

**POLK COUNTY BOARD OF SUPERVISORS AGENDA
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING
111 COURT AVENUE - ROOM 120
MARCH 25, 2025 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**

- PROCLAMATION**
6. SEXUAL ASSAULT AWARENESS MONTH – April 2025

- PROCLAMATION**
7. CRIME VICTIMS RIGHTS WEEK – April 6-12, 2025

PUBLIC HEARING
PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE FOR THE FOURMILE
CREEK STREAM RESTORATION PROJECT

- *8. Resolution approving plans, specifications form of contract and estimated cost of public improvements for Fourmile Tributary Stream Project.
[Item 8 Attachment](#)

PUBLIC HEARING
PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE FOR THE LITTLE
FOURMILE CREEK STREAM RESTORATION PROJECT

- *9. Resolution approving plans, specifications form of contract and estimated cost of public improvements for the Little Fourmile Creek Stream Restoration Project (Adventureland Dr. to 4th St SW).
[Item 9 Attachment](#)

10. **PUBLIC COMMENTS**

PETITIONS

11. Petitions suspending taxes and special assessments and authorizing Chairperson to sign the Application and Affidavit for Redemption of Parcel for the following:
M. Blair 2317 47th Street

RESOLUTIONS

- *12. Resolution authorizing Auditor's Office to publish Notice of Public Hearing on April 8, 2025 to consider disposal of interest in County-owned property (vacant parcel at 1248 E 21 Street) to David A. Hoffman.
[Item 12 Attachment](#)

- *13. Resolution authorizing Auditor's Office to publish Notice of Public Hearing on April 8, 2025 to consider disposal of interest in County-owned property (vacant parcel at 2552 Onawa Street) to R.M. Madden Construction, INC.
[Item 13 Attachment](#)
- *14. Resolution authorizing Auditor's Office to publish Notice of Hearing on April 8, 2025 to consider disposal of interest in County-owned property (vacant parcel located at 141 SE 33 Street) to Anthony Wharton.
[Item 14 Attachment](#)
- *15. Resolution approving the Final Plat of Deer Ridge Run Plat 2.
[Item 15 Attachment](#)
- *16. Resolution approving the Final Plat of The Chateau Plat 1.
[Item 16 Attachment](#)
- *17. Resolution approving the Preliminary Plat of Thomas Ridge Acres Plat 1.
[Item 17 Attachment](#)
- *18. Resolution approving Amendment to Services Agreement with ISG Inc.
[Item 18 Attachment](#)
- *19. Resolution approving Notice of Grant and Agreement Award for Emergency Watershed Protection funding administered by the Natural Resources Conservation Service.
[Item 19 Attachment](#)
- *20. Resolution approving Agreement with HR Green, Inc.
[Item 20 Attachment](#)
- *21. Resolution approving Right of Entry and Temporary Construction Easement Agreement with Steven Klein.
[Item 21 Attachment](#)
- *22. Resolution approving the terms of the Service Agreement with JEO Consulting Group.
[Item 22 Attachment](#)
- *23. Resolution approving recommendation to accept bid from InRoads, LLC (Bid No. 140-2526, 2025-26 Local HMA Resurfacing Project).
[Item 23 Attachment](#)
- *24. Resolution approving Cost-Share Grant Contract for Urban Water Quality Initiative Funding with the Iowa Department of Agriculture and Land Stewardship.
[Item 24 Attachment](#)
- *25. Resolution approving Lease Agreement with the City of Des Moines.
[Item 25 Attachment](#)

- *26. Resolution approving the Polk County, Iowa Disability Access Point Contract (ADSCI25015) with the Iowa Department of Health and Human Services.
[Item 26 Attachment](#)
- *27. Resolution approving Mental Health/Intellectual Disability/Developmental Disability (MH/ID/DD) service approvals and authorizing expenditures from the Mental Health and Disability Services (MHDS) Region Fund.
[Item 27 Attachment](#)
- *28. Resolution approving Memorandum of Understanding with United Way of Central Iowa for a Community Navigator through the Central Iowa Food Security Plan Navigation Pilot Project.
[Item 28 Attachment](#)
- *29. Resolution approving Agreement with Matthew Donahue, M.D., for Direct Medical Services at the Polk County Health Department.
[Item 29 Attachment](#)
- *30. Resolution approving Governor's Office of Drug Control Policy Methamphetamine Drug Hot Spots Task Force Grant.
[Item 30 Attachment](#)
- *31. Resolution approving Amendment to Agreement with NaphCare, Inc. to continue comprehensive inmate health and mental health services at Polk County Jail.
[Item 31 Attachment](#)
- 32. Resolution approving the recommendations of the Polk County Assessor for disallowances of the Homestead Tax Credit.
- 33. Resolution approving the recommendations of the Polk County Assessor for disallowances of the Homestead Tax Exemption.
- 34. Resolution approving the recommendations of the Polk County Assessor for disallowances of the Military Service Tax Exemption.
- *35. Resolution authorizing approving of Deferred Compensation Committee Recommendation for Investment Change.
[Item 35 Attachment](#)
- *36. Resolution approving Agreement with the Fifth District Department of Corrections for the Youth Supervision Program.
[Item 36 Attachment](#)
- *37. Resolution approving agreement with the Fifth District Department of Corrections for the Intensive Supervisory Court Program (Drug Court).
[Item 37 Attachment](#)

38. Resolution approving Position Modification within the Conservation Department.
39. Resolution authorizing Auditor's Office to publish Notice of Public Hearing on April 8, 2025 to approve a permanent Electrical Easement to MidAmerican Energy Company on land known as the Fourmile Creek Greenway.
- *40. Resolution approving Amendment to Master Services Agreement with Mail Services, LLC to continue to provide print and mailing services for Iowa motor vehicle renewal registration notices.
[Item 40 Attachment](#)
41. Resolution authorizing Auditor's Office to publish notice of public hearing on April 22, 2025 on proposed FY 2025/2026 budget.
42. Resolution approving the recommendations of the Soil and Water Conservation District Commissioner for allowances and disallowances of the Impoundment Structures Exemption.
43. Resolution refunding overpayment of transfer tax to VisionBank of Iowa in the amount of \$41.40.
44. Resolution approving Community Betterment Grant Awards
45. Resolution approving Community Sponsorship Awards.
46. Resolution approving property tax exemption pursuant to Iowa Code Section 427.1(22).

COMMUNICATIONS

- *47. City Development Board notice of hearing regarding Altoona voluntary annexation including non-consenting owners within urbanized area of Bondurant, Ankeny and Des Moines.
[Item 47 Attachment](#)
- *48. City of Des Moines Zoning Board of Adjustment Notice of public hearing on Wednesday, March 26, 2025 on appeals of zoning regulations.
[Item 48 Attachment](#)
- *49. City of Ankeny Notice of consultation with affected townships and counties concerning a petition for the annexation of land by the City of Ankeny.
[Item 49 Attachment](#)
- *50. City of Johnston Notice of consultation with State of Iowa and all affected taxing entities concerning proposed amendment to the Johnston East Central TIF Urban Renewal Plan.
[Item 50 Attachment](#)

BUDGET ACTIONS

51. Memorandum of Budget Actions.

APPOINTMENTS

52. Memorandum of Appointments.

53. **BOARD MEMBER COMMENTS**

CLOSED SESSION

54. 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/mPUjvv1Zjgg>

County



of Polk

Board of Supervisors PROCLAMATION

Whereas, April 2025 marks the 25th year of observing Sexual Assault Awareness Month; and

Whereas, the theme of "Together We Act, United We Change," calls on each of us to work together to prevent sexual abuse, harassment, and assault. We believe when anyone experiences sexual violence, every community member is affected; and

Whereas, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and affects every person in every community; over 53% of women and over 29% of men reported experiencing contact sexual violence in their lifetime; and

Whereas, Polk County Crisis and Advocacy Services provided comprehensive services, including advocacy, education, and support to 646 survivors of sexual assault in 2024; and

Whereas, this month is an opportunity for our community to join with others around the world in committing to prevent sexual abuse, assault, and harassment; and

Whereas, we join advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month, and each day of the year is an opportunity to create change for the future;

Therefore, be it resolved that we, the Polk County Board of Supervisors, do hereby proclaim the month of April 2025 as **Crime Sexual Assault Awareness** month in Polk County.

Signed this 25th day of March, 2025, in Des Moines, Iowa.

Matt McCoy, Chair
POLK COUNTY BOARD OF SUPERVISORS

#6

County of Polk

Board of Supervisors PROCLAMATION

Whereas, crime has a widespread impact in our community. The Polk County Attorney's Office served 5,182 victims in 2024. During the same time period, Polk County Crisis and Advocacy Services provided advocacy, education, and support to over 1,614 victims of violent crimes; and

Whereas, crime affects individuals, families, and communities in profound and varied ways, often leaving lasting physical, emotional, and social challenges; and

Whereas, the concept of kinship is the nationally identified theme that underscores the connections that build bridges to services, support, and shared strength among survivors, advocates, and communities; and

Whereas, kinship is the foundation of victim advocacy, inspiring trauma-informed care that meets survivors where they are; and

Whereas, kinship reminds us of the strength that comes from connection, the importance of listening to every voice, and the power we have to create lasting change when we work together;

Therefore, be it resolved that we, the Polk County Board of Supervisors, do hereby proclaim the week of April 6-12, 2025, as:

Crime Victims' Rights Week

in Polk County and this proclamation reaffirms our dedication to building connections, standing in kinship with survivors, and creating a future where healing and hope are within reach for everyone.

Signed this 25th day of March, 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, by Resolution 38-24, dated February 2, 2024, Polk County, Iowa approved a funding agreement for the Fourmile Creek Tributary Stream Restoration Project ("the Project"); and

WHEREAS, by Resolution 32-25, dated March 11, 2025, Polk County, Iowa set a public hearing for March 25, 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

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 Public Works Department has reviewed the proposed plans, specifications, form of contract and estimated cost of public improvements for the construction of the Project and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the 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 Public Works Department and the Polk County Procurement Department are authorized to commence the public bidding process.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret Vandellane, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

8

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Public Hearing Resolution No. 47-25 to approve plans, specifications, form of contract, and estimated cost for Fourmile Creek Tributary Stream Restoration Project.

Agenda Date: March 25, 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: Polk County is leading the Eastern Polk County Stream Restoration Program, aimed at constructing 11 stream projects over the next two years. This project will restore a tributary to Fourmile Creek between N. Ankeny BLVD and NE Trilein Dr. within the City of Ankeny.

Action Impact: Approval of plans, specification, form of contract, and estimate for the Fourmile Creek Tributary Stream Restoration Project.

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
24/25	Y	0	\$504,873	\$504,873	N	50266320.77440	50266320.52290

Additional Fiscal Note Information (optional): \$504,873 revenue provided by Iowa Department of Agriculture and Land Stewardship.

RESOLUTION

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

WHEREAS, by Resolution 38-24, dated February 2, 2024, Resolution 4-25, dated January 2, 2025, Polk County, Iowa approved a funding agreement for the Little Fourmile Creek Stream Restoration Project ("the Project"); and

WHEREAS, by Resolution 31-25, dated March 11, 2025, Polk County, Iowa set a public hearing for March 25, 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

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 Public Works Department has reviewed the proposed plans, specifications, form of contract and estimated cost of public improvements for the construction of the Project and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the 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 Public Works Department and the Polk County Procurement Department are authorized to commence the public bidding process.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

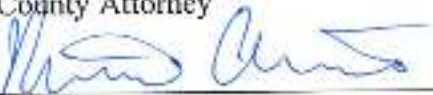
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

#9

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Public Hearing Resolution No. 48-25 to approve plans, specifications, form of contract, and estimated cost for Little Fourmile Creek Stream Restoration Project (Adventureland Dr. to 4th St. SW).

