of the attached Agreement with Neighborhood Development Corporation for relocation assistance, and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chairperson

**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Eric Kool, Director  
Polk County Community, Family and Youth Services

**APPROVED AS TO FORM:**

\_\_\_\_\_  
JOHN P. SARCONI  
POLK COUNTY ATTORNEY

By:   
\_\_\_\_\_  
Assistant County Attorney

FISCAL NOTE:

#14

**POLK COUNTY BOARD OF SUPERVISORS**  
**Tuesday Agenda Memorandum**

**Item Type & Title:** Resolution approving funding to the Neighborhood Development Corporation (NDC) for relocation assistance to Polk County residents.

**Agenda Date:** September 28, 2021

**Contact Individual:** Eric Kool, Director  
Community, Family and Youth Services  
(515) 323-5261

**Previous Action taken by the Board:** None.

**Board/Commission Actions**

**Comply with Policy:** Yes

**Action Requested (Recommended):** Approval is recommended.

**Background:** The Neighborhood Development Corporation (NDC) is a non-profit community focused agency that works to revitalize neighborhoods and promote sustainable development. Polk County is partnering with the NDC to provide guidance and financial support to qualified Polk County residents who are facing hardships due to being displaced by a change in property ownership. Assistance may include acquisition, down payment, rent, utilities, moving expenses, application fees, disposal and other expenses.

**Action Impact:** Approval of this resolution authorizes the transfer of up to \$110,000 of General Assistance Director's Exception funding to the Neighborhood Development Corporation for relocation assistance.

**Fiscal Note:**

| Fiscal<br>Year | Budgeted?<br>(Y/N) | Anticipated<br>Expense | Anticipate<br>d<br>Revenue | Ongoing<br>Commitment?<br>(Y/N) | If Amendment is Required,  |                            |
|----------------|--------------------|------------------------|----------------------------|---------------------------------|----------------------------|----------------------------|
|                |                    |                        |                            |                                 | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 21/22          | Y                  | \$110,000              |                            | N                               | 10233112.74020             |                            |

**Additional Fiscal Note Information (optional):** Funding is available in the CFYS General Assistance budget.

## RESOLUTION

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

**WHEREAS**, preventative health screenings serve to save lives and reduce long term costs of health care in the community; and

**WHEREAS**, the Iowa Department of Public Health (IDPH) launched the Iowa Get Screened: Colorectal Cancer Program several years ago to provide colorectal cancer awareness and screenings to uninsured and under-insured Iowans who fall within certain age and income guidelines; and

**WHEREAS**, on July 17, 2020, Polk County, Iowa approved Contract #5881CRC02 with the Iowa Department of Public Health which allocated \$5,025 to enroll and provide program services to twenty-five eligible participants for the term of July 1, 2020 through June 30, 2021; and

**WHEREAS**, on November 24, 2020, Amendment 1 to Contract #5881CRC02 reduced the award by \$5 to \$5,020; and

**WHEREAS**, on June 29, 2021, Amendment 2 to Contract #5881CRC02 provided a one-year extension through June 30, 2022, funding of \$4,020 during this extension period and changed the Contract number to #5881CRC02E; and

**WHEREAS**, this Amendment 3 to Contract #5881CRC02E increases the number of program eligible Iowans from 20 to 75, increases the budget by \$11,000 to \$15,020, and decreases the performance measure incentive from \$1,700 to \$575.

**NOW, THEREFORE, BE IT RESOLVED** that Polk County, Iowa approves Amendment 3 to Contract #5881CRC02E, with the Iowa Department of Public Health for Iowa Get Screened: Colorectal Cancer Program and authorizes the Chairperson of the Polk County Board of Supervisors to sign Contract #5881CRC02E on behalf of Polk County, Iowa.

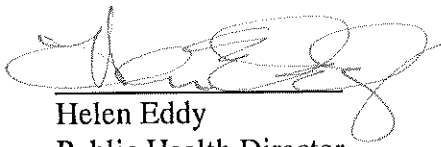
**NOW, THEREFORE, BE IT FURTHER RESOLVED:** that the Director of the Polk County Health Department, or her designee, be authorized to execute any and all documents in furtherance of this Amendment 3 to Contract #5880CRC02.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By \_\_\_\_\_  
Angela Connolly  
Chairperson

RECOMMENDED FOR APPROVAL:

#15



Helen Eddy  
Public Health Director

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

By   
Assistant County Attorney

Fiscal Note: FY2122 Expenses/Revenues \$15,020

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Agreement 3 to Contract #5881CRC02 with Iowa Department of Public Health (IDPH) for Iowa Get Screened: Colorectal Cancer Program.

**Agenda Date:** 9/28/2021

**Contact Individual:** Scott Slater, 286-3752

**Previous Action taken by the Board:** Original Contract approved 7/21/20, Amendment 1 approved 11/24/2020 and Amendment 2 approved 6/29/2021

**Board/Commission Actions:** N/A

**Action requested:** Approval

**Comply with Policy:** Helping people receive health services is one of the ten essential functions of a local health department.

