

POLK COUNTY BOARD OF SUPERVISORS AGENDA
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING
111 COURT AVENUE - ROOM 120
April 22, 2024 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 Lists as submitted by the County Auditor.

5. **PLEDGE OF ALLEGIANCE**

6. **PROCLAMATION**
MENTAL HEALTH AWARENESS MONTH – May 2025

7. **PROCLAMATION**
EARTH DAY - April 22, 2025

PUBLIC HEARING
FY 2025/2026 BUDGET AND CERTIFICATION OF TAXES

- *8. Resolution adopting the FY 2025/2026 budget and certification of taxes.
[Item 8 Attachment](#)

9. **PUBLIC COMMENTS**

PERMITS

- *10. FY 25/26 Applications for Cigarette/Tobacco/Nicotine/Vapor Permits for the following:

Kum & Go #539	5050 NW 2 nd Avenue, Des Moines
Casey's #3075	6981 NE 14 th Street, Ankeny
Toad Valley Gold Course	237 NE 80 th Street, Pleasant Hill

[Item 10 Attachment](#)

- *11. Renewal application for Class “E” Retail Alcohol License for Midwest Cheers Inc (Liquor Land) located at 4995 Merle Hay Rd.
[Item 11 Attachment](#)

RESOLUTIONS

- *12. Resolution approving the Final Plat of Sprague Estates Plat 1.
[Item 12 Attachment](#)

- *13. Resolution authorizing the Auditor's Office to publish notice of Public Hearing on May 6, 2025 on Disposal of County Interest in Real Estate to Des Moines Water Works (sanitary sewer easement at 5885 NE 14th St).
[Item 13 Attachment](#)
- *14. Resolution approving Consulting Services Agreement with Happy at Home Consulting, LLC.
[Item 14 Attachment](#)
- *15. Resolution regarding annexation application by the City of Ankeny for territory within Polk County.
[Item 15 Attachment](#)
- *16. Resolution authorizing the Auditor's Office to publish Notice of Public Hearing for May 6, 2025 to consider plans, specifications, form of contract and estimated cost for 2025 Norwoodville URA Sanitary Sewer Improvements.
[Item 16 Attachment](#)
- *17. Resolution authorizing the Auditor's office to publish notice of Public Hearing for May 6, 2025 to consider plans, specifications, form of contract and estimated cost for Fisher Lake Wetland Restoration Project.
[Item 17 Attachment](#)
- *18. Resolution authorizing submission of the FY 26 Secondary Road Budget and Road Program to the Iowa Department of Transportation.
[Item 18 Attachment](#)
- *19. Resolution approving Lease Agreement with the Marine Corps League.
[Item 19 Attachment](#)
- *20. Resolution approving Naloxone Use Policy and Procedures.
[Item 20 Attachment](#)
- *21. Resolution approving Amended Agreement with Services with Community Support Advocates.
[Item 21 Attachment](#)
- *22. Resolution approving Master Services Agreement with FP Consulting, LLC.
[Item 22 Attachment](#)
- *23. Resolution approving Events Lease Contract with the Iowa State Fairgrounds for the 2025 Polk County Senior Fest.
[Item 23 Attachment](#)

- *24. Resolution approving First Amended Agreement with WesleyLife for Senior Congregate Meal Program.
[Item 24 Attachment](#)
- *25. Resolution approving Contract with Iowa Department of Health and Human Services for FY 25/26 Immunization Services funding.
[Item 25 Attachment](#)
- *26. Resolution approving Home Lead Remediation Contract with FAB Rehab to address lead hazard repairs at 2622 Payne Road.
[Item 26 Attachment](#)
- *27. Resolution authorizing Auditor's Office to publish Notice of Public Hearing for May 6, 2025 for approval of deed of conservation easement to Great Outdoors Foundation (for the Trails End Mitigation Bank Phase 2).
[Item 27 Attachment](#)
- *28. Resolution approving agreement with Langley Productions, Inc for film production services.
[Item 28 Attachment](#)
- *29. Resolution approving 28E agreement with the Iowa Department of Revenue to participate in alcoholic beverage enforcement (in compliance with Iowa Code chapter 123).
[Item 29 Attachment](#)
- *30. Resolution approving Contract with U.S. Army Corps of Engineers for Law Enforcement Services at the Saylorville Lake and Recreation Area.
[Item 30 Attachment](#)
- *31. Resolution approving 28E Agreement with the Iowa Office of the State Medical Examiner.
[Item 31 Attachment](#)
- 32. Position Modifications within the Medical Examiner's Office.
- *33. Resolution approving severance agreement with Rory Deol, D.O.
[Item 33 Attachment](#)
- 34. Resolution approving Position Modifications within the Behavioral Health and Disability Services Department, Community, Family and Youth Services Department and Auditor's Office.
- 35. Resolution approving Position Modification within the Board of Supervisors Office and Human Resources Department.

36. Resolution approving the recommendation of the Polk County Assessor for allowances of the Homestead Tax Credit.
37. Resolution approving the recommendation of Polk County Assessor for allowances of the Homestead Tax Exemption.
38. Resolution approving the recommendation of the Polk County Assessor for allowance of the Disabled Veteran Tax Credit.
39. Resolution approving the recommendations of the Polk County assessor for allowances of the Military Service Tax Exemption.
40. Resolution authorizing Auditor's Office to publish Notice of the Public Hearing for May 20, 2025 on proposed amendment to the FY 24/25 budget.
41. Resolution approving applying IEC Hotel Series B principal and interest payments to the FF&E reserve for the Hilton Des Moines Downtown Hotel.
42. Resolution approving funding to the Permanent Supportive Housing fund at the Community Foundation of Greater Des Moines.
43. Resolution directing the County Attorney's Office to provide the Board of Supervisors with full and unfettered access to the November 24, 2020 and the December 16, 2020 closed door session meeting minutes and audio recordings for the Board members to review in a confidential setting.
- *44. Resolution approving a Community Development Grant for Friends of Iowa Speech & Debate.
[Item 44 Attachment](#)
45. Resolution approving Community Betterment Grant Awards
46. Resolution approving Community Sponsorship Awards.

COMMUNICATIONS

- *47. Notice of Appraisal of Damages and Time for Appeal (in the Matter of the Condemnation of Certain Rights in Land for the SE 8th Street and E. Market Street Pump Station and Force Main Project).
[Item 47 Attachment](#)
- *48. Request for Tax Abatement for property at 1002 W Washington Avenue, Polk City.
[Item 48 Attachment](#)

- *49. City Development Board Filing of Written Decision in the Matter of the City of Altoona Voluntary Annexation within the Urbanized Area of the Cities of Bondurant, Ankeny, and Des Moines.

[Item 49 Attachment](#)

BUDGET ACTIONS

50. Memorandum of Budget Actions.

APPOINTMENTS

51. Memorandum of Appointments.

52. **BOARD MEMBER COMMENTS**

CLOSED SESSION

53. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation, pursuant to Iowa Code section 21.5(c).

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 and attachments, visit our website below. Please note that size constraints may prevent some attachments from being posted on our website.*

<https://www.polkcountyiowa.gov/county-auditor/administration/>

Live stream the Board of Supervisors meeting at:
<https://www.youtube.com/live/wAUsC2cTes4>



PROCLAMATION

Recognition of May 2025 as Mental Health Awareness Month

- WHEREAS,** Mental health is essential to overall health, and mental health conditions are common, manageable, and treatable; and
- WHEREAS,** One in five people will experience a mental health condition in any given year, with half of Americans meeting the criteria for a diagnosable condition in their lifetime, often beginning in adolescence; and
- WHEREAS,** It is essential to educate the public about the signs, symptoms, and available resources for mental health support, encouraging individuals to seek help and prioritize their mental well-being; and
- WHEREAS,** It is vital to seek early treatment for mental health, as doing so saves lives and leads to better long-term outcomes; and
- WHEREAS,** We encourage individuals, organizations, and communities to take proactive steps for mental well-being, from seeking support through professional help to participating in community initiatives that promote mental health; and
- WHEREAS,** We recognize the resilience and strength of individuals who manage mental health challenges, as well as the dedication of mental health professionals who provide support and care; and

NOW, THEREFORE, LET IT BE PROCLAIMED that the Polk County Board of Supervisors declares the month of May 2025 as Mental Health Awareness Month in Polk County, Iowa and encourage everyone to utilize resources, seek support, and continue to break down stigma to create a future where mental health is prioritized for all; and

BE IT FURTHER PROCLAIMED the Polk County Board of Supervisors continues its commitment to partner with community organizations to ensure that all disability services are accessible, valuable, and culturally appropriate for all residents of Polk County, Iowa.

Signed this 22nd day of April, 2025, in Des Moines, Iowa.

Matt McCoy, Chair
POLK COUNTY BOARD OF SUPERVISORS

#6



PROCLAMATION

Earth Day April 22nd, 2025

- WHEREAS,** Our planet Earth is a singular and vital sanctuary, teeming with a diverse range of ecosystems, flora, and fauna that provide essential services and support the well-being of all inhabitants; and
- WHEREAS,** The continued health and vitality of our planet are intrinsically linked to the well-being of present and future generations, requiring concerted efforts to protect and sustain our natural resources; and
- WHEREAS,** Environmental degradation, including deforestation, pollution, climate change, and the loss of biodiversity, poses a significant threat to the equilibrium and prosperity of our global ecosystems; and
- WHEREAS,** Earth Day, celebrated on April 22nd, serves as a poignant reminder and call to action for individuals, communities, businesses, and governments worldwide to reaffirm their commitment to environmental stewardship and sustainable practices; and
- WHEREAS,** The collective actions of informed and engaged citizens can foster greater environmental awareness, promote conservation efforts, and drive the adoption of eco-friendly technologies and renewable energy sources; and
- WHEREAS,** On this day, we join together to foster a harmonious relationship with nature, to honor and protect our planet's natural heritage for current and future generations; and

NOW, THEREFORE, LET IT BE PROCLAIMED that we, the Polk County Board of Supervisors, do hereby proclaim **April 22, 2025, to be:**

Earth Day

Signed this 22nd day of April, 2025, in Des Moines, Iowa.

Matt McCoy, Chair
POLK COUNTY BOARD OF SUPERVISORS

#7

RESOLUTION

MOVED by _____ **SECONDED by** _____
that the following resolution be adopted:

WHEREAS, the Polk County Board of Supervisors has developed a proposed budget for FY 2025/2026, and

WHEREAS, the Board believes the proposed budget adequately meets the needs of County citizens and maintains a strong level of fiscal responsibility, and

WHEREAS, as provided in Section 331.434 of the *Code of Iowa*, Polk County held a public hearing on the proposed budget on April 22, 2025, and published timely notice of the hearing in the County's official newspapers,

NOW, THEREFORE, BE IT RESOLVED that Polk County, Iowa hereby adopts the FY 2025/2026 Budget and Certification of Taxes, which includes the compensation schedule for Elected Officials, and which is on file with the Polk County Auditor.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Deborah A. Anderson
Deb Anderson, Budget Manager
Board of Supervisor's Office

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Ralph E. Marasco, Jr.
Ralph E. Marasco, Jr.
Assistant County Attorney

#9

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution adopting FY 2025/2026 budget and certification of taxes

Agenda Date: April 22, 2025

Contact Individual: Deb Anderson, Budget Manager
286-3016

Previous Action taken by the Board: Budget deliberations throughout January, public hearing on proposed property taxes, and public hearing on proposed budget

Board/Commission Actions: N/A

Action Requested (Recommended): Certification of proposed budget

Comply with Policy: Yes

Background: Throughout the months of January and February, the Board of Supervisors conducted budget deliberations to develop a budget for the upcoming fiscal year 2025/2026. On February 25th, the Board held a public budget forum. On March 25th, the Board held a public hearing on the proposed property taxes. At a subsequent meeting, the Board authorized publication of the proposed budget and gave official notice of a public hearing on the budget. The public hearing was held on April 22, 2025.

The budget to be certified implements wage and benefit provisions per collective bargaining agreements and recommendations of the Compensation Board. The budget to be certified reduces the current levy rate by \$0.06 for urban taxpayers and \$0.10 rural taxpayers.

Action Impact: Certifies the FY 25/26 budget

Fiscal Note:

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense & Transfers Out	Anticipated Revenue & Transfers In	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
25/26	N	\$405,924,697	\$410,804,452	Y	Various	Various

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the owners of land located in Section 24, Township 81 North, Range 22 West of the 5th P.M. (Washington Township), Polk County, Iowa, wish to subdivide and plat their land into a minor subdivision final plat known as Sprague Estates Plat 1; and

WHEREAS, the minor subdivision final plat proposes two (2) single family residential lots, four (4) street lots, and one (1) outlot on approximately 79.66 acres of land; and

WHEREAS, the owners have complied with all codes and ordinances for the unincorporated territory of Polk County, Iowa; and

WHEREAS, the Polk County Public Works Department has reviewed the minor subdivision final plat and recommends that it be approved.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the minor subdivision final plat of Sprague Estates Plat 1 and authorizes the Chair of the Polk County Board of Supervisors to sign the Resolution.

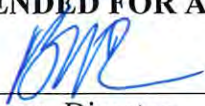
Sewer Service:	Individual Septic Systems
Water Service:	Des Moines Water Works
Zoning:	"AG" Agricultural District
Platted by:	Larry and Linda Sprague. (property owners)
Surveyor:	Terry Coady – Snyder & Associates
Location:	Located at the intersection of NE 142 nd Avenue and NE 112 th Street.
Township:	Washington

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: No cost to the County.

#12

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 67-25 approving the Final Plat Sprague Estates Plat 1.

Agenda Date: April 22, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Polk County Public Works Department, 286-2291.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes. The Plat complies with the requirements of the Polk County Zoning and Subdivision Ordinances.

Background: The Plat proposes two (2) single-family residential lots, four (4) street lots, and one (1) outlot on approximately 79.66 acres of land that is zoned "AG" Agricultural District. The subject subdivision is located within the W ½ of the NW ¼ of Section 24, Township 81 North, Range 22 West of the 5th P.M. (Washington Township). Lots 1 is 2.25 Acres in size, accessing NE 142nd Avenue, and lot 2 is 1.52 acres in size accessing NE 112th Street. The subdivision will be served by public water through Des Moines Water Works. Wastewater treatment will be provided by individual septic systems.

Action Impact: Approval of the Final Plat allows for its recording, creation and transfer of the lots.

Fiscal Note:

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
25/26	N	N	N	N	N		

Additional Fiscal Note Information (optional): None.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Des Moines Water Works has requested the establishment of a private sanitary sewer easement on property owned by Polk County, Iowa located at 5885 NE 14th Street, Des Moines, Iowa (the Property), for the purpose of allowing the construction, operation, and ongoing maintenance of a private sanitary sewer line; and

WHEREAS, the Polk County Public Works Department has reviewed the proposed easement and concurs with the grant of easement; and

WHEREAS, pursuant to Iowa Code Section 331.361, when disposing of an interest in real property, Polk County is required to set forth the proposal in a resolution and publish notice of the time and place of a public hearing on the proposal.