Agenda Date: March 25, 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 and Res. 4-25 dated 1/2/2025 approving Project Agreement with the City of Altoona.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Polk County is leading the Eastern Polk County Stream Restoration Program, aimed at constructing 11 stream projects over the next two years. This project will restore Little Fourmile Creek between Adventureland Drive to 4th St SW within the City of Altoona.

Action Impact: Approval of plans, specification, form of contract, and estimate for the Little Fourmile Creek Stream Restoration Project.

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
24/25	Y	0	\$604,719	\$453,539.25	N	50266320.77440	50266320.52290
24/25	Y	0		\$151,179.75	N		50266320.52790

Additional Fiscal Note Information (optional): \$453,539.25 revenue provided by Iowa Department of Agriculture and Land Stewardship and \$151,179.75 provided by the City of Altoona.

2002-3563

RESOLUTION

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

WHEREAS, it is proposed to dispose of Polk County's interest in real estate of a vacant parcel located at 1248 E. 21 Street, Des Moines, Iowa and legally described as:

-EX TR1 PC BNG N 52F ON W LN & W 68F ON N LN- LOTS 29 & 30 HASKELLS
ADDITION TO GLENWOOD PLACE

To David A. Hoffman for a total of \$9,500.00; and

WHEREAS, Iowa Code section 331.361(2) requires a public hearing on a proposal to dispose of an interest in real estate.

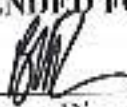
NOW, THEREFORE BE IT RESOLVED that a public hearing on this proposed disposal of the County's interest in real estate will be held on the date of April 8, 2025, at 9:30 a.m. in Room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa. The Auditor is directed to publish notice of the public hearing

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

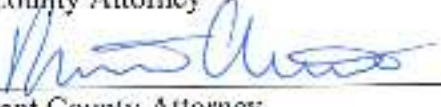
RECOMMENDED FOR APPROVAL:



Bret Vandellune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

Fiscal Note: \$ 9,500.00 to Real Estate Fund

#12

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 38-25 to authorize the Auditor's Office to publish notice for a public hearing on disposal of interest in County owned Real Estate File #2002-3563, a vacant parcel at 1248 E. 21 Street to David A. Hoffman. District 60 Parcel 06154-000-000.

Agenda Date: March 25, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Real Estate Division, Polk County Public Works Department, 286-3705.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes. Proposal.

Background: Polk County received a proposal from David A. Hoffman for a total of \$9,500.00 to purchase this parcel. The County received this parcel by tax deed in October of 2024. Property size is .179 acres. Parcel is buildable.

Action Impact: Approval of the resolution sets the public hearing date and directs the Auditor's Office to publish notice of a 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
23/24	Y		N	\$9,500	N		10266300.58630
24/25	Y		N	0			

Additional Fiscal Note Information (optional):

2021-9000

RESOLUTION

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

WHEREAS, it is proposed to dispose of Polk County's interest in real estate of a vacant parcel located at 2552 Onawa Street, Des Moines, Iowa and legally described as:

LOTS 11 & 12 BLK 9 CHESTERFIELD

To R.M. Madden Construction, Inc. for a total of \$8,200.00; and

WHEREAS, Iowa Code section 331.361(2) requires a public hearing on a proposal to dispose of an interest in real estate.

NOW, THEREFORE BE IT RESOLVED that a public hearing on this proposed disposal of the County's interest in real estate will be held on the date of April 8, 2025, at 9:30 a.m. in Room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa. The Auditor is directed to publish notice of the public hearing.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

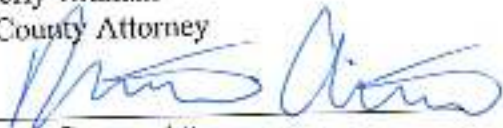
RECOMMENDED FOR APPROVAL:



Bret VandLunc, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

Fiscal Note: \$ 8,200.00 to Real Estate Fund

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 39-25 to authorize the Auditor's Office to publish notice for a public hearing on disposal of interest in County owned Real Estate File #2021-9000, a vacant parcel at 2552 Onawa Street to R.M. Madden Construction, Inc. District 50 Parcel 00443-000-000.

Agenda Date: March 25, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Real Estate Division, Polk County Public Works Department, 286-3705.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes. Proposal.

Background: Polk County received a proposal from R.M. Madden Construction, Inc. for a total of \$8,200.00 to purchase this parcel. The County received this parcel by tax deed in October of 2024. Property size is 93' x 130'. Parcel is buildable.

Action Impact: Approval of the resolution sets the public hearing date and directs the Auditor's Office to publish notice of a 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
23/24	Y		N	\$8,200	N		10266300.58630
24/25	Y		N	0			

Additional Fiscal Note Information (optional):

2014-2382

RESOLUTION

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

WHEREAS, it is proposed to dispose of Polk County's interest in real estate of a vacant parcel located at 141 SE 33 Street, Des Moines, Iowa and legally described as:

LOT 115 GEORGE P CURRANS ADD

To Anthony Wharton for a total of \$7,500.00; and

WHEREAS, Iowa Code section 331.361(2) requires a public hearing on a proposal to dispose of an interest in real estate.

NOW, THEREFORE BE IT RESOLVED that a public hearing on this proposed disposal of the County's interest in real estate will be held on the date of April 8, 2025, at 9:30 a.m. in Room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa. The Auditor is directed to publish notice of the public hearing.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

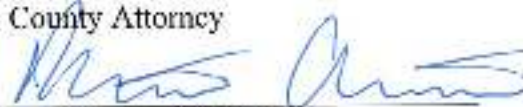
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

Fiscal Note: \$ 7,500.00 to Real Estate Fund

#14

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 40-25 to authorize the Auditor's Office to publish notice for a public hearing on disposal of interest in County owned Real Estate File #2014-2382, a vacant parcel at 141 SE 33 Street to Anthony Wharton District 50 Parcel 00692-000-000.

Agenda Date: March 25, 2025

Contact Individual: Brian McDonough, Planning and Development Manager, Real Estate Division, Polk County Public Works Department, 286-3705.

Previous Action taken by the Board: None.

Board/Commission Actions: None.

Comply with Policy: Yes. Proposal.

Background: Polk County received a proposal from Anthony Wharton for a total of \$7,500.00 to purchase this parcel. The County received this parcel by tax deed in October of 2024. Property size is .239 Acres. Parcel is buildable.

Action Impact: Approval of the resolution sets the public hearing date and directs the Auditor's Office to publish notice of a 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
23/24	Y		N	\$7,500	N		10266300.58630
24/25	Y		N	0			

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the owners of land located in the SW ¼ of the SE ¼ of Section 10, Township 79 North, Range 23 West of the 5th P.M. (Four Mile Township), Polk County, Iowa, wish to re-plat their land into a minor subdivision final plat known as Deer Ridge Run Plat 2; and

WHEREAS, the minor subdivision final plat proposes to replat Lots 2, 3, and Outlot 'X' of the original Deer Ridge Run plat to expand the boundaries of Lots 2 and 3 to capture multiple existing accessory buildings located on the adjacent unbuildable Outlot 'X'; 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 subdivision final plat and recommends that it be approved;

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the minor subdivision final plat of Deer Ridge Run Plat 2 and authorizes the Chair of the Polk County Board of Supervisors to sign the Resolution on behalf of Polk County, Iowa.

Sewer Service:	On-site wastewater treatment systems
Water Service:	Des Moines Water Works
Zoning:	"RR" Rural Residential District
Surveyor/Engineer:	Associated Engineering Company of Iowa
Location:	Located approximately one-quarter mile north of the intersection SE Vandalia Drive and SE 60 th Street.
Township:	Four Mile

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

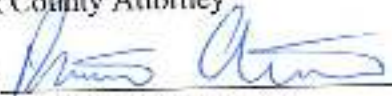
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:


Bret Vandellune, 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.

#15

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 41-25 approving the Final Plat of Deer Ridge Run Plat 2.

Agenda Date: March 25, 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. This is a minor plat.

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

Background: The Plat proposes to re-plat Lots 2, 3, and Outlot 'X' of the original Deer Ridge Run plat to expand Lots 2 and 3 to capture multiple existing accessory buildings located on the unbuildable Outlot X. Lot 1 (Lot 2 Deer Ridge Run) and Lot 2 (Lot 3 Deer Ridge Run) will each be increasing in size by .74 acres respectively. Outlot X will now be 27.06 acres. Deer Ridge Run Plat 2 creates no new buildable parcels or any other proposed changes to the existing Outlot. The minor subdivision plat is located on the east side of SE 60th Street approximately one-quarter mile north of the intersection of SE Vandalia Drive and SE 60th Street, within the SW ¼ of the SE ¼ of Section 10, Township 79 North, Range 23 West of the 5th P.M. (Four Mile Township). The property is within two miles of the City of Pleasant Hill, the City has provided an approval of the final plat by resolution on October 8, 2024,

Action Impact: Approval of the Final Plat allows for its recording.

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 owners of land located in Section 9, Township 81 North, Range 23 West of the 5th P.M. (Elkhart Township), Polk County, Iowa, wish to subdivide and plat their land into a major subdivision final plat known as The Chateau Plat 1; and

WHEREAS, the major subdivision final plat proposes five (5) single family residential lots and one (1) non-residential lot on approximately 23.39 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 Board of Supervisors voted unanimously to approve the major subdivision preliminary plat of The Chateau Plat 1 on December 17, 2024; and

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

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the major subdivision final plat of The Chateau Plat 1 and authorizes the Chair of the Polk County Board of Supervisors to sign the Resolution on behalf of Polk County, Iowa.

Sewer Service:	Individual Septic Systems
Water Service:	Des Moines Water Works
Zoning:	"ER" Estate Residential District
Platted by:	Schuessler Sisters LLC. (property owner)
Surveyor:	Dean Roghair - Civil Design Advantage
Location:	Located approximately 330 feet north of the intersection of NE 150 th Avenue and NE White Oak Drive.
Township:	Elkhart

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

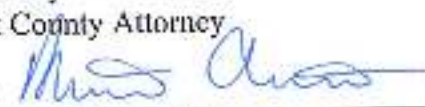
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:


Bret VandLune, 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.

#16

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 43-25 approving the Final Plat of The Chateau Plat 1.

Agenda Date: March 25, 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: On December 17, 2024 the Polk County Board of Supervisors voted five (5) to zero (0) to approve the Preliminary Plat of The Chateau Plat 1 in accordance with staff's recommendation of approval. The Polk County Zoning Commission met on July 22, 2024 and voted four (4) in favor with three (3) absent, on a motion to recommend approval of the Preliminary Plat of The Chateau Plat 1, in accordance with staff's recommendation for approval.