**Background:** Several years ago, the Iowa Department of Public Health (IDPH) launched the Iowa Get Screened: Colorectal Cancer Program to provide colorectal cancer awareness and screenings to uninsured and underinsured Iowans who meet program eligibility requirements. Earlier in the year, IDPH extended the current Contract for an additional year through June 30, 2022, and provided \$4,020 in funding for 20 eligible participants to be screened.

**Action Impact:** This Amendment 3 to Contract #5880CRC02 will enable the Polk County Health Department to now provide evidence –based colorectal cancer awareness and screening services to seventy- five eligible participants ages 50-75 who meet income and screening guidelines. Polk County will be reimbursed \$200 for each participant enrolled and the new contract amount is \$15,020.

**Fiscal Note:**

| Fiscal Year | Budget-<br>ed?<br>(Y/N) | Anticipated<br>Expense | Anticipated<br>Revenue | Ongoing<br>Commitment?<br>(Y/N) | If Amendment is Required,  |                            |
|-------------|-------------------------|------------------------|------------------------|---------------------------------|----------------------------|----------------------------|
|             |                         |                        |                        |                                 | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 2122        | Y                       | 15,020                 | 15,020                 | N                               | 10223011.77440             | 10223011.52190             |
|             |                         |                        |                        |                                 |                            |                            |

**Additional Fiscal Note Information (optional):** State dollars

## RESOLUTION

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following  
Resolution be adopted:

**WHEREAS**, Polk County is home to a growing number of immigrant and refugee populations;  
and

**WHEREAS**, the COVID-19 pandemic has disproportionately affected these communities; and

**WHEREAS**, the Disaster Recovery Fund of the Community Foundation of Greater Des Moines  
has granted Polk County, Iowa through the Polk County Health Department \$25,000 to support the  
Community Health Worker Initiative that supports refugee and immigrant communities to emerge from  
and address long-term health impacts of COVID-19;

**NOW, THEREFORE, BE IT RESOLVED:** Polk County, Iowa approves the terms of the  
Grant Agreement with the Community Foundation of Greater Des Moines and authorizes the  
Chairperson of the Polk County Board of Supervisors to sign said Grant Agreement on behalf of Polk  
County, Iowa.

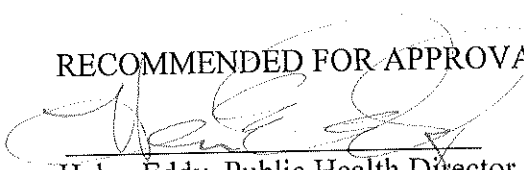
**NOW, THEREFORE, BE IT FURTHER RESOLVED:** That the Director of the Polk County  
Health Department, or her designee, be authorized to execute any and all documents in furtherance of  
the attached Grant Agreement.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

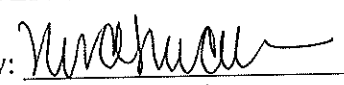
\_\_\_\_\_  
Angela Connolly  
Chairperson

RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_  
Helen Eddy, Public Health Director  
Polk County Health Department

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

By:   
\_\_\_\_\_  
Assistant County Attorney

FISCAL NOTE: \$25,000

#16

**POLK COUNTY BOARD OF SUPERVISORS**  
**Tuesday Agenda Memorandum**

**Item Type & Title:** Grant Agreement with Community Foundation of Greater Des Moines to support the Community Health Worker Initiative

**Agenda Date:** 9/25/2021

**Contact Individual:** Helen Eddy, 286-3767

**Previous Action taken by the Board: Board/Commission Actions:** None

**Action Requested (Recommended):** Approval

**Comply with Policy:** Yes

**Background:** The COVID-19 pandemic has disproportionally affected immigrant and refugee communities in Polk County. The Disaster Recovery Fund of the Community Foundation of Greater Des Moines has granted the Polk County Health Department \$25,000 to support the Community Health Worker Initiative that supports refugee and immigrant communities to emerge from and address long-term health impacts of COVID-19.