NOW, THEREFORE BE IT RESOLVED that a public hearing on the proposed granting of a private sanitary sewer easement to Des Moines Water Works under, over, through and across the Property, referenced in the attached Notice of Public Hearing, is to be held at 9:30 A.M. on May 6, 2025 at the regularly scheduled meeting of the Polk County Board of Supervisors, Room 120 of the Polk County Administrative Office Building, 111 Court Avenue, Des Moines, Iowa 50309; and

BE IT FURTHER RESOLVED that the Polk County Auditor is directed to publish the attached Notice of Public Hearing.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

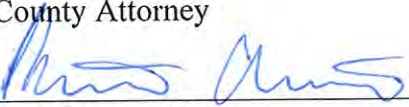
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: No cost to the County.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 65-25 setting future public hearing date of May 6, 2025 for the disposal of county interest in real estate, specifically, a grant of sanitary sewer easement to Des Moines Water Works. Subject property is located at 5885 NE 14th Street, Des Moines.

Agenda Date: April 22, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Polk County Public Works Department, 286-2291.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes. Polk County Staff has reviewed the proposed additional easement and concurs with the additional grant of easement.

Background: Des Moines Water Works currently holds a permanent easement to operate a pumping station, storage tank, aquifer storage and recovery facility on certain real property owned by Polk County immediately to the north of the Polk County Sheriff's Office. The Polk County owned property is parcel 270/00281-004-000. Des Moines Water Works is seeking to create a sanitary sewer easement immediately south of the permanent easement.

Action Impact: Approval of the Resolution sets the public hearing date and directs the Auditor's Office to publish notice of public hearing.

Fiscal Note: None.

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
24/25	N	N	N	N	N		

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, through its Public Works Department Housing Services Division, applied for and received a \$1,249,930 grant and entered into an agreement with HUD to implement the Older Adult Modification Program-Aging in Place (Grant); and

WHEREAS, as a part of the Grant, Polk County is required to contract with an Occupational Therapist to assist staff with identifying modifications within an eligible client's home and provide education to the client with the goal of assisting the client in aging in place within their home; and

WHEREAS, the Procurement and Purchasing Division solicited Request for Proposal's from Licensed Occupational Therapists which were received, January 30, 2025; and

WHEREAS, Polk County Public Works interviewed and negotiated the attached agreement to perform these consulting services with Happy at Home Consulting, LLC.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement with Happy at Home Consulting, LLC to provide services pursuant to the Grant and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 66-25 to approve Consulting Services Agreement with Happy at Home, Consulting, LLC.

Agenda Date: April 22, 2025

Contact Individual: Dave Williamson, Housing Services Manager, Polk County Public Works Department, 515-286-3726.

Previous Action taken by the Board: Approved agreement with HUD, September 10, 2024.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: The Housing Services Division received a HUD grant in the amount of \$1,249,930 to assist older adult households with low cost, high impact home modifications designed to help older adults with aging in place within their home. The Procurement and Purchasing Division solicited RFPs from Licensed Occupational Therapists to assist with Consultation services in identifying modifications and client education. Public Works staff interviewed and negotiated an amount to provide these services. These services will be provided at \$100/hr. and not to exceed \$540 per household. These services and the amount have been approved by HUD staff.

Action Impact: Action approves the Chairperson to sign the agreement and Public Works to implement the agreement.

Fiscal Note: Estimated to assist 217 older adult households throughout Polk County under this grant.

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
24/25	N	0	\$2,700	\$2,700	N	80263404.77440.02	80263404.52440
25/26	N	0	\$45,900	\$45,900	N	80263404.77440.02	80263404.52440
26/27	N	0	\$66,960	\$66,960	N	80263404.77440.02	80263404.52440
27/28	N	0	\$1,620	\$1,620	N	80263404.77440.02	80263404.52440

Additional Fiscal Note Information (optional): None.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Iowa Code Chapter 368 governs annexations of territory to cities; and

WHEREAS, Iowa Code Section 368.7 governs voluntary annexations of territory to cities; and

WHEREAS, Iowa Code Section 368.7(b)(2) states the Board of Supervisors of a County containing all or a portion of the territory to be annexed shall pass a resolution stating whether or not the County supports the application for annexation or whether it takes no position in support of, or against, the application for annexation; and

WHEREAS, Polk County, Iowa has received and reviewed an application for the annexation of territory into the City of Ankeny, with all of said territory being located in Polk County, Iowa. Said territory is described and shown on the attached Exhibit A. Layman's description of said territory: Approximately 839.68 acres (+/-) of land adjacent to the northeast portion of the existing corporate limits of Ankeny, and lying approximately one (1) mile southwest of the corporate limits of the City of Elkhart at its closest point, and generally located north of NE 18th Street / NE 102nd Avenue, east of NE Four Mile Drive / NE 29th Street, west of NE 38th Street, and south of NE 36th Street / NE 110th Avenue except for two (2) parcels totaling approximately 194.28 acres lying just north of NE 110th Avenue; and

WHEREAS, after reviewing the application for annexation and taking into account the Polk County 2050 Comprehensive Plan, Polk County Public Works recommends that Polk County take no position in support of, or against, the application for annexation of the above-described territory into the City of Ankeny.

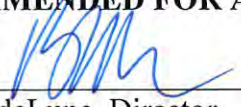
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa takes no position regarding the application for annexation of the above-described territory into the City of Ankeny. The Polk County Board of Supervisors directs Public Works to file this resolution with the City of Ankeny.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: None.

15

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 69-25 regarding annexation application by the City of Ankeny for territory within Polk County.

Agenda Date: April 22, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Polk County Public Works Department, 286-2291.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Public Works recommends the Board take no position regarding this annexation application.

Background: Public Works has reviewed the application, and has no concerns or issues related to the proposal and the area to be annexed. The annexation area totals approximately 839.68 acres, and is located adjacent to the NE quadrant of the current corporate limits of the City of Ankeny, lying east of Interstate 35 in the area of the NE 36th Street interchange.

Action Impact: The Board's resolution will be forwarded to the City of Ankeny for their consideration. If the City moves forward with the application, the Board's resolution would also be included with the application to the City Development Board for their review/consideration.

Fiscal Note: None.

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
24/25	N	N/A	N	N	N		

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the 2025 Norwoodville URA Sanitary Sewer Improvements On: NE 30th, 31st, and 32nd St ("the Project") was developed to connect residents to sanitary sewer; and

WHEREAS, the Project will construct sanitary sewer improvements to provide services to Polk County citizens (the Construction"); and

WHEREAS, the estimated cost of the Construction is greater than the bid threshold in Iowa Code Section 26.3; and

WHEREAS, pursuant to Iowa Code Section 26.12, Polk County is required to hold a public hearing and approve the proposed plans, specifications, form of contract and estimated cost of the public improvements to be completed pursuant to the Project prior to entering into a contract; and

WHEREAS, Polk County, Iowa is required to set the aforementioned public hearing not less than four and no more than twenty days prior to the date of the hearing.

NOW, THEREFORE BE IT RESOLVED that a public hearing is set for May 6, 2025 at 9:30 a.m. in room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa, to approve the proposed plans, specifications, form of contract and estimated cost of the public improvements to be constructed pursuant to the Project; and

NOW, THEREFORE BE IT RESOLVED that the Polk County Auditor's Office is hereby directed to publish notice of said public hearing not less than four and no more than twenty days prior to the date of the hearing.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

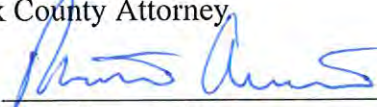
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: Revenue to be generated from incremental tax collections from Norwoodville Urban Renewal.

#16

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 68-25 to establish a public hearing to consider plans, specifications, form of contract, and estimated cost for the 2025 Norwoodville URA Sanitary Sewer Improvements On: NE 30th, 31st, and 32nd St.

Agenda Date: April 22, 2025

Contact Individual: Tyler Burhenn, Civil Engineer, Polk County Public Works Department, 515-286-3705.

Previous Action taken by the Board: Resolution 163-24 accepted the bid for the first phase of this sanitary sewer project.

Board/Commission Actions: N/A

Comply with Policy: Resolution establishes a public hearing pursuant to Iowa Code Section 26.12 to consider proposed plans, specifications, form of contract and estimated cost of the public improvements to be completed pursuant to the 2025 Norwoodville URA Sanitary Sewer Improvements On: NE 30th, 31st, and 32nd St prior to entering into a contract responsive to a public bid.

Background: Polk County has an annual program to connect residents within the Norwoodville URA to the County's sanitary sewer system by extending sewer mains and providing service connections.

Action Impact: Approval of resolution allows Polk County to publish notice of public hearing.

Fiscal Note: Revenue to be generated from incremental tax collections from Norwoodville Urban Renewal.

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
24/25							
25/26	N	N/A	\$2,477,736.38		N	2840846070.78050	
26/27	N	N/A		\$2,477,736.38	N		2840846070.51500

Additional Fiscal Note Information (optional):

PUBLIC HEARING NOTICE

2025 NORWOODVILLE URA SANITARY SEWER IMPROVEMENTS On: NE 30th, 31st, and
32nd St.

The project includes over 6,100 linear feet of trenchless and trenched 4-inch sanitary service lines, sanitary service connections and septic tank abandonments at 52 residences, and over 3,700 square yards of 1.5-inch HMA overlay, to be completed along NE 30th, 31st, and 32nd St within Polk County. Polk County, Iowa has determined an estimated cost of the public improvements to be constructed pursuant to the Project. Furthermore, Polk County has developed plans and specifications and a form of contract for the Project.

The location of the public improvement being constructed pursuant to the Project:

Polk County
T79N R23W
NE 30th St, 31st St, and 32nd St

Pursuant to Iowa Code Section 26.12, a Public Hearing on the proposed plans, specifications, form of contract and estimated cost of the public improvements to be completed pursuant to the Project will be held at the location and time below:

May 6, 2025 – 9:30 a.m.
Polk County Administrative Building, Room 120
111 Court Avenue
Des Moines, Iowa

All interested persons are encouraged to attend this hearing. Written comments on this proposal may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to the Polk County Public Works Office at 515-286-3705.

This Notice is given by authority of Polk County, Iowa.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, by Resolution 38-24, dated February 27, 2024, Polk County, Iowa approved a 28E funding agreement for the Fisher Lake Wetland Restoration Project ("the Project"); and

WHEREAS, the Project will restore a large degraded wetland on the property of Steven Klein ("the Construction"); and

WHEREAS, the estimated cost of the Construction is greater than the bid threshold in Iowa Code Section 26.3; and

WHEREAS, pursuant to Iowa Code Section 26.12, Polk County is required to hold a public hearing and approve the proposed plans, specifications, form of contract and estimated cost of the public improvements to be completed pursuant to the Project prior to entering into a contract; and

WHEREAS, Polk County, Iowa is required to set the aforementioned public hearing not less than four and no more than twenty days prior to the date of the hearing.

NOW, THEREFORE BE IT RESOLVED that a public hearing is set for May 6, 2025 at 9:30 a.m. in room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa, to approve the proposed plans, specifications, form of contract and estimated cost of the public improvements to be constructed pursuant to the Project; and

BE IT FURTHER RESOLVED that the Polk County Auditor's Office is hereby directed to publish notice of said public hearing not less than four and no more than twenty days prior to the date of the hearing.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

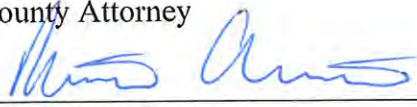
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 70-25 to establish a public hearing to consider plans, specifications, form of contract, and estimated cost for Fisher Lake Wetland Restoration Project.

Agenda Date: April 22, 2025

Contact Individual: John Swanson, Water Resources Supervisor, Polk County Public Works Department, 515-875-5880.

Previous Action taken by the Board: Res. 38-24 dated 2/27/2024 Approving Stream Amendment to IDALS Wetland 28E Agreement.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: The Polk County's Wetland Wave Program partners with landowners to install water quality and habitat wetlands. The Fisher Lake Wetland Restoration Project will restore a large degraded wetland in Polk County, Iowa on the property of Steven Klein.

Action Impact: Resolution establishes a public hearing pursuant to Iowa Code Section 26.12 to consider proposed plans, specifications, form of contract and estimated cost of the public improvements to be completed pursuant to the Fisher Lake Wetland Restoration Project prior to entering into a contract responsive to a public bid.

Fiscal Note: Funding will be tracked and managed in the Public Works Economic Development Revolving Fund approved with FY24/25 Decision Package.

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
25/26	Y	0	\$1,163,095.50	\$1,163,095.50	N	50266320.77440	50266320.52290

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Fiscal Year 2026 Polk County Secondary Road Budget and the Five Year (2025-2029) Secondary Road Construction Program have been completed for submittal to the Iowa Department of Transportation on/or before May 15, 2025, pursuant to Chapter 309.22 of the *Code of Iowa*; and

WHEREAS, the Fiscal Year 2026 Polk County Budget will be adopted on April 22, 2025; and

WHEREAS, the Polk County Public Works Department recommends approval of the budget as per the requirements set forth by the *Iowa Code* and the Iowa Department of Transportation; and

WHEREAS, projects within the proposed Five Year (2026-2030) Secondary Road Construction Program may require additional right-of-way from private property to complete construction; and

WHEREAS, the situation may arise where a negotiated settlement cannot be reached for the necessary right-of-way and may necessitate utilizing the condemnation process to obtain the necessary right-of-way.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the FY2026 Iowa Department of Transportation Budget and Road Program and authorizes the Chair of the Polk County Board of Supervisors to sign said Budget and Road Program; and

BE IT FURTHER RESOLVED that the Public Works Department is hereby directed to submit the approved FY2026 Iowa Department of Transportation Budget and Road Program to the Iowa Department of Transportation in compliance with Chapter 309.22 of the *Code of Iowa*; and

BE IT FURTHER RESOLVED that the Public Works Department be authorized to acquire the right-of-way needed for projects within the approved Five Year (2026-2030) Secondary Road Program through the negotiation process; and

BE IT FURTHER RESOLVED that the Public Works Department and the Polk County Attorney's Office be authorized to proceed with the condemnation hearing process when a negotiated settlement cannot be reached.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

#18

RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: None.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 71-25 authorizes the Board of Supervisors to sign and directs the Public Works Department to submit the FY26 Secondary Road Budget and Road Program to the Iowa Department of Transportation.

Agenda Date: April 22, 2025

Contact Individual: Aaron Putnam, P.E., County Engineer, Polk County Public Works Department, 286-3705.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes.

Background: Chapter 309.22, Code of Iowa, requires that on or before May 15 of each year, the Board of Supervisors shall adopt and submit to the Iowa Department of Transportation for approval a Secondary Road Budget and a Five Year Road Program for the next fiscal period beginning July 1, 2025 and ending June 30, 2026.

Action Impact: Resolution authorizes Public Works to submit approved FY26 Budget and Road Program to the Iowa Department of Transportation on/or before May 15 to comply with the Iowa Code requirements.

Fiscal Note: Costs will be paid from the Secondary Roads fund.

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
25/26	N	0	\$0	0	N		

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, Iowa owns certain real property at 2309 Euclid Ave., Des Moines, Iowa, commonly known as River Place; and

WHEREAS, Polk County, Iowa seeks to support the Marine Corps League Car Show that works to raise revenue to provide benefits to veterans; and

WHEREAS, the Marine Corps League desires to lease space from Polk County at 2309 Euclid Ave., specifically the River Place Parking Lot, for Saturday, May 31, 2025 as the venue for the Marine Corps League Car Show; and

WHEREAS, there is no fiscal impact to this one-day lease of property; and

WHEREAS, Polk County and Marine Corps League desire to enter into a Lease Agreement defining their rights, duties, and liabilities relating to the leased space at the Polk County River Place Parking Lot.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Lease Agreement with the Marine Corps League and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

24/25 - 009

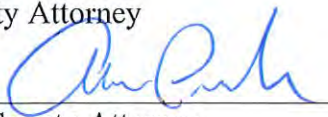
RECOMMENDED FOR APPROVAL:

By: 
Scott Ourth, Director
Polk County General Services Dept.

#19

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

Fiscal Note: none

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Lease Agreement with the Marine Corps League.

Agenda Date: April 22, 2025

Contact Individual: Scott Ourth, Director
Polk County General Services Dept.
286-3219

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: On May 31, 2025, the Marine Corps League desires to hold a Car Show. Admission is free. All proceeds from the Marine Corps League Car Show derived from food stands, music prizes and a silent auction will be used to benefit veterans. The Marine Corps League and Polk County desire to utilize the parking lot at River Place, 2309 Euclid Ave., Des Moines, as the venue for the car show. A lease setting forth the terms and conditions under which the Marine Corps League will lease the parking lot space for the event is attached.

Action Impact: Approval of this one-day lease will assist our partner, the Marine Corps League, in providing benefits to veterans.

Fiscal Note:

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
24/25	N	0	\$0	\$0	N	n/a	n/a

Additional Fiscal Note Information (optional): No fiscal impact.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, Iowa is committed to protecting the lives of its citizens, including those that may be in need of immediate life-saving assistance due to an opioid overdose; and

WHEREAS, Polk County, Iowa desires its employees to have access to naloxone and training for its administration to be able to save lives; and

WHEREAS, the Polk County Behavioral Health and Disability Services Department, in partnership with Risk Management, has developed policies and procedures for naloxone access and training of employees who wish to access naloxone resources; and

WHEREAS, the Polk County Behavioral Health and Disability Services Department recommends the adoption of the Polk County Naloxone Use Policy and Procedures.

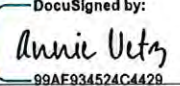
NOW, THEREFORE BE IT RESOLVED that the Polk County, Iowa Board of Supervisors adopts the attached Naloxone Use Policy and Procedures as if fully set forth in this resolution.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

DocuSigned by:

By: _____
99AF934524C4429
Annie Uetz, Director
Polk County Behavioral Health and Disability Services Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

#20

Signed by:
Andrea Petrovich
By: _____
Assistant County Attorney

FISCAL NOTE: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Polk County Naloxone Use Policy and Procedures.

Agenda Date:

Contact Individual: Annie Uetz, Director
Polk County Behavioral Health and Disability Services Department
515-286-3580

Previous Action taken by the Board: None

Board/Commission Actions: n/a

Comply with Policy: Yes

Background: The Polk County Naloxone Policy ensures that all Polk County staff are able to obtain naloxone, be trained in the administration of naloxone, and administer naloxone to an individual during a perceived medical emergency if necessary. The policy establishes a Naloxone Coordinator in the office of Risk Management to oversee the distribution of naloxone kits and document any use of naloxone on Polk County premises or by Polk County employees in their professional capacity.

Action Impact: The adoption of a Polk County Naloxone Policy ensures that Polk County employees have the training and knowledge to save the life of an individual during a perceived opioid overdose emergency.

Fiscal Note: None

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
24/25	N				N		

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Polk County Mental Health and Disability Services Region, by and through its designated Region Administrator, the Polk County Behavioral Health and Disability Services Department, administers agreements with service providers; and

WHEREAS, effective July 1, 2022, Polk County, Iowa entered into a Provider Agreement with Community Support Advocates, which expires June 30, 2025; and

WHEREAS, Polk County, Iowa and Community Support Advocates wish to amend their Agreement to increase their monthly Outpatient Competency Restoration fee to serve additional individuals; including children and increase program capacity; and

WHEREAS, the Polk County Mental Health and Disability Services Region shall continue to administer the Provider Agreements and oversee services to certain persons with mental illness and intellectual and/or developmental disabilities; and

WHEREAS, the total amount of services purchased through this Amended Agreement shall increase 1.2% from \$3,770,089 to \$3,813,638; and

WHEREAS, sufficient funds are available in the Polk County Mental Health and Disability Services Region Budget for FY24/25 to provide these levels of services; and

WHEREAS, the Polk County Mental Health and Disability Services Region Governing Board recommends approval of this Amended Agreement.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the Amended Agreement with Community Support Advocates for FY 24/25 and authorizes the Chair of the Polk County Board of Supervisors to sign said Amended Agreement.

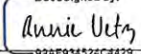
Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

By: _____
Matt McCoy, Chair
Polk County Board of Supervisors

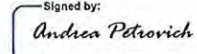
#21

RECOMMENDED FOR APPROVAL:

By: DocuSigned by:

927AF934524C4429
Annie Uetz, Director
Polk County Behavioral Health and Disability Services Dept.

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Signed by:

AS2A753F9E024C3
Assistant County Attorney

FISCAL NOTE: Expense increase 1.2% from \$3,770,089 to \$3,813,638

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution Approving Amended Agreement for Services with Community Support Advocates.

Agenda Date: April 22, 2025

Contact Individual: Annie Uetz, Director
Behavioral Health and Disability Services Dept.
286-3580

Previous Action taken by the Board: Polk County, Iowa has an agreement for services with the above listed provider. The agreement is administered by the Polk County Mental Health and Disability Services Region.

Board/Commission Actions: The Polk County Mental Health and Disability Services Region Governing Board recommends approval.

Comply with Policy: Yes

Background: The Polk County Behavioral Health and Disability Services Department is the Region Administrator for the Polk County Mental Health and Disability Services Region. The Region administers the service agreements between Polk County and community service providers. As part of that administration, the Region monitors updates to service rates and utilization for applicable services contemplated within the agreements.

Action Impact: The total amount of services purchased through this Amended Provider Agreement will increase from \$3,770,089 to \$3,813,638 and sufficient funds are in the FY24/25 budget to provide this level of service.

Fiscal Note: The total amount for this Agreement will increase \$43,549 (1.2%) from \$3,770,089 to \$3,813,638.

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
24/25	N	N/A	\$43,549	\$0	N	100444040.84046.398	N/A

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Iowa Department of Health and Human Services requires each mental health disability services region to maintain specified detailed information on each client served and each claim paid from the County Mental Health and Disability Services Fund; and

WHEREAS, Polk County Mental Health and Disability Services needs to maintain a web-based information system in order to provide a minimum set of data to the Iowa Department of Health and Human Services; and

WHEREAS, pursuant to HF2673, Iowa Code chapter 225C will be rescinded as of July 1, 2025 and the Polk County MHDS Region will close out by December 31, 2025; and

WHEREAS, Polk County, Iowa was announced as the recipient of the District 5 Disability Access Point award beginning April 1, 2025; and

WHEREAS, Behavioral Health and Disability Services' IT Administrator is terminating full time employment as of April 30, 2025; and

WHEREAS, in order to maintain continuity of operations, it is the desire of Polk County, Iowa to enter into a Master Services Agreement with FP Consulting, LLC to provide information and technology support for the delivery of mental health and disability services and reporting by Polk County's Behavioral Health and Disability Services Department as well as assist in the transition to the District 5 Disability Access Point; and

WHEREAS, this Agreement shall commence on May 1, 2025 and shall expire on December 31, 2025.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Master Services Agreement with FP Consulting, LLC for information and technology support, and authorizes the Chair of the Polk County Board of Supervisors to sign said Master Services Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

#22

RECOMMENDED FOR APPROVAL:

DocuSigned by:
By: Annie Uetz
99AF934524C4429...
Annie Uetz, Director
Polk County Behavioral Health and Disability Services Dept.

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

Signed by:
By: Andrea Petrovich
A52A753E9E024C3...
Assistant County Attorney

FISCAL NOTE: The estimated cost is \$25,800 for FY24/25 and \$78,000 for FY25/26.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Master Services Agreement with FP Consulting, LLC.

Agenda Date: April 22, 2025

Contact Individual: Annie Uetz, Director
Behavioral Health and Disability Services Dept.
286-3580

Previous Action taken by the Board: Polk County, Iowa had an Agreement with FP Consulting, LLC that ended May 7, 2024.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Behavioral Health and Disability Services IT Administrator is terminating full time employment as of April 30, 2025. FP Consulting, LLC has previously provided IT support to Polk County Behavioral Health and Disability Services for the management of technology systems critical for the delivery of mental health and disability services and reporting.

Action Impact: This Master Services Agreement will help ensure a seamless closeout of the Polk County MHDS Region and transition to the District 5 Disability Access Point.

Fiscal Note:

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
24/25	N	0	\$25,800.00	\$0	N	100444410.84411.429.1100i	
25/26	N	0	\$78,000.00	\$0	N	100444410.84411.429.1100i	

Additional Fiscal Note Information (optional): Contract costs related to closing out the Polk County MHDS Region will be funded through Fund 10 reserves carried forward for this purpose. Contract costs related to Disability Access Point deliverables will be invoiced to Iowa Health and Human Services for reimbursement.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, Iowa has a tradition of sponsoring a Senior Citizen Fest at the Varied Industries Building at the Iowa State Fairgrounds each spring; and

WHEREAS, this year's event will be held on May 21, 2025; and

WHEREAS, in order to hold this event, Polk County, Iowa and the Iowa State Fair desire to enter into an Events Lease Contract for the lease of the Varied Industries Building and necessary furnishings within; and

WHEREAS, with a lease agreement cost of \$6,000, and additional activity and food related expenses, the estimated cost of the event is \$12,000; and

WHEREAS, funds are available in the Community Family and Youth Services budget to cover the expense.

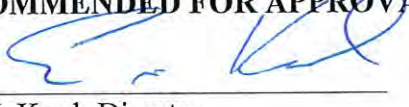
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Events Lease Contract, with the Iowa State Fair for the lease of the Varied Industries Building for the 2025 Senior Fest, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

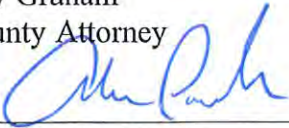
RECOMMENDED FOR APPROVAL:

By: 
Eric N. Kool, Director
Department of Community, Family and Youth Services

#23

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:  _____
Assistant County Attorney

FISCAL NOTE:

FY24-25 expense - \$12,000.00 for the event, including \$6,000.00 for the lease
FY24-25 revenue – anticipated \$6,000.00 revenue from vendor registration fees

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Events Lease Contract with the Iowa State Fairgrounds for the 2025 Polk County Senior Fest.

Agenda Date: April 22, 2025

Contact Individual: Joyce Webb, Program Administrator
Community, Family and Youth Services
515-286-2113

Previous Action taken by the Board: A similar agreement was approved by the Board on May 7, 2024 and April 18, 2023.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Community, Family and Youth Services Department has hosted a Senior Fest annually at the Varied Industries Building at the Iowa State Fairgrounds for more than 30 years. The event is held each spring and attended by approximately 1,100 older adults. In 2025, Senior Fest will have a Hawaiian Luau theme and will include informational booths, dancing, carnival games, and lunch. The 2025 Senior Fest will take place on Wednesday, May 21, 2025. The Lease Contract with the Iowa State Fairgrounds is for a two-day period. Set-up for the event will take place on Tuesday, May 20th, and the event will take place on Wednesday, May 21. The cost for the two-day rental is \$6,000.

Action Impact: Approval of this lease contract will allow Polk County, Iowa to lease space to host an event that provides a free meal and activities that educate, entertain, and connect older adults. Additional equipment and related costs are not specified in the lease contract but those expenses are included in the anticipated expenses listed below.

Fiscal Note:

FY24-25 expense - \$12,000.00 for the event, including \$6,000.00 for the lease
FY24-25 revenue – anticipated \$6,000.00 revenue from vendor registration fees

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
24/25	N	0	\$12,000.00	\$6,000.00	N	10233400.77490	10233400.58150

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, Iowa has a contract with Aging Resources of Central Iowa to provide a senior nutrition program for adults in Polk County age 60 and older, and desires to continue providing this valuable service to seniors; and

WHEREAS, On May 30, 2023, Polk County, Iowa and WesleyLife, entered into a three-year agreement for the provision of congregate meals for older adults in Polk County; and

WHEREAS, WesleyLife has requested an increase in the per-meal rate, due to higher than anticipated costs; and

WHEREAS, Polk County desires to better specify product and food preferences based upon feedback from meal participants; and

WHEREAS, the First Amended Agreement shall commence on July 1, 2025 and shall expire on June 30, 2026; and

WHEREAS, effective July 1, 2025, the unit costs contemplated in this First Amended Agreement shall increase as follows:

\$5.96 per meal for up to 190,000 meals for an amount not to exceed \$1,132,400.00

\$1.66 per slice of pie for up to 52,000 servings for an amount not to exceed \$86,320.

WHEREAS, the overall anticipated expenditures for FY25-25 is \$49,020.00 more than the anticipated allocation, but the increase will be absorbed in the overall CFYS budet.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached First Amended Agreement with WesleyLife for catered congregate meals for older adults in Polk County, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

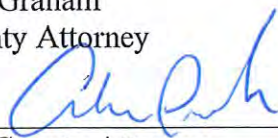
#24

RECOMMENDED FOR APPROVAL:

By: 
Eric N. Kool, Director
Department of Community, Family and Youth Services

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution Approving First Amended Agreement with WesleyLife for catered meals for the Senior Congregate Meal Program.

Agenda Date: April 22, 2025

Contact Individual: Eric Kool, Director
Community, Family and Youth Services
515-286-3644

Previous Action taken by the Board: The original contract for services was approved and executed by the Board of Supervisors on May 30, 2023.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Polk County, Iowa provides congregate meals to persons 60 and older using, in part, Title III funds through a contract with Aging Resources of Central Iowa. Since July 1, 2024 Polk County has contracted with WesleyLife to provide the meals. The Parties to this Agreement desire to enter into an amendment to increase the overall budget, in consideration of higher food costs and increased attendance. Additional first amendment changes are also made to better specify product and ingredient preferences.

This amended agreement budget would be based on:

- \$5.96 per meal, up to 190,000 meals, for an amount not to exceed \$1,132,400.00
- \$1.66 per slice of pie for up to 52,000 servings for an amount not to exceed \$86,320

The term of this amended Agreement shall be July 1, 2025 through June 30, 2026.

Action Impact: Approval of this amendment will allow Polk County to continue providing a nutrition program for seniors attending Polk County senior centers, at current rates of utilization.

Fiscal Note:

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
25/26	N	0	1,218,720.00	\$353,000.00	N	10233402.74450	10233402.52450

Additional Fiscal Note Information (optional): The anticipated expense is \$49,020.00 more than the anticipated allocation for FY25-26. However, the cost of this increase is to be absorbed in the overall CFYS FY25/26 budget. No additional allocation is expected from the board.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, providing enhanced immunization services for children, adolescents, and under-immunized populations assures high immunization coverage levels and lower incidences of vaccine-preventable disease in Polk County, Iowa; and

WHEREAS, Polk County, Iowa, by and through the Polk County Health Department, applied for and has been awarded a grant from the Iowa Department of Health and Human Services (Iowa HHS) in the amount of \$46,107 for the period July 1, 2025 through June 30, 2026 to assist with the activities and costs associated with achieving this goal; and

WHEREAS, Polk County, Iowa desires to enter into a Contract PHTHOIP26077 with Iowa HHS to receive the grant funds for immunization services.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves Contract #PHTHOIP26077 with Iowa HHS for the provision of immunization services to the residents of Polk County and authorizes the Chair of the Polk County Board of Supervisors to sign the Contract.

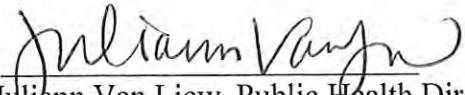
NOW, THEREFORE, BE IT FURTHER RESOLVED that the Director of the Polk County Health Department, or her designee, be authorized to execute any and all documents in furtherance of this Contract.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

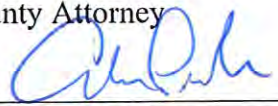
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:


Juliann Van Liew, Public Health Director
Polk County Health Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE: FY25/26 Federal Funding \$46,107

#25

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Contract #PHTHOIP26077 with the Iowa Department of Health and Human Services for FY 25/26 Immunization Services funding.

Agenda Date: April 22, 2025

Contact Individual: Mandy Penning, Deputy Health Director, 286-2005

Previous Action taken by the Board: The Board of Supervisors approved a similar contract in FY24/25.

Board/Commission Actions: None

Comply with Policy: Yes

Background: Annually, the Polk County Board of Supervisors/Board of Health has entered into a Contract with the Iowa Department of Health and Human Services for funding of the Polk County Health Department's Immunization Program. This year, Polk County has been granted \$46,107 for the period July 1, 2025 through June 30, 2026.

Action Impact: These funds will partially offset the salary/benefits for a registered nurse to administer the Childhood Immunization Program at the Polk County Health Department which targets underinsured and uninsured youths ages 0-18.

Fiscal Note:

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
25/26	N	0	\$46,107	\$46,107	N	10223011.74190	10223011.52480

Additional Fiscal Note Information: Federal funds of \$46,107 in revenue.

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County, Iowa is committed to the reduction of elevated blood lead levels in children and lead paint hazards found in homes located in Polk County; and

WHEREAS, Polk County, Iowa operates a Lead Remediation Program with funding received from the U.S. Department of Housing and Urban Development ("HUD") to assist in providing lead-safe homes for children in Polk County; and

WHEREAS, through Polk County's Lead Remediation Program, qualified homeowners in Polk County are eligible for lead remediation grants to assist with costs of remediating lead hazards in their homes; and

WHEREAS, lead paint hazards and the necessary corrective actions have been identified at 2622 Payne Rd, Des Moines, Iowa 50310; and

WHEREAS, bids were received by 10:00 AM on 3/18/2025; publicly opened and read by the Polk County Health Department; and

WHEREAS, the following bids were received:

FAB Rehab	\$39,960.00
Richmond Construction	\$43,100.00
FexSteve Limited Company	\$44,550.00

WHEREAS, the bids were reviewed and approved by Polk County, Iowa through its Polk County Health Department; and

WHEREAS, the lowest responsive bid was submitted by FAB Rehab; and

WHEREAS, the Polk County Health Department has reviewed the FAB Rehab bid proposal and recommends acceptance for **\$39,960.00**; and

WHEREAS, FAB Rehab, Luke Hill and Polk County, Iowa desire to enter into a Lead Remediation Contract to provide a lead-safe home.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement, with the bid for **\$39,960.00** from FAB Rehab, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this ____ day of _____, 2025.

POLK COUNTY, IOWA

26

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Home Lead Remediation Contract to address lead hazard repairs at 2622 Payne Rd, Des Moines, Iowa 50310.

Agenda Date: April 22, 2025

Contact Individual: Mandy Penning, Deputy Director – Polk County Health Dept. 286-2005

Previous Action taken by the Board: Board of Supervisors signed the U.S. Department of Housing and Urban Development (HUD) Assistance Award Lead-Based Paint Hazard Control Grant for lead hazard control on October 26, 2021.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: In November 2021, Polk County, Iowa was awarded a \$3,455,000 Lead-Based Paint Hazard Control Grant from the U.S. Department of Housing and Urban Development (HUD) for remediation of housing units in Polk County over a 42-month period.

Luke Hill owns a property at **2622 Payne Rd, Des Moines, Iowa 50310**. Mr. Hill has two children under the age of six. A lead inspection conducted by Polk County, Iowa through its Polk County Health Department identified lead hazards on the exterior and interior of the home. Bids were publicly opened on **March 18, 2025**. The following bids were received:

FAB Rehab	\$39,960.00
Richmond Construction	\$43,100.00
FexSteve Limited Company	\$44,550.00

The Polk County Health Department reviewed these bids and recommends acceptance of the lowest responsive bid: submitted by **FAB Rehab** in the amount of \$39,960.00. **FAB Rehab** is a Certified Lead Abatement Contractor in the State of Iowa.

Action Impact: With this assistance, a unit of lead-safe housing will be created.

Fiscal Note:

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
24/25	N	0	\$25,000	\$25,000	N	10223018.77440.01	10223018.52440
24/25	N	0	\$5,000	\$5,000	N	10223018.77440.05	10223018.52440
24/25	N	0	\$9,960	\$0	N	10223017.77490.04	n/a

Additional Fiscal Note Information (optional):

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Mandy Penning
Mandy Penning, Deputy Director
Polk County Health Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Kimberly Graham
Assistant County Attorney

FISCAL NOTE: FY 24/25 revenue	\$30,000
FY 24/25 expenses	\$39,960

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Polk County Conservation is developing the Trails End Mitigation Bank Phase 2, a wetland mitigation bank near Berwick, Iowa; and

WHEREAS, the agency which regulates the approval of mitigation banks – the Army Corps of Engineers – requires that a deed of conservation easement be granted for bank land to an outside entity; and

WHEREAS, the Polk County Conservation Board, at its February 13, 2019 meeting, approved a motion to initiate the mitigation bank planning process, which includes the process of granting a deed of conservation easement; and

WHEREAS, the Great Outdoors Foundation has been selected to hold the deed of conservation easement for the Trail End Mitigation Bank Phase 2 and provide site monitoring services; and

WHEREAS, as it is necessary to hold a public hearing on the proposed deed of easement, the Board of Supervisors hereby schedules the public hearing for 9:30 AM on May 6, 2025.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa directs the Polk County Auditor to publish the attached notice of hearing, and to furnish the Polk County Conservation Board with an affidavit of publication.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: K. A. Orlie
Assistant County Attorney

FISCAL NOTE: \$15,000 expense to be paid from PCC Bond funds to cover easement documents and periodic monitoring services provided by GOF, as required by the Army Corps of Engineers, in perpetuity.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving setting a public hearing for approval and signing of a deed of conservation easement for the Trails End Mitigation Bank Phase 2 to be granted to the Great Outdoors Foundation.

Agenda Date: April 22, 2025

Contact Individual: Richard Leopold, Polk County Conservation Board Director

Previous Action taken by the Board: None

Board/Commission Actions: That the Board of Supervisors set a public hearing for the approval and signing of a deed of conservation easement for the Trails End Mitigation Bank Phase 2, to be granted to the Great Outdoors Foundation (GOF).

Comply with Policy: Yes

Background: Polk County Conservation is in the process of developing the second phase of a wetland mitigation bank near Berwick, Iowa. The process of developing a wetland mitigation bank is regulated by the Army Corps of Engineers. As such, it is required that a deed of conservation easement on land in the bank be granted to an outside entity. The easement ensures the protection and preservation of the purposes of the land, as a mitigation bank, in perpetuity. Polk County Conservation has entered into an agreement with the Great Outdoors Foundation (GOF) to be the holder of the deed of conservation easement for the Trails End Mitigation Bank Phase 2. GOF personnel have approved and signed the easement documents. Once the Board of Supervisors Chairperson signs the easement agreement, it will complete the process of easement approval.

Action Impact:

Fiscal Note:

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
24/25	N		\$15,000		N		
25/26							

Fiscal	New	# of New	Anticipated	Anticipated	Budget	If Amendment is Required,	
26/27							

Additional Fiscal Note Information (optional): The expense covers creation of easement documents and periodic monitoring services provided by GOF, as required by the Army Corps of Engineers, in perpetuity.

RESOLUTION

Moved by _____ Seconded by _____ that the following Resolution be adopted.

WHEREAS, Polk County, Iowa acting by and through the Polk County Sheriff's Office (PCSO) mission is to preserve the integrity of the law through proactive community involvement, impartial enforcement, and secure custody of inmates and utilize advances in technology to detect and solve crimes, enhance public safety communications, and effectively use all available resources to protect and serve the public; and

WHEREAS, communicating and demonstrating the Polk County Sheriff's Office mission will continue its on-going efforts of outreach to the citizens of Polk County, Iowa; and

WHEREAS, Langley Productions, Inc. (LP) of Santa Monica, California is a media production company specializing in documentary filmmaking and television production; and

WHEREAS, LP will produce episodes of the television show COPS with the cooperation of the PCSO as set forth in the Agreement, with the PCSO fully consulted in advance of LP filming, after which the PCSO will allow LP reasonable access to Deputies and situations the Deputies encounter.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the terms of the attached Agreement with Langley Productions, Inc. and authorizes the Chair of the Polk County Board of Supervisors to sign attached Agreement on behalf of Polk County, Iowa.

Approved this ____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

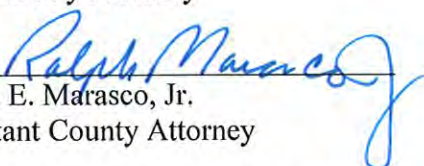
By:


Frank Marasco, Chief Financial Officer, PCSO

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:


Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: Expense \$0, Revenue \$0

#28

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the Agreement between Polk County, Iowa and Langley Productions, Inc. for film production services.

Agenda Date: April 22, 2025

Contact Individual: Frank Marasco, 515-286-3943, frank.marasco@polkcountyiowa.gov

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Sheriff's Office (PCSO) mission is to preserve the integrity of the law through proactive community involvement, impartial enforcement, and secure custody of inmates. In addition, it will utilize advances in technology to detect and solve crimes, enhance public safety communications, and effectively use all available resources to protect and serve the public.

Langley Productions, Inc. of Santa Monica, California is a media production company specializing in documentary filmmaking and television production.

Action Impact: Communicating and demonstrating the PCSO mission will continue its on-going efforts of outreach to the citizens of Polk County. Langley Productions, Inc. will produce episodes of the television show COPS with the cooperation of the PCSO as set forth in the Agreement, with the PCSO fully consulted in advance of filming, after which the PCSO will allow Langley Productions, Inc. reasonable access to Deputies and situations the Deputies encounter.

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
25/26	N	NA	NA	N		

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____ Seconded by _____
that the following Resolution be adopted.

WHEREAS, Polk County, Iowa acting by and through the Polk County Sheriff's Office has been asked by the Iowa Department of Revenue for specialized enforcement measures as it relates to alcoholic beverage enforcement in compliance with Iowa Code chapter 123; and

WHEREAS, the 28E Agreement provides for participation of the Polk County Sheriff's Office for Fiscal Year 2025 (01/01/2025 – 06/30/2025); and

WHEREAS, such agreements are authorized and provided for by provisions of the Iowa Code, Chapter 28E; and

WHEREAS, the Iowa Department of Revenue requires a signed agreement; and

WHEREAS, participating Polk County Sheriff's Office Deputies will work in an off-duty capacity; and

WHEREAS, payments made by the Iowa Department of Revenue will be passed through the Sheriff's Office to the Deputies performing the work.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached 28E Agreement with the Iowa Department of Revenue for compliance checks at retail alcohol licensed locations and authorizes the Polk County Sheriff to sign said 28E Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

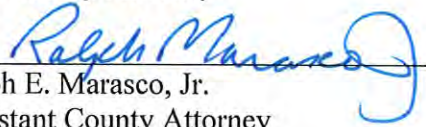
RECOMMENDED FOR APPROVAL:

By:


Frank Marasco, Chief Financial Officer, PCSO

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: Revenue: \$5,000 Expense: \$5,000

#29

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving 28E Agreement with the Iowa Department of Revenue to participate in alcoholic beverage enforcement in compliance with Iowa Code chapter 123.

Agenda Date: 04/22/2025

Contact Individual: Frank Marasco, 515-286-3943, frank.marasco@polkcountyiowa.gov

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: This is a 28E Agreement with the Iowa Department of Revenue for compliance check enforcement of retail establishments that sell alcoholic beverages.

Action Impact: Polk County Sheriff's Office Deputies will work in an off-duty capacity and the corresponding payment for this program will be paid by the Iowa Department of Revenue to the Sheriff's Office and passed through to the Deputies performing the compliance checks.

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
24/25	N	\$5,000	\$5,000	Y	10041001.71000	10041001.58510

Additional Fiscal Note: Revenue/Expense is 100% pass through. No additional expenses will be incurred.

RESOLUTION

Moved by _____ Seconded by _____ that the following Resolution be adopted.

WHEREAS, Polk County, Iowa, acting by and through the Polk County Sheriff's Office has provided law enforcement services for the U.S. Army Corps of Engineers at Saylorville Lake and Recreation Area pursuant to a Contract dated 04/12/2022; and

WHEREAS, the U. S. Army Corps of Engineers wishes to enter into a new Contract with the Polk County Sheriff's Office for the purpose of continuing to provide Law Enforcement Services to the Saylorville Lake and Recreation Area; and

WHEREAS, the U. S. Army Corps of Engineers desires this Contract with Polk County, Iowa, acting by and through the Polk County Sheriff's Office, to be for a term of five years; and

WHEREAS, the U. S. Army Corps of Engineers shall reimburse the Polk County Sheriff's Office for the cost of providing these law enforcement services in an amount not to exceed \$80,519 in Year 1, \$88,275 in Year 2, \$89,992 in Year 3, \$92,031 in Year 4, and \$93,829 in Year 5.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Contract with the U. S. Army Corps of Engineers for Law Enforcement Services at Saylorville Lake and Recreation Area and authorizes the Chair of the Polk County Board of Supervisors to sign said Contract on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

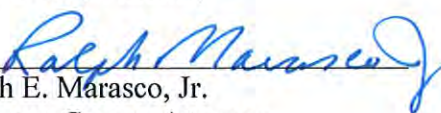
RECOMMENDED FOR APPROVAL:

By:


Frank Marasco, Chief Financial Officer, PCSO

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: For the total term of the contract - Revenue: \$444,646; Expense: \$444,646

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Contract with U.S. Army Corps of Engineers for Law Enforcement Services at the Saylorville Lake and Recreation Area.