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

Background: The Plat proposes five (5) single-family residential lots and one (1) non-residential lot on approximately 23.39 acres of land that is zoned "ER" Estate Residential District. This subdivision utilizes the cluster development option allowing a minimum lot size of 30,000 SF while requiring 65% of the residential area to be designated as shared open space. The subject subdivision is located in the SW ¼ of the SE ¼ of Section 9, Township 81 North, Range 23 West of the 5th P.M. (Elkhart Township), Polk County, Iowa. Lots 1-5, the single-family residential lots, range in size from 0.76 acres to 1.04 acres. Lot 1 accesses NE 150th Avenue while the other residential lots have frontage along NE White Oak Drive. The developer has provided a surety bond for the required construction of the shared driveways between Lots 2 and 3, and Lots 4 and 5. Lot 6 is 8.44 acres in size and contains The Chateau Winery, an existing non-residential Agri-Tourism use with a large building, parking lot, and vineyard. The subdivision will be served by public water through Des Moines Water Works. Wastewater treatment will be provided by individual septic systems. The City of Elkhart is located within two (2) miles of the subdivision and they have provided a resolution waiving their right to review.

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

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, the owners of land located in Section 15, Township 78 North, Range 23 West of the 5th P.M. (Four Mile Township), Polk County, Iowa, wish to subdivide and plat their land into a major subdivision preliminary plat known as Thomas Ridge Acres Plat 1; and

WHEREAS, the major subdivision preliminary plat proposes four (4) single family residential lots, one (1) outlot, and one (1) street lot on approximately 9.5 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 Zoning Commission, on February 24, 2024, recommended approval of the major subdivision preliminary plat to the Board of Supervisors, by a vote of 4-0, with three (3) members absent.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the major subdivision preliminary plat of Thomas Ridge Acres 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:	"RR" Rural Residential District
Platted by:	Ora and Sherry Thomas, (property owners)
Surveyor:	Vic Piagentini – Associated Engineering of Iowa
Location:	Located approximately 275 feet north of the intersection of SE 60 th Street and SE Vandalia Drive.
Township:	Four Mile

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

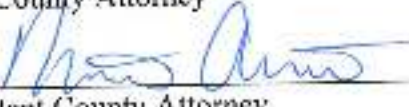
RECOMMENDED FOR APPROVAL:



Bret Vandellone, 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.

#17

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 42-25 approving the Preliminary Thomas Ridge Acres Plat 1.

Agenda Date: March 25, 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: The Polk County Zoning Commission met on February 24, 2025 and voted four (4) in favor with three (3) absent, on a motion to recommend approval of the Preliminary Plat of Thomas Ridge Acres Plat 1, in accordance with staff's recommendation for approval.

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

Background: The Plat proposes four (4) single family residential lots, one (1) outlot, and one (1) street lot on approximately 9.5 acres of land that is zoned "RR" Rural Residential District. The subject subdivision is located within the NW ¼ of the NE ¼ of Section 15, Township 78 North, Range 23 West of the 5th P.M. (Four Mile Township). Lots 1, 3, and 4, are all approximately 1 acre in size accessing SE 60th Street. Lot 2 is larger at approximately 5.5 acres. 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 Preliminary Plat allows for preparation and submittal of a final plat, as there are no required improvements. The final plat will come before the Board for approval prior to recording.

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	N	N	N		

Additional Fiscal Note Information (optional): None.

RESOLUTION

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

WHEREAS, Polk County previously approved a Wetland Funding Agreement with the Iowa Department of Agriculture and Land Stewardship (IDALS); and

WHEREAS, on June 27, 2023, Polk County contracted with ISG Inc. to complete four wetland designs to increase the quality of water in Polk County, leveraging the IDALS funding; and

WHEREAS, on November 28, 2023, Polk County and ISG entered into a first amendment to their June 27, 2023 Agreement, adding two additional wetland designs; and

WHEREAS, Polk County has identified an additional wetland for design, named Plazak Wetland; and

WHEREAS, Polk County Public Works and ISG propose a second amendment to the June 27, 2023 Agreement to add the Plazak Wetland design for a total cost of \$63,293; and

WHEREAS, IDALS has agreed to cover 100% of the Plazak Wetland engineering costs.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Amendment to the Services Agreement between Polk County, Iowa and ISG Inc., 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 Vandellune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

#18

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 45-25 to approve Amendment to Agreement for Services with ISG, Inc.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: Res. No. 38-24 dated 2/27/2024 approving funding agreement with Iowa Department of Agriculture and Land Stewardship (IDALS) and Res. No. 111-23 dated 6/27/2023 approving Agreement for Services with ISG, Inc.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Polk County has started a targeted effort to construct water quality wetlands across priority watersheds. This "Wetland Wave Project" is utilizing special projects funding and a partnership with the Iowa Department of Agriculture and Land Stewardship. This amendment adds an additional wetland to the ISG contract.

Action Impact: Resolution approves agreement amendment and allows Public Works to administer services as per the terms and conditions of the agreement.

Fiscal Note: Funding will be tracked and managed through the Public Works Air and Water Budget.

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	\$19,575	\$19,575	N	10266004.77440 WQ107	10266004.52290
25/26	Y	0	\$43,718	\$43,718	N	10266004.77440 WQ107	10266004.52290

Additional Fiscal Note Information (optional):

The Iowa Department of Agriculture and Land Stewardship will reimburse 100% of engineering costs for Plazak Wetland through Amendment.

RESOLUTION

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

WHEREAS, Polk County, Iowa as a public agency, may enter into an agreement with a public or private agency to cooperate in the provision of services to the public and to cooperate in other ways to their mutual advantage; and

WHEREAS, following a severe weather disaster declaration in Spring 2024, Polk County Public works became aware of several properties effected by streambank erosion in unincorporated Polk County; and

WHEREAS, Polk County Public Works requested Emergency Watershed Protection (EWP) funding that became available after the disaster declaration; and

WHEREAS, funding was approved by the Natural Resources Conservation Service (NRCS) for stabilization to protect infrastructure at 6046, 6032, and 6066 NE 9th Street, Des Moines, Iowa; and

WHEREAS, the NRCS recommends that Polk County selects a staff representative to serve as signatory official for grant agreement and numerous other required forms.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement with Natural Resources Conservation Service and assigns the Public Works Director as the signatory official to sign said Agreement and additional forms on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

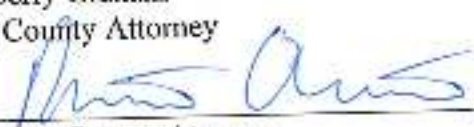
RECOMMENDED FOR APPROVAL:



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. 46-25 to approve Notice of Grant and Agreement Award for Emergency Watershed Protection Funding administered by the Natural Resources Conservation Service.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Following a severe storm disaster declaration in Spring of 2024, Polk County Public Works pursued funding to protect several homes from imminent streambank erosion damage. One project was selected for federal Emergency Watershed Protection Funding.

Action Impact: Action approves assigning Public Works Director as signatory official to sign agreement and Public Works to implement the contract.

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	\$98,682.50	\$83,407.50	N	50266320.77440	50266320.52470
25/26	Y	0		\$15,275.00	N		50266320.58190
25/26	Y	0	\$10,000.00	\$10,000.00	N	10266004.77190	

Additional Fiscal Note Information (optional): \$83,407.50 revenue provided through grant agreement with the Natural Resources Conservation Service. Additional \$15,275 provided through upcoming agreements with benefiting private property owners and \$10,000 funded through annual appropriation to the Public Works Air and Water Quality Fund.

RESOLUTION

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

WHEREAS, Polk County is a member of the Mud, Camp, Spring Creek Watershed Management Authority and is actively working to identify opportunities to improve water quality and reduce flooding; and

WHEREAS, Polk County Public Works has identified the potential for a large wetland along Spring Creek in Southeastern Polk County which would benefit the citizens of Polk County by improving water quality and reducing flooding; and

WHEREAS, Polk County Public Works selected HR Green, Inc. to complete a feasibility study and conceptual design for the wetland; and

WHEREAS, the Polk County Public Works Department recommends Polk County enter into the attached agreement setting forth the duties and obligations of Polk County and HR Green, Inc.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement with HR Green, Inc. 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

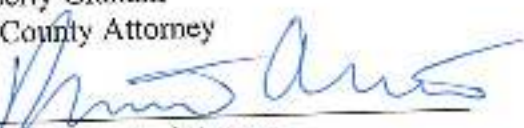
RECOMMENDED FOR APPROVAL:



Bret VandLune, 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. 49-25 to approve Professional Services Agreement with HR Green, Inc.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Polk County Public Works has identified the opportunity for a wetland near Runnells, Iowa within the Spring Creek watershed. HR Green has provided a professional services agreement to develop a conceptual wetland design. This concept will be used to define feasibility and pursue future funding opportunities.

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

Fiscal Note: Agreement will be funded through annual appropriation to the Public Works Air and Water Quality 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
24/25	Y	0	\$18,500		N	10266004.77190	

Additional Fiscal Note Information (optional): None.

RESOLUTION

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

WHEREAS, Polk County, Iowa, as a public agency, may enter into an agreement with a public or private agency to cooperate in the provision of services to the public and to cooperate in other ways to their mutual advantage; and

WHEREAS, Polk County is leading a targeted wetland project to construct wetlands to improve water quality and reduce flooding, dubbed the Wetland Wave Project; and

WHEREAS, Polk County Public Works has been working with landowner Steven Klein to plan the restoration of a large wetland known as Fisher Lake; and

WHEREAS, restoration is planned for summer 2025, but tree removals must be completed prior to April 1, 2025 to meet environmental requirements; and

WHEREAS, to complete tree removal for the project, Polk County is required to enter into a Right of Entry and Temporary Construction Easement agreement; and

WHEREAS, the agreement will not be recorded and shall end 30 days following completion of construction meeting project design and specifications.

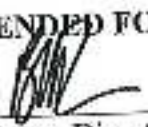
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Right of Entry and Temporary Construction Easement Agreement, with Steven Klein, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisor

RECOMMENDED FOR APPROVAL:



Bret VandLune, 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. 50-25 to approve Right of Entry and Temporary Construction Easement Agreement with Steven Klein.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: Res. 122-24 dated 6/18/2024 approving agreement for wetland restoration design with Ducks Unlimited.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Polk County has been working to restore a large natural wetland on the property of Steven Klein. To allow for planned summer construction, the site needs to have trees removed prior to April 1, 2025 to avoid negative environment impacts. This temporary easement is for tree removal to be completed by Polk County Public Works.

Action Impact: Approval of resolution approves the Board Chair to sign the agreement and Public Works to complete tree removal.

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	Y	0					

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County, Iowa, as a public agency, may enter into an agreement with a public or private agency to cooperate in the provision of services to the public and to cooperate in other ways to their mutual advantage; and

WHEREAS, Polk County is leading a targeted wetland program to improve water quality and reduce flooding, referred to as the Wetland Wave Project; and

WHEREAS, Polk County approved a Wetland Funding Agreement with the Iowa Department of Agriculture and Land Stewardship (IDALS); and

WHEREAS, JEO Consulting Group has been selected from the Polk County Public Works list of qualified wetland engineers to design seven wetlands for a total cost of \$473,930; and

WHEREAS, IDALS has agreed to cover 100% of the wetland engineering costs.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Services Agreement between Polk County, Iowa and JEO Consulting Group, 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

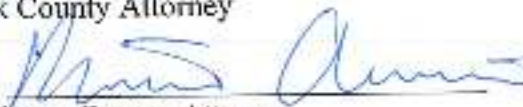
RECOMMENDED FOR APPROVAL:



Bret Vandellune, 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. 51-25 to approve Agreement for Services with JEO Consulting Group.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: Res. No. 38-24 dated 2/27/2024 approving funding agreement with Iowa Department of Agriculture and Land Stewardship (IDALS).

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: Polk County has started a targeted effort to construct water quality wetlands across priority watersheds. This "Wetland Wave Project" is utilizing special projects funding and a partnership with the Iowa Department of Agriculture and Land Stewardship. This agreement allows for the design of seven additional wetlands.

Action Impact: Resolution approves agreement and allows Public Works to administer services as per the terms and conditions of the agreement.

Fiscal Note: Funding will be tracked and managed through the Public Works Air and Water Budget.

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	\$25,000	N	10266004.77440 WQ107	10266004.52290
25/26	Y	0	\$448,930	\$448,930	N	10266004.77440 WQ107	10266004.52290

Additional Fiscal Note Information (optional):

The Iowa Department of Agriculture and Land Stewardship will reimburse 100% of engineering costs for wetland sites designed through this agreement.

RESOLUTION

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

WHEREAS, by Resolution 182-24, dated October 8, 2024, Polk County, Iowa authorized the Chair of the Polk County Board of Supervisors to sign the revised Fiscal Year 2025 Polk County Secondary Road Budget and the Five-Year Secondary Road Construction Program and directed the Public Works Department to submit same to the Iowa Department of Transportation on behalf of Polk County, Iowa; and

WHEREAS, the Fiscal Year 2025 Polk County Secondary Road Budget and the Five-Year Secondary Road Construction Program included the "2025-26 Local HMA Resurfacing Project"; and

WHEREAS, the Polk County Procurement Division issued an invitation for bids to complete the "2025-26 Local HMA Resurfacing Project"; and

WHEREAS, on March 12, 2025 the Polk County Procurement Division received and publicly opened sealed bids for Bid No. 140-2526 "2025-26 Local HMA Resurfacing Project" with the following results:

InRoads LLC Des Moines, IA	\$4,242,575.29
Grimes Asphalt & Paving Corp. Des Moines, IA	\$4,462,797.95
OMG Midwest, Inc., D.B.A. Des Moines Asphalt & Paving Ankeny, IA; and	\$4,584,610.84

WHEREAS, it is the recommendation of the Public Works Department to accept the low bid from InRoads, LLC, Des Moines, Iowa in the amount of \$4,242,575.29; and

WHEREAS, it may be necessary to temporarily close these project routes to facilitate construction.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa does herein award Bid No. 140-2526, "2025-26 Local HMA Resurfacing Project" to InRoads LLC in the amount of four million two hundred forty-two thousand five hundred seventy-five and 29/100 (\$4,242,575.29); and

BE IT FURTHER RESOLVED Polk County, Iowa approves the terms of the attached agreement and bond and authorizes the Chair of the Polk County Board of Supervisors to sign the same; and

BE IT FURTHER RESOLVED Polk County, Iowa authorizes the Public Works Director and/or the County Engineer to temporarily close project roadways as necessary and to approve amendments or change orders to this contract on behalf of Polk County, Iowa; and

BE IT FURTHER RESOLVED that the Public Works Department return a copy of the signed contract to InRoads LLC and administer the 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:



Bret Vandellune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: Costs will be paid from the Secondary Roads fund with reimbursement from municipalities.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 52-25 to accept the bid of \$ \$4,242,575.29 received from InRoads, LLC, Des Moines, Iowa for Bid No. 140-2526, "2025-26 Local HMA Resurfacing Project."

Agenda Date: March 25, 2025

Contact Individual: Rachel Conrad, P.E., Assistant County Engineer, Polk County Public Works Department, 286-3705.

Previous Action taken by the Board: Resolution 216-24, Dated December 17, 2024 authorized Procurement to Conduct Bid Letting.

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: On March 12, 2025, the Procurement Division publicly opened sealed bids for Bid No. 140-2526. The Public Works Department recommends awarding the contract to InRoads, LLC in the amount of \$4,242,575.29.

Action Impact: Resolution authorizes Public Works to complete the terms of the Contract.

Fiscal Note: Costs will be paid from the Secondary Roads fund. Revenues will come from joint jurisdictions Des Moines & Ankeny. Pleasant Hill & Conservation will pay the contractor directly for their portions \$62,899.88 & \$143,293.76, respectively.

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	\$3,146,107.65	\$123,448.39	N	200260206.78820	200260206.52790
25/26	N	0	\$890,274.00		N	200267116.73240	

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County, Iowa as a public agency, may enter into an agreement with a public or private agency to cooperate in the provision of services to the public and to cooperate in other ways to their mutual advantage; and

WHEREAS, Polk County is a member of the Fourmile Creek Watershed Management Authority and is actively working to identify opportunities to improve water quality and reduce flooding; and

WHEREAS, Polk County identified two wetlands along a planned stream restoration project that will provide significant watershed benefits; and

WHEREAS, the Iowa Department of Agriculture and Land Stewardship has awarded Polk County \$200,000.00 through the Urban Water Quality Initiative Grant Program to construct the wetlands; and

WHEREAS, the City of Ankeny will be providing an additional \$212,000 towards the project through an agreement that is currently being developed.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement with the Iowa Department of Agriculture and Land Stewardship 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

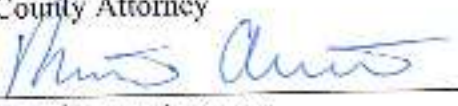
RECOMMENDED FOR APPROVAL:



Bret Vandellune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

#24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 44-25 to approve Cost-Share Grant Contract for Urban Water Quality Initiative Funding between the Iowa Department of Agriculture and Land Stewardship and Polk County, Iowa.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy: Yes.

Background: The Iowa Department of Agriculture and Land Stewardship has awarded funding to Polk County to construct wetlands that improve water quality and reduce flooding in the Fourmile Creek watershed. The wetlands will be constructed alongside a large stream restoration project in partnership with the City of Ankeny.

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

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	\$412,000	\$200,000	N	50266320.77440	50266320.52290
25/26	Y	0		\$212,000	N		50266320.52790

Additional Fiscal Note Information (optional): \$200,000 revenue provided through grant agreement with the Iowa Department of Agriculture and Land Stewardship. Additional \$212,000 provided through upcoming agreement with the City of Ankeny.

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 City of Des Moines Tiny Trees Distribution Program that works to help Des Moines grow its urban canopy and reap the many benefits that trees provide to residents like lower heating and cooling costs, increased stormwater retention, increased property values, and increased use of the outdoors; and

WHEREAS, the City of Des Moines desires to lease space from Polk County at 2309 Euclid Ave., specifically the River Place Parking Lot, for Saturday, April 26, 2025 to offer a pick-up location for providing the tiny trees to the public; and

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

WHEREAS, Polk County and the City of Des Moines 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 City of Des Moines 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

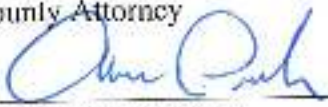
RECOMMENDED FOR APPROVAL:

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

#25

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 City of Des Moines.

Agenda Date: March 25, 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 April 26, 2025, the City of Des Moines desires to hold a distribution event for its Tiny Trees program. The Tiny Trees distribution program works to help Des Moines grow its urban canopy and reap the many benefits that trees provide to residents like lower heating and cooling costs, increased stormwater retention, increased property values, and increased use of the outdoors. The City of Des Moines and Polk County desire to utilize the parking lot at River Place, 3209 Euclid Ave., Des Moines, as a pick-up location for residents to obtain their tiny trees. A lease setting forth the terms and conditions under which the City will lease the parking lot space for the event is attached.

Action Impact: Approval of this one-day lease will assist our partner, the City of Des Moines, in providing free environmental and economic benefits to residents.

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, on May 15, 2024, House File 2673 transferred the management of disability services from the local Mental Health and Disability Services (MHDS) Regions to the Division of Aging & Disability Services with the following intentions: (1) focus on systems of support, care, and connection for all Iowans and families with disability-related needs; (2) identify additional organizations to participate in the statewide Aging and Disability Resource Center (ADRC) Network; and (3) create a Disability Services System; and

WHEREAS, the Iowa Department of Health and Human Services has divided the State of Iowa into seven Districts where Polk County, Iowa resides in District 5 along with the following counties: Hamilton, Greene, Boone, Story, Dallas, Jasper, Madison, Warren, Marion, Clarke, Lucas, Decatur, and Wayne; 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; and

WHEREAS, the Polk County, Iowa and the Iowa Department of Health and Human Services desire to enter into 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, the Contract shall commence on April 1, 2025 and shall terminate on June 30, 2026 with the option to extend the Contract for up to three additional one-year extensions.

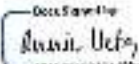
NOW, THEREFORE, BE IT RESOLVED, Polk County, Iowa does hereby approve the terms of the attached Contract ADSCI25015 with the Iowa Department of Health and Human Services and authorizes the Chair of the Polk County Board of Supervisors to sign Contract ADSCI25015 on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

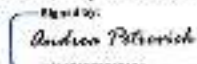
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Annie Uetz, Director/District CEO
Polk County Behavioral Health and Disability Services Dept.

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE: FY 24/25 Revenue - \$142,000.00
FY 25/26 Revenue - \$3,190,439.86

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the Polk County, Iowa Disability Access Point Contract ADSCI25015 with the Iowa Department of Health and Human Services.

Agenda Date: March 25, 2025

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

Previous Action taken by the Board: None

Board/Commission Actions: None

Comply with Policy: Yes

Background: MHDS Regions sunset effective 6/30/2025. House File 2673 establishes the Division of Aging and Disability Services to provide oversight of disability services. The Iowa Department of Health and Human Services (Iowa HHS) has also created District 5 to be 14-counties, one of which is Polk County. Polk County submitted a request for proposal and was awarded a contract to perform the duties of a District Disability Access Point (DAP). Iowa HHS has developed a contract for Disability Access Points effective 4/1/2025. The Contract, ADSCI25015, is for one year and has an option to extend the Contract with up to 3 additional 1-year extensions. This contract is for the provision of navigation services to access disability services within District 5.

Action Impact: Approval of the Iowa Department of Health and Human Services Contract, ADSCI25015, allows Polk County to receive funding and support for operating as a 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	Y	0	\$142,000.00	\$142,000.00	N	100444030.84033.399	100444000.52282
25/26	Y	0	\$3,190,439.86	\$3,190,439.86	N	100444030.84033.399	100444000.52282

RESOLUTION

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

WHEREAS, the persons on the attached Memorandum of Mental Health/Intellectual Disability/Developmental Disability (MH/ID/DD) Service Approval are clients of the Polk County Mental Health and Disability Services (MHDS) Region who have legal residence in Polk County, Iowa; and

WHEREAS, these clients are in need of the services as described in the attached Memorandum of MH/ID/DD Service Approval; and

WHEREAS, no Polk County MHDS Region network providers of such services are able to meet the needs of these clients at this time; and

WHEREAS, the Boards of Supervisors in the counties where the out-of-county providers are located have approved the proposed rates; and

WHEREAS, the rates for out-of-network providers in Polk County have been established by the Iowa Department of Health and Human Services; and

WHEREAS, these services were reviewed and approved for submission by the staff of the Polk County Mental Health and Disability Services Region Administrator,

NOW THEREFORE BE IT RESOLVED, Polk County, Iowa hereby approves the attached Memorandum of MH/ID/DD Service Approval and authorizes the necessary expenditures from the Polk County MHDS Region Fund for these clients.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

Log# 451 _____

By: _____

Annie Uetz

Annie Uetz, Director/CEO

Polk County Behavioral and Disability Services Department –
Polk County MHDS Region Administrator

#27

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Andrea Petkovich
Assistant County Attorney

FISCAL NOTE: \$ 252,699.20 from the Polk County MHDS Region Fund

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Mental Health/Intellectual Disability/Developmental Disability (MH/ID/DD) service approvals and authorizing expenditures from the Mental Health and Disability Services (MHDS) Region Fund.

Agenda Date: 03/25/2025

Contact Individual: Annie Uetz, Director/CEO
Polk County Behavioral Health and Disability Services Dept. –
Polk County MHDS Region Administrator
(515) 286-3581

Previous Action taken by the Board: None

Board/Commission Actions: The recommendations contained within have been approved for submission by the staff of the Polk County MHDS Region Administrator and the Polk County MHDS Region Governing Board.

Comply with Policy: Yes

Background: Polk County contracts with selected providers within the Polk County MHDS Region to provide services to persons with mental illness, intellectual disability, or a developmental disability. If those providers are unable to meet the needs of a client, the Region seeks to use the services of an out-of-county provider or a local provider with whom the County does not have a contract but who meets the criteria adopted by the Region Governing Board as set forth in the Polk County MHDS Region Management plan. The Polk County Board of Supervisors has appointed the staff of the Polk County MHDS Region Administrator to review each request for services outside of Polk County or for services by local providers with whom the County does not have a contract to determine whether the service request is in the best interest of the client and the County. The staff of the Polk County MHDS Region Administrator complete the review that in the past was put before the Service Appeal Board.

Action Impact: The staff of the Polk County MHDS Region Administrator has determined that the services requested in the attached resolution are in the best interests of the client and the County. The Board of Supervisors in the counties where the providers are located have approved the proposed reimbursement rates. The attached cost summary outlines the services and the proposed costs that were reviewed and approved by the staff of the Polk County MHDS Region Administrator and the Polk County MHDS Region Governing Board.

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	Y	0	\$252,699.20	0	N	Various Fund 10 account codes	

Additional Fiscal Note Information (optional): Refer to log 451 below

RESOLUTION

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

WHEREAS, Polk County Community, Family and Youth Services through its Global Neighbors division desires to collaborate with the United Way of Central Iowa to serve as a host site for the Central Iowa Food Security Plan Navigation Pilot Program; and

WHEREAS, this partnership will allow for a Community Navigator to work with refugees to enhance food security by connecting individuals and families to resources and services through a dedicated Community Navigator; and

WHEREAS, the term of the Memorandum of Understanding is February 3, 2025 through February 3, 2026; and

WHEREAS, there is no cost to Polk County to take part in this partnership.

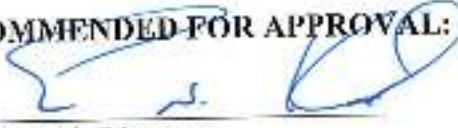
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Memorandum of Understanding, with United Way of Central Iowa for a Community Navigator through the Central Iowa Food Security Plan Navigation Pilot Program, and authorizes the Chair of the Polk County Board of Supervisors 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

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

#28

By:


Assistant County Attorney

FISCAL NOTE: N/A

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Memorandum of Understanding with United Way of Central Iowa and Polk County Community Family and Youth Services for a Community Navigator through the Central Iowa Food Security Plan Navigation Pilot Program.

Agenda Date: March 25, 2025

Contact Individual: Joy Ihle, Deputy Director
Community, Family and Youth Services
515-286-2062

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Community Family and Youth Services (CFYS) through its division Global Neighbors desires to collaborate with the United Way of Central Iowa through the Central Iowa Food Security Plan Navigation Pilot Program. The goal of the pilot program is to enhance food security by connecting individuals and families to resources and services through a dedicated Community Navigator. CFYS will serve as a host site and provide the Navigator with a suitable workspace. CFYS staff will provide support and guidance to the Navigator by introducing them to key stakeholders and assist them with building relationships in the community that will further the benefit the program.

The term of this Memorandum of Understanding is February 3, 2025 through February 3, 2026. There is no cost to Polk County for this collaboration.

Action Impact: Approval of this Memorandum of Understanding will support the Central Iowa Food Security Plan Navigation Pilot Project and benefit refugees in our community who are facing food insecurity.

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		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS the Polk County Health Department is a department of Polk County, Iowa and is controlled by the Polk County Board of Health/Board of Supervisors; and

WHEREAS, Dr. Matthew Donahue has been identified as is a licensed doctor of medicine with the knowledge, education, and experience to assist the Polk County, Iowa Health Department in efforts to expand opportunities for immigration physicals and immunization services; and

WHEREAS, Polk County, Iowa and Dr. Donahue desire to enter-into an Agreement for Professional Services commencing on March 25, 2025 and expiring on December 31, 2026; and

WHEREAS, Dr. Donahue shall be reimbursed \$135.00 per hour for Direct Medical Services by Polk County, with the total amount to not exceed \$40,000 per calendar year; and

WHEREAS, Polk County will be reimbursed through the patient's insurance and/or patient's direct cash payments; and

WHEREAS, any revenue received by the Polk County Health Department associated with immunizations and laboratory services performed as part of the immigration physicals shall be retained by Polk County and credited to the account of the Polk County Health Department.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the attached Agreement for Provision of Medical Services at the Polk County Health Department with Dr. Matthew Donahue, and authorizes the Chair of the Polk County Board of Supervisors to sign the Agreement.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Julianne Van Liew
Julianne Van Liew, Director
Health Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE: Polk County will not incur any net expenses for these services, as all associated costs are covered through insurance reimbursement or patient payments.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Agreement with Matthew Donahue, M.D., for the provision Direct Medical Services at the Polk County Health Department.

Agenda Date: March 25, 2025

Contact Individual: Juliann Van Liew, Director, 286-3767

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Starting in 2025, Dr. Matthew Donahue is available provide Direct Medical Services to patients at the Polk County Health Department. Dr. Matthew Donahue will perform the Direct Medical Services and required laboratory and immunization services at the Polk County Health Department one day each week. Expansion of available appointments for immigration physicals will allow more patients to be seen in a timely manner at the Polk County Health Department.

The Polk County Health Department (PCHD) will charge \$300 per immigration physical. Dr. Donahue will be reimbursed \$135.00 per hour by Polk County. Fee payments for the immigration physical and laboratory services are paid only through cash at the time of the office visit and are not billed to insurance. Immunization services shall be submitted to the patient's insurance. Any revenue received by the PCHD associated with immunizations and laboratory services performed as part of the immigration physicals shall be retained by Polk County and credited to the account of the PCHD.

Action Impact: Approval of this Agreement will allow Dr. Donahue to provide direct patient care of PCHD patients, consultation to PHCD staff and leadership until December 31, 2026 with the possibility of further extensions.

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	Y	0	Unknown	Unknown	N	10223011.76260.01	10223011.55310.01
25/26	N	0	Unknown	Unknown	N	10223011.76260.01	10223011.55310.01

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 is a member of the Mid Iowa Narcotics Enforcement Task Force; and

WHEREAS, the Polk County Sheriff's Office is the fiscal agent of the Mid Iowa Narcotics Enforcement Task Force; and

WHEREAS, the Mid Iowa Narcotics Enforcement Taskforce acting by and through the Polk County Sheriff's Office has applied to the Iowa Governor's Office of Drug Control Policy (ODCP) for grant funding; and

WHEREAS, the Governor's ODCP has awarded the Task Force, a Methamphetamine Drug Hot Spots Grant (Grant #24-CAMP-02) in the amount of \$18,000 from January 1, 2025 through September 30, 2025; and

WHEREAS, these funds are intended to pay for approved overtime costs of the member agencies of the Task Force in its efforts to assist in the Methamphetamine Drug Hot Spots Task Force Program; and

WHEREAS, the award requires no matching funds from Polk County, Iowa.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Methamphetamine Drug Hot Spots Grant and authorizes the Chair of the Polk County Board of Supervisors to sign said grant award 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:

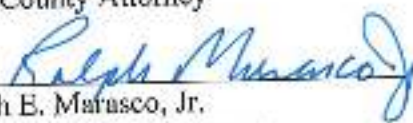
By:


Frank Marasco, Chief of Police, PCSO

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:


Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: Revenue: \$18,000 Expense: \$18,000

#30

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Governor's Office of Drug Control Policy Methamphetamine Drug Hot Spots Task Force Grant (#24-CAMP-02).

Agenda Date: 03/25/2025

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

Previous Action taken by the Board: The Board approved the previous Methamphetamine Drug Hot Spots Grant (Grant #21-CAMP-21) on 08/22/2023. The Board approved subsequent extensions to this grant on 09/10/2024 and 01/28/2025.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Sheriff's Office is the fiscal agent of the Mid Iowa Narcotics Enforcement Task Force. The Governor's Office of Drug Control Policy awarded the Task Force a Methamphetamine Drug Hot Spots Grant (Grant #24-CAMP-02) from January 1, 2025 through September 30, 2025 to pay for approved overtime costs of the member agencies of the Task Force. The Resolution approves the receipt of \$18,000 for this grant through September 30, 2025.

Action Impact: This grant continues the Mid Iowa Narcotics Enforcement Task Force's efforts to assist in the Methamphetamine Drug Hot Spots Task Force Program to pay for approved overtime costs of the member agencies of the Task Force.

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	\$18,000	\$18,000	Y	10041012,79580	10041012,52460

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, on May 24, 2022 Polk County, Iowa awarded the bid for Polk County Jail comprehensive inmate health and mental health services to NaphCare, Inc., for a term of three (3) years, ending June 30, 2025, with an option of two (2) additional one-year periods by mutual agreement by NaphCare, Inc. and Polk County, Iowa; and

WHEREAS, Polk County, Iowa seeks to extend the contract period with NaphCare, Inc. from July 1, 2025 through June 30, 2026; and

WHEREAS, The annual base compensation and contracted expenses in the current Agreement increases 4% under the same terms and conditions.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Amendment to the Agreement with NaphCare, Inc. for the continuation of comprehensive inmate health and mental health services for inmates in the custody of the Polk County Sheriff 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:


Travis Morrison, Chief Financial Officer, PCSO

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By:


Ralph E. Marasco, Jr.
Assistant County Attorney

FISCAL NOTE: Expense: \$7,744,106 Revenue: \$0

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving the Amendment to the Agreement between Polk County, Iowa and NaphCare, Inc. to continue comprehensive inmate health and mental health services at the Polk County Jail.

Agenda Date: 03/25/2025

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

Previous Action taken by the Board: The Board approved the Agreement with NaphCare, Inc. for comprehensive inmate health and mental health services at the Polk County Jail on 05/24/2022.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: NaphCare, Inc. has provided comprehensive inmate health and mental health services at the Polk County Jail since July 1, 2022, when it was awarded the contract through a formal RFP process. Polk County and NaphCare, Inc. have worked together during this period to provide proper care to inmates, while remaining fiscally responsible.

Action Impact: The Resolution authorizes an Amendment to the Agreement between Polk County and NaphCare, Inc. to continue to provide comprehensive inmate health and mental health services at the Polk County Jail by extending the contract period from July 1, 2025 through June 30, 2026.