**Action Impact:** Polk County's immigrant and refugee populations will lead healthier lives.

**Fiscal Note:**

| Fiscal<br>Year | Budget-<br>ed?<br>(Y/N) | Anticipat<br>ed<br>Expense | Anticipat<br>ed<br>Revenue | Ongoing<br>Commitm<br>ent?<br>(Y/N) | If Amendment is Required,  |                            |
|----------------|-------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|
|                |                         |                            |                            |                                     | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 21/22          | N                       | 25,000                     | 25,000                     | N                                   | 10223015.77490<br>.03      | 10223015.58190             |
|                |                         |                            |                            |                                     |                            |                            |

**Additional Fiscal Note Information (optional):**



## RESOLUTION

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that the following Resolution be adopted:

**WHEREAS**, on June 29, 2021, the Board of Supervisors authorized the Chairperson to sign the Agreement for Excess Liability Insurance Services with Jester Insurance Services, Inc. (the "Agreement") on behalf of Polk County, Iowa; and

**WHEREAS**, as indicated in the attached letter from Jester Insurance Services, Inc. dated September 17, 2021, Jester Insurance Services, Inc., is entering into an agreement that would implicate Section 1.13.11 (Assignment and Delegation) of the Agreement requiring written consent from Polk County for a transfer of controlling interest; and

**WHEREAS**, Jester Insurance Services, Inc., is seeking Polk County's consent to transfer of controlling interest in accordance with Section 1.13.11 of the Agreement and the terms set forth in the attached letter; and

**WHEREAS**, Jester Insurance Services, Inc., has assured Polk County that this transfer of controlling interest in its business as set forth in the attached letter should be invisible to Polk County in terms of services and operations of Jester Insurance Services, Inc.

**NOW, THEREFORE BE IT RESOLVED** that Polk County, Iowa hereby consents to the transfer of controlling interest as set forth in the attached letter and authorizes the Director of Human Resources to sign said letter and any other agreement(s) in furtherance of the original Agreement.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly  
Chairperson

RECOMMENDED FOR APPROVAL:

*Jeff Edgar*

\_\_\_\_\_  
Jeffrey Edgar, Human Resources Director  
Polk County Human Resources Department

#17

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Consent to Transfer of Controlling Interest of Jester Insurance Services, Inc.

**Agenda Date:** September 28, 2021

**Contact Individual:** Jeffrey Edgar, Director of Human Resources

**Previous Action taken by the Board:** By resolution date June 29, 2021, to Approve Contract of Excess Liability Insurance Services

**Action Requested (Recommended):** Consent to transfer of controlling interest as requested by Jester Insurance Services, Inc., and authorize Director of Human Resources to sign attached letter agreement and any future agreements in furtherance of the original agreement with Jester Insurance Services, Inc.

**Comply with Policy:** N/A

**Background:** On June 29, 2021, the Board of Supervisors authorized the Chairperson to sign the Agreement for Excess Liability Insurance Services with Jester Insurance Services, Inc. (the "Agreement") on behalf of Polk County, Iowa. As indicated in the attached letter from Jester Insurance Services, Inc. dated September 17, 2021, Jester Insurance Services, Inc., is entering into an agreement that would implicate Section 1.13.11 (Assignment and Delegation) of the Agreement requiring written consent from Polk County for a transfer of controlling interest in its business. Jester Insurance Services, Inc. is seeking Polk County's consent to transfer of controlling interest in accordance with Section 1.13.11 of the Agreement and the terms set forth in the attached letter. Jester Insurance Services, Inc. has assured Polk County that this transfer of controlling interest in its business as set forth in the attached letter should be invisible to Polk County in terms of services and operations of Jester Insurance Services, Inc.

**Action Impact:** Consent to transfer of controlling interest in accordance with Section 1.13.11 of the Agreement for Excess Liability Insurance Services and in accordance with the attached letter agreement.

**Fiscal Note:** No fiscal impact.

| Fiscal Year | New Budget Item? (Y/N) | # of New Position(s) Required | Anticipated Expense | Anticipated Revenue | Budget Amendment Required? (Y/N) | If Amendment is Required, |                      |
|-------------|------------------------|-------------------------------|---------------------|---------------------|----------------------------------|---------------------------|----------------------|
|             |                        |                               |                     |                     |                                  | Expense Account Code      | Revenue Account Code |
| 21/22       |                        |                               |                     |                     |                                  |                           |                      |

**Additional Fiscal Note Information (optional):**

## RESOLUTION

MOVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_,

That the following Resolution be adopted:

WHEREAS, the County Administrator has conducted a review of grant management operations and is requesting an additional position to administer County grant development activities, and

WHEREAS, the proposed position will be responsible for researching, identifying, and pursuing grant opportunities in conjunction with department, office, or community needs, and

WHEREAS, the Human Resources Department conducted a thorough job audit of the proposed classification, and

WHEREAS, the Human Resources Department recommends the following position modification:

- Create one (1) Grant Administrator position, Excluded grade 24, range \$88,642-\$116,772.

NOW, THEREFORE, BE IT RESOLVED that the Polk County, Iowa hereby approves the above position modifications and directs the County Auditor and the Director of Human Resources to take the necessary steps to implement this resolution.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2021

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly  
Chairperson

RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_  
Jeffrey Edgar, Director  
Polk County Human Resources

APPROVED AS TO FORM:

John P. Sarcone  
Polk County Attorney

By:   
Assistant County Attorney

FISCAL NOTE: The estimated cost is  
\$95,057 for FY21/22 and \$146,636 for  
FY22/23.

#18

# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

**Item Type & Title:** Position Modification within the Board of Supervisors Office

**Agenda Date:** September 28, 2021

**Contact Individual:** Jeffrey Edgar, Director of Human Resources

**Previous Action taken by the Board:** N/A

**Action Requested (Recommended):** Create one (1) Grant Administrator position, Excluded grade 24, range \$88,642-\$116,772.

**Comply with Policy:** N/A

**Background:** The County Administrator has conducted a review of grant management operations and has requested an additional position that will be responsible for researching, identifying, and pursuing grant opportunities in conjunction with department, office, and community needs. The Human Resources Department conducted a thorough job analysis of the classification and recommends the position modifications as outlined.

**Action Impact:** Authorizes the County Auditor and Director of Human Resources to take the necessary steps to implement this resolution.

**Fiscal Note:** The estimated cost is \$95,057 for FY21/22 and \$146,636 for FY22/23.

| Fiscal Year | New Budget Item? (Y/N) | # of New Position(s) Required | Anticipated Expense | Anticipated Revenue | Budget Amendment Required? (Y/N) | If Amendment is Required, |                      |
|-------------|------------------------|-------------------------------|---------------------|---------------------|----------------------------------|---------------------------|----------------------|
|             |                        |                               |                     |                     |                                  | Expense Account Code      | Revenue Account Code |
| 21/22       | Y                      | 1                             | \$95,057            |                     | Y                                |                           |                      |
| 22/23       | Y                      | 1                             | \$146,636           |                     | Y                                |                           |                      |

**Additional Fiscal Note Information (optional):** N/A

## RESOLUTION

MOVED by \_\_\_\_\_

SECONDED by \_\_\_\_\_

that the following Resolution be adopted:

**WHEREAS**, the property identified in the County System as District/Parcel 030/00944-000-000 is owned by The Community Foundation of Greater Des Moines; and,

**WHEREAS**, the deadline to file for a tax exemption with the Polk County Assessor is February 1 of each year; and,

**WHEREAS**, had the Community Foundation of Greater Des Moines filed for the exemption before February 1 the property would have been exempt for the 2020 assessment; and,

**WHEREAS**, Iowa Code §427.3 grants the authority of the Board of Supervisors to abate the taxes levied against property acquired after the deadline for filing for property tax exemption in the year in which the property was transferred; and,

**WHEREAS**, it is the desire of the Polk County Board of Supervisors to abate the 2020 assessed year taxes payable September 2021 and March 2022.

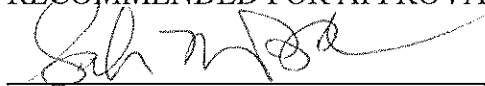
**NOW, THEREFORE BE IT RESOLVED** that Polk County, Iowa authorizes the abatement of the 2020 taxes payable September 2021 and March 2022 for the Community Foundation of Greater Des Moines property listed above; and the Treasurer, Auditor and Assessor are directed to take all steps necessary to implement this resolution and correct their records accordingly.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**POLK COUNTY, Iowa**

\_\_\_\_\_  
Angela Connolly, Chair

RECOMMENDED FOR APPROVAL:



Sarah Boese  
Director of Community Relations

FISCAL NOTE:

#19

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution abating property taxes for Community Foundation of Greater Des Moines District/Parcel 030/00944-000-000, geoparcel 7824.05.453.005.

**Agenda Date:** September 28, 2020

**Contact Individual:** Sarah Boese  
Board of Supervisors  
286-3895

**Previous Action taken by the Board:** August 11, 2020

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Approve property tax abatement request for Community Foundation of Greater Des Moines.

**Comply with Policy:** Yes

**Background:** The Community Foundation of Greater Des Moines is the owner of District/Parcel 030/00944-000-000 located at 1923 Grand Avenue in Des Moines. The Community Foundation of Greater Des Moines is requesting an abatement for the 2020 taxes payable September 2021 and March 2022.

**Action Impact:** Abate 2020 taxes payable September 2021 and March 2022.

**Fiscal Note:**

| Fiscal Year | Budget-<br>ed?<br>(Y/N) | Anticipated<br>Expense | Anticipated<br>Revenue | Ongoing<br>Commitment?<br>(Y/N) | If Amendment is Required,  |                            |
|-------------|-------------------------|------------------------|------------------------|---------------------------------|----------------------------|----------------------------|
|             |                         |                        |                        |                                 | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 20/21       | N                       |                        |                        |                                 |                            |                            |
|             |                         |                        |                        |                                 |                            |                            |

**Additional Fiscal Note Information (optional):**

## RESOLUTION

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

that the following Resolution be adopted:

WHEREAS, Tallgrass Theatre Company is a 501 c3 non-profit organization that enriches and contributes to the West Des Moines and surrounding communities by producing engaging, creative and challenging theatrical productions in an environment that is safe, supportive and inclusive for both our artists and audiences; and,

