

**POLK COUNTY BOARD OF SUPERVISORS AGENDA
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING
111 COURT AVENUE - ROOM 120
JUNE 8, 2021 9:30 A.M.**

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

PUBLIC HEARING

DISPOSAL OF COUNTY INTEREST IN REAL ESTATE

- *5. Resolution approving Quit Claim Deed for unused road right-of-way known as Lot A Peitzman's Subdivision (City of Grimes).

6.

PUBLIC COMMENