

**POLK COUNTY BOARD OF SUPERVISORS AGENDA
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING
111 COURT AVENUE - ROOM 120
JANUARY 16, 2024 9:30 A.M.**

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

PROCLAMATION

5. Dr. Martin Luther King Jr. Day – January 15, 2024

PUBLIC HEARING

VACATION OF ROAD RIGHT-OF-WAY

6. Resolution vacating unused road right-of-way easement on former US Hwy 60 right-of-way (located T-80-N, R-24-W).

7.

PUBLIC COMMENTS

PERMITS

8. Renewal application for Class “C” Retail Alcohol License for Caporales, 4500 NW 6th Drive.
9. Renewal application for Class “C” Retail Alcohol License for Vittoria Lodge, 7200 NW 2nd Avenue (Societa’ Vittoria Italiana).
10. Renewal application for Class “B” Retail Alcohol License for Tobacco Outlet Plus Grocery #506, 4923 Merle Hay Road.

RESOLUTIONS

- *11. Resolution approving Cooperative Public Service Agreement with the City of Ankeny (paving of NW 110th Avenue, City-NW 36th Street).
- *12. Resolution approving change order to agreement with Snyder & Associates, Inc. for construction Services on the NE Rising Sun Drive Reconstruction Project.
- *13. Resolution authoring submittal of a funding application for 2024 RAISE funding for proposed IA 141 and relocated Towner Drive Interchange Project and approving Professional Services Agreement with Snyder & Associates, Inc. for engineering services.
- *14. Resolution approving Temporary Right of Entry Agreement with Steven Klein (wetland soil investigation).
- *15. Resolution approving agreement for services with Terracon for Fisher Lake Wetland Project.

- *16. Resolution approving 28E agreement with City of Des Moines for a sponsored project within the Swan Lake Branch Sub-Watershed.
- *17. Resolution approving Cooperative Agreement with Polk Soil & Water Conservation District.
- *18. Resolution for the Board of Supervisors, acting as trustees of Drainage District #4, to approve construction of a water quality wetland along Drainage District #4.
- *19. Resolution approving Sponsored Research Agreement with Iowa State University (agricultural landowner outreach and education program).
- 20. Resolution approving preliminary plat of Heartland LM Kellogg Plat 1.
- 21. Resolution reclassifying position in Behavioral Health and Disability Services Department.
- 22. Resolution reclassifying positions within the Treasurer's Office.
- *23. Resolution approving agreement with Athletico Management, LLC.
- 24. Resolution engaging Jackson Physician Search for Assistant Medical Examiner Recruitment Services.
- *25. Resolution approving agreement with American Correctional Association for reaccreditation, including performance monitoring audit of the jail.
- *26. Resolution awarding bid (496-2324) to DMS Building Company for construction of a sallyport at the Polk County Sheriff's Office.
- 27. Resolution approving January 2024 manufactured home abatements.
- *28. Resolution approving settlement of a civil claim (Heartland Finishes, Inc).
- *29. Resolution approving Professional Services Agreement with Calvin Wolter (Central Iowa Source Water Research Assessment).
- 30. Resolution abating taxes for property at 6212 Merle Hay Road, Johnston (Johnston River of Life United Methodist Church).
- *31. Resolution approving Community Development Grant for the Great Outdoors Foundation.
- *32. Resolution approving Community Development Grant for Raccoon Valley Little League, Inc.
- *33. Resolution approving Community Development Grant for William G. Stowe Foundation.

- 34. Resolution approving Community Sponsorship Awards.
- 35. Resolution appointing individuals to various Boards and Commissions.

REPORTS

- *36. Polk County Veteran Affairs Second Quarter Report FY 23/24.

COMMUNICATIONS

- *37. Request to abate taxes for property at 1516 Valley West Drive, West Des Moines (Community Support Advocates).

BUDGET ACTIONS

- *38. Memorandum of Budget Actions.

APPOINTMENTS

- *39. Memorandum of Appointments.

ADJOURNMENT

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

Live stream the Board of Supervisors meeting at:
<https://www.youtube.com/watch?v=HhiBgbqDujc>

County of Polk

POLK COUNTY

Board of Supervisors

PROCLAMATION

Dr. Martin Luther King, Jr. Day
January 15, 2024

Whereas, Dr. Martin Luther King Jr. dedicated his life to promoting justice, equality, and civil rights for all people, advocating for a society built on the principles of love, understanding, and unity; and

Whereas, Dr. King was instrumental in strengthening the belief that a person's worth should not be measured by the color of their skin, but by the content of their character, encouraging Americans to honor all persons, look beyond their differences, and come together for the good of all; and

Whereas, to commemorate the life and legacy of Dr. King, on November 2, 1983, the U.S. House of Representatives passed a bill declaring Martin Luther King Jr. Day as a federal holiday to be observed annually on the third Monday of January, representing Dr. King's birthday; and

Whereas, Polk County recognizes the importance of commemorating Dr. Martin Luther King Jr. and his contributions to the Civil Rights Movement, acknowledging the progress made, and understanding the work that remains to achieve true equality; and

Whereas, we celebrate the diversity of our community and strive to create an inclusive environment that respects the inherent dignity of every individual; and,

Whereas, on this day, we join together to honor Dr. King's legacy by promoting understanding, fostering dialogue, and engaging in acts of service to build a stronger, more compassionate community; and

Now, therefore, be it resolved that we, the Polk County Board of Supervisors, do hereby proclaim **Monday, January 15, 2024, to be:**

Dr. Martin Luther King, Jr. Day

in Polk County, Iowa, and encourage all residents to embrace the spirit of Dr. King's legacy and inspire fellow residents to actively participate in fostering a community that values every individual.

Signed this ___ day of _____, 2024, in _____.


Angela Connolly, Chair

POLK COUNTY BOARD OF SUPERVISORS

#5

RESOLUTION

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

WHEREAS, Polk County Public Works Department has received a request from the City of Polk City due to current subdivision development to vacate un-used road right-of-way easement on former US Hwy 60 ROW located in T-80-N, R-24-W, in Polk County, Iowa; and

WHEREAS, said right-of-way vacation must comply with Section 306.10 of the Code of Iowa; and

WHEREAS, the legal description of the road right-of-way easement within the unincorporated area of Polk County proposed to be vacated is as follows and as shown on the attached map:

That part of Lot 5, ORIGINAL PLAT OF THE WEST 1/2 OF THE SE 1/4 OF SECTION 21, TOWNSHIP 80 NORTH, RANGE 24 WEST, of the 5th P.M., Polk County, Iowa, and being more particularly described as follows: Commencing at the southwest corner of said Lot 5; thence North 00 degrees 26 minutes 09 seconds East, along the west line of said Lot 5, a distance of 228.88 feet, to the Point of Beginning; thence North 00 degrees 26 minutes 09 seconds East, continuing along said west line of Lot 5, a distance of 66.00 feet; thence South 89 degrees 33 minutes 51 seconds East, a distance of 14.99 feet; thence southeasterly 62.62 feet along a curve to the right, tangent to the last described line, having a radius of 223.00 feet, a delta angle of 16 degrees 05 minutes 21 seconds and a chord distance of 62.42 feet which bears South 81 degrees 31 minutes 10 seconds East; thence South 73 degrees 28 minutes 29 seconds East, tangent to the last described curve, a distance of 170.47 feet; thence South 59 degrees 40 minutes 43 seconds East, a distance of 244.31 feet; thence southeasterly 158.68 feet along a curve to the left, tangent to the last described line, having a radius of 1021.37 feet, a delta angle of 08 degrees 54 minutes 05 seconds and a chord distance of 158.52 feet which bears South 64 degrees 07 minutes 46 seconds East; thence South 00 degrees 00 minutes 00 seconds West, not tangent to the last described curve, a distance of 40.20 feet; thence South 89 degrees 34 minutes 50 seconds West, a distance of 23.10 feet; thence North 63 degrees 21 minutes 27 seconds West, a distance of 14.61 feet; thence northwesterly 37.33 feet along a curve to the right, tangent to the last described line, having a radius of 711.00 feet, a delta angle of 03 degrees 00 minutes 28 seconds and a chord distance of 37.32 feet which bears North 61 degrees 51 minutes 13 seconds West; thence North 60 degrees 20 minutes 59 seconds West, tangent to the last described curve, a distance of 134.47 feet; thence northwesterly 198.61 feet along a curve to the left, tangent to the last described line, having a radius of 867.00 feet, a delta angle of 13 degrees 07 minutes 30 seconds and a chord distance of 198.18 feet which bears North 66 degrees 54 minutes 44 seconds West; thence North 73 degrees 28 minutes 29 seconds West, tangent to the last described curve, a distance of 174.71 feet; thence northwesterly 44.09 feet along a curve to the left, tangent to the last described line, having a radius of 157.00 feet, a delta angle of 16 degrees 05 minutes 21 seconds and a chord distance of 43.94 feet which bears North 81 degrees 31 minutes 10 seconds West; thence North 89 degrees 33 minutes 51 seconds West, tangent to the last described curve, a distance of 14.99 feet, to said west line of Lot 5 and the Point of Beginning. Containing 0.77 acres (33,702 square feet) more or less.

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WHEREAS, the Polk County Engineer and the Polk County Public Works Department have determined that the right of way easement is no longer needed for the residents of Polk County or the public at large; and

WHEREAS, said vacation will be made with reservations of right-of-way easements for existing public utilities, including electric, gas, communication, cable TV, water and sanitary sewer, and storm sewer within the above described parcel for the right to service said utilities; and

WHEREAS, notice was published and a public hearing was set on January 2, 2024 regarding the proposed vacation of Polk County interest in the road right-of-way easement; and

WHEREAS, after proper notice of the hearing pursuant to Iowa Code Section 306.12, a hearing was held on January 16, 2024; and

WHEREAS, no written claims for damages by any property owner abutting the road right of way easement were received by Polk County, Iowa; and

WHEREAS, no person or entity objected to the vacation of the road right of way easement at the public hearing.

NOW, THEREFORE BE IT RESOLVED AND ORDERED by Polk County, Iowa that the road right of way easement described above is hereby vacated; and

BE IT FURTHER RESOLVED AND ORDERED by Polk County, Iowa that no damages as a result of vacation of the road right of way easement are granted to any abutting property owner; and

BE IT FURTHER RESOLVED AND ORDERED that this document shall be filed with the Polk County Auditor and that the Polk County Auditor shall record this document with the Polk County Recorder's Office as evidence of Polk County, Iowa vacating its easement to the Road; and

BE IT FURTHER RESOLVED AND ORDERED that Polk County, Iowa authorizes the Polk County Public Works Department to have the attached plats filed for record with the Polk County Recorder.

Approved this ____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, 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

Assistant County Attorney

FISCAL IMPACT: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 12-24 to hold public hearing and vacate un-used road right-of-way easement on former US Hwy 60 ROW located in T-80-N, R-24-W.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: Notice was published and a public hearing was set on January 2, 2024 by Resolution 5-24 regarding the proposed vacation of Polk County interest in the road right-of-way easement as described above.

Board/Commission Actions: None Required

Action Requested (Recommended): Hold public hearing and vacate un-used road right-of-way easement.

Comply with Policy: Yes, authorized by Chapter 306.10 of the Iowa Code.

Background: Polk County Public Works Department has received a request from the City of Polk City to vacate due to subdivision development on un-used road right-of-way easement on former US Hwy 60 ROW located in T-80-N, R-24-W, in Polk County, Iowa. Public Works recommends approval of this road vacation which will be made with reservations of right-of-way easements for existing public utilities, including electric, gas, communication, cable TV, water and sanitary sewer and storm sewer, within the described parcels for the right to service existing utilities. Notice was published and a public hearing was set on January 2, 2024 regarding the proposed conveyance of Polk County interest in the vacated road right-of-way easement as described above.

Action Impact: Hold Public Hearing, approve vacation, and authorizes the Polk County Public Works Department to have said plats filed for record with the Polk County Recorder.

Fiscal Note: None

Fiscal Year	Budget ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	N	N	N	N		

Additional Fiscal Note Information (optional):

Res. No. 10-24
January 16, 2024

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, a portion of NW 110th Avenue is joint jurisdictional roadway between Polk County and the City of Ankeny and is in need of paving. The City of Ankeny developed a Cooperative Service Agreement for the NW 36th Street and NW Weigel Drive Asphalt Overlay Project which details the funding and project development responsibilities of each party.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached agreement, with the City of Ankeny, and authorizes the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, Iowa; and

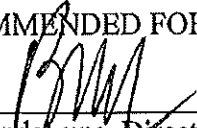
BE IT FURTHER RESOLVED that the Public Works Department return a copy of the signed agreement to the City of Ankeny and administer the agreement on behalf of Polk County.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, 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

Assistant County Attorney

FISCAL NOTE: Polk County Public Works estimated costs of \$175,200.00 to be included in the proposed FY 2024/2025 Capital Improvement Budget and Program.

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POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 10-24 to approve a Cooperative Public Service Agreement with the City of Ankeny for the paving of NW 110th Avenue (City - NW 36 Street).

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: None Required

Board/Commission Actions: None Required

Action Requested (Recommended): Approve the terms of the Cooperative Public Service Agreement, adopt the agreement, and authorize the Chair to execute the agreement on behalf of Polk County.

Comply with Policy: Yes

Background: A portion of NW 110th Avenue is joint jurisdictional roadway between Polk County and the City of Ankeny and is in need of paving. The City of Ankeny developed a Cooperative Service Agreement for the NW 36th Street and NW Weigel Drive Asphalt Overlay Project which details the funding and project development responsibilities of each party.

Action Impact: Allows development of the project to continue.

Fiscal Note: Estimated Costs based on jurisdiction
Polk County Public Works costs \$175,200.00
City of Ankeny costs \$2,619,800.00
Total Estimated Projects Cost \$2,795,000.00
Polk County Public Works costs to be included in the proposed FY 2024/2025 Capital Improvement Budget and Program.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24						
24/25	Y	\$175,200.00		N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County, Iowa as a public agency, has entered into an agreement with Pleasant Hill to make improvements to a joint jurisdictional roadway, a portion of NE Rising Sun Drive between NE 64th Street and NE 70th Street; and

WHEREAS, Polk County, Iowa has entered into an agreement with Snyder & Associates, Inc. to create plans for the construction of those improvements; and

WHEREAS, Polk County Public Works has requested a proposal from Snyder & Associates, Inc. to provide construction services for those improvements; and

WHEREAS, Polk County Public Works has reviewed the change order for additional services and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Change Order #1 with the firm of Snyder & Associates, Inc. to complete the construction services specified for improvements on NE Rising Sun Drive and authorizes the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, Iowa; and

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

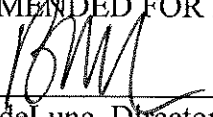
BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the Public Works Department to negotiate for and acquire easement(s), real property, and Right(s) of Entry needed to construct the project.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, 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

Assistant County Attorney

FISCAL NOTE: Costs of \$170,000 will be shared 75% / 25% between Polk County and Pleasant Hill.

#12

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 11-24 to approve Change Order #1 to the Agreement with the firm of Snyder & Associates, Inc. for construction services on the NE Rising Sun Drive Reconstruction Project.

Agenda Date: January 16, 2024

Contact Individual: Aaron Putnam, PE, County Engineer, Polk County Public Works Department, 286-3705

Previous Action taken by the Board: Res. 254-22 on December 13, 2022 approving the professional services agreement for design of the improvements on NE Rising Sun Drive.

Board/Commission Actions: N/A

Action Requested (Recommended): Approve the terms of the Professional Services Agreement Change Order with the firm of Snyder & Associates, Inc., authorize the Chair of the Polk County Board of Supervisors to execute the change order on behalf of Polk County, direct the Public Works Department to return a copy of the signed change order to Snyder & Associates, Inc., and administer the agreement on behalf of Polk County.

Comply with Policy: Yes

Background: A portion of NE Rising Sun Drive is joint jurisdictional roadway between Polk County and the City of Pleasant Hill and is in need of improvements. Polk County and Pleasant Hill have entered into a cooperative public service agreement to make those improvements. A Professional Services Agreement was then negotiated for design of the project and now a change order is being recommended for the addition of construction services for the project.

Action Impact: Allows the project construction to proceed.

Fiscal Note: Costs of \$170,000 will be shared 75% / 25% between Polk County and Pleasant Hill.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	NA	\$170,000	N	N		
24/25						

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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

WHEREAS, the U.S Department of Transportation has issued a Notice of Funding Opportunity (NOFO) under the Infrastructure Investment and Jobs Act (IIJA) and amended by the 2023 Consolidated Appropriations Act on January 3, 2023, which created the RAISE (Rebuilding American Infrastructure with Sustainability and Equity) discretionary grant program, formerly known as the BUILD grant program; and

WHEREAS, the RAISE Grant Program provides funding grants to local governments for projects that will have a significant impact on the Nation, a metropolitan area or a region; and

WHEREAS, the Polk County Public Works Department recommends that an application be submitted to the U.S Department of Transportation for RAISE grant funding for the IA 141 and Relocated Towner Drive Interchange Project; and

WHEREAS, due to the complexity and expertise required to prepare a RAISE funding application, the Public Works Department has requested and received a Professional Services Agreement from the firm of Snyder and Associates which specifies the engineering services required to prepare and submit the 2024 application at a cost not to exceed \$10,000.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa authorizes the Public Works Department to submit the 2024 RAISE funding application to the US Department of Transportation for the IA 141 and Relocated Towner Drive Interchange Project, endorses this project, and will authorize maintenance of the proposed improvements within the County's jurisdiction after construction is completed should funds be awarded; and

BE IT FURTHER RESOLVED that Polk County, Iowa approves the terms of the Professional Services Agreement with the firm of Snyder and Associates, Inc. to complete the engineering services specified for the IA 141 and Relocated Towner Drive Interchange Project RAISE grant application, adopts the agreement, and authorizes the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County; and

BE IT FURTHER RESOLVED that the Public Works Department return a copy of the signed agreement to Snyder & Associates and administer the agreement on behalf of Polk County.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret Vandelune, Director
Polk County Public Works Department

#13

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 13-24 to authorize the Public Works Department to submit a funding application for 2024 RAISE funding for the proposed IA 141 and Relocated Towner Drive Interchange Project.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: Resolution 15-23 Authorizing the 2023 RAISE funding application.

Board/Commission Actions: N/A

Action Requested (Recommended): Authorizes the Public Works Department to submit the 2024 RAISE funding application, endorses the project, and authorizes maintenance of the proposed improvements within the County's jurisdiction should funds be awarded and construction is completed.

Comply with Policy: Yes

Background: The U.S. Department of Transportation has issued a Notice of Funding Opportunity (NOFO) under the Infrastructure Investment and Jobs Act (IIJA) and amended by the 2023 Consolidated Appropriations Act on January 3, 2023, which created the RAISE (Rebuilding American Infrastructure with Sustainability and Equity) discretionary grant program, formerly known as the BUILD grant program. The Polk County Public Works Department recommends that an application be submitted to the U.S Department of Transportation for RAISE grant funding for the IA 141 and Relocated Towner Drive Interchange Project. Due to the complexity and expertise required to prepare a RAISE funding application, the Public Works Department has requested and received a Professional Services Agreement from the firm of Snyder and Associates which specifies the engineering services required to prepare and submit the 2024 application at a cost not to exceed \$10,000.

Action Impact: Allows the Public Works Department to submit the funding application for RAISE funding prior to the February 28, 2024 deadline.

Fiscal Note: \$10,000 cost of the Professional Services Agreement to be 50% reimbursed by the City of Johnston.

Fiscal		Anticipated	Anticipated	Ongoing	Amendment is Required,	
Year	Budgeted? (Y/N)	Expense	Revenue	Commitment? (Y/N)	Expense Account Code	Revenue Account Code
22/23	NA	NA	N	N		
23/24		\$10,000	NA	N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

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 identified a wetland project on the property of Steven Klein in Polk County that shall provide water quality and habitat benefits to the County; and

WHEREAS, in order to complete a wetland design, a soils investigation needs to be completed on the property; and

WHEREAS, a Temporary Right of Entry Agreement has been provided to allow access for soil scientists onto the property to complete soil investigation; and

WHEREAS, Polk County shall hire soil consultant to complete soils investigation.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the Temporary Right of Entry Agreement between Polk County, Iowa and Steven Klein, authorizes the Chair of the Polk County Board of Supervisors to Execute the Agreement on behalf of Polk County; Iowa, and authorizes the Public Works Department to administer the Agreement.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

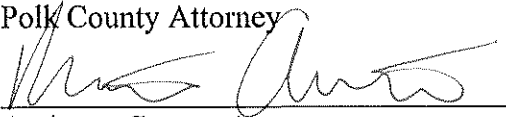
RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney



Assistant County Attorney

#14

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 14-24 to approve Temporary Right of Entry Agreement with Steven Klein for wetland soil investigation.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Action Requested (Recommended): Approve the terms of the agreement, authorize the Chair to execute the agreement on behalf of Polk County, direct the Public Works Department to return a copy of the signed agreement to Steven Klein.

Comply with Policy: Yes

Background: Polk County has started a targeted effort to construct water quality wetlands across targeted watersheds known as the "Wetland Wave Project". A soil investigation is required for a wetland design on the property of Steven Klein. This agreement allows for soil scientists to access property and complete soil sampling.

Action Impact: Action approves the Chair to sign the agreement.

Fiscal Note: None

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24						

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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

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 has been working with landowner Steven Klein to investigate opportunities to restore the degraded Fisher Lake Wetland; and

WHEREAS, to determine restorations design, a soils investigation and analysis is required to be completed on the site; and

WHEREAS, Terracon has provided a scope and agreement to complete soils investigation and analysis for a fee of \$7,100.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the Agreement for Services between Polk County, Iowa and Terracon, authorizes the expenditure of \$7,100 for the services, and authorizes the Chair of the Polk County Board Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, 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


Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 15-24 to approve Agreement for Services with Terracon for the Fisher Lake Wetland Project.

Agenda Date: January 16, 2024

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

Board/Commission Actions: NA

Action Requested (Recommended): Resolution approves the Agreement with Terracon, approves the terms of the agreement, authorizes the Chair to sign on behalf of Polk County, and authorizes Public Works to administer the terms of the agreement.

Comply with Policy: Yes

Background: Polk County is investigating opportunities to restore the Fisher Lake Wetland. In order to determine design and restoration options, a soils investigation and analysis is needed on the site.

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

Fiscal Note: This project will be funded through the Special Projects- Wetland Wave.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y	\$7,100		N		

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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 has been a leader in the installation of saturated buffers and bioreactors for the improvement of water quality across Central Iowa; and

WHEREAS, the City of Des Moines reached out to Polk County Public Works to assist with the installation of additional projects utilizing funding provided to the City through an Iowa Department of Natural Resources Sponsored Project; and

WHEREAS, Polk County Public Works developed 16 projects with agricultural landowners to utilize funding provided by the City of Des Moines; and

WHEREAS, Polk County will bid City funded projects with an additional 35 projects planned for 2024 installation, to be reimbursed by the City.

WHEREAS, the City of Des Moines and Polk County Public Works have drafted a 28E agreement outlining the duties and responsibilities of the parties as it relates to the funding and installation of the 16 projects.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the 28E Agreement between Polk County, Iowa and the City of Des Moines for a Sponsored Project within the Swan Lake Branch Sub-Watershed, authorizes the Chair of the Polk County Board Supervisors to sign said Agreement on behalf of Polk County, Iowa, and authorizes Public Works to oversee and implement the agreement. The City of Des Moines to record and file with the Secretary of State.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, 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

Assistant County Attorney

#16

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 16-24 to approve a 28E Agreement between Polk County, Iowa and the City of Des Moines for a Sponsored Project within the Swan Lake Branch Sub-Watershed.

Agenda Date: January 16, 2024

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

Board/Commission Actions: NA

Action Requested (Recommended): Resolution approves the Agreement with the City of Des Moines, approves the terms of the agreement, authorizes the Chair to sign on behalf of Polk County, and authorizes Public Works to administer the terms of the agreement.

Comply with Policy: Yes

Background: Polk County has assisted the City of Des Moines to arrange a series of saturated buffers and bioreactors to be installed with funding provided by the City of Des Moines. Polk County intends to group these projects with our next round of installations in 2024.

Action Impact: Resolution approves the 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 in the Public Works Economic Development Fund.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y	\$220,000	\$220,000	N		

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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 Soil & Water Conservation District (SWCD) has utilized Watershed Management Authority (WMA) funding through the County to provide staffing and assistance for a variety of efforts to support local watershed programs; and

WHEREAS, residual funding left to the District for assistance following WMA coordinator position moving to Polk County in 2019 has been expended; and

WHEREAS, the Cooperative Agreement outlines a continuance of specific activities and duties to be completed by the SWCD in support of the WMA and Polk County Public Works Water Resources; and

WHEREAS, Polk County shall provide \$20,000 annually for a term of four years.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the Cooperative Agreement between Polk County, Iowa and the Polk Soil & Water Conservation District, authorizes the Chair of the Polk County Board Supervisors to sign said Agreement on behalf of Polk County, Iowa, and authorizes Public Works to oversee and implement the agreement.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

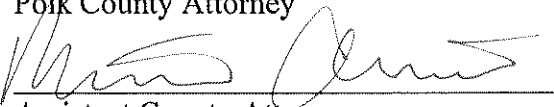
Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:



Bret VandeLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney


Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 17-24 to approve Cooperative Agreement between Polk County, Iowa and the Polk Soil and Water Conservation District.

Agenda Date: January 16, 2024

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

Board/Commission Actions: NA

Action Requested (Recommended): Resolution approves the Agreement with the Polk Soil & Water Conservation District, approves the terms of the agreement, authorizes the Chair to sign on behalf of Polk County, and authorizes Public Works to administer the terms of the agreement.

Comply with Policy: Yes

Background: Polk Soil & Water Conservation District has provided assistance for a variety of Watershed Management Authority activities since the County originally developed funding program. Original funding has been expended and the proposed agreement extends funding to continue funding services and assistance.

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

Fiscal Note: Funding will be tracked and managed in the Public Works Watershed budget.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y	\$20,000		Y		

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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

WHEREAS, the Polk County Board of Supervisors are trustees of drainage district #4 and shall review any potential changes to the drainage infrastructure on behalf of drainage district landowners; and

WHEREAS, Polk County Public Works and Conservation have completed a pre-liminary design to construct a wetland along drainage district #4 that will pump water from the drainage ditch into the adjacent constructed wetland; and

WHEREAS, Polk County, Iowa Department of Agriculture and Land Stewardship, and consultant engineering staff have provided information showing that the wetland will not disrupt the drainage capabilities of the district or provide any negative impacts to district landowners; and

WHEREAS, a study of drainage district #4 was completed in 2022 and it is expected that this wetland will provide some benefits to the district by decreasing standing water in the ditch.

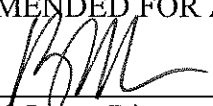
NOW, THEREFORE BE IT RESOLVED Polk County Board of Supervisors, as trustees of Drainage District #4, approves the construction of a pumped wetland along Drainage District #4.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

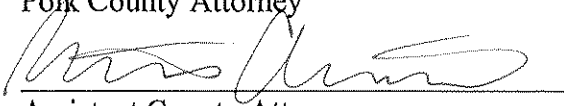
RECOMMENDED FOR APPROVAL:



Bret Vandelline, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney



Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 18-24 for the Board of Supervisors, acting as trustees of Drainage District #4, to approve the construction of a water quality wetland along Drainage District #4.

Agenda Date: January 16, 2024

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

Board/Commission Actions: NA

Action Requested (Recommended): Resolution approves the County to construct a pumped water quality wetland along drainage district #4.

Comply with Policy: Yes

Background: Polk County has partnered with the Iowa Department of Agricultural and Land Stewardship to construct water quality wetland at the Chichaqua Bottoms Greenbelt in northeastern Polk County. One of three pumped wetlands is planned for pumping water out of drainage district #4 into a wetland to improve water quality and habitat. This wetland is also expected to provide upstream drainage benefits to agricultural landowners.

Action Impact: Resolution approves the construction of a wetland to pump water from Drainage District #4.

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
23/24						

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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

WHEREAS, Polk County approved \$250,000 in America Rescue Plan Act funding to develop an agricultural landowner outreach and education program; and

WHEREAS, the County Administrator and Public Works Water Resources staff developed a competitive grant program; and

WHEREAS, Iowa State University was selected to lead the program to work with landowners to develop methods for improving water quality through education and outreach; and

WHEREAS, Iowa State University will lead a three-year program with the \$250,000 following the provided scope of work.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the Sponsored Research Agreement between Polk County, Iowa and Iowa State University, authorizes the Chair of the Polk County Board Supervisors to sign said Agreement on behalf of Polk County, Iowa, and authorizes Public Works to oversee and implement the agreement.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela, Connolly, 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



Assistant County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 19-24 to approve Sponsored Research Agreement between Polk County, Iowa and Iowa State University.

Agenda Date: January 16, 2024

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

Board/Commission Actions: NA

Action Requested (Recommended): Resolution approves the Agreement with Iowa State University, approves the terms of the agreement, authorizes the Chair to sign on behalf of Polk County, and authorizes Public Works to administer the terms of the agreement.

Comply with Policy: Yes

Background: Polk County approved \$250,000 in ARPA funding to develop an agricultural landowner outreach and education program. After developing a competitive grant, Polk County Administrator and Water Resources staff have selected Iowa State University to lead the program. The goal is to develop new techniques and methods to engage landowners to install water quality practices.

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

Fiscal Note: This project will be funded through the Special Projects- Landowner Outreach and Education budget.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y	\$50,000		N		
24/25	Y	\$100,000		N		
25/26	Y	\$100,000		N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the owners of land located in Section 26, Township 80 North, Range 22 West of the 5th P.M. (Franklin Township), Polk County, Iowa, wish to subdivide and plat their land into a major subdivision preliminary plat known as Heartland LM Kellogg Plat 1; and

WHEREAS, the major subdivision preliminary plat proposes two (2) single family residential lots on approximately 12.62 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 December 27, 2022 recommended approval of the major subdivision preliminary plat to the Board of Supervisors, by a vote of 5-0, with one (1) member absent.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the major subdivision preliminary plat of Heartland LM Kellogg Plat 1 and authorizes the Chair of the Polk County Board of Supervisors to sign the Resolution.

Sewer Service:	Individual Septic System
Water Service:	Des Moines Water Works
Zoning:	"ER" Estate Residential District
Platted by:	Logan and Melissa Kellogg (property owner)
Surveyor:	Associated Engineering Company of Iowa
Location:	Located at the southwest corner of the intersection of NE 82 nd Avenue and NE 109 th Street
Township:	Franklin

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

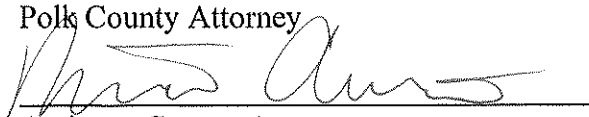
RECOMMENDED FOR APPROVAL:



Bret VandLune, Director
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney



Assistant County Attorney

FISCAL NOTE: No cost to the County

#20

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 20-24 approving the Preliminary Heartland LM Kellogg Plat 1.

Agenda Date: January 16, 2024

Contact Individual: Brian McDonough, Planning and Development Manager, Polk County Public Works Department, 286-2290.

Previous Action taken by the Board: None

Board/Commission Actions: The Polk County Zoning Commission met on December 27, 2022 and voted five (5) in favor and one (1) absent, on a motion to recommend approval of the Preliminary Plat of Heartland LM Kellogg Plat 1, in accordance with staff's recommendation for approval.

Action Requested (Recommended): Approval

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

Background: The Plat proposes two (2) single-family residential lots on approximately 12.62 acres of land that is zoned "ER" Estate Residential District. The subject subdivision is located in the NW ¼ of the SE ¼ of Section 26, Township 80 North, Range 22 West (Franklin Township), Polk County, Iowa. Lot 1 of the proposed subdivision will be approximately 4.29 acres in area and contains an existing single family dwelling and two (2) accessory structures. Lot 2 contains the remaining 7.02 acres and is proposed to contain a single family dwelling in the future. Both lots have frontage along and take access onto NE 109th Street. Lot 1 has additional frontage to north along NE 82nd Avenue. 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 Bondurant and the City of Mitchellville have approved the preliminary plat.

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: None

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	N	N	N	N		

Additional Fiscal Note Information (optional): None

Heartland LM Kellogg Plat 1
Major Preliminary Plat

PLAT INFORMATION: This subdivision plat proposes two (2) single-family residential lots and on approximately 12.62 acres zoned "ER" Estate Residential District.

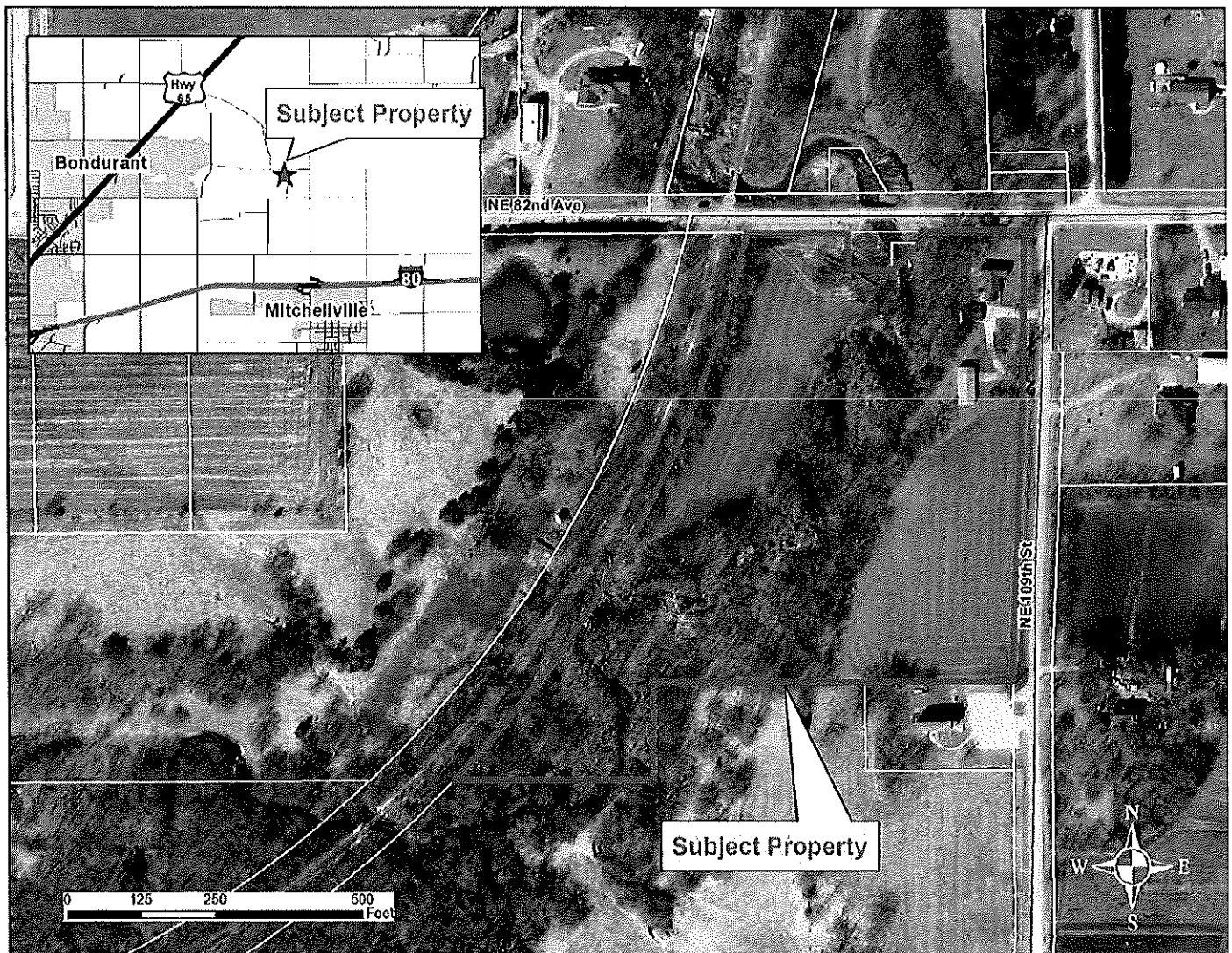
SEWER: Individual Septic Systems

WATER: Des Moines Water Works

TOWNSHIP: Franklin

OWNERS & DEVELOPERS: Logan and Melissa Kellogg (Property Owners)

Vicinity Map:



RESOLUTION

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

WHEREAS, the Chief Executive Officer of the Behavioral Health and Disability Services Department has reviewed current operations, and

WHEREAS, the BHDS Budget Coordinator position will become vacant January 26, 2024, and

WHEREAS, the CEO is recommending restructuring of the position duties include contract monitoring and compliance, and

WHEREAS, the Human Resources Department conducted a thorough job analysis of the position and is recommending the following position modification:

- Reclassify one (1) BHDS Budget Coordinator position, Excluded grade 21, range \$84,866-\$111,674, to one (1) BHDS Budget and Compliance Coordinator position, Excluded grade 19, range \$77,278-\$101,635.

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

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Jeff Edgar
Jeffrey Edgar, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Ralph Muneo
Assistant County Attorney

FISCAL NOTE: The estimated cost savings is \$3,498 for FY23/24, \$10,554 for FY24/25, and \$11,307 for FY25/26.

#21

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Position Modification within the Behavioral Health and Disability Services Department

Agenda Date: January 16, 2024

Contact Individual: Jeffrey Edgar, Director of Human Resources

Previous Action taken by the Board: N/A

Action Requested (Recommended): Reclassify one (1) BHDS Budget Coordinator position, Excluded grade 21, range \$84,866-\$111,674, to one (1) BHDS Budget and Compliance Coordinator position, Excluded grade 19, range \$77,278-\$101,635.

Comply with Policy: Yes

Background: The Chief Executive Officer of the Behavioral Health and Disability Services Department has reviewed current operations. Following the vacancy of the BHDS Budget Coordinator, the CEO is recommending restructuring of the position to include contract monitoring and compliance. The Human Resources Department conducted a thorough job analysis of the position and is recommending the position modification.

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

Fiscal Note: The estimated cost savings is \$3,498 for FY23/24, \$10,554 for FY24/25, and \$11,307 for FY25/26.

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
23/24	N	0	-\$3,498		N		
24/25	N	0	-\$10,554		N		
25/26	N	0	-\$11,307		N		

Additional Fiscal Note Information (optional): N/A

RESOLUTION

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

WHEREAS, the Treasurer has reviewed operations in the Vehicle Division, and

WHEREAS, the Treasurer is requesting to reclassify two vacant Universal Cashier positions to Vehicle Specialist positions to provide additional assistance with auditing and quality assurance work, and

WHEREAS, the Treasurer is requesting the following position modifications:

- Reclassify two (2) Universal Cashier positions, AFSCME grade 14, range \$53,550-\$69,933, to two (2) Vehicle Specialist positions, AFSCME grade 15, range \$56,032-\$73,233.

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

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Jeff Edgar
Jeffrey Edgar, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Ralph M. Munn
Assistant County Attorney

FISCAL NOTE: The estimated cost is \$2,012 for FY23/24, \$6,187 for FY24/25, and \$6,566 for FY25/26. The Treasurer has funds to cover the estimated cost.

#22

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

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

Agenda Date: January 16, 2024

Contact Individual: Jeffrey Edgar, Director of Human Resources

Previous Action taken by the Board: N/A

Action Requested (Recommended): Reclassify two (2) Universal Cashier positions, AFSCME grade 14, range \$53,550-\$69,933, to two (2) Vehicle Specialist positions, AFSCME grade 15, range \$56,032-\$73,233.

Comply with Policy: Yes

Background: The Treasurer has reviewed operations in the Vehicle Division and is requesting the reclassification to provide additional assistance with auditing and quality assurance work.

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

Fiscal Note: The estimated cost is \$2,012 for FY23/24, \$6,187 for FY24/25, and \$6,566 for FY25/26. The Treasurer has the funds to cover the estimated costs.

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
23/24	Y		\$2,012		N		
24/25	Y		\$6,187		N		
25/26	Y		\$6,566		N		

Additional Fiscal Note Information (optional): N/A

RESOLUTION

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

WHEREAS, since 2015, the Polk County Human Resources Department has offered an Employee Wellness Program designed to increase employee benefit offerings, improve employee wellbeing and decrease health plan costs; and

WHEREAS, in an effort to expand the Wellness Program and continue to lower health plan costs, the Human Resources Department conducted an RFP seeking proposals from third parties for the administration of a physical therapy early intervention program; and

WHEREAS, after completing the competitive procurement process, the Polk County Human Resources Department selected Athletico Management, LLC to provide physical therapy early intervention services to County employees; and

WHEREAS, Polk County and Athletico Management, LLC have negotiated the attached Contract and Declarations reflecting the terms and conditions agreed to by the parties.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the terms of the attached Contract and Declarations with Athletico Management, LLC for employee wellbeing Services/Goods, authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa, and directs the Human Resources Department to take any further necessary action to implement this resolution.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Jeff Edgar
Jeffrey Edgar, Director of Human Resources
Polk County Human Resources

APPROVED AS TO FORM:

#23

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution Approving Agreement with Athletico Management, LLC

Agenda Date: January 16, 2024

Contact Individual: Jeffrey Edgar, Director of Human Resources

Previous Action taken by the Board: N/A

Action Requested (Recommended): Approval of the attached Contract and Declarations Page with Athletico Management, LLC.

Comply with Policy: Yes

Background: In an effort to increase benefit offerings, improve employee health and decrease health plan costs, the Human Resources Department implemented the Employee Wellness Program in 2015. In an effort to expand the program and lower health plan costs, the Human Resources Department conducted an RFP for third-party administration of a physical therapy early intervention program. After completing the competitive procurement process, the Human Resources Department desires to secure physical therapy early intervention services with Athletico Management, LLC.

Action Impact: Approval of the service agreement with Athletico Management, LLC.

Fiscal Note: Costs are incorporated in the FY 23/24 budget.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment ? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y			Y	20129030.77490	
24/25	Y			Y		
25/26	Y			Y		

RESOLUTION

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

WHEREAS, Human Resources has recruited for an Assistant Medical Examiner on multiple occasions in recent years without success; and

WHEREAS, in 2023, Polk County Human Resources utilized Jackson Physician Search to successfully recruit for a Chief County Medical Examiner; and

WHEREAS, due to the specialty involved with this Assistant Medical Examiner position and recruitment, and the successful track record with utilizing Jackson Physician Search to recruit a Chief Medical Examiner, Human Resources recommends engaging the firm to provide services to Polk County for the recruitment of an Assistant Medical Examiner.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa authorizes Human Resources to engage Jackson Physician Search to provide Assistant Medical Examiner recruitment services and directs the Director of Human Resources to take all necessary steps to implement this resolution, and further authorizes the Director of Human Resources to sign any necessary document in furtherance of this Resolution.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Jeff Edgar
Jeffrey Edgar, Director
Polk County Human Resources

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: Ralph Marano
Assistant County Attorney

FISCAL NOTE: Costs are anticipated to be a maximum of \$35,000.

#24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution Authorizing Human Resources to Engage Jackson Physician Search for Assistant Medical Examiner Recruitment Services

Agenda Date: January 16, 2024

Contact Individual: Jeffrey Edgar, Director of Human Resources

Previous Action taken by the Board: Resolution Authorizing Human Resources to Engage Jackson Physician Search for Medical Examiner Services, February 21, 2023.

Action Requested (Recommended): Authorizes Human Resources to engage Jackson Physician Search for Assistant Medical Examiner recruitment services.

Comply with Policy: Yes

Background: Human Resources has recruited for an Assistant Medical Examiner on multiple occasions in recent years without success. In 2023, Polk County Human Resources utilized Jackson Physician Search to successfully recruit for a Chief County Medical Examiner. Due to the specialty involved with the Assistant Medical Examiner position and recruitment, and the successful track record with utilizing Jackson Physician Search to recruit a Chief Medical Examiner, Human Resources recommends engaging the firm to provide services to Polk County for the recruitment of an Assistant Medical Examiner.

Action Impact: Authorizes Human Resources to take the necessary steps to implement this resolution.

Fiscal Note: Costs incorporated in the FY23/24 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
23/24			\$35,000				

Additional Fiscal Note Information (optional): Costs are anticipated to be a maximum of \$35,000.

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 currently accredited by the American Correctional Association (ACA); and

WHEREAS, the most recent performance monitoring audit occurred in October 2021; and

WHEREAS, reaccreditation requires a performance monitoring audit of the Polk County Jail every three (3) years; and

WHEREAS, a reaccreditation fee Agreement in the amount of \$11,500.00 includes the performance monitoring audit conducted by the ACA; and

WHEREAS, the Polk County Sheriff's Office seeks to renew this accreditation.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the terms of the attached Agreement with the American Correctional Association for reaccreditation, which includes a performance monitoring audit of the Polk County Jail, and authorizes the Sheriff to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

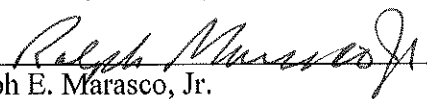
RECOMMENDED FOR APPROVAL:



Frank Marasco, Chief Financial Officer, PCSO
9:24 am, Dec 27, 2023

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

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

FISCAL NOTE: \$11,500 expense

#25

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approves the Agreement between Polk County and the American Correctional Association for reaccreditation, which includes a performance monitoring audit of the Polk County Jail.

Agenda Date: 01/16/2024

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

Previous Action taken by the Board: The Board approved the Agreement between Polk County and the American Correctional Association for reaccreditation of the Polk County Jail on 09/21/2021.

Board/Commission Actions: N/A

Comply with Policy: Yes

Action Requested (Recommended): Resolution authorizes the signature of a new reaccreditation Agreement between Polk County and the American Correctional Association.

Background: The Polk County Jail is a detention facility accredited by the American Correctional Association. The purpose of this accreditation is to maintain the professional standards of the Polk County Sheriff's Office and to ensure the day-to-day operations of the facility are at the highest level. The accreditation performance monitoring audit conducted by the American Correctional Association occurs every three years to ensure compliance with these standards prior to formal reaccreditation.

Action Impact: American Correctional Association auditors will conduct a reaccreditation performance monitoring audit of the Polk County Jail upon approval of the reaccreditation Agreement for \$11,500.00.

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
23/24	Y	\$11,500	\$0	N		

RESOLUTION

MOVED BY _____, SECONDED BY _____, that the following Resolution be adopted:

WHEREAS, On November 2, 2023, Polk County Procurement and Purchasing Division received one (1) bid for Bid 496-2324, Construction of a Sallyport at Polk County Sheriff's Office; and

WHEREAS, General Services recommends accepting the bid of the DMS Building Company of Pella, Iowa, in the amount of \$245,000; and

NOW, THEREFORE, BE IT RESOLVED that Polk County, Iowa herein awards Bid 496-2324, Construction of a Sallyport at Polk County Sheriff's Office, to DMS Building Company and directs the Chairperson of the Polk County Board of Supervisors to sign the contract.

BE IT FURTHER RESOLVED, the Polk County Board of Supervisors authorizes the Polk County Administrator to approve all necessary change orders.

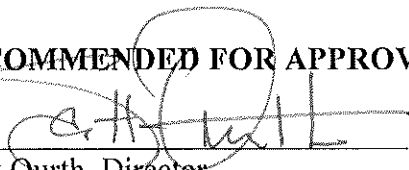
Approved this _____ day of _____, 2023.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

23/24-005

RECOMMENDED FOR APPROVAL:

By: 
Scott Ourth, Director
General Services

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: _____
Assistant County Attorney

Fiscal Note: Project cost, \$245,000

#26

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution awarding Bid 496-2324, Construction of a Sallyport at Polk County Sheriff's Office, to DMS Building Company.

Agenda Date: January 16, 2024

Contact Individual: Scott Ourth, Director of General Services
286-3129

Previous Action taken by the Board:

Board/Commission Actions:

Action Requested (Recommended): Approval

Comply with Policy:

Background: On behalf of General Services and the Sheriff's Office, the Procurement and Purchasing Division accepted bids for the construction of a sallyport at Polk County Sheriff's Office, located at 5995 NE 14th St. Des Moines, IA 50313. On November 2, 2023, one (1) bid was received by DMS Building Company in the amount of \$245,000. General Services has accepted the bid and terms of the attached contract.

Action Impact: This Resolution awards the project to DMS Building Company in the amount of \$245,000.00.

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24	Y	\$245,000	NA			

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the mobile homes on the attached list have been destroyed, dismantled, or removed from their mobile home park or from Polk County; and

WHEREAS, Polk County, Iowa or private buyers may be holding tax sale certificates to some of the mobile homes on the attached list; and

WHEREAS, Iowa Code Section 435.25(3) requires the abatement of taxes when mobile homes have been removed from the County where the taxes are owing or where the treasurer determines that it is administratively impractical to pursue collection of the total amount due.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa, having been informed by the Polk County Treasurer that it is administratively impractical to pursue collection of certain taxes, interest, and costs related to the mobile homes referenced in the attached parcel list, hereby abates all taxes, together with all late interest, costs and fees on those mobile homes referenced in the attached parcel list; and

BE IT FURTHER RESOLVED that the Polk County Treasurer is directed to strike from the tax books the reference to the mobile homes referenced in the attached parcel list; and

BE IT FURTHER RESOLVED that with reference to all mobile homes on the attached list, any private tax sale buyers and the Polk County Public Works Real Estate Division are directed to return the tax sale certificates to the Polk County Treasurer to be cancelled.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: Mary L. Wells
Mary L. Wells, Polk County Treasurer
Polk County Treasurer's Office

#27

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: January 2024 Manufactured Home Abatement

Agenda Date: 01/16/24

Contact Individual: Kyle Rice
Chief Executive Officer
Polk County Treasurer

Previous Action taken by the Board:
Board/Commission Actions:

Action Requested (Recommended): Approval to abate delinquent taxes and cancel Polk County tax sales against manufactured homes no longer in existence or residing in the State of Iowa.

Comply with Policy: Compliance with Iowa Code Section 435.25

Background:

In compliance with 435.25, Code of Iowa and in reference to all parcels listed, the Board of Supervisors shall direct the Polk County Real Estate Department and any private buyers to return the tax sale certificates to the Treasurer to be cancelled. Furthermore, they shall direct the Treasurer to abate subsequent taxes, together with all late interest, costs and fees.

Action Impact:

Additional Fiscal Note Information (optional): Abate Taxes - \$5063.00, Cancel Tax Sales - \$1547.00

RESOLUTION

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

WHEREAS, Heartland Finishes, Inc. brought a civil action regarding alleged nonpayment of plaster work at the Historic Polk County Courthouse against the general contractor Neumann Brothers, and Polk County; and

WHEREAS, all parties desire to settle all potential outstanding issues and pending litigation between them on the terms and conditions stated in an agreement to be filed with the County Auditor; and

WHEREAS, Polk County Risk Management is recommending a settlement of \$133,000.00 to resolve the pending lawsuit; and

WHEREAS, it is in the best interest of the public that the claims be resolved without resorting to further expense and risk of continued litigation; and

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa, approves the terms of the settlement agreement of the Heartland Finishes, Inc. lawsuit 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 _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

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

Kimberly Graham

Polk County Attorney

By: /s/ Meghan L. Gavin

Meghan L. Gavin

Assistant County Attorney

#28

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving settlement of a civil claim.

Agenda Date: January 16, 2023

Contact Individual: Meghan Gavin

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Comply with Policy: Yes

Background: Heartland Finishes, Inc. brought a civil action regarding alleged nonpayment of plaster work at the Historic Polk County Courthouse. Polk County Risk Management is recommending a settlement of \$133,000.00 to resolve the pending lawsuit.

Action Impact:

Fiscal Note:

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
22/23							
23/24	Y		\$133,000		N		
24/25							

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the Polk County Board of Supervisors authorized the use of American Rescue Plan Act funds to conduct a scientific review of pollutants in the Des Moines and Raccoon Rivers called the Central Iowa Source Water Research Assessment; and,

WHEREAS, the study will review existing research, identify research gaps, and create water quality improvement recommendations; and,

WHEREAS, a team of water quality experts is being assembled to conduct this work and contribute to the final reports; and,

WHEREAS, Calvin Wolter has been identified as a contributor to this project and it is the desire of Polk County to enter into a professional services agreement.

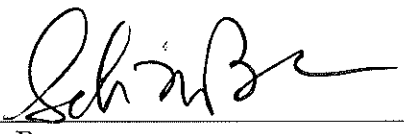
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement, with Calvin Wolter for his participation in the Central Iowa Source Water Research Assessment, and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Tom Hockensmith, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 
Sarah Boese
Deputy County Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 
Assistant County Attorney

FISCAL NOTE: FY23/24 - \$8,909.04

#29

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving professional services agreement with Calvin Wolter.

Agenda Date: January 16, 2024

Contact Individual: Sarah Boese
515-286-3895

Previous Action taken by the Board: None

Board/Commission Actions: None

Comply with Policy: Yes

Background: The Polk County Board of Supervisors authorized the use of American Rescue Plan Act funds to conduct a scientific review of pollutants in the Des Moines and Raccoon Rivers. The study will review existing research, identify research gaps, and create water quality improvement recommendations. A team of water quality experts is being assembled to conduct this work and contribute to the final reports.

Action Impact: Approve professional services agreement.

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
22/23	Y				N		
23/24			\$8,909.04			10109037.87553.02	
24/25							

Additional Fiscal Note Information (optional):

RESOLUTION

MOVED by _____
that the following Resolution be adopted:

SECONDED by _____

WHEREAS, the property identified in the County System as Geoparcel Number 7925-01-477-018 is owned by Johnston River of Life United Methodist Church.; and,

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

WHEREAS, had Johnston River of Life United Methodist Church filed for the exemption before February 1 the property would have been exempt for the 2022 assessed year; and,

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

WHEREAS, it is the desire of the Polk County Board of Supervisors to abate the prorated (65%) assessed year 2022 taxes payable September 2023 and March 2024 for Johnston River of Life United Methodist Church.

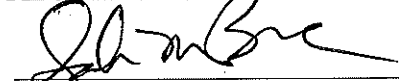
NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa authorizes the abatement of the Johnston River of Life United Methodist Church prorated (65%) assessed year 2022 taxes payable September 2023 and March 2024 and waive all associated late fees or penalties; and the Treasurer, Auditor and Assessor are directed to take all steps necessary to implement this resolution and correct their records accordingly.

Approved this _____ day of _____, 2024

POLK COUNTY, IOWA

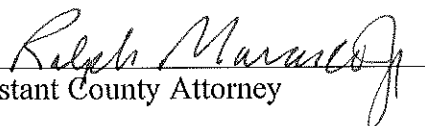
Chairperson

RECOMMENDED FOR APPROVAL:



Sarah Boese
Deputy County Administrator

APPROVED AS TO FORM:
KIMBERLY GRAHAM
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

FISCAL NOTE: FY23/24

#30

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution abating property taxes for Johnston River of Life United Methodist Church.,
geoparcel 7925-01-477-018.

Agenda Date: January 16, 2024

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 property tax abatement request for Johnston River of Life United Methodist Church.

Comply with Policy: Yes

Background: Johnston River of Life United Methodist Church is the owner of geoparcel 7925-01-477-018 located at 6212 Merle Hay Road in Johnston. Johnston River of Life United Methodist Church is requesting an abatement for the taxes assessed year 2022.

Action Impact: Abate 65% of the prorated assessed year 2022 taxes.

Fiscal Note:

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
21/22	N					

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the Great Outdoors Foundation is a 501(c)(3) non-profit that advances conservation through innovation, collaboration and stewardship; and

WHEREAS, the Great Outdoors Foundation applied for a Polk County Community Development Grant to assist with costs related to education and outreach for their Conservation Fund. The fund will support a variety of strategies and tactics including municipal training, playbook development and the creation of a full-service education and training website; and

WHEREAS, Polk County, Iowa desires to enter into an Agreement with the Great Outdoors Foundation to award grant funds to assist with this project that will provide an education and outreach plan that will be accessible for urban and rural Polk County residents to address water quality concerns; and

WHEREAS, the grant award will serve the public purpose by addressing water quality issues in Iowa which will benefit Polk County and other Iowans with better educational resources to improve their quality of life and positive change to water quality; and

WHEREAS, pursuant to the Agreement for a Community Development Grant Award, the grant funds shall only be used for costs related to the development of the Iowa Water Quality Resources Website and site management; and

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

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement and the award of a Community Development Grant in the amount of \$100,000.00 to the Great Outdoors Foundation and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

#31

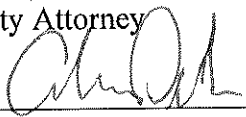
RECOMMENDED FOR APPROVAL:

By: 

Lisa Moody-Tunks
Grant Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: 

Assistant County Attorney

FISCAL NOTE: Community Development Grant Fund \$100,000.00 FY23/24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving a Community Development Grant for the Great Outdoors Foundation, a 501(c)(3) non-profit organization.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy:

Background: Great Outdoors Foundation applied for a Polk County Community Development Grant to assist with costs related to education and outreach for their Conservation Fund. The fund will support a variety of strategies and tactics including municipal training, playbook development and the creation of a full-service education and training website. The grant award will serve a public purpose by addressing water quality issues in Iowa and provide educational resources to improve the quality of life and positive change for Iowa's water quality.

Action Impact: The adoption of this resolution will award \$100,000.00 of gaming revenue to the Great Outdoors Foundation, and authorizes the Chair to sign the attached Agreement.

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

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
23/24	Y	0	\$100,000.00	\$0	N	4010932.79410	n/a

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Raccoon Valley Little League Inc. is a 501(c)(3) non-profit dedicated to providing accessible and safe baseball programming for youth residing in Polk County; and

WHEREAS, Raccoon Valley Little League Inc. applied for a Polk County Community Development Grant to assist with an improvement project that will focus on updating dugouts and purchasing bleachers for their baseball facility, located at 5301 Park Ave., Des Moines, Polk County, Iowa; and

WHEREAS, Polk County, Iowa desires to enter into an Agreement with Raccoon Valley Little League Inc. to award grant funds to assist with their baseball improvement project; and

WHEREAS, the grant award will serve the public purpose by enhancing usable space for youth baseball and make the area safe and functional for their program and community; and

WHEREAS, pursuant to the Agreement for a Community Development Grant Award, the grant funds shall only be used for the material and labor costs related the baseball facility improvement project; and

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

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement and the award of a Community Development Grant in the amount of \$77,679.00 to Raccoon Valley Little League Inc. and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

#32

RECOMMENDED FOR APPROVAL:

By: _____

Lisa Moody-Tunks
Lisa Moody-Tunks
Grant Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: _____

Kimberly Graham
Assistant County Attorney

FISCAL NOTE: Community Development Grant Fund \$77,679.00 FY23/24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving a Community Development Grant for Raccoon Valley Little League Inc., a 501(c)(3) non-profit organization.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: Community Betterment Grant Award approved given to Raccoon Valley Little League Inc. on June 27, 2023 for \$5,000.00.

Board/Commission Actions: N/A

Comply with Policy:

Background: Raccoon Valley Little League Inc. applied for a Polk County Community Development Grant to assist with an improvement project that will focus on updating dugouts and purchasing bleachers for their baseball facility, located at 5301 Park Ave., Des Moines, Polk County, Iowa. The grant award will serve the public purpose by enhancing usable space for youth baseball and make the area safe and functional for their program and community.

Action Impact: The adoption of this resolution will award \$77,679.00 of gaming revenue to Raccoon Valley Little League Inc., and authorizes the Chair to sign the attached Agreement.

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

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
23/24	Y	0	\$77,679.00	\$0	N	4010932.79410	n/a

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the William G. Stowe Foundation is a 501(c)(3) non-profit dedicated to providing accessible environmental education and resources to the community; and

WHEREAS, the William G. Stowe Foundation applied for a Polk County Community Development Grant to assist with the development of a Water Curia, a public art installation that will be located at Water Works Park, 2201 George Flagg Parkway, Des Moines, Polk County, Iowa. This project will focus on educational programming that will: inspire grassroots action around water conservation, educate all ages, and collaborate with other organizations. The project will feature interactive exhibits and programming to engage diverse audiences; and

WHEREAS, Polk County, Iowa desires to enter into an Agreement with the William G. Stowe Foundation to award grant funds to assist with this project that will provide accessibility to education on water quality and functional space for programming; and

WHEREAS, the grant award will serve the public purpose by funding a community asset for educational programming around public health, environmental sustainability, and economic development in Polk County, Iowa; and

WHEREAS, pursuant to the Agreement for a Community Development Grant Award, the grant funds shall only be used for the material and labor costs related to the development of the new Water Curia at Water Works Park; and

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

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached Agreement and the award of a Community Development Grant in the amount of \$100,000.00 to the William G. Stowe Foundation and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

#33

RECOMMENDED FOR APPROVAL:

By: _____

Lisa Moody-Tunks
Grant Administrator

APPROVED AS TO FORM:

Kimberly Graham
Polk County Attorney

By: _____

Assistant County Attorney

FISCAL NOTE: Community Development Grant Fund \$100,000.00 FY23/24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving a Community Development Grant for William G. Stowe Foundation, a 501(c)(3) non-profit organization.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: N/A

Board/Commission Actions: N/A

Comply with Policy:

Background: William G. Stowe Foundation applied for a Polk County Community Development Grant to assist with the development of a Water Curia, a public art installation that will be located at Water Works Park, 2201 George Flagg Parkway, Des Moines, Polk County, Iowa. This project will focus on educational programming that will: inspire grassroots action around water conservation, educate all ages, and collaborate with other organizations. The project will feature interactive exhibits and programming to engage diverse audiences. Polk County funds shall only be used for the construction and labor costs related to the development of the Water Curia. The grant award will serve the public purpose by providing access to a shared community asset for education programming around public health, environmental sustainability, and economic development in Polk County, Iowa.

Action Impact: The adoption of this resolution will award \$100,000.00 of gaming revenue to the William G. Stowe Foundation, and authorizes the Chair to sign the attached Agreement.

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

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
23/24	Y	0	\$100,000.00	\$0	N	4010932.79410	n/a

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, the Polk County Board of Supervisors 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 FY23/24 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.

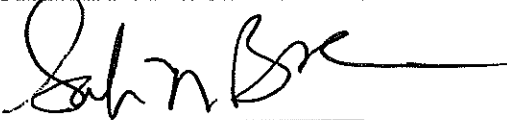
NOW, THEREFORE BE IT RESOLVED Polk County, Iowa hereby approves the allocation of \$24,000.00 in gaming revenue to the listed organizations and for the individual amounts as set forth in the attached Community Sponsorship Award List.

Approved this _____ day of _____, 2024.

POLK COUNTY, IOWA

Angela Connolly, Chair
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

By: 

Lisa Moody-Tunks
Grant Administrator

FISCAL NOTE: \$24,000.00 total in funds allocated for the attached Community Sponsorship Award List.

#34

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Community Sponsorship Awards.

Agenda Date: January 16, 2024

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

Previous Action taken by the Board: Sponsorship Awards approved January 2, 2024 for \$5,000.00.

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 \$24,000.00 of gaming revenue to sponsor various non-profit events or initiatives in 2024.

Action Impact: Passing of this resolution will award \$24,000.00 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
23/24		\$24,000.00		N		

Additional Fiscal Note Information (optional):

Sponsorship Awards
January 16, 2024

American Heart Association	\$5,000.00
Des Moines Children's Museum	\$3,000.00
Hip-Hope Inc.	\$5,000.00
Hoover-Meredith Learning Community Foundation	\$3,500.00
Mindspring f/k/a NAMI Greater Des Moines	\$5,000.00
West Des Moines Community Schools Foundation	
fiscal agent for Valley Voices	\$2,500.00
TOTAL	\$24,000.00

RESOLUTION

MOVED by _____ SECONDED by _____

that the following Resolution be adopted:

WHEREAS, the Polk County Board of Supervisors has the responsibility to appoint representatives to certain boards, committees and commissions, and

WHEREAS, appointments are necessary to fill the following positions.

NOW, THEREFORE, BE IT RESOLVED that Polk County hereby appoints the individual named below, effective upon passage of this Resolution, to the board specified and the indicated term.

<u>Organization</u>	<u>Term Expires</u>
Advisory Board of Health	
Tom Newton	1/3/2027
Rick Kozin	1/3/2027
Ankeny Regional Airport Zoning Commission	
Frank Steinback	1/3/2028
Ray Sprague	1/3/2028
Beaver Creek Watershed Authority	
Cassandra Druhl (primary)	1/3/2025
John Swanson (alternate)	1/3/2025
Board of Adjustment	
Mike McCoy	1/3/2029
Board of Appeals	
Brian Brewer	1/3/2029
David Pittman	1/3/2029
BRAVO Greater Des Moines	
Robert Brownell	1/3/2025
Central Iowa Regional Transportation Planning Alliance, Transportation Policy	
Aaron Putnam (primary)	1/3/2025
Brian McDonough (alternate)	1/3/2025
Central Iowa Regional Transportation Planning Alliance, Technical Committee	
Aaron Putnam (primary)	1/3/2025
Brian McDonough (alternate)	1/3/2025
Central Iowa Regional Drinking Water Commission	
EJ Giovannetti (primary)	1/3/2025
Tom Hockensmith (alternate)	1/3/2025

Condemnation Compensation Commission*Owners of Agricultural Property*

Ted Griffeon	1/3/2025
Ed Craig	1/3/2025
Roger Bak	1/3/2025
Chris Smith	1/3/2025

Owners of City Property

Ken Boatwright	1/3/2025
William Bohan	1/3/2025
Frank Steinbach	1/3/2025
Leilah Cox	1/3/2025
Jerry Overman	1/3/2025
Adam Ibrahim	1/3/2025
Aaron Vance	1/3/2025

Persons Knowledgeable

Jennifer Donielson	1/3/2025
John Norwood	1/3/2025
David Banning	1/3/2025
Nick Lemmo	1/3/2025
Tammy Todd Allen	1/3/2025
Stephanie Bonanno	1/3/2025
Josh Dudan	1/3/2025
Greg Lynch	1/3/2025

Licensed Realtor/Broker

Craig Crossland	1/3/2025
Debra Anthofer	1/3/2025
Jean O'Neill	1/3/2025
Gregory Weinschenk	1/3/2025
Clarke Stewart	1/3/2025
Aubrie Doyle	1/3/2025
Stephanie Pearl	1/3/2025
Kelly Schall	1/3/2025

Criminal Justice Coordinating Council

Angela Connolly	1/3/2025
Tom Hockensmith	1/3/2025

Des Moines Area Regional Transit Authority

Angela Connolly (primary)	1/3/2025
Steve Van Oort (alternate)	1/3/2025

Deferred Compensation Commission

John Norris	1/3/2025
Mary Wells	1/3/2025
Ralph Marasco	1/3/2025

Des Moines Area Metropolitan Planning Organization

Steve Van Oort (primary)	1/3/2025
Tom Hockensmith (alternate)	1/3/2025

Des Moines Area Metropolitan Planning Organization Technical Committee

Aaron Putnam (primary)	1/3/2025
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Brian McDonough (alternate)	1/3/2025
Des Moines Wastewater Reclamation Authority Management Agency, Policy Committee	
EJ Giovannetti (primary)	1/3/2025
Robert Brownell (alternate)	1/3/2025
Des Moines Wastewater Reclamation Authority Management Agency, Technical Committee	
Tyler Burhenn (primary)	1/3/2025
Brian McDonough (alternate)	1/3/2025
Des Moines Skywalk Association	
Scott Ourth	1/3/2025
Emergency Management Commission	
Sarah Boese (primary)	1/3/2025
Tom Hockensmith (alternate)	1/3/2025
Fourmile Creek Watershed Authority	
Rachel Conrad (primary)	1/3/2025
Aaron Putnam (alternate)	1/3/2025
Greater Des Moines Visitors and Convention Center	
Steve Van Oort (primary)	1/3/2025
Sarah Boese (alternate)	1/3/2025
Greater Des Moines Partnership	
Robert Brownell	1/3/2025
Angela Connolly	1/3/2025
Greater Des Moines Partnership Downtown Board	
John Norris	1/3/2025
Greater Des Moines Partnership Executive Committee	
Robert Brownell	1/3/2025
Homeland Security Coordinator	
AJ Mumm	1/3/2025
Homeless Coordinating Council	
Robert Brownell	1/3/2025
Matt McCoy	1/3/2025
Impact Community Action Agency	
Steve Van Oort	1/3/2025
Local Emergency Planning Committee	
Bret VandeLune (primary)	1/3/2025
Aaron Putnam (alternate)	1/3/2025
Metropolitan Advisory Council	
Robert Brownell (primary)	1/3/2025
Matt McCoy (alternate)	1/3/2025
Metropolitan Waste Authority	
Tom Hockensmith (primary)	1/3/2025
Steve Van Oort (alternate)	1/3/2025

Mid-Iowa Association of Local Governments

Steve Van Oort (primary)	1/3/2025
Tom Hockensmith (alternate)	1/3/2025
Angela Connolly (alternate)	1/3/2025
Robert Brownell (alternate)	1/3/2025
Matt McCoy (alternate)	1/3/2025

Mid-Iowa Development Fund

Ryan Moffatt	1/3/2025
Steve Van Oort	1/3/2025
Troy Boelman	1/3/2025

Mud, Camp, Spring Creek Watershed Authority

Rachel Conrad (primary)	1/3/2025
Aaron Putnam (alternate)	1/3/2025

Neighborhood Development Corporation

Bret VandeLune (primary)	1/3/2025
Brian McDonough (alternate)	1/3/2025

Neighborhood Finance Corporation

Dave Williamson (primary)	1/3/2025
Steve Van Oort (primary)	1/3/2025
Sarah Boese (alternate)	1/3/2025
Brian McDonough (alternate)	1/3/2025

North Raccoon Watershed Authority

Cassandra Druhl (primary)	1/3/2025
Johnathan Swanson (alternate)	1/3/2025

Nuisance Ordinance Hearing Officer

Roger Kuhle	1/3/2025
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Polk County Assessor's Examining Board

Kathryn Ramaekers	1/3/2025
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Polk County Aviation Authority

Greg Johnson	1/3/2028
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Polk County Conservation Board

Paula Feltner	1/3/2029
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Polk County E911 Service Board

Robert Brownell (Primary)	1/3/2024
Sarah Boese (Alternate)	1/3/2024
Steve Hoffman (Alternate)	1/3/2024
Nick Brockman (Alternate)	1/2/2024

Polk County Risk Management Committee

Jeff Edgar	1/3/2025
John Norris	1/3/2025
Tom Hockensmith	1/3/2025
Bob Cataldo	1/3/2025
Angela Connolly	1/3/2025

Service Appeal Board

John Norris (alternate)	1/3/2025
Tonya LaFarr	1/3/2025
Robert Brownell	1/3/2025
John MacDonald	1/3/2025
Nancy Norman	1/3/2025
Kerrie Rodemyer	1/3/2025

Walnut Creek Watershed Authority

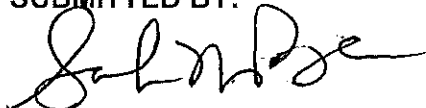
Rachel Conrad (primary)	1/3/2025
Aaron Putnam (alternate)	1/3/2025

Zoning Commission

Pennie Carroll	1/3/2026
Frank Steinbach	1/3/2026
Merle Hicks	1/3/2026
Maryfrances Evans	1/3/2026
Michael Fairchild	1/3/2026

POLK COUNTY

Angela Connolly, Chair

SUBMITTED BY:

Sarah Boese
Deputy County Administrator

FY23/24 #

Fiscal Impact: None

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Appointing individuals to serve as Polk County's representative on various Boards and Commissions.

Agenda Date: January 16, 2024

Contact Individual: Sarah Boese
Board of Supervisors
286-3895

Previous Action taken by the Board: Ongoing

Board/Commission Actions: N/A

Action Requested (Recommended): Appoints individuals to represent Polk County on various boards and commissions.

Comply with Policy: Yes

Background: The Polk County Board of Supervisors is responsible for appointing individuals to represent Polk County on various Boards and Commissions. This resolution appoints the individuals outlined in the attached resolution for the term indicated.

Action Impact: Appoints individuals as Polk County's representative on various boards and commissions.

Fiscal Note: None

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24						

Additional Fiscal Note Information (optional):



Veteran Affairs

Polk County River Place 2309
Euclid Avenue
Des Moines, Iowa 50310
Ph. 515.286.3670
Fax 515.286.2106
www.polkcountylowa.gov

Date: January 2, 2024

To: Tom Hockensmith, Chairperson
Polk County Board of Supervisors

From: Pat Sweeney, Executive Director *PS*
Polk County Veterans Affairs

Re: Second Quarter Report FY 23/24

See attached copy of the Polk County Activity Report for Veteran Affairs for the Second Quarter.

PS:mls

cc: Marty Smith, Chairperson, Veteran Affairs
Commission
John Norris, Board of Supervisors

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*****Clients served is total of phone calls and contacts

REQUEST FOR TAX ABATEMENT PURSUANT TO IOWA CODE SECTION 427.3

To the Honorable Board of Supervisors of Polk County, Iowa:

The board of supervisors may abate the taxes levied against property acquired by gift or purchase by a person or entity if the property acquired by gift or purchase was transferred to the person or entity after the deadline for filing for property tax exemption in the year in which the property was transferred and the property acquired by gift or purchase would have been exempt under section 427.1, subsection 7, 8, or 9, if the person or entity had been able to file for exemption in a timely manner.

Pursuant to Iowa Code Section 427.3, we are requesting the Polk County Board of Supervisors abate taxes levied against the property described below for the 2024 assessment year in the amount of \$ 81,000.96

Property information – please print

Geoparcels number: 7825-05-276-006

Individual, Institution or society: CSA dba Community Support Advocates

Title holder: CSA

Property location address: 1516 Valley West Drive

City: West Des Moines State: Iowa ZIP: 50266

Property owner mailing address: 6000 Aurora Ave. Suite B

City: Des Moines State: Iowa ZIP: 50322

County: Polk Number of acres: 2.004

Phone: 515-883-1776 Email: Chrstinass@teamesa.org

Property was acquired by deed or contract on: 12-22-2023

Recorder's book: 19863 Page: 669 Instrument number:

12/26/2023

#37

Applicant information – please print

Name: CSA, Christina Smith, President/CEO

Applicant mailing address:

1516 Valley West Drive

City: West Des Moines State: IA ZIP: 50266
Phone: 515-883-1776 Email: Christinas@teamcsa.org

Section 427.1. Exemptions Giving Rise to Abatement (Check one)

427.1(7) Libraries and art galleries ()

427.1(8) Property of religious, literary, and charitable societies (X)

427.1(9) Property of Educational Institutions ()

If the exemption giving rise to abatement is under 427.1(7), by checking the box following this sentence, I certify that all grounds and buildings are used for public libraries, public art galleries, and libraries and art galleries owned and kept by private individuals, associations, or corporations are for public use and not private profit. ()

If the exemption giving rise to abatement is under 427.1(8), by checking the box following this sentence, I certify the information below. (X)

1. Is the building, if any, on the property above in use or under construction?

In use: ☒ Under construction: ☐

Property is used for the following purposes: Attach additional pages if necessary. (Explain in detail.)

CSA will slowly move all of our services to this location through 3/1/2024
We will provide Therapy, Medication Management, and Service Coordination
to individuals and families living with disability or mental illness in Central
Iowa. We are a 501C3 Charity.

2. Is any portion of this property rented/leased or otherwise used with a view to pecuniary profit or for a commercial purpose? Yes ☐ No ☒

If Yes, provide a detailed financial statement and a statement of the percentage of space and time property is not used solely for the appropriate objects, and attach as part of this application.