WHEREAS, Tallgrass Theatre Company is seeking a Polk County Community Development Grant to assist with a capital project that focuses on the renovation of a building located at 2019 Grand Avenue Suite 100, West Des Moines, Iowa. This project will support local artist, theatre productions and community events. Tallgrass Theatre Company is requesting funding for equipment, furnishings and technology improvements; and,

WHEREAS, Tallgrass Theatre Company will be able to expand program performances, classes and productions by transforming the building to a theatre and production space; and,

WHEREAS, the Polk County Board of Supervisors specifically desires to participate and assist in the costs related to the Tallgrass Theatre Company capital improvement project specifically regarding equipment and furnishing, to include, but not limited to portable risers, seats, security cameras and a Genie lift. This project will improve the quality of life for the residents of Polk County by bringing a space for the arts and theatre; and,

WHEREAS, pursuant to the Grant Agreement that only equipment and furnishings for the Tallgrass Theatre Company be purchased to complete their capital improvement project be paid from Polk County Development Grant funds.

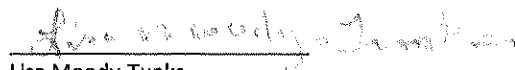
NOW, THEREFORE, BE IT RESOLVED, Polk County, Iowa approved the terms of the attached Agreement, with a Community Development Grant Award to Tallgrass Theatre Company for \$54,104.00 from gaming revenue, for the public purpose of providing affordable and accessible space for theatre productions, classes and workshops that include art and community events and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

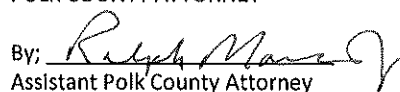
\_\_\_\_\_  
Angela Connolly, Chair

Submitted by:

  
Lisa Moody-Tunks  
Grant Administrator

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

By:   
Assistant Polk County Attorney

Fiscal Impact: Expenditure of \$54,104.00 from Gaming Revenue

#20

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving a Community Development Grant to Tallgrass Theatre Company which is a 501c3 non-profit organization.

**Agenda Date:** September 28, 2021

**Contact Individual:** Lisa Moody-Tunks  
Grant Administrator  
Board of Supervisors  
515-286-2272

**Previous Action taken by the Board:** N/A

### Board/Commission Actions:

**Action Requested (Recommended):** Approval of a \$54,104.00 Community Development Grant to Tallgrass Theatre Company.

**Background:** Tallgrass Theatre Company is a 501 c3 non-profit organization seeking a Polk County Community Development Grant to assist with a capital project. The focus of their project is to update and make improvements to a building located at 2019 Grand Avenue, Suite 100, West Des Moines, Iowa. The Community Development Grant request is for funding to be directed towards the costs related to equipment, furnishings and technology improvements. The Tallgrass Theatre Company will serve a public purpose by providing affordable and accessible space for theatre productions, classes and workshops.

**Action Impact:** This resolution will award \$54,104.00 of gaming revenue to Tallgrass Theatre Company and authorizes the Chair to sign the attached agreement.

**Fiscal Note:** Community Development Grant Awards Paid with Gaming Revenue

| Fiscal | New                      | # of New                | Anticipated | Anticipated | Budget                          | If Amendment is Required,  |                            |
|--------|--------------------------|-------------------------|-------------|-------------|---------------------------------|----------------------------|----------------------------|
| Year   | Budget<br>Item?<br>(Y/N) | Position(s)<br>Required | Expense     | Revenue     | Amendment<br>Required?<br>(Y/N) | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 21/22  | Y                        |                         | \$54,104.00 |             |                                 | 40109032.79410             |                            |
|        |                          |                         |             |             |                                 |                            |                            |

Additional Fiscal Note Information (optional):



## RESOLUTION

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

### that the following Resolution be adopted:

WHEREAS, Wesley Community Services Inc. (Meals on Wheels) is a 501(c)(3) non-profit organization that provides support services for the health and well-being of older adults and veterans; and,

WHEREAS, Wesley Community Services (Meals on Wheels) is seeking a Polk County Community Development Grant to assist with the WesleyLife Meals on Wheels Veterans Program. This program provides direct support for the health and independence of veterans under the age of 60 living in Central Iowa who find themselves with food insecurity issues; and,

WHEREAS, Wesley Community Services, Inc. is requesting a Community Development Grant to support their WesleyLife Meals on Wheels Veterans Program. Polk County funding will provide direct meal support to veterans with food insecurity issues; and,

WHEREAS, the Polk County Board of Supervisors specifically desires to participate and assist in the costs related to the WesleyLife Meals on Wheels Veterans Program. This program will fulfill a public purpose by providing vital services to veterans living in Polk County and Central Iowa.

WHEREAS, pursuant to the Grant Agreement that only direct food and supply costs related to the WesleyLife Meals on Wheels Veterans Program be paid for from Polk County Community Development Grant funds.

NOW, THEREFORE, BE IT RESOLVED, Polk County, Iowa approves the terms of the attached Agreement, with a Community Development Grant Award to Wesley Community Services, Inc. for \$50,000.00 from gaming revenue, for the public purpose of providing nutritious meals to veterans needing support services in Central Iowa and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa. That only direct food and supply costs related to the WesleyLife Meals on Wheels Veterans Program be paid for from Polk County Community Development Grant funds.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chair

Submitted by:

Lisa Moody-Tunks  
Lisa Moody-Tunks  
Grant Administrator

APPROVED AS TO FORM:

JOHN P. SARCONI  
POLK COUNTY ATTORNEY

By: Ralph Moody  
Assistant County Attorney

Fiscal Impact: Expenditure of \$50,000.00 from Gaming Revenue

#21

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving a Community Development Grant to Wesley Community Services, Inc. (Meals on Wheels) which is a 501c3 non-profit organization.

**Agenda Date:** September 28, 2021

**Contact Individual:** Lisa Moody-Tunks  
Grant Administrator  
Board of Supervisors  
515-286-2272

**Previous Action taken by the Board:** N/A

### Board/Commission Actions:

**Action Requested (Recommended):** Approval of a \$50,000.00 Community Development Grant to Wesley Community Services, Inc.

**Background:** Wesley Community Services, Inc. is a 501 c3 non-profit organization seeking a Polk County Community Development Grant to assist with their WesleyLife Meals on Wheels Veterans Program. The program provides nutritious meals to veterans under the age of 60 who are suffering with food insecurity issues. The WesleyLife Meals on Wheels Veterans Program will serve a public purpose by providing much needed services to veterans in need within Polk County and Central Iowa.

**Action Impact:** This resolution will award \$50,000.00 of gaming revenue to Wesley Community Services Inc. and authorizes the Chair to sign the attached agreement.

**Fiscal Note:** Community Development Grant Awards Paid with Gaming Revenue

| Fiscal | New                      | # of New                | Anticipated | Anticipated | Budget                          | If Amendment is Required,  |                            |
|--------|--------------------------|-------------------------|-------------|-------------|---------------------------------|----------------------------|----------------------------|
| Year   | Budget<br>Item?<br>(Y/N) | Position(s)<br>Required | Expense     | Revenue     | Amendment<br>Required?<br>(Y/N) | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 21/22  | Y                        |                         | \$50,000.00 |             |                                 | 40109032.79410             |                            |
|        |                          |                         |             |             |                                 |                            |                            |

Additional Fiscal Note Information (optional):

## RESOLUTION

MOVED by \_\_\_\_\_ SECONDED by \_\_\_\_\_ that

the following Resolution be adopted:

**WHEREAS**, the Polk County Board of Supervisors have supported initiatives and events that promote economic development, health, education and culture in Polk County; and,

**WHEREAS**, it is the desire of the Polk County Board of Supervisors to sponsor various events for local non-profit organizations.

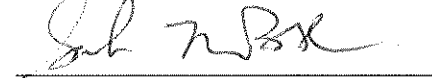
**NOW, THEREFORE BE IT FURTHER RESOLVED** that Polk County, Iowa approves and authorizes funding of the attached sponsorship requests.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly  
Chairperson

RECOMMENDED FOR APPROVAL:



Sarah Boese  
Polk County Board of Supervisors

FISCAL NOTE: FY21/22 - \$11,200 from gaming

#22

# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

**Item Type & Title:** Resolution approving various sponsorships.

**Agenda Date:** September 28, 2021

**Contact Individual:** Sarah Boese  
Board of Supervisors  
286-3895

**Previous Action taken by the Board:** September 7, 2021

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Approve funding.

**Comply with Policy:** Yes

**Background:** Polk County has a long-standing commitment to funding economic development, health, education and cultural initiatives and events that benefit the residents and businesses of Polk County. This resolution authorizes the expenditure of \$11,200. of gaming revenue to sponsor various non-profit events in 2021.

**Action Impact:** Authorize funding in the amount of \$11,200 from gaming revenue to various organizations.

**Fiscal Note:**

| Fiscal Year | Budgeted? (Y/N) | Anticipated Expense | Anticipated Revenue | Ongoing Commitment? (Y/N) | If Amendment is Required, |                      |
|-------------|-----------------|---------------------|---------------------|---------------------------|---------------------------|----------------------|
|             |                 |                     |                     |                           | Expense Account Code      | Revenue Account Code |
| 21/22       | N               | \$11,200            |                     |                           |                           |                      |
|             |                 |                     |                     |                           |                           |                      |

**Additional Fiscal Note Information (optional):**

**Polk County Sponsorships – Sept 28, 2021**

|                                             |                 |
|---------------------------------------------|-----------------|
| Fort Des Moines Museum and Education Center | \$5,000         |
| Des Moines Public Library Foundation        | \$5,000         |
| Great Outdoors Foundation                   | \$1,200         |
| <b>TOTAL</b>                                | <b>\$11,200</b> |

## RESOLUTION

**MOVED by** \_\_\_\_\_ **SECONDED by** \_\_\_\_\_ that  
the following Resolution be adopted:

**WHEREAS**, the Polk County Board of Supervisors has identified funding for Community Betterment projects in the FY 21-22 Prairie Meadows Revenue Gaming Plan; and,

**WHEREAS**, community agencies/organizations throughout the metropolitan area submit requests for Community Betterment funding; and,

**WHEREAS**, requests for support of community agencies/organizations throughout the metropolitan area have been received from all of the agencies listed on the attached Community Betterment Grant Award List. All organizations listed serve a unique public purpose to Polk County residents; and,

**WHEREAS**, the nature of these agencies/organizations and their projects are an appropriate use of the Community Betterment funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Polk County Board of Supervisors hereby approves awarding \$8,000.00 in Community Betterment Grants, in the individual amounts as identified, to the agencies/organizations on the attached Community Betterment Grant Award List from the Community Betterment fund.

**POLK COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Chairperson

**SUBMITTED BY:**



Lisa Moody-Tunks  
Grant Administrator

**Fiscal Impact:** \$8,000.00 from the Community Betterment fund, FY 21-22

#23

# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

**Item Type & Title:** Resolution Approving Community Betterment Grant Awards.

**Agenda Date:** September 28, 2021

**Contact Individual:** Lisa Moody-Tunks,  
Grant Administrator  
Polk County Board of Supervisors  
286-2272

**Previous Action taken by the Board:** Community Betterment Grant Award-September 21, 2021 for \$3,000.00

**Board/Commission Actions:** N/A

**Action Requested (Recommended):** Approval of the attached September 28, 2021-Community Betterment Grant Award List.

**Comply with Policy:** Yes

**Background:** Polk County has funding for Community Betterment projects in the FY21-22 Prairie Meadows Revenue Gaming Plan. Request for support of community agencies/organizations have been received and their projects are an appropriate use of the Community Betterment funds.

**Action Impact:** Passing of this resolution approves awarding \$8,000.00 in Community Betterment Grants in the individual amounts as identified on the attached Community Betterment Grant Award List.

**Fiscal Note:**

| Fiscal Year | Budget-<br>ed?<br>(Y/N) | Anticipated<br>Expense | Anticipated<br>Revenue | Ongoing<br>Commitment?<br>(Y/N) | If Amendment is Required,  |                            |
|-------------|-------------------------|------------------------|------------------------|---------------------------------|----------------------------|----------------------------|
|             |                         |                        |                        |                                 | Expense<br>Account<br>Code | Revenue<br>Account<br>Code |
| 21/22       |                         | \$8,000.00             |                        | N                               |                            | 40109033.79410             |
|             |                         |                        |                        |                                 |                            |                            |

**Additional Fiscal Note Information (optional):**

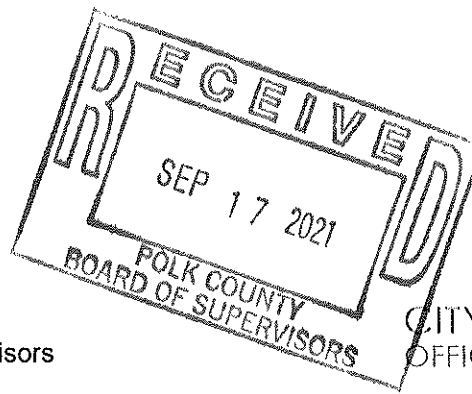
**Community Betterment Grant Award**  
**September 28, 2021**

|                                                           |            |
|-----------------------------------------------------------|------------|
| Build Lincoln Higher Booster Club (Rails Basketball Club) | \$6,000.00 |
| Southeast Polk High School (Got Bounce)                   | \$2,000.00 |

**TOTAL    \$8,000.00**



September 16, 2021



Chair  
Polk County Board of Supervisors  
Room 300  
111 Court Avenue  
Des Moines, IA 50309

Re: Consultation Meeting on the Amendments to the Fleur Commercial Urban Renewal Plan, Ingersoll-Grand Urban Renewal Plan, Merle Hay Commercial Urban Renewal Plan, Metro Center Urban Renewal Plan, and Northeast Gateway 1 Urban Renewal Plan – City of Des Moines

Dear Board Chair,

The City of Des Moines is proposing to amend five Urban Renewal Plans: the Fleur Commercial Urban Renewal Plan, Ingersoll-Grand Urban Renewal Plan, Merle Hay Commercial Urban Renewal Plan, Metro Center Urban Renewal Plan, and the Northeast Gateway 1 Urban Renewal Plan. The attached map identifies the location of the Urban Renewal Areas presented for amendment.

The purpose of the **Fleur Commercial Urban Renewal Plan** amendment is to:

- Amend Appendix A - Financial Condition Report to reflect the financial impact of tax increment assisted projects included in Appendix C.
- Amend Appendix C – Approved Economic Development and Redevelopment Projects to approve the provision of financial assistance from tax increment revenues in the Fleur Commercial Urban Renewal Area for the following project:
  - McKinley Manor, LLC (d/b/a Percy's Landing Senior, LP) for the renovation of the vacant former Percy Hoak Elementary School Building located at 1801 McKinley Avenue. Rehabilitation will include 21 new senior housing apartments.

The purpose of the **Ingersoll-Grand Urban Renewal Plan** amendment is to remove a parcel purchased by an adjoining residential property owner from the plan area.

The purpose of the **Merle Hay Commercial Urban Renewal Plan** amendment is to:

- Amend Appendix C - Financial Condition Report to reflect the new projects' projected assessments and incentives.
- Amend Appendix D – Approved Economic Development and Redevelopment Projects to approve the provision of financial assistance from tax increment revenues in the Merle Hay Commercial Urban Renewal Area for the following project:
  - Merle Hay Mall Limited Partnership, for improvements to the existing mall at 3850 Merle Hay Road

The purpose of the **Metro Center Urban Renewal Plan** amendment is to:

- Amend the Financial Condition Report to reflect the new projects' projected assessments and incentives.
- Amend the Approved Economic Development and Redevelopment Projects to approve the provision of financial assistance from tax increment revenues in the Metro Center Urban Renewal Area for the following projects:

#24

- Urban Campus Apartments L.L.P. for the new construction of a 5-story, 42-unit multi-family residential project, to be located at 1230 6th Avenue
- SW9 215, LLC, for the construction of a 5-story, 66-unit multi-family housing project located on vacant, City-owned property at 215 SW 9th Street.
- Des Moines Climate Controlled Storage, LLC, for the construction of a new 4-story, 153,600 square foot storage complex located at 503 SE 12th Street.
- Amend Appendix D – Approved public improvement, street and parking projects scheduled for funding from tax increment revenues in the Metro Center Urban Renewal Area for the following projects:
  - 2<sup>nd</sup> Avenue improvements from Court Avenue to Interstate 235.

The purpose of the **Northeast Gateway 1 Urban Renewal Plan** amendment is to:

- Amend Attachment B - Financial Condition Report to reflect the financial impact of tax increment assisted projects included in Attachment C
- Amend Attachment C – Approved Economic Development and Redevelopment Projects to approve the provision of financial assistance from tax increment revenues in the Northeast Gateway 1 Urban Renewal Area for the following project:
  - ILEX JE Northridge 2021 Group, LLC, vicinity of 4600 NE 14<sup>th</sup> Street. New construction of two speculative warehouses, which buildings are expected to contain 164,026 and 186,350 square feet.

The consultation meeting has been set for:

Tuesday, October 12, 2021 at 10 am  
LL3 Conference Rm, located on the lower level of City Hall  
400 Robert D. Ray Drive, Des Moines, IA.

We will also be offering a hybrid option to attend this consultation  
meeting virtually via Zoom at the following link:

Zoom Link: <https://zoom.us/join>

Meeting ID: 856 8315 2953      Passcode: 709006

Dial by your location

833 548 0276 US Toll-free      877 853 5257 US Toll-free

You may submit a written recommendation for modification of the proposed division of revenue from the tax increment by delivering such recommendation to the City Clerk within seven days following the consultation meeting.

The City will make a written response to any such recommendations no later than seven days prior to the public hearing. The public hearing will be held on November 1, 2021 at 5:00 p.m. in the Council Chambers at 400 Robert D Ray Drive. At that time, the City Council will consider the proposed amendments to the urban renewal plans and all comments, recommendations and responses regarding the proposed amendments. Council agendas and supporting documentation can be found on our website at: [https://www.dsm.city/government/council\\_meetings\\_and\\_agendas/index.php](https://www.dsm.city/government/council_meetings_and_agendas/index.php).

Sincerely,



Scott Sanders  
City Manager

Enclosures:

- Fleur Drive Commercial Urban Renewal Area Notice of Public Hearing and 3rd Amendment Draft
- Ingersoll Grand Commercial Urban Renewal Plan Notice of Public Hearing and 9th Amendment Draft
- Merle Hay Commercial Urban Renewal Area Notice of Public Hearing and 3rd Amendment Draft
- Metro Center Urban Renewal Area Notice of Public Hearing and 29th Amendment Draft
- Northeast Gateway 1 Urban Renewal Area Notice of Public Hearing and 2nd Amendment Draft