Fiscal Note: The annual base compensation and contracted expenses in the current Agreement increases 4% under the same terms and conditions.

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	Y	\$7,744,106		Y	10041051.76320	

Additional Fiscal Note Information (optional): Anticipated expense reflects base contract price only. Total appropriation for jail medical services requires additional funding for ambulance, off-site medical/hospital care, and pharmacy expenses within the budgeted amount.

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 unqualified property owners have improperly been receiving the Credit. The Polk County Assessor recommends the Credit be disallowed for 72 such properties on the parcels for the taxable years noted on the attached sheet; and,

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

BE IT FURTHER RESOLVED, that the Polk County Assessor be directed to communicate to the property owners that were disallowed the specific statutory reason for disallowance.

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

#32

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 disallowances of the Homestead Tax Credit.

Agenda Date: March 25, 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 (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 unqualified owners have improperly been receiving the Credit. The Polk County Assessor recommends the Credit be disallowed for 72 such parcels for the taxable years noted on the attached sheet.

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

Fiscal Note:

Fiscal Year	New Budget Item? (Y/N)	If 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 unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption be disallowed for 52 such parcels for the taxable years noted on the attached sheet; and,

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

BE IT FURTHER RESOLVED, that the Polk County Assessor be directed to communicate to the property owners that were disallowed the specific statutory reason for disallowance.

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

#33

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 disallowances of the Homestead Tax Exemption (Exemption).

Agenda Date: March 25, 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 unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption be disallowed for 52 such parcels for the taxable years noted on the attached sheet.

Action Impact: The passage of this resolution approves the recommendations of the Polk County Assessor for disallowances 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 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 unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption be disallowed for 98 such parcels for the assessment years noted on the attached sheet; and,

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

BE IT FURTHER RESOLVED, that the Polk County Assessor be directed to communicate to the property owner that was disallowed the specific statutory reason for disallowance.

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

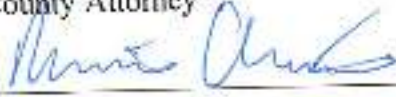
RECOMMENDED FOR APPROVAL:

By: Randy Ripperger
Randy Ripperger
Polk County Assessor

34

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 disallowances of the Military Service Tax Exemption ("Exemption").

Agenda Date: March 25, 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 unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption be disallowed for 98 such parcels for the assessment years noted on the attached sheet.

Action Impact: The passage of this resolution approves the recommendations of the Polk County Assessor for disallowances 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
24/25	N				N		

RESOLUTION

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

WHEREAS, Polk County, Iowa provides a Deferred Compensation Retirement program for Polk County employees in accordance with Iowa Code §§ 331.324(1)(m) and 509A.12; and

WHEREAS, on May 18, 2021, the Board of Supervisors adopted an Investment Policy Statement for the Deferred Compensation Program; and

WHEREAS, in accordance with the Investment Policy Statement, the Deferred Compensation Committee recommends to replace the Principal Fixed Income Guaranteed Option, which is currently pending closure upon the completion of its 12-month put, and add the Principal Guaranteed Option within the investment lineup for both the 457(b) Employee Contribution Plan and the 401(a) Employer Match Plans.

NOW, THEREFORE BE IT RESOLVED, Polk County, Iowa adopts the recommendation of the Deferred Compensation Committee, approves the attached documents with Principal Life Insurance Company, and authorizes the Chair of the Polk County Board of Supervisors to sign said agreements on behalf of Polk County, Iowa.

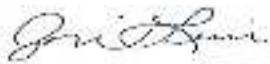
NOW, THEREFORE BE IT FURTHER RESOLVED, the Polk County Department of Human Resources is authorized to execute any and all documents in furtherance of this resolution.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

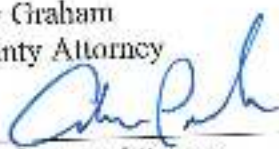
Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Josie Lewis, Director
Department of Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE: N/A

#36

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution Authorizing Approval of Deferred Compensation Committee Recommendation for Investment Change

Agenda Date: March 25, 2025

Contact Individual: Josie Lewis, Director of Human Resources

Previous Action taken by the Board: By resolution dated 05/18/2021, approval of an updated Investment Policy Statement. By resolution dated 06/14/2022, approval to add four investment funds to the Deferred Compensation Program. By resolution dated 03/11/2025, approval of an agreement with Creative Planning to offer Investment Advisory Services for the Deferred Compensation Program.

Boards/Commission Actions: N/A

Comply with Policy: Yes

Background: In an effort to offer best in class investments as well as maintaining fiduciary oversight of the Deferred Compensation program, the Deferred Compensation Committee recommends replacing the Principal Fixed Income Guaranteed Option, whose 12-month put expires in May 2025, with the Principal Guaranteed Option fund for both the 457(b) and the 401(a) retirement plans. This change will allow plan participants a potential higher return on investment.

Action Impact: Approval of this resolution authorizes the Chair to sign said documents on behalf of Polk County, Iowa and directs the Department of Human Resources to take the necessary steps to implement this resolution.

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	\$0.00	\$0.00	N	N/A	N/A
25/26	N	0	\$0.00	\$0.00	N	N/A	N/A

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County, Iowa has entered into agreements with the Fifth District Department of Corrections (and its predecessor) to operate a "Youthful Supervision Program" since 1998 that intends to reduce recidivism on the part of young persons charged with certain crimes; and

WHEREAS, the Fifth District Department of Corrections has agreed to continue funding to enable Polk County to renew the employment of a Legal Assistant to facilitate the Youthful Supervision Program; and

WHEREAS, the attached agreement with the Fifth District Department of Corrections sets forth the duties of the Legal assistant and the conditions under which the grant funds shall be paid; and

WHEREAS, the attached Agreement with the Fifth District Department of Corrections, shall provide Polk County \$54,835.00 in allowable costs for a Legal Assistant to facilitate the Youthful Supervision Program from July 1, 2024 through June 30, 2025.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa agrees to and enters into the attached Agreement with the Fifth District Department of Corrections for the Youthful Supervision Program, 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:

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

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

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Agreement with the Fifth District Department of Corrections for the Youth Supervision Program.

Agenda Date: March 25, 2025

Contact Individual: Ralph E. Marasco Jr.
Assistant County Attorney
286-3331

Previous Action Taken by the Board: Similar Agreements have been approved since 1998.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Polk County and the Fifth District Department of Corrections have operated a "Youthful Supervision Program" since 1998 that intends to reduce recidivism on the part of young persons charged with certain crimes. The Fifth District Department of Corrections has agreed to continue funding to enable Polk County to renew the employment of a Legal Assistant to facilitate the Youthful Supervision Program as set forth in the agreement. The term of this agreement is July 1, 2024 through June 30, 2025.

Action Impact: Approval of this Agreement supports the continued participation of the Polk County Attorney's Office in the Youthful Supervision program.

Fiscal Note: \$54,835 reimbursed by the State

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	\$81,630.75	\$54,835.00	N	10051102.71000	20051410.52290

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County, Iowa has entered into agreements with the Fifth District Department of Corrections (and its predecessor) to provide personnel to perform work for the "Intensive Supervisory Court Program (Drug Court)" since 1998; and

WHEREAS, the Drug Court program works with identified and screened participants who have been charged with crimes related to drug usage; and

WHEREAS, the participants are supervised on an intensive basis by the Department of Corrections, and thus can avoid days in jail and avoid or reduce prison sentences upon successful completion of the program; and

WHEREAS, the Department of Corrections has agreed to continue funding for the term beginning July 1, 2024, through June 30, 2025, to enable Polk County to renew the employment of a half-time assistant county attorney to work with the Drug Court; and

WHEREAS, the new Agreement shall continue the participation of the Polk County Attorney's Office in Drug Court through the Department of Corrections grant not to exceed \$41,484.00 for reimbursement to Polk County of 50% of the salary and benefit expenses incurred by the employment of an assistant county attorney.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa agrees to and enters into the attached Agreement with the Fifth District Department of Corrections for the Intensive Supervisory Court (Drug Court) Program in Polk County, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of the Polk County, Iowa.

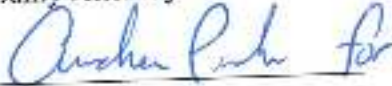
Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:
APPROVED AS TO FORM:**

Kimberly Graham
Polk County Attorney

By: 
Ralph Marasco, Jr.
Assistant County Attorney

#37

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Agreement with the Fifth District Department of Corrections for the Intensive Supervisory Court Program (Drug Court).

Agenda Date: March 11, 2025

Contact Individual: Ralph E. Marasco Jr.
Assistant County Attorney
286-3331

Previous Action Taken by the Board: Similar Agreements have been approved since 1998.

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Polk County and the Fifth District Department of Corrections have operated an "Intensive Supervisory Court Program (Drug Court)" since 1998. The Drug Court program works with identified and screened participants who have been charged with crimes related to drug usage. The participants are supervised on an intensive basis by the Department of Corrections. Participation in the program and intensive supervision can result in participants avoiding jail days and avoiding or reducing prison sentences upon successful completion of the program. Throughout the years, various Assistant County Attorneys have participated in the Intensive Supervisory Court. The Fifth District Department of Corrections has agreed to continue partial funding for the position of a half-time Assistant County Attorney to help coordinate the Intensive Supervisory Court Program through June 30, 2025.

Action Impact: Approval of this Agreement supports the continued participation of the Polk County Attorney's Office in the Drug Court program.

Fiscal Note: \$41,484.00 reimbursed by the State

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	\$111,844.00	\$41,484.00	N	10051102.71000	10051101.52290

RESOLUTION

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

WHEREAS, the Director of Conservation has determined current part-time positions within the Conservation Parks Unit need to be restructured to ensure that annual budgeted labor hours from Central Accounting match current staffing and that extra labor costs do not occur due to unemployment claims during the off-season.

WHEREAS, the Parks Unit will be keeping 7 current position IDs with maintained and upgraded FTE hours; dissolving 7 position IDs (but keeping the allocated hours from the dissolved positions within the extra help budget line); keeping 10 current on-call positions and adding 5 more on-call positions; dissolving 2 current seasonal positions (but keeping the allocated hours from the dissolved positions within the extra help budget line).

WHEREAS, this will leave the Parks Unit with 35 PPT, On-call, and seasonal positions with no increase in extra help allocation from Polk County.

WHEREAS, the Director of Conservation is requesting the following modifications:

- PCC will be keeping the following 9 position IDs with the listed FTE/Annual Hours:
 - 7099 Downgrade 0.57 FTE/1200.00 Hrs./Year
 - 7100 Downgrade 0.62 FTE/1300.00 Hrs./Year
 - 7102 Downgrade 0.72 FTE/1500.00 Hrs./Year
 - 7104 Upgrade 0.67 FTE/1400.00 Hrs./Year
 - 7108 Upgrade 0.62 FTE/1300.00 Hrs./Year
 - 7109 Upgrade 0.62 FTE/1300.00 Hrs./Year
 - 7113 Upgrade 0.57 FTE/1200.00 Hrs./Year
 - 7119 Downgrade 0.67 FTE/1400.00 Hrs./Year
 - 7120 Downgrade 0.57 FTE/1200.00 Hrs./Year
- PCC will be dissolving the following 5 position IDs; but keeping hours from the dissolved position IDs in the extra help budget line.
 - 7089
 - 7105
 - 7114
 - 7115
 - 7118
- PCC will be keeping the following 10 current on-call positions with the listed FTE/Annual Hours. This will give Parks 10 on-call positions.
 - On-call Position 1 should be 0.37 FTE/780.00 Hrs./Year
 - On-call Position 2 should be 0.33 FTE/696.00 Hrs./Year
 - On-call Position 3 should be 0.33 FTE/696.00 Hrs./Year
 - On-call Position 4 should be 0.26 FTE/540.00 Hrs./Year
 - On-call Position 5 should be 0.23 FTE/480.00 Hrs./Year

- o On-call Position 6 should be 0.14 FTE/300.00 Hrs./Year
- o On-call Position 7 should be 0.11 FTE/224.00 Hrs./Year
- o On-call Position 8 should be 0.14 FTE/300.00 Hrs./Year
- o On-call Position 9 should be 0.10 FTE/200.00 Hrs./Year
- o On-call Position 10 should be 0.10 FTE/200.00 Hrs./Year

- PCC will be dissolving three of four current seasonal positions (six months/1043.50 hours per year) and use those hours to create two seasonal positions (three months/260.88 hours per year, one seasonal position (three months/521.75 hours per year, and two seasonal positions (two months/347.83 hours per year). The balance of hours will be added to the extra help budget line. This will give Parks 6 Seasonal positions.

- o Seasonal Position 1 Should be 0.12 FTE/3 months/260.88 Hrs./Year
- o Seasonal Position 2 Should be 0.12 FTE/3 months/260.88 Hrs./Year
- o Seasonal Position 3 Should be 0.25 FTE/3 months/521.75 Hrs./Year
- o Seasonal Position 4 Should be 0.17 FTE/2 months/347.83 Hrs./Year
- o Seasonal Position 5 Should be 0.17 FTE/2 months/347.83 Hrs./Year
- o Seasonal Position 6 Should be 0.50 FTE/6 months/1043.50 Hrs./Year

WHEREAS, the Director of Conservation is not requesting additional funding within Conservation/Parks Extra Help budget.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the above position modifications, directs the County Auditor and Director of Human Resources to take the necessary steps to implement this Resolution, and authorizes the Chair of the Polk County Board of Supervisors to sign said Resolution 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: Rich Leopold
Rich Leopold, Director
Polk County Conservation

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: K. Clary
Assistant County Attorney

FISCAL NOTE: No additional Extra Help budget dollars are needed.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Position Modification within the Polk County Conservation Department

Agenda Date: March 25, 2025

Contact Individual: Richard Leopold, Director of Conservation, 515-323-5322

Previous Action taken by the Board: N/A

Action Requested (Recommended): Reclassify the following positions within Conservation:

- PCC will be keeping the following nine position IDs with the listed FTE/Annual Hours:
 - 7099 Downgrade 0.57 FTE/1200.00 Hrs./Year
 - 7100 Downgrade 0.62 FTE/1300.00 Hrs./Year
 - 7102 Downgrade 0.72 FTE/1500.00 Hrs./Year
 - 7104 Upgrade 0.67 FTE/1400.00 Hrs./Year
 - 7108 Upgrade 0.62 FTE/1300.00 Hrs./Year
 - 7109 Upgrade 0.62 FTE/1300.00 Hrs./Year
 - 7113 Upgrade 0.57 FTE/1200.00 Hrs./Year
 - 7119 Downgrade 0.67 FTE/1400.00 Hrs./Year
 - 7120 Downgrade 0.57 FTE/1200.00 Hrs./Year
- PCC will be dissolving the following five position IDs; but keeping hours from the dissolved position IDs in the extra help budget line.
 - 7089
 - 7105
 - 7114
 - 7115
 - 7118
- PCC will be keeping the following 10 current on-call positions with the listed FTE/Annual Hours. This will give Parks 10 on-call positions.
 - On-call Position 1 should be 0.37 FTE/780.00 Hrs./Year
 - On-call Position 2 should be 0.33 FTE/696.00 Hrs./Year
 - On-call Position 3 should be 0.33 FTE/696.00 Hrs./Year
 - On-call Position 4 should be 0.26 FTE/540.00 Hrs./Year
 - On-call Position 5 should be 0.23 FTE/480.00 Hrs./Year
 - On-call Position 6 should be 0.14 FTE/300.00 Hrs./Year
 - On-call Position 7 should be 0.11 FTE/224.00 Hrs./Year
 - On-call Position 8 should be 0.14 FTE/300.00 Hrs./Year
 - On-call Position 9 should be 0.10 FTE/200.00 Hrs./Year
 - On-call Position 10 should be 0.10 FTE/200.00 Hrs./Year

- PCC will be dissolving three of four current seasonal positions (six months/1043.50 hours per year) and use those hours to create two seasonal positions (three months/260.88 hours per year, one seasonal position (three months/521.75 hours per year, and two seasonal positions (two months/347.83 hours per year). The balance of hours will be added to the extra help budget line. This will give Parks 6 Seasonal positions.
 - Seasonal Position 1 Should be 0.12 FTE/3 months/260.88 Hrs./Year
 - Seasonal Position 2 Should be 0.12 FTE/3 months/260.88 Hrs./Year
 - Seasonal Position 3 Should be 0.25 FTE/3 months/521.75 Hrs./Year
 - Seasonal Position 4 Should be 0.17 FTE/2 months/347.83 Hrs./Year
 - Seasonal Position 5 Should be 0.17 FTE/2 months/347.83 Hrs./Year
 - Seasonal Position 6 Should be 0.50 FTE/6 months/1043.50 Hrs./Year

Comply with Policy: Yes

Background: The Director of Conservation has reviewed several part-time positions within the Parks Unit and would request restructuring to ensure that annual budgeted labor hours from Central Accounting match current staffing and that extra labor costs do not occur due to unemployment claims during the off-season.

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

Fiscal Note: Permanent part-time funds will be transferred into seasonal funds. There are no additional costs associated with this action.

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	10466110.71080	
25/26	N				N		

Additional Fiscal Note Information (optional): N/A

RESOLUTION

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

WHEREAS, the Polk County Conservation Board manages the Gay Lea Wilson Trail system, located in Polk County, Iowa pursuant to §350.4, Iowa Code (2023); and

WHEREAS, Polk County Conservation wishes to realign the Gay Lea Wilson Trail to connect to the Fourmile Mountain Bike Park; and

WHEREAS, the proposed trail alignment requires the relocation of an electric pole owned by MidAmerican Energy Company; and

WHEREAS, MidAmerican Energy Company requires their pole be relocated in an Easement owned by MidAmerican Energy Company;

WHEREAS, the locally known descriptions where the contemplated easement will be located are as follows:

Legal Description:

Lot 57, and Lots 653 through 663, Elmwood Park, an official plat, all now included in and forming a part of the City of Des Moines, Polk County Iowa. A 15-foot-wide electrical easement beginning at the Southeast corner of the described property and running 15 feet to the west containing 225 square feet.

WHEREAS, the Polk County Conservation Board determined at its May 12, 2024 meeting that the requested easement will not interfere with park intent or purposes; and

WHEREAS, a public hearing on the proposed easement conveyance is necessary for the disposition of property and has been scheduled for 9:30 a.m. on April 8, 2025 at the regularly scheduled meeting of the Polk County Board of Supervisors, Polk County Administrative Office Building, Room 120, 111 Court Avenue, Des Moines, Iowa; and

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa authorizes 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.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Richard A. Leopold
Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: K. Clarke
Assistant County Attorney

FISCAL NOTE:

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving setting a Public Hearing to approve a permanent Electrical Easement to MidAmerican Energy Company on land known as the Fourmile Creek Greenway.

Agenda Date: 03/25/25

Contact Individual: Richard Leopold, Director 515-323-5300

Previous Action taken by the Board: None.

Board/Commission Actions: On May 12, 2024 with Roll Call 24-0512 the Polk County Conservation Board approved the recommendation to the Polk County Board of Supervisors to approve the electrical easement to MidAmerican Energy Company as this will not interfere with the intent or purpose of the parkland.

Comply with Policy: Yes.

Background: A realignment of the Gay Lea Wilson Trail is hindered by an existing electrical pole. MidAmerican Energy Company must relocate the pole onto Polk County land to accommodate the trail realignment. The pole must be located in an easement area.

Action Impact: None.

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		
25/26							
26/27							

Additional Fiscal Note Information (optional):

NOTICE FOR PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held on April 8, 2025 at 9:30 A.M. at the regularly scheduled meeting of the Polk County Board of Supervisors, Room 120, Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa, 50309, regarding the conveyance of an electrical easement to MidAmerican Energy on Board-managed land known as the Fourmile Creek Greenway; and,

Legal Description:

Lot 57, and Lots 653 through 663, Elmwood Park, an official plat, all now included in and forming a part of the City of Des Moines, Polk County Iowa. A 15-foot-wide electrical easement beginning at the Southeast corner of the described property and running 15 feet to the west containing 225 square feet.

Persons wishing further information should contact the Polk County Conservation Board, Office of the Director, 515-323-5300.

RESOLUTION

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

WHEREAS, Polk County entered into a Master Services Agreement with Mail Services, LLC, on March 8, 2022, to provide print and mailing of Iowa motor vehicle renewal registration notices pursuant to the duties and obligations of the Polk County Treasurer's Office; and

WHEREAS, the Master Services Agreement was effective for a three (3) year period with an option to be renewed for two (2) successive one (1) year extensions; and

WHEREAS, the Polk County Treasurer's Office wishes to renew their agreement with Mail Services, LLC, for a period of one year.

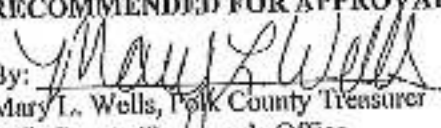
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Amendment to the Master Services Agreement with Mail Services, LLC, to continue to provide print and mailing services for Iowa motor vehicle renewal registration notices, and authorizes the Chair of the Polk County Board 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: 
Mary L. Wells, Polk County Treasurer
Polk County Treasurer's Office

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE:

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Amendment to Master Services Agreement between the Polk County Treasurer's Office and Mail Services, LLC, to continue to provide print and mailing services for Iowa motor vehicle renewal registration notices.

Agenda Date: March 25, 2025

Contact Individual: Mary L. Wells, Polk County Treasurer
Polk County Treasurer's Office
(515) 286-3040

Previous Action taken by the Board: March 8, 2022

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: The Polk County Treasurers Office is required under Iowa Code Section 312.40(20) to send a statement of vehicle registration fees due to the owner of record in the eleventh month of a vehicle's registration year. To fulfill those duties, Polk County entered into a Master Services Agreement with Mail Services, LLC, in March of 2022 in order to create and distribute vehicle registration statements. This action extends the term of the Master Services Agreement for a period of one year.

Action Impact: Amending the Master Services Agreement with Mail Services, LLC, allows for the continued, responsive notice of vehicle registration fees due to vehicle owners within Polk County, pursuant to Iowa Code.

Fiscal Note: cost per vehicle registration statement is unchanged from current cost

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				N	10038100.76020	
25/26							
26/27							

Additional Fiscal Note Information (optional): cost per vehicle registration statement is unchanged from current cost

RESOLUTION

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

WHEREAS, Polk County has complied with the budget statement, notification, and public hearing requirements of Iowa Code Section 24.2A relating to the Proposed Property Tax Dollars for the upcoming fiscal year, and

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

WHEREAS, as provided in Section 331.434 of the *Code of Iowa*, Polk County is required to hold a public hearing on the proposed budget prior to its adoption.

NOW, THEREFORE BE IT RESOLVED that the proposed FY 2025/2026 budget, as detailed on the official state form, is to be published by the County Auditor in the designated official newspapers.

BE IT FURTHER RESOLVED that a public hearing on the proposed FY 2025/2026 budget is hereby scheduled for 9:30 a.m., April 22, 2025, in Room 120 of the Polk County Administrative Office Building, 111 Court Avenue, Des Moines, 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

FISCAL NOTE: No fiscal impact at this time

#41

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing Auditor's Office to publish notice of public hearing on proposed FY 2025/2026 budget

Agenda Date: March 25, 2025

Contact Individual: Deb Anderson, Budget Manager, 515-286-3016

Previous Action taken by the Board: Budget deliberations throughout January/February 2025; public hearing on proposed tax levy March 25, 2025

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: House File 718, adopted during the 2023 legislative session, revised the notification requirements and deadlines for local budget certification. Local governments must now provide notice and hold a public hearing on the proposed property tax dollars for the upcoming fiscal year prior to setting a hearing date to certify the budget. The deadline for certifying the budget is April 30th.

Polk County provided the requisite notices and held a public hearing on the proposed property tax dollars on March 25th. As such, the County may now set a public hearing to certify the FY 25/26 budget.

This resolution authorizes the Auditor's Office to publish notice of the FY 25/26 budget public hearing to be held April 22, 2025 and to publish a budget summary in the County's official newspapers.

Action Impact: Authorizes publication of a public hearing on the proposed FY 25/26 budget

Fiscal Note: No fiscal impact at this time. After the April 22nd public hearing, it is anticipated the Board will vote to certify a budget for FY 25/26.

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							

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the General Assembly of Iowa enacted legislation, now codified in Iowa Code 427.1(20), providing for the Impoundment Structures 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 reviews it and submits it, along with the recommendation of the Soil and Water Conservation District Commissioner, to Board of Supervisors for allowance or disallowance; and,

WHEREAS, for taxable year 2025, payable in 2026 and 2027, the Polk County Assessor has received claims for 6 parcels where the Soil and Water Conservation District Commissioner recommends allowance (see attached sheet) and for 0 parcels where the Soil and Water Conservation District Commissioner recommends disallowance; and,

NOW, THEREFORE BE IT RESOLVED, Polk County, Iowa approves the recommendations of the Soil and Water Conservation District Commissioner regarding allowances and disallowances of the Impoundment Structures Exemption.

Approved this _____ day of _____, 2025.

POLK COUNTY, IOWA

Matt McCoy, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

Randy Ripberger
Polk County Assessor

#42

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 Soil and Water Conservation District Commissioner for allowances and disallowances of the Impoundment Structures Exemption ("Exemption").

Agenda Date: March 25, 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 an Impoundment Structures Exemption under Iowa Code 427.1(20) that provides a property tax exemption on the impoundment structures 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 reviews it and submits it, along with the recommendation of the Soil and Water Conservation District Commissioner, to Board of Supervisors for allowance or disallowance. For taxable year 2025, payable in 2026 and 2027, the Polk County Assessor received claims for 6 parcels where the Soil and Water Conservation District Commissioner recommends allowance (see attached sheet) and for 0 parcels where the Soil and Water Conservation District Commissioner recommends disallowance.

Action Impact: The passage of this resolution approves the recommendations of the Soil and Water Conservation District Commissioner for allowances and disallowances of the Impoundment Structures 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
26/27	N				N		

2025 IMPOUNDMENTS APPLICATIONS				
District/Parcel	Geoparcels	Owner	Acres	
140/00128-002-007	7922.14.100.010	JEAN WISE & L J WISE TRUST - STEVEN	6.625	
140/00368-066-002	7922.21.176.001	OLMSTEAD FAMILY FARMS LLC	6.115	
160/00780-002-002	7822.17.400.008	DENNIS GEORGE CARROLL REVOCABLE TRUST	1.508	
180/00968-069-001	8024.33.176.004	RICHARD TAYLOR	0.421	
220/00278-003-000	7823.14.376.011	JOHN MARTIN	1.548	
260/00255-003-000	8125.25.100.004	YOUNG INVESTMENTS LC	7.187	

RESOLUTION

MOVED by _____
that the following Resolution be adopted:

SECONDED by _____

WHEREAS, VisionBank of Iowa mistakenly submitted a deed twice on the same day, which resulted in them paying an incorrect amount of transfer tax; and,

WHEREAS, the Iowa Department of Revenue has reimbursed VisionBank of Iowa for its portion of the tax paid; and,

WHEREAS, the requested refund amount from Polk County is \$41.40.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa authorizes the refund of \$41.40 to VisionBank of Iowa and the Auditor is directed to take all steps necessary to process the refund.

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

#43

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution refunding overpayment of transfer tax to VisionBank of Iowa in the amount of \$41.40.

Agenda Date: March 25, 2025

Contact Individual: Sarah Boese
Board of Supervisors
286-3895

Previous Action taken by the Board: None
Board/Commission Actions: N/A

Action Requested (Recommended): Approve refund of overpayment of transfer tax.

Comply with Policy: Yes

Background: VisionBank of Iowa erroneously submitted the same deed to file twice in the same day, which resulted in them paying an incorrect amount of transfer tax. The Iowa Department of Revenue has reimbursed VisionBank of Iowa for its portion of the tax. The Polk County Recorder is requesting that the Board of Supervisors approve a refund of \$41.40.

Action Impact: Issue refund of \$41.40 to VisionBank of Iowa, Attn Sam Swalwell, PO Box 188, Boones, IA 50036.

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		
25/26							
26/27							

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 \$2,000.00 in Community Betterment Grants, in the individual amounts as identified, to the agencies/organizations on the attached Community Betterment Grant Award List from the Community Betterment fund.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Lisa Moody-Tunks

Lisa Moody-Tunks
Grant Administrator

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

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

Agenda Date: March 25, 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- March 11, 2025 for \$106,000.00.

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 \$2,000.00 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		\$2,000.00		N	40109033.79410	

Additional Fiscal Note Information (optional):

March 25, 2025

[illegible]

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 \$3,000.00 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: \$3,000.00 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: March 25, 2025

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

Previous Action taken by the Board: Sponsorship Awards approved March 11, 2025 for \$5,500.00.

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 \$3,000.00 of gaming revenue to sponsor various non-profit events or initiatives in 2025.

Action Impact: Passing of this resolution will award \$3,000.00 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		\$3,000.00		N	40109035.77455	

Additional Fiscal Note Information (optional):

March 25, 2025

City of Johnston	\$3,000.00
Total	\$3,000.00

RESOLUTION

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

WHEREAS, Iowa Code Section 427.1(22) allows Polk County, Iowa, through its Board of Supervisors, to issue property tax exemptions ("the tax exemption") for portions of properties containing recreational lakes, forest covers, rivers and stream banks, and open prairies that provide a wildlife habitat or erosion control and are not utilized for economic gain; and

WHEREAS, the Polk Soil and Water Conservation District has determined the eligibility of the properties in the forwarded applications for the tax exemption for assessment year 2025 pursuant to Iowa Code Section 427.1(22); and

WHEREAS, Polk County Public Works has further reviewed the applications for the tax exemption for assessment year 2025 pursuant to Iowa Code Section 427.1(22).

NOW, THEREFORE BE IT RESOLVED by Polk County, Iowa that the 57 certified applications pursuant to Iowa Code Section 427.1(22) for the parcels attached hereto and noted on the attached spreadsheet are approved for the property tax exemption for assessment year 2025.

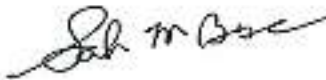
BE IT FURTHER RESOLVED by Polk County, Iowa that this resolution shall serve as notification of Polk County's action and that the Polk County Assessor shall proceed accordingly to reflect said exemptions on the designated parcels and send this notification to affected property owners.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Matt McCoy
Chairperson

RECOMMENDED FOR APPROVAL:



Sarah Boese, Deputy County Administrator

APPROVED AS TO FORM:

KIMBERLY GRAHAM
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

#46

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Approval of property tax exemptions pursuant to Iowa Code Section 427.1(22).

Agenda Date: March 25, 2025

Contact Individual: Sarah Boese

Board/Commission Actions: Polk SWCD approved exemptions for properties as set forth on the attached spreadsheet.

Action Requested (Recommended): Iowa Code Section 427.1(22) allows for a natural resource, open prairie and forest cover tax exemption when applied for by property owners. The Polk County Soil and Water Conservation District must approve of said tax exemptions based upon statutory criteria. Additionally, the Polk County Public Works Department has reviewed the exemption requests for compliance with Iowa Code Section 427.1(22). The Public Works Department and Polk Soil and Water Conservation District recommend 57 parcels receive the natural resource, open prairie and forest cover tax exemption based on property owner applications. This resolution approves the exemption requests and directs the Polk County Assessor to take appropriate action.

Comply with Policy: Yes

Background: See above.

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
'26/'27		Approximately \$70,000 in tax revenue lost (approximately \$25,000 of that revenue loss directly to Polk County)				

[illegible]

MEMORANDUM OF APPOINTMENTS
March 25, 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
3/8/2025	Baratta, Sara	CFYS	Senior Services Site Supervisor 10233402	M10	MAX	\$88,172	S	Merit increase, fr. Senior Services Site Supervisor, M10 @ \$87,596. PAF and eval on file. Retro to 3/8/25.
2/11/2025	Demirovic, Mirela	Treasurer	Treasurer Team Lead 10039022	M13		\$87,151	S	Merit increase, fr. Treasurer Team Lead, M13 @ \$83,799. PAF and eval on file. Retro to 2/11/25.
4/7/2025	Farmer, James	Sheriff	Deputy 20041420	T17		\$72,107	N	Rep. H. Salgado transfer 2/22/25.
4/14/2025	Jackson, Eraina	Treasurer	Customer Service Assistant 10038100	A8		\$55,995	N	Rep. J. Evans term 12/20/24.
4/14/2025	Larive, Kevan	Treasurer	Customer Service Assistant 10038100	A8		\$55,995	N	Rep. R. Frazee term 2/28/25.
3/23/2025	Putnam, Aaron	Public Works	County Engineer 200267210	M20		\$183,740	S	Merit increase, fr. County Engineer, M20 @ \$176,673. PAF and eval on file. Retro to 3/23/25.
3/27/2025	Raven, Ashley	CFYS	Youth Services Team Leader 10233302	M13		\$87,151	S	Merit increase, fr. Youth Services Team Leader, M13 @ \$83,799. PAF and eval on file.
4/14/2025	Stone, Sarou	Treasurer	Customer Service Assistant 10038100	A8		\$55,995	N	Rep. K. Schooley term 1/10/25.
5/17/2025	Weldon, Scott	CFYS	Facilities and Program Manager 10233302	M15		\$116,317	T	Fr. Facilities and Program Manager (Temp), M15 @ \$116,317. Rep. T. Rhoads term 5/16/25. No change in salary.

Moved by _____, Seconded by _____
That the following RESOLUTION be adopted: BE IT FURTHER RESOLVED THAT the individuals named on this Memorandum be approved for personnel actions as indicated above.



Josie Lewis, Director of Human Resources