Agenda Date: April 22, 2025

Contact Individual: Frank Marasco, 515-286-3943, frank.marasco@polkcountyiowa.gov

Previous Action taken by the Board: The Board approved a previous U.S. Army Corps of Engineers Law Enforcement Services Agreement for Saylorville Lake and Recreation Area on 04/12/2022.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Sheriff's Office has historically provided Law Enforcement Services (Patrol) to the U.S. Army Corps of Engineers at Saylorville Lake each summer season. Proposed Patrol areas at Saylorville Lake are composed of U.S. Government property and facilities that are administered, operated, and maintained by the U.S. Army Corps of Engineers. The U.S. Army Corps of Engineers adjusts the annual contract amount bases on scheduling needs, available federal funding, and the calculated unit price.

Action Impact: Approval of the Contract will continue the provision of Law Enforcement Services for the U.S. Army Corps of Engineers at Saylorville Lake from 4/15/2025 through 9/30/2029. The yearly rate paid to Polk County is based on reimbursement for deputies' salary (over-time) and benefits, as well as supplies and other costs associated with the provision of this service.

Fiscal Note:

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
25/26	N	0	\$80,519	\$80,519	N	10041030.various	10041030.52540.01
26/27	Y	0	\$88,275	\$88,275	N	10041030.various	10041030.52540.01
27/28	Y	0	\$89,992	\$89,992	N	10041030.various	10041030.52540.01
28/29	Y	0	\$92,031	\$92,031	N	10041030.various	10041030.52540.01
29/30	Y	0	\$93,829	\$93,829	N	10041030.various	10041030.52540.01

Additional Fiscal Note Information (optional): Various expense object codes related to operations and vehicle expenses for patrol within business unit 10041030 will be utilized.

RESOLUTION

Moved by _____ Seconded by _____ that the following Resolution be adopted.

WHEREAS, Polk County, Iowa (the "County") acting by and through the Polk County Medical Examiner's Office provides independent quality death investigation as authorized by law by using advanced forensic science while maintaining compassion, objectivity, and dignity for decedents, families, and the community to investigate all deaths that occurred in the County which may affect the public interest; and

WHEREAS, the County has determined that transferring the forensic autopsy responsibilities and functions of the Polk County Medical Examiner to the Iowa Office of the State Medical Examiner (IOSME) is in the best interest of the Polk County citizen taxpayers and will provide significant cost avoidance and cost savings; and

WHEREAS, IOSME shall maintain National Association of Medical Examiners (NAME) accreditation which includes standards relating to timeliness; and

WHEREAS, Iowa Code Chapter 28E authorizes governmental entities to enter into cooperative agreements for the joint exercise of powers, privileges, and duties; and

WHEREAS, a 28E Agreement between the County and the IOSME will establish a cooperative arrangement to ensure the efficient processing of County medical examiner cases, including defining the duties and responsibilities of each party and ensuring compliance with Iowa law.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached 28E Agreement for forensic autopsy services with the IOSME and authorizes the Chair of the Polk County Board of Supervisors to sign said 28E Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Frank Marasco
Frank Marasco
Polk County Interim Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: _____
Ralph E. Marasco, Jr.
Assistant County Attorney

ROLL CALL FOR ALLOWANCE

APR 22 2025
ALLOWED BY VOTE
OF BOARD

Mark Holm	Yea	Nay
Tom Hockensmith	Yea	Nay
Angela Connolly	Yea	Nay
Jill Altringer	Yea	Nay
Matt McCoy	Yea	Nay
Yea _____	Nay _____	
Above tabulation made by _____		

CHAIRPERSON

FISCAL NOTE: \$1,000,000 is included in the FY 25/26 proposed budget for autopsy expense

#31

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving 28E Agreement with the Iowa Office of the State Medical Examiner.

Agenda Date: 4/22/2025

Contact Individual: Frank Marasco, frank.marasco@polkcountyiowa.gov

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Medical Examiner's Office provides independent quality death investigation as authorized by law by using advanced forensic science while maintaining compassion, objectivity, and dignity for decedents, families, and the community to investigate all deaths that occurred in the County which may affect the public interest while maintaining NAME accreditation of 90% autopsy completion within 72 hours. Polk County has determined that transferring the autopsy responsibilities and functions of the Polk County Medical Examiner to the Iowa Office of the State Medical Examiner (IOSME) is in the best interest of its residents.

Action Impact: A 28E Agreement between Polk County and the IOSME will establish a cooperative arrangement to ensure the efficient processing of County medical examiner cases, including defining the duties and responsibilities of each party and ensuring compliance with Iowa law. This Agreement shall be effective upon its approval and execution by both Parties and its recording with the Secretary of State and shall expire on June 30, 2027, unless terminated earlier by either Party in accordance with Article X of this Agreement. The Parties may upon mutual agreement renew the Term of his Agreement for an additional one (1) to three (3) year term.

Fiscal Note: \$1,000,000 is included in the proposed FY 25/26 budget for autopsy expense

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
25/26						

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Board of Supervisors have reviewed the operations of the Polk County Medical Examiner's Office and desires to relinquish the County Medical Examiner's statutory forensic autopsy duties to the Iowa Office of the State Medical Examiner ("IOSME") and pay the IOSME to perform those forensic autopsy duties; and

WHEREAS, the Iowa Department of Health and Human Services, acting by and through the Iowa Office of the State Medical Examiner desires to assume the Polk County Medical Examiner's statutory forensic autopsy duties and charge Polk County for those forensic services, pursuant to Iowa Administrative Code 641-126; and

WHEREAS, the Human Resources Department has reviewed the restructuring and is proposing the following position modifications effective 7/1/2025:

- Reclassify one (1) full-time Chief Medical Examiner position to part-time County Medical Examiner position (20 hours/week).
- Reclassify one (1) full-time Deputy Chief Medical Examiner position to part-time Deputy County Medical Examiner position (10 hours/week).
- Delete one (1) Associate Medical Examiner position.
- Create one (1) Operations Supervisor position, Management grade 14, range \$94,943-\$128,174.
- Delete one (1) Administrative Assistant position, Excluded grade 8, range \$57,675-\$77,861.

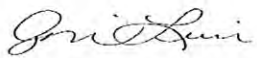
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the above position modifications and directs the Director of Human Resources and the County Auditor to take action to implement this resolution.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Josie Lewis, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

#32

By: Ralph Marasco
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: The estimated personnel cost savings is \$994,019 for FY25/26, \$1,026,618 for FY26/27, and \$1,068,704 for FY27/28.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Position Modifications within the Medical Examiner's Office

Agenda Date: April 22, 2025

Contact Individual: Josie Lewis, Director of Human Resources

Previous Action taken by the Board: None.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Board of Supervisors have reviewed the operations of the Polk County Medical Examiner's Office and desires to relinquish the County medical Examiner's statutory forensic autopsy duties to the Iowa Office of the State Medical Examiner ("IOSME") and pay the IOSME to perform those forensic autopsy duties. To support restructuring efforts, Human Resources reviewed multiple positions with the Medical Examiner's Office and is proposing the following position modifications effective 7/1/2025: Reclassify the Chief Medical Examiner position, full-time, to County Medical Examiner position, part-time, reclassify the Deputy Chief Medical Examiner position, full-time, to Deputy County Medical Examiner position, part-time, delete one Associate Medical Examiner position, create one Operations Supervisor position, Management grade 14, range \$94,943-\$128,174, and delete one Administrative Assistant position, Excluded grade 8, range \$57,675-\$77,861.

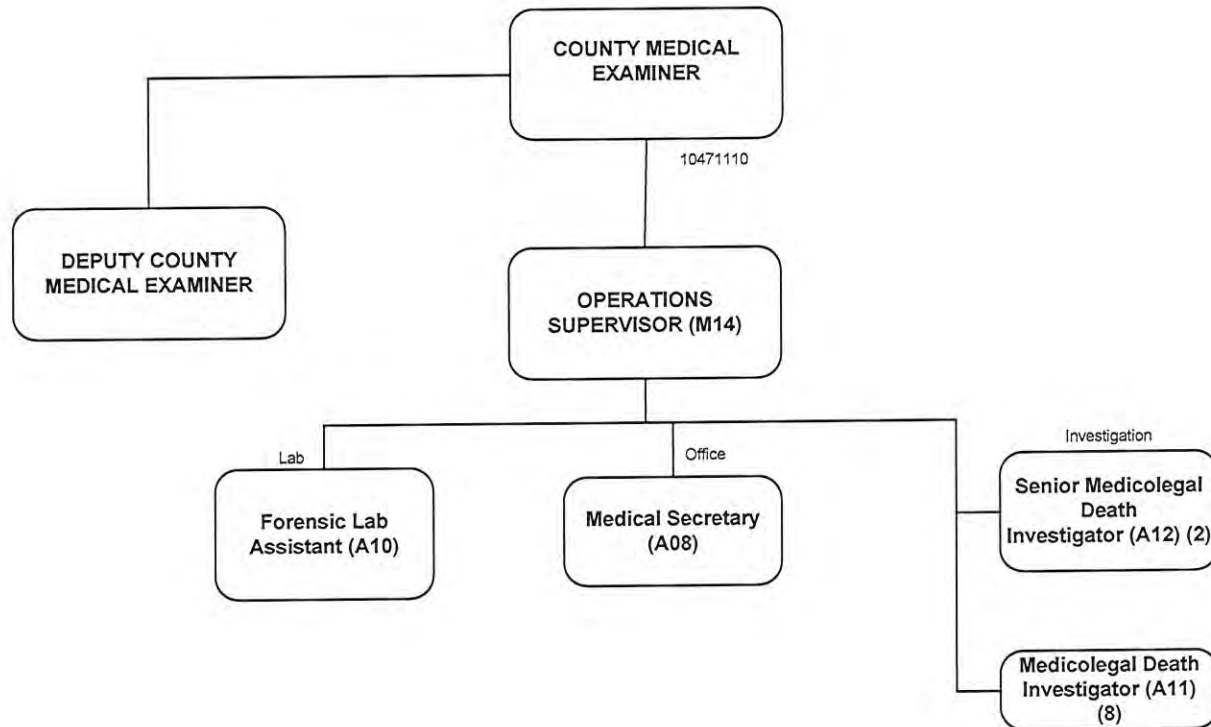
Action Impact: Authorizes the County Auditor and Director of Human Resources to take the necessary steps to implement this resolution.

Fiscal Note: The estimated personnel cost savings is \$994,019 for FY25/26, \$1,026,618 for FY26/27, and \$1,068,704 for FY27/28.

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
25/26	Y	-2.25 FTE	(\$994,019)		Y	10471110	
26/27	Y	-2.25 FTE	(\$1,026,618)		Y	10471110	
27/28	Y	-2.25 FTE	(\$1,068,704)		Y	10471110	

Additional Fiscal Note Information (optional): N/A

**POLK COUNTY
MEDICAL EXAMINER'S OFFICE**



RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Rory Deol, D.O. was appointed as the Polk County Medical Examiner in accordance with Section 331.801 of the Code of Iowa per resolution on December 17, 2024; and

WHEREAS, due to restructuring of the Medical Examiner's Office, Rory Deol, D.O. and Polk County have mutually agreed to the conditions set forth in the attached severance agreement; and

WHEREAS, it is in the best interest of Polk County to approve said agreement; and

WHEREAS, the Polk County Board of Supervisors wishes to express its gratitude to Rory Deol, D.O., for his service to Polk County; and

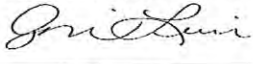
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Josie Lewis, Director
Department of Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: Estimated cost is \$131,097.60
for FY24/25.

#33

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving severance agreement between Polk County and Rory Deol, D.O.

Agenda Date: April 22, 2025

Contact Individual: Josie Lewis, Director of Human Resources

Previous Action taken by the Board: 12/17/2024

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Rory Deol, D.O. was appointed as the Polk County Medical Examiner per resolution on December 17, 2024. Due to restructuring in the Medical Examiner's Office, Rory Deol, D.O. and Polk County have mutually agreed to the conditions set forth in the attached severance agreement. It is in the best interest of Polk County to approve said agreement. The Polk County Board of Supervisors wishes to express its gratitude to Rory Deol, D.O., for his service to Polk County.

Action Impact: Approval of this resolution approves the severance agreement and authorizes the chairperson to sign the agreement on behalf of Polk County, Iowa.

Fiscal Note: Estimated cost is \$131,097.60 for FY24/25.

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
24/25	Y		\$131,097.60		Y	10471110	
25/26	N						
26/27	N						

Additional Fiscal Note Information (optional): N/A

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, on May 15, 2024, House File 2673 transferred disability service management from local Mental Health and Disability Services Regions to the Division of Aging and Disability Services; and

WHEREAS, on February 25, 2025, the Iowa Department of Health and Human Services announced Polk County, Iowa as the recipient of the District 5 Disability Access Point award, which includes Polk, Hamilton, Green, Boone, Story, Dallas, Jasper, Madison, Warren, Marion, Clarke, Lucas, Decatur, and Wayne counties; and

WHEREAS, on March 25, 2025, Polk County, Iowa approved Contract ADSCI25015 to fund and set forth the terms under which Polk County will administer services as the District 5 Disability Access Point; and

WHEREAS, to adequately serve the needs of District 5, the Director of Behavioral Health and Disability Services (BHDS) is requesting the following position modifications:

- Reclassify one (1) Program Planner position, Excluded grade 15, range \$104,439-\$140,993, to one (1) Disability Access Point Supervisor position, Management grade 15, range \$104,439-\$140,993, effective 7/12/2025.
- Reclassify one (1) Program Planner position, Excluded grade 15, range \$104,439-\$140,993, to one (1) Systems and Finance Supervisor position, Management grade 15, range \$104,439-\$140,993, effective 7/12/2025.
- Reclassify one (1) Program Planner position, Excluded grade 15, range \$104,439-\$140,993, to one (1) Decategorization and DAP Assessment Supervisor position, Management grade 15, range \$104,439-\$140,993, effective 7/12/2025.
- Reclassify one (1) Program Planner position, Excluded grade 15, range \$104,439-\$140,993, to one (1) Community Collaboration Supervisor position, Management grade 15, range \$104,439-\$140,993, effective 6/28/2025.
- Delete one (1) BHDS IT Administrator position, Excluded grade 16, range \$111,537-\$150,574, effective 5/01/2025.
- Delete one (1) Program Planner position, Excluded grade 15, range \$101,397-\$136,886, effective 4/22/2025.
- Delete two (2) Pre-Trial Case Services Worker positions, AFSCME grade 10, range \$65,313-\$88,172, effective 4/22/2025.
- Delete one (1) Accounting Technician position, AFSCME grade 8, range \$55,995-\$75,593, effective 6/28/2025.
- Delete one (1) Mental Health Services Monitor position, Excluded grade 13, range \$86,313-\$116,552, effective 9/20/2025.

WHEREAS, to further support community collaboration efforts and streamline services, the Director of Community, Family, and Youth Services (CFYS), in collaboration with the Director of BHDS, is requesting the following position modifications:

- Reclassify one (1) Administrative Support Specialist position, AFSCME grade 6, range \$48,007-\$64,810, to one (1) Decategorization Program Coordinator position, AFSCME grade 9, range \$60,475-\$81,641, effective 5/17/2025. Transfer position from CFYS to BHDS effective 7/12/2025.
- Transfer one (1) Welcome Center Supervisor position, Management grade 12, range \$78,465-\$105,929, from CFYS to BHDS effective 7/12/2025.
- Transfer one (1) Refugee Alliance of Central Iowa Coordinator position, AFSCME grade 9, range \$62,289-\$84,090, from CFYS to BHDS effective 7/12/2025.
- Transfer one (1) vacant Program Specialist position, AFSCME grade 8, range \$57,675-\$77,861, from CFYS to BHDS effective 7/12/2025.
- Transfer one (1) Decategorization Program Coordinator position, AFSCME grade 9, range \$62,289-\$84,090, from CFYS to BHDS effective 7/12/2025.
- Transfer one (1) Pre-Arrest Diversion Specialist position, AFSCME grade 9, range \$62,289-\$84,090, from CFYS to BHDS effective 7/12/2025.
- Transfer four (4) on-call Shelter Aide positions, AFSCME grade 6, \$23.693 hourly, from CFYS to BHDS effective 7/12/2025.
- Delete one (1) vacant Decategorization Supervisor position, Management grade 13, range \$83,799-\$113,128, effective 4/22/2025.

WHEREAS, the Auditor is requesting to retain employees previously funded by the Department of BHDS:

- Retain and create one (1) Accounting Technician position, AFSCME grade 8, range \$55,995-\$75,593, effective 6/28/2025. Transfer incumbent from BHDS funding to Auditor funding.
- Retain and reclassify one (1) Mental Health Services Monitor position, Excluded grade 13, range \$86,313-\$116,552, to one (1) Accountant position, Excluded grade 13, range \$86,313-\$116,522, effective 9/20/2025. Transfer incumbent from BHDS funding to Auditor funding.

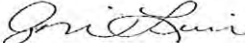
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the above position modifications and directs the Director of Human Resources and the County Auditor to take action to implement this resolution.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

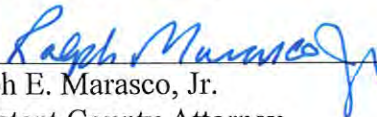
RECOMMENDED FOR APPROVAL:

By: 

Josie Lewis, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: The estimated cost savings of position modifications in the Department of BHDS is \$89,693 for FY24/25, \$750,181 for FY25/26, \$845,007 for FY26/27, and \$891,690 for FY27/28. The estimated cost savings in Decategorization funds is \$22,304 for FY24/25, \$95,234 for FY25/26, \$104,925 for FY26/27, and \$111,504 for FY27/28. Decategorization and Disability Access Point funds are provided by the State of Iowa. The estimated cost for the Community Collaboration Supervisor position is \$194,626 for FY25/26, \$200,076 for FY26/27, and \$205,633 for FY27/28 and will be covered by ERA2 interest revenue. The estimated cost to retain and transfer two positions to the Auditor's Office is \$225,164 for FY25/26, \$276,566 for FY26/27, and \$287,847 for FY27/28. The Auditor indicates current funding will cover the estimated costs. Position funding from the Department of CFYS will be transferred to the Department of BHDS.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Position Modifications within the Behavioral Health and Disability Services Department, Community, Family, and Youth Services Department, and Auditor's Office

Agenda Date: April 22, 2025

Contact Individual: Josie Lewis, Director of Human Resources

Previous Action taken by the Board: 3/25/2025

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: On May 15, 2024, House File 2673 transferred disability service management from local Mental Health and Disability Services Regions to the Division of Aging and Disability Services. On February 25, 2025, the Iowa Department of Health and Human Services announced Polk County, Iowa, as the recipient of the District 5 Disability Access Point award, serving Polk, Hamilton, Green, Boone, Story, Dallas, Jasper, Madison, Warren, Marion, Clarke, Lucas, Decatur, and Wayne counties. On March 25, 2025, Polk County approved Contract ADSCI25015 to fund and define the terms under which it will administer services as the District 5 Disability Access Point. To address the needs of District 5, the Director of Behavioral Health and Disability Services (BHDS) has requested multiple position modifications. Additionally, the Director of Community, Family, and Youth Services (CFYS), in collaboration with the Director of BHDS, is recommending position modifications to enhance community collaboration efforts and streamline services. The Auditor is requesting to retain two employees previously funded by the Department of BHDS.

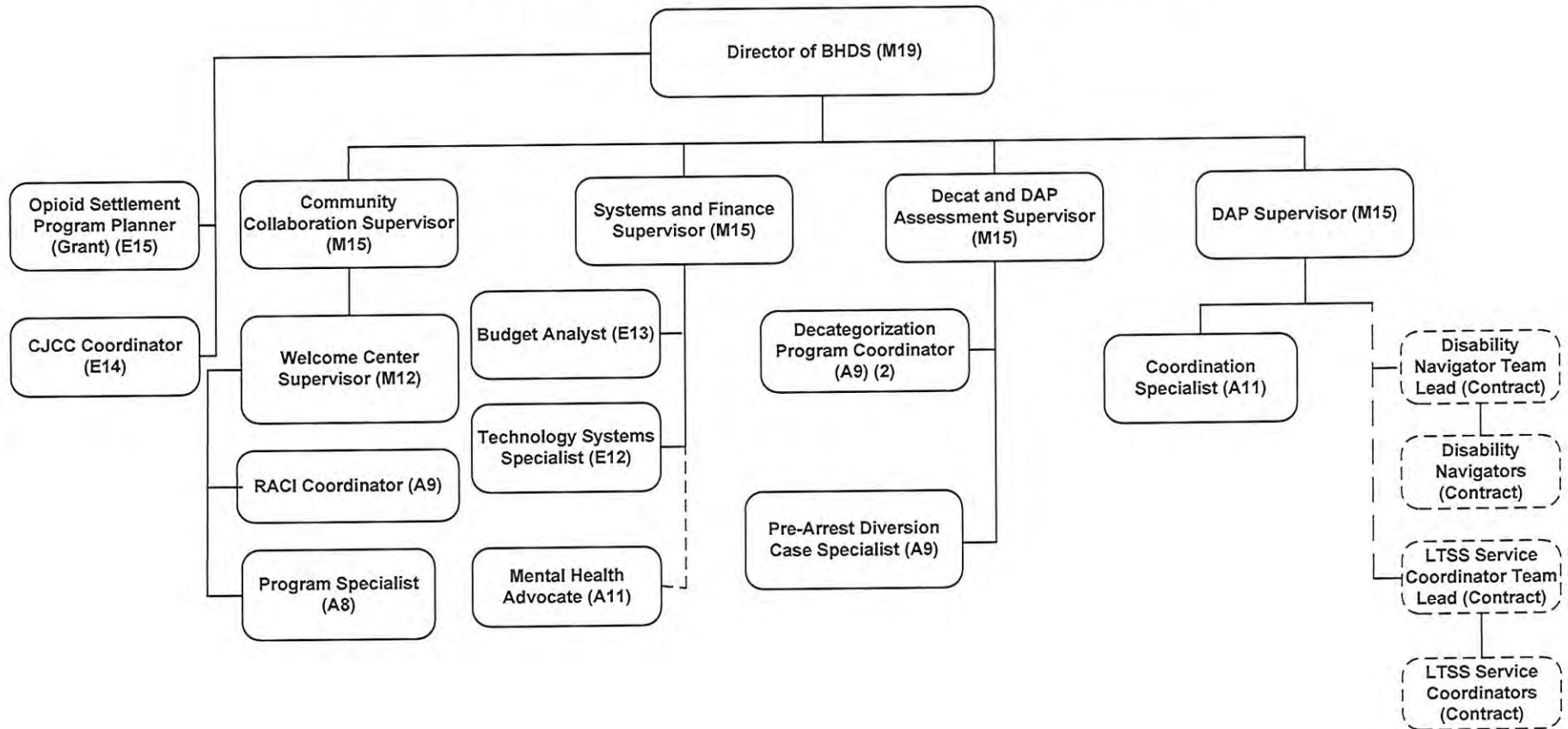
Action Impact: Authorizes the County Auditor and Director of Human Resources to take the necessary steps to implement this resolution.

Fiscal Note: The estimated cost savings of position modifications in the Department of BHDS is \$89,693 for FY24/25, \$750,181 for FY25/26, \$845,007 for FY26/27, and \$891,690 for FY27/28. The estimated cost savings in Decategorization funds is \$22,304 for FY24/25, \$95,234 for FY25/26, \$104,925 for FY26/27, and \$111,504 for FY27/28. Decategorization and Disability Access Point funds are provided by the State of Iowa. The estimated cost for the Community Collaboration Supervisor position is \$194,626 for FY25/26, \$200,076 for FY26/27, and \$205,633 for FY27/28 and will be covered by ERA2 funds. The estimated cost to retain and transfer two positions to the Auditor's Office is \$225,164 for FY25/26, \$276,566 for FY26/27, and \$287,847 for FY27/28. The Auditor indicates current funding will cover the estimated costs.

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
24/25	Y	-2	(\$52,254)	(\$52,254)	Y	100444410	
	Y	-2	(\$37,439)	(\$37,439)	Y	20443515	
	Y	-1	(\$22,304)	(\$22,304)	Y	10233413	
25/26	Y	-2	(\$323,617)	(\$323,617)	Y	100444410	
	Y	-2	(\$225,164)	(\$225,164)	Y	100014010	
	Y	-2	(\$201,400)	(\$201,400)	Y	20443515	
	Y	-1	(\$95,234)	(\$95,234)	Y	10233413	
	Y	1	\$194,626		Y	10233414	
	Y	2	\$225,164		Y	10019012	
26/27	Y	-2	(\$348,618)	(\$348,618)	Y	100444410	
	Y	-2	(\$276,566)	(\$276,566)	Y	100014010	
	Y	-2	(\$219,823)	(\$219,823)	Y	20443515	
	Y	-1	(\$104,925)	(\$104,925)	Y	10223413	
	Y	1	\$200,076		Y	10233414	
	Y	2	\$276,566		Y	10019012	
27/28	Y	-2	(\$370,616)	(\$370,616)	Y	100444410	
	Y	-2	(\$287,847)	(\$287,847)	Y	100014010	
	Y	-2	(\$233,227)	(\$233,227)	Y	20443515	
	Y	-1	(\$111,504)	(\$111,504)	Y	10233413	
	Y	1	\$205,633		Y	10233414	
	Y	2	\$287,847		Y	10019012	

Additional Fiscal Note Information (optional): Position funding from the Department of CFYS will be transferred to the Department of BHDS.

BEHAVIORAL HEALTH AND DISABILITY SERVICES (BHDS) DEPARTMENT



RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Interim County Administrator has reviewed the operations of the Board of Supervisors Office; and

WHEREAS, the Interim County Administrator is requesting to create a Director of Compliance and Risk Management position to oversee county-wide compliance, policy, and risk management operations; and

WHEREAS, risk management positions will transfer to the Board of Supervisors effective 7/12/2025; and

WHEREAS, the Human Resources Department has reviewed the request and is proposing the following position modifications:

- Create one (1) Director of Compliance and Risk Management position, Management grade 19, range \$143,105-\$193,192.
- Transfer two (2) Claims Analyst positions, Excluded grade 14, range \$94,943-\$128,174, from Human Resources to the Board of Supervisors Office effective 7/12/2025.
- Transfer one (1) Safety Specialist/Security Supervisor position, Management grade 14, range \$94,943-\$128,174, from Human Resources to the Board of Supervisors Office effective 7/12/2025.
- Transfer fifteen (15) part-time Security Officer positions, AFSCME grade 8, \$27.635-\$37.308 hourly, from Human Resources to the Board of Supervisors Office effective 7/12/2025.
- Transfer fifteen (15) on-call Security Officer positions, AFSCME grade 8, \$27.635 hourly, from Human Resources to the Board of Supervisors Office effective 7/12/2025.

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

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

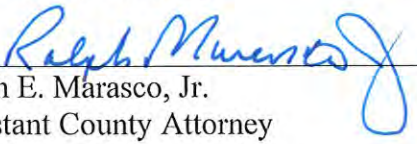
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Josie Lewis, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: The estimated cost is \$15,577
for FY24/25, \$234,806 for FY25/26, \$249,795
for FY26/27, and \$265,443 for FY27/28. Position
will be funded under Fund 3.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Position Modifications within the Board of Supervisors Office and Human Resources Department

Agenda Date: April 22, 2025

Contact Individual: Josie Lewis, Director of Human Resources

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Interim County Administrator has evaluated the operations of the Board of Supervisors Office and is requesting the creation of a Director of Compliance and Risk Management position. This role will oversee county-wide compliance, policy, and risk management operations. Risk management positions will transition from the Department of Human Resources to the Board of Supervisors effective 7/12/2025. The Human Resources Department has reviewed the requests and is proposing position modifications.

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 \$15,577 for FY24/25, \$234,806 for FY25/26, \$249,795 for FY26/27 and \$265,443 for FY27/28. Position will be funded under Fund 3.

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
24/25	Y	1	\$15,577		Y	30129210	
25/26	Y	1	\$234,806		Y	30129210	
26/27	Y	1	\$249,795		Y	30129210	
27/28	Y	1	\$265,443		Y	30129210	

Additional Fiscal Note Information (optional): Position funding from Human Resources will be transferred to the Board of Supervisors Office.

RESOLUTION

MOVED by _____ **SECONDED by** _____ that
the following Resolution be adopted:

WHEREAS, the General Assembly of Iowa enacted legislation, now codified in Iowa Code Section 425.1, providing for the Homestead Tax Credit (Credit); and,

WHEREAS, the Credit is available for certain property owners that satisfy specific statutory criteria; and,

WHEREAS, to receive this Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria; and,

WHEREAS, from time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Polk County Assessor recommends the Credit be allowed for four such property owners on the parcels for the taxable years noted on the attached sheet; and,

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa, approves the recommendation of the Polk County Assessor regarding allowances of the Homestead Tax Credit.

BE IT FURTHER RESOLVED, that this information be conveyed to the Polk County Auditor as required by statute.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Randy Ripperger
Polk County Assessor

#36

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:  _____

Assistant County Attorney

FISCAL NOTE: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the recommendation of the Polk County Assessor for allowances of the Homestead Tax Credit (Credit).

Agenda Date: April 22, 2025

Contact Individual: Sarah Boese, Deputy County Administrator
Board of Supervisors
286-3895

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: There is a Homestead Tax Credit under Iowa Code 425.1 that provides a property tax credit on the homestead of an eligible property owner. The Credit is available for certain property owners that satisfy specific statutory criteria. To receive this Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Polk County Assessor recommends the Credit be allowed for four such property owners on the parcels for the taxable years noted on the attached sheet.

Action Impact: The passage of this resolution approves the recommendation of the Polk County Assessor for allowances of the Homestead Tax Credit.

Fiscal Note:

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
25/26	N				N		

RESOLUTION

MOVED by _____, **SECONDED** by _____ that
the following Resolution be adopted:

WHEREAS, the General Assembly of Iowa enacted legislation, now codified in Iowa Code 425.1A, providing for the Homestead Tax Exemption (Exemption); and,

WHEREAS, the Exemption is available for certain property owners that satisfy specific statutory criteria; and,

WHEREAS, to receive this Exemption, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria; and,

WHEREAS, from time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for two such parcels for the taxable years noted on the attached sheet; and,

NOW, THEREFORE BE IT RESOLVED, Polk County, Iowa, approves the recommendation of the Polk County Assessor regarding allowances of the Homestead Tax Exemption.

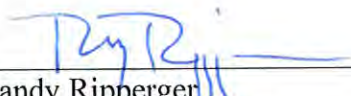
BE IT FURTHER RESOLVED, that this information be conveyed to the Polk County Auditor as required by statute.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Randy Ripperger
Polk County Assessor

#37

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the recommendation of the Polk County Assessor for allowances of the Homestead Tax Exemption (Exemption).

Agenda Date: April 22, 2025

Contact Individual: Sarah Boese, Deputy County Administrator
Board of Supervisors
286-3895

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: There is a Homestead Tax Exemption under Iowa Code 425.1A that provides a property tax exemption on the homestead of an eligible property owner. The Exemption is available for certain property owners that satisfy specific statutory criteria. To receive this Exemption, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for two such parcels for the taxable years noted on the attached sheet.

Action Impact: The passage of this resolution approves the recommendation of the Polk County Assessor for allowances of the Homestead Tax Exemption.

Fiscal Note:

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
25/26	N				N		

RESOLUTION

Moved by _____ Seconded by _____
that the following Resolution be adopted:

WHEREAS, the General Assembly of Iowa enacted legislation, now codified in Iowa Code Chapter 425, providing for the Disabled Veteran Tax Credit (Credit); and,

WHEREAS, the Credit is available for certain disabled veterans or their surviving spouse or child that satisfy specific statutory criteria; and

WHEREAS, to receive the Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria; and

WHEREAS, from time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Assessor recommends the Credit on one such parcel for the taxable years noted on the attached sheet be allowed.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa, approves the recommendation of the Polk County Assessor regarding allowance for the Disabled Veteran Tax Credit.

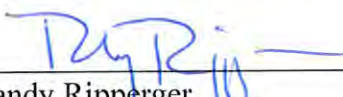
BE IT FURTHER RESOLVED that this information be conveyed to the Polk County Auditor as required by statute.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Randy Ripperger
Polk County Assessor

#38

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the recommendation of the Polk County Assessor for allowance of the Disabled Veteran Tax Credit (Credit).

Agenda Date: April 22, 2025

Contact Individual: Sarah Boese, Deputy County Administrator
Board of Supervisors
286-3895

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: There is a Disabled Veteran Tax Credit under Iowa Code 425.15 that provides a property tax credit on the homestead of an eligible veteran. The Credit is available for certain disabled veterans or their surviving spouse or child that satisfy specific statutory criteria. To receive this Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Assessor recommends the Credit on one such parcel for the taxable year noted on the attached sheet be allowed

Action Impact: The passage of this resolution approves the recommendation of the Polk County Assessor for allowance of the Disabled Veterans Tax Credit.

Fiscal Note:

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
25/26	N				N		

RESOLUTION

MOVED by _____, **SECONDED** by _____ that
the following Resolution be adopted:

WHEREAS, the General Assembly of Iowa enacted legislation, now codified in Iowa Code 426A, providing for the Military Service Tax Exemption (Exemption); and,

WHEREAS, the Exemption is available for certain property owners that satisfy specific statutory criteria; and,

WHEREAS, to receive this Exemption, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria; and,

WHEREAS, from time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for two such parcels for the assessment years noted on the attached sheet; and,

NOW, THEREFORE BE IT RESOLVED, Polk County, Iowa, approves the recommendation of the Polk County Assessor regarding allowances of the Military Service Tax Exemption.

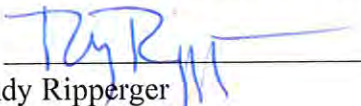
BE IT FURTHER RESOLVED, that this information be conveyed to the Polk County Auditor as required by statute.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

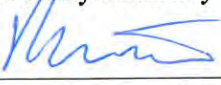
RECOMMENDED FOR APPROVAL:

By: 
Randy Ripperger
Polk County Assessor

#39

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:  
Assistant County Attorney

FISCAL NOTE: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the recommendations of the Polk County Assessor for allowances of the Military Service Tax Exemption (Exemption).

Agenda Date: April 22, 2025

Contact Individual: Sarah Boese, Deputy County Administrator
Board of Supervisors
286-3895

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: There is a Military Service Tax Exemption under Iowa Code Section 426A that provides a property tax exemption on the property of an eligible military veteran. The Exemption is available for certain military veterans that satisfy specific statutory criteria. To receive this Exemption, military veterans must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for two such parcels for the assessment years noted on the attached sheet.

Action Impact: The passage of this resolution approves the recommendation of the Polk County Assessor for allowances of the Military Service Tax Exemption.

Fiscal Note:

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
25/26	N				N		

RESOLUTION

MOVED by _____ **SECONDED** by _____
that the following resolution be adopted:

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 2024/2025 Polk County Budget and Appropriation to reflect the operations of the County Offices and Departments since the budget was amended on October 8, 2024, and to comply with expenditure limitations,

NOW, THEREFORE, BE IT RESOLVED, that Polk County, Iowa hereby sets a public hearing on the proposed budget amendment for 9:30 a.m., May 20, 2025, in Room #120 of the Polk County Administrative Office Building, 111 Court Avenue, Des Moines, Iowa.

BE IT FURTHER RESOLVED that the Polk County Auditor is hereby authorized and directed to publish the official form #653A-R Sheet 1 "Notice of Public Hearing on Amendment of Current County Budget" in all official newspapers of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Deborah A. Anderson
Deb Anderson, Budget Manager
Board of Supervisor's Office

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Ralph E. Marasco, Jr.
Ralph E. Marasco, Jr.
Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing the Auditor's Office to publish notice of public hearing on a proposed amendment to the FY 24/25 budget

Agenda Date: April 22, 2025

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 budget was previously amended on October 8, 2024. Proposed adjustments include receipt of bond proceeds and distribution of such to the Des Moines Aviation Authority per the approved referendum. Other adjustments include such items as capital expenditures, position changes, and adjustments based on current expenditure and revenue estimates.

Staff will present the proposed amendment to the Board of Supervisors for discussion and review on April 23, 2025. Following this discussion, staff will prepare the necessary publication materials as required to authorize a public hearing to be held May 20th.

Action Impact: Authorizes the County Auditor to publish notice of a public hearing on the proposed amendment.

Fiscal Note:

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
24/25	N	N/A	TBD	TBD	Y	Various	Various

Additional Fiscal Note Information (optional):

RESOLUTION

MOVED by _____ **SECONDED** by _____
that the following resolution be adopted:

WHEREAS, on February 15, 2015, Polk County, Iowa approved the creation of the Iowa Events Center ("IEC") Hotel Corporation to develop, own, and manage a convention center hotel adjacent to the Iowa Events Center, and

WHEREAS, accordingly, the 330-room Hilton Des Moines Downtown hotel was constructed and opened for business on March 21, 2018, and

WHEREAS, industry standards call for a soft goods renovation seven to eight years after hotel opening, and the IEC Hotel Corporation's advisors recommend that a soft goods renovation now be initiated and completed over the next two years, and

WHEREAS, due to the COVID-19 pandemic, the hospitality industry experienced economic downturn and the operating revenue set-aside for Furniture/Fixture/ Equipment ("FF&E") improvements is projected to fall short of the amount needed to complete the soft renovation, and

WHEREAS, Polk County, Iowa loaned the IEC Hotel Corporation \$27,500,000 to finance the Hilton Des Moines Downtown Hotel, and in doing so, acquired 2018 Series B Certificates of Participation entitling Polk County to receive semi-annual debt service payments; and,

WHEREAS, Polk County desires to apply future debt service payments received on 2018 Series B to supplement the FF&E reserve to the extent needed to complete the soft renovation, such renovation cost to be estimated by an independent cost estimation firm, value-engineered by the IEC Hotel Corporation's advisors, and approved by Polk County.

NOW, THEREFORE, BE IT RESOLVED that Polk County, Iowa hereby approves applying Series B semi-annual debt service payments from the IEC Hotel Corporation, beginning with the July 2025 payment, to the FF&E reserve for the Hilton Des Moines Downtown hotel. Application of Series B debt service payments to the FF&E reserve shall continue only until such time as the renovation cost approved by Polk County is fully funded.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

#41

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving applying IEC Hotel Series B principal and interest payments to the FF&E reserve for the Hilton Des Moines Downtown hotel

Agenda Date: April 22, 2025

Contact Individual: Deb Anderson, Budget Manager
286-3016

Previous Action taken by the Board: Application of previous principal and interest payments to prepayment of Series A-1 debt

Board/Commission Actions: N/A

Comply with Policy: N/A

Background: The Iowa Events Center hotel opened for business in March 2018 and is now due to undergo a “soft goods renovation” to replace items such as carpet, wall coverings, drapery, soft seating, etc. The FF&E reserve established through a set-aside of 1%-4% of operating revenue will be utilized to fund a portion of the soft goods renovation, but the reserve is projected to fall short of renovation costs by approximately \$4.4 million.

As part of the original financing package for the IEC hotel, Polk County loaned the Iowa Events Center Hotel Corporation \$27.5M for construction costs via 2018 Series B Certificates of Participation. Polk County has been utilizing debt service repayments on Series B to prepay Series A-1, a \$10 million loan held by Great Western Bank. Due to prepayment, Series A-1 has now been completely satisfied and repayments on Series B are available for alternative use.

Action Impact: Authorizes future debt service repayments on Series B to be applied to the FF&E reserve for the Hilton Des Moines Downtown hotel to the extent needed to complete the soft goods renovation, subject to Polk County approval of the project cost. The IEC Hotel Corporation’s advisor, CHMWarnick, will engage an independent cost estimation firm and advise the IEC Hotel Corporation throughout the renovation process.

Fiscal Note: Annual debt service repayment of approximately \$1.7M/year will be made available as needed to complete the renovation

Fiscal Year	New Budget Item? (Y/N)	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
25/26	Y	\$1,200,000	\$1,200,000	N	2850851405.79400	2850851405.56400/56410
26/27	Y	\$1,700,000	\$1,700,000	N	2850851405.79400	2850851405.56400/56410
27/28	Y	\$1,500,000	\$1,500,000	N	2850851405.79400	2850851405.56400/56410

RESOLUTION

MOVED by _____ SECONDED by _____ that
the following Resolution be adopted:

WHEREAS, Polk County supports numerous affordable housing programs throughout Polk County; and,

WHEREAS, Polk County wishes to contribute \$250,000 to the Permanent Supportive Housing fund at the Community Foundation of Greater Des Moines to support the ongoing services provided by Anawim Housing.

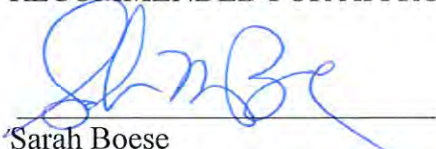
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves funding of \$250,000 to the Permanent Supportive Housing fund at the Community Foundation of Greater Des Moines.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Chairperson

RECOMMENDED FOR APPROVAL:



Sarah Boese
Deputy County Administrator

APPROVED AS TO FORM:
KIMBERLY GRAHAM
POLK COUNTY ATTORNEY

By: 

Assistant County Attorney

FISCAL NOTE: FY24/25 \$250,000 from ERA2 interest earnings

#42

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution to approve funding to the Permanent Supportive Housing fund at the Community Foundation of Greater Des Moines.

Agenda Date: April 22, 2025

Contact Individual: Sarah Boese
286-3895

Previous Action taken by the Board: December 12, 2023, December 17, 2024

Board/Commission Actions: None

Action Requested (Recommended): Requesting funding.

Comply with Policy: Yes

Background: Polk County support numerous affordable housing programs throughout Polk County. Funds will be used to assist with ongoing permanent supportive housing services offered by Anawim Housing.

Action Impact: Approving funding.

Fiscal Note: ERA2 interest earnings

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipate d Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
24/25		\$250,000		N	40263415.77490	

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, The Polk County Board of Supervisors, pursuant to law, hold closed session meetings to discuss, amongst other things, pending litigation; and,

WHEREAS, the Polk County attorney's office is generally empowered to advise the Board, in writing, about any potential conflicts of interest on the part of individual board members that may impact their respective decisions regarding attendance and voting on such matters if required; and

WHEREAS, Polk County is required to maintain detailed minutes of closed sessions and audio recording; and

WHEREAS the issues discussed, and potential actions taken in closed session meeting occurring on November 24, 2020, and December 16, 2020, have been the focal point of myriad claims against Polk County and individual Board members currently pending or threatened; and

WHEREAS, Board members that were not present at the above noted meetings desire to review the content of those minutes and audio recordings to assist in guiding actions they are required to make regarding pending or threatened litigation as well as the potential preservation of possible causes of action against third parties for the benefit of Polk County; and

WHEREAS, current efforts by Board members to obtain said minutes and audio recordings have been denied by the Polk County Attorney's office; and

NOW, THEREFORE BE IT RESOLVED the Polk County Attorney's office and Kimberly Graham are herewith directed to provide the Board with full and unfettered access to the above noted minutes and audio recordings for the Board to review in a confidential setting within the Board's offices and determined by any Board member requesting such review

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Frank Marasco
Frank Marasco, Interim County Administrator
Board of Supervisors

#43

APPROVED AS TO FORM:

Kimberly Graham

Polk County Attorney

By: _____
Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution to direct the County Attorney's Office to provide the Board of Supervisors with full and unfettered access to the November 24, 2020 and December 16, 2020 closed door session meeting minutes and audio recordings for the Board members to review in a confidential setting.

Agenda Date: April 22, 2025

Contact Individual: Frank Marasco, Interim County Administrator

Previous Action taken by the Board:

Board/Commission Actions: N/A

Action Requested (Recommended):

Comply with Policy: Yes

Background: Board of Supervisors members that were not present at the November 24, 2020 and December 16, 2020 closed session meetings desire to review the content of those minutes and audio recordings to assist in guiding actions they are required to make regarding pending or threatened litigation as well as the potential preservation of possible causes of action against third parties for the benefit of Polk County. Current efforts by Board members to obtain said minutes and audio recordings have been denied by the Polk County Attorney's Office.

Action Impact: Directs the County Attorney's Office to provide the Board of Supervisors members with full and unfettered access to the November 24, 2020 and December 16, 2020 closed door session meeting minutes and audio recordings for the Board members to review in a confidential setting.

Fiscal Note:

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment ? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
24/25						

Additional Fiscal Note Information (optional):

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution adopting FY 2025/2026 budget and certification of taxes

Agenda Date: April 22, 2025

Contact Individual: Deb Anderson, Budget Manager
286-3016

Previous Action taken by the Board: Budget deliberations throughout January, public hearing on proposed property taxes, and public hearing on proposed budget

Board/Commission Actions: N/A

Action Requested (Recommended): Certification of proposed budget

Comply with Policy: Yes

Background: Throughout the months of January and February, the Board of Supervisors conducted budget deliberations to develop a budget for the upcoming fiscal year 2025/2026. On February 25th, the Board held a public budget forum. On March 25th, the Board held a public hearing on the proposed property taxes. At a subsequent meeting, the Board authorized publication of the proposed budget and gave official notice of a public hearing on the budget. The public hearing was held on April 22, 2025.

The budget to be certified implements wage and benefit provisions per collective bargaining agreements and recommendations of the Compensation Board. The budget to be certified reduces the current levy rate by \$0.06 for urban taxpayers and \$0.10 rural taxpayers.

Action Impact: Certifies the FY 25/26 budget

Fiscal Note:

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense & Transfers Out	Anticipated Revenue & Transfers In	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
25/26	N	\$405,924,697	\$410,804,452	Y	Various	Various

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, Friends of Iowa Speech & Debate, is a 501(c)(3) non-profit dedicated to expanding access for students to gain the benefits of competitive speech and debate in Iowa; and

WHEREAS, Friends of Iowa Speech & Debate has partnered with the National Speech & Debate Association to host the National Speech & Debate Tournament in central Iowa. Friends of Iowa Speech & Debate applied for a Community Development Grant to assist with costs related to the National Speech & Debate Tournament; and

WHEREAS, the Friends of Iowa Speech & Debate will be hosting the National Speech & Debate Tournament and will bring over 10,000 visitors to central Iowa. The tournament will be an economic driver and benefit Polk County students, businesses and communities; and

WHEREAS, Polk County, Iowa desires to enter into an Agreement with Friends of Iowa Speech & Debate to award grant funds to support the National Speech & Debate Tournament held on June 15 through June 20, 2025 at several locations in the metropolitan area; and

WHEREAS, the grant award will serve the public purpose by providing an opportunity for growth and expansion of education, generating local support from hundreds of volunteers and develop skills for participants to use in the future; and

WHEREAS, pursuant to the Grant Agreement for a Community Development Grant Award, the grant funds shall only be used for the costs related to the expenses to host the event; and

WHEREAS, the grant funds shall be sourced only from available gaming revenue funds and not from tax revenues.

NOW THEREFORE BE IT RESOLVED, Polk County, Iowa approved the terms of the attached Agreement for a Community Development Grant Award in the amount of \$25,000.00 to Friends of Iowa Speech & Debate 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 _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair

44

RECOMMENDED FOR APPROVAL:

By: Lisa Moody-Tunks
Lisa Moody-Tunks
Grant Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: [Signature]
Assistant County Attorney

FISCAL NOTE: Community Development Grant Fund \$25,000.00 FY24/25

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving a Community Development Grant for Friends of Iowa Speech & Debate, a 501(c)(3) non-profit organization.

Agenda Date: April 22, 2025

Contact Individual: Lisa Moody-Tunks, Grant Administrator
Polk County Board of Supervisors
515-286-2272

Previous Action taken by the Board: No prior funding.

Board/Commission Actions: N/A

Comply with Policy:

Background: Friends of Iowa Speech & Debate has partnered with the National Speech & Debate Association to host the National Speech & Debate Tournament in central Iowa. Friends of Iowa Speech & Debate applied for a Polk County Community Development Grant to assist with the costs related to the National Speech & Debate Tournament to be held June 15 through June 20, 2025 at multiple locations. The event will host over 10,000 visitors in central Iowa.

The Community Development Grant award will serve the public purpose by providing an opportunity for growth and expansion of education, generating local support from hundreds of volunteers and develop skills for participants to use in the future. The event has a positive economic benefit to Polk County, Iowa.

Action Impact: The adoption of this resolution will award \$25,000.00 of gaming revenue to Friends of Iowa Speech & Debate, and authorizes the Chair to sign the attached Agreement.

Fiscal Note: Community Development Grant Awards are paid exclusively with gaming revenue.

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
24/25	Y	0	\$25,000.00	\$0	N	40109032.79410	n/a

Additional Fiscal Note Information (optional):

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 24-25 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 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 grant funds shall only be used for the stated public purpose within the organization's Community Betterment Grant application. The nature of these agencies/organizations and their projects are an appropriate use of the Community Betterment funds.

WHEREAS, the grant funds shall be sources only from available gaming revenue funds and not from tax revenues; and,

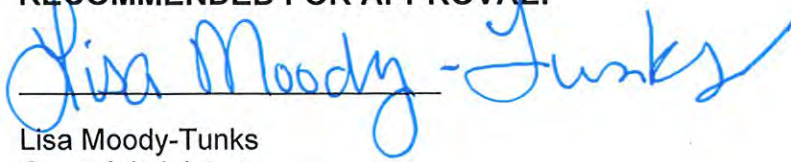
NOW, THEREFORE, BE IT RESOLVED that Polk County, Iowa hereby approves awarding \$100,725.00 in Community Betterment Grants, in the individual amounts as identified, to the agencies/organizations on the attached Community Betterment Grant Award List from the Community Betterment fund.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

#45

RECOMMENDED FOR APPROVAL:

A handwritten signature in blue ink that reads "Lisa Moody-Tunks". The signature is written in a cursive style and is positioned above a horizontal line.

Lisa Moody-Tunks
Grant Administrator

Fiscal Impact: \$100,725.00 from the Community Betterment fund, FY 24-25

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

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

Agenda Date: April 22, 2025

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

Previous Action taken by the Board: Community Betterment Grant Award- April 8, 2025 for \$112,605.92.

Board/Commission Actions: N/A

Action Requested (Recommended): Approval of the attached-Community Betterment Grant Award List.

Comply with Policy:

Background: Polk County has funding for Community Betterment projects in the FY24-25 Prairie Meadows Revenue Gaming Plan. Community Betterment Grant applications have been submitted by agencies/organizations and their projects are an appropriate use of the Community Betterment funds.

Action Impact: Passing of this resolution will award \$100,725.00 in Community Betterment Grants in the individual amounts as identified on the attached Community Betterment Grant Award List.

Fiscal Note: Community Betterment Grant Awards are paid exclusively with gaming revenue.

Fiscal Year	Budget- ed? (Y/N)	Anticipated	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
24/25		\$100,725.00		N	40109033.79410	

Additional Fiscal Note Information (optional):

Community Betterment Grant Awards
April 22, 2025

Ankeny Community Chorus	\$1,000.00
Ankeny Community Foundation	\$3,000.00
Ankeny Friends of the Arts D/B/A Ankeny Art Center	\$5,000.00
Ankeny Instrumental Music (AIM) Foundation	\$2,000.00
Ankeny Little League Baseball	\$4,000.00
Big Creek Historical Society	\$3,000.00
Can Do Cancer	\$7,500.00
Central Campus Marine Biology	\$3,000.00
Central Iowa Wind Ensemble	\$2,000.00
City of Altoona	\$5,000.00
City of Ankeny	\$10,000.00
Crisis Canines of the Midlands	\$4,300.00
Des Moines Metro Opera, Inc.	\$5,000.00
East High School Alumni Foundation	\$10,000.00
Foster SQAUD	\$5,000.00
Greater Altoona Girls Softball Association	\$5,000.00
Grimes Volunteer Support Services	\$8,500.00
Make-A-Wish Foundation of Iowa	\$5,000.00
Polk City American Legion 232	\$9,925.00
WDMCS Foundation fiscal agent for WDMCS Student Scholarship Fund	\$2,500.00

Community Betterment Grant Awards
April 22, 2025

Total	\$100,725.00

RESOLUTION

Moved by _____, Seconded by _____ that the following Resolution be adopted:

WHEREAS, the Polk County Board of Supervisors desires to review applications from local agencies and organizations to provide funding for various community initiatives and events through the Polk County Community Sponsorship program; and

WHEREAS, Polk County, Iowa has identified funds for the Community Sponsorship program in the FY24/25 Prairie Meadows Gaming Revenue plan; and

WHEREAS, requests for support of community initiatives and events that promote economic development, health, education, and culture have been received from all of the agencies listed on the attached Community Sponsorship Award List; and

WHEREAS, all of the selected community initiatives and events on the attached Community Sponsorship Award List serve a unique public purpose to Polk County, Iowa and by accepting this award the organization receiving the sponsorship agrees to comply with all Polk County reporting requirements; and

WHEREAS, the awarded funds shall only be used for the stated public purpose within the organization's Community Sponsorship Award Application; and

WHEREAS, the awarded funds shall be sourced only from available gaming revenue funds and shall not be sourced from tax revenues.

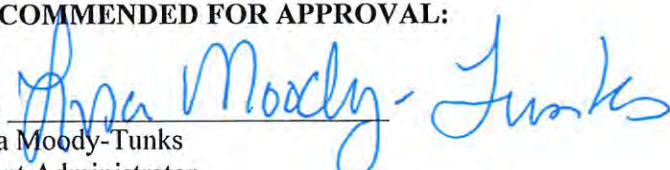
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa hereby approves the allocation of \$5,000.00 in gaming revenue to the listed organizations and for the individual amounts as set forth in the attached Community Sponsorship Award List.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 

Lisa Moody-Tunks
Grant Administrator

FISCAL NOTE: \$5,000.00 total in funds allocated for the attached Community Sponsorship Award List.

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POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Community Sponsorship Awards.

Agenda Date: April 22, 2025

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

Previous Action taken by the Board: Sponsorship Awards approved April 8, 2025 for \$32,500.00.

Board/Commission Actions: N/A

Comply with Policy:

Background: Polk County, Iowa has a long-standing commitment to funding economic development, health, education, and cultural initiatives and events that benefit the residents and businesses of the Polk County, Iowa community. To support the commitment for funding initiatives and events, Polk County, Iowa operates the Polk County Community Sponsorship program. Local organizations may apply for Polk County sponsorship to assist in the funding of events and initiatives that serve a public purpose for the residents of Polk County. Approval of this resolution shall authorize the expenditure of \$5,000.00 of gaming revenue to sponsor various non-profit events or initiatives in 2025.

Action Impact: Passing of this resolution will award \$5,000.00 in Community Sponsorships in the individual amounts as identified on the attached Community Sponsorship Award List.

Fiscal Note: Community Sponsorship Awards are paid exclusively with gaming revenue.

Fiscal Year	Budget- ed? (Y/N)	Anticipated	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
24/25		\$5,000.00		N	40109035.77455	

Additional Fiscal Note Information (optional):

April 22, 2025

Ankeny Friends of the Arts D/B/A Ankeny Art Center	\$2,500.00
Iowa Alliance for Drug Endangered Children	\$1,500.00
S.A.F.E. Center of Iowa	\$1,000.00
TOTAL	\$5,000.00

POLK COUNTY MEMORANDUM OF BUDGET ACTIONS - FY 25/26 BUDGET

FUND		OFFICE/ DEPARTMENT		SUB-ACTIVITY		OBJECT/REVENUE CODE		CURRENT APPROP	PROPOSED APPROP	REVENUE VARIANCE	EXPENSE VARIANCE	E X P L A N A T I O N	
8	Grants	044	Behavioral Health & Disability Services	9040	Reimbursable MHDS Direct Expense	7*****	All Disability Access Point expenses	-	16,233,803		16,233,803	Polk County published notice of the public hearing to certify the FY 25/26 budget on 03/25/25. During the interim between publication of the budget on 03/25/25 and certification of the budget on 04/22/25, it was determined that account coding for Disability Access Point (DAP) services should be changed from the Mental Health, ID & DD service area to the Administration service area. Iowa Code prohibits a county from certifying a budget in excess of the amounts published <u>by service area</u> . Therefore, we were unable to move the DAP expense from the Mental Health, ID & DD service area to the Administration service area on the budget certification materials. This memo of budget action is needed to move the DAP expenses to the correct service area for the upcoming fiscal year. No net change is made in County expenditures for DAP services - this memorandum merely addresses an administrative issue	
10	Mental Health	044	Behavioral Health & Disability Services	40XX-45XX	Mental Health	7*****	All Service Area 4 Expenses	16,233,803			(16,233,803)		
NOTE: The fund 10 change has already been included in the FY 25/26 budget certification form approved 04/22/25. This line item is listed here solely to illustrate the \$0 net impact of the revision approved via this memorandum													
									NET BALANCE INCREASE / (DECREASE)		-		

SUBMITTED BY:

Chris Cutler
Chris Cutler, Budget Specialist

4/22/2025
Date

Moved by _____ Seconded by _____ that the following Resolution be adopted:
BE IT RESOLVED that the appropriation actions outlined above are approved.

REVIEWED BY:

Deborah A. Anderson
Deb Anderson, Budget Manager

4/22/2025
Date

POLK COUNTY BOARD OF SUPERVISORS: _____
Chair

MEMORANDUM OF APPOINTMENTS
April 22, 2025

KEY

N - New Hire S - Salary Change
P - Promotion O - Other
T - Transfer * - Plus Cola

DATE	NAME	DEPARTMENT	JOB TITLE	GRADE	STEP	SALARY BASE	KEY REMARKS
5/3/2025	Anderson, Deborah	Board of Supervisors	Budget Director 10109000 was deleted. Employee transferred to Budget Director per resolution dated 4/8/25. Transfer considered a promotion. 5% increase per the pay	DH18		\$178,414	P Fr. Budget Manager, M18 @ \$169,918. Position
4/23/2025	Cota, Clemente	CFYS	Youth Services Worker PT < 30 Hours 10233302				
5/5/2025	Holveck, John	Health	Disease Prevention Supervisor 10223011	A9		\$28,977	N adjustment policy. Rep. T. Ross term 3/21/25.
5/8/2025	Hunt, Andrew	Sheriff	Sergeant 10041001	M14			\$101,396 N Rep. K. Lebeda-Townsend term 2/3/25. 10% salary increase for previous experience.
4/29/2025	Larson, Daniel	CFYS	Youth Services Program Administrator 10233302	M16		\$132,788	S Merit increase, fr. Sergeant, M14 @ \$116,141. PAF and eval on file.
4/21/2025	Maiers, Michael	CFYS	Commodities Program Supervisor 10233113	5/3/2025		Morano, Frank	Health Lead Inspect 10223017
4/17/2025	McGough-Kaufmann, Constance	CFYS	Financial Assistance Supervisor 10233110	M12		\$86,479	S Merit increase, fr. Youth Services Program Administrator, M16 @ \$127,681. PAF and eval on file.
4/28/2025	Pierce, Ashley	Sheriff	Booking Clerk 10041051	M13	MAX	\$113,128	S Merit increase, fr. Commodities Program Supervisor, M12 @ \$83,153. PAF and eval on file. Retro to 4/21/25.
				A10	MAX	\$91,699	O Fr. Lead Abatement Coordinator, A11 @ \$96,054. Position reclassified back to original position per resolution dated 10/19/21. Salary is red-circled per the 11/02/24 comp study implementation.
4/30/2025	Ross, Terrence	CFYS	Youth Services Team Lead 10233302	A7		\$51,847	N Rep. C. Mart prom 3/8/25.

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				M13	\$105,759	S	Merit increase, fr. Youth Services Team Lead, M13 @ \$101,691. PAF and eval on file.
4/23/2025	Ruiz, Angela	CFYS	Counselor On-Call 10233412	A11	\$33,798	N	On-Call.
5/12/2025	Studer, Tate	Sheriff	Detention Officer 10041051	T15	\$64,897	N	Rep. M. Grupee term 12/28/24.
4/23/2025	Vongxay, Genoveva	CFYS	Stores Worker PT <30 Hours 10233113	A6	\$23,003	N	Rep. A. Buch prom 2/8/25.

Moved by _____, Seconded by _____

That the following RESOLUTION be adopted: BE IT FURTHER RESOLVED THAT this Memorandum be approved for personnel actions as indicated above.

Josie Lewis, Director of Human Resources the individuals named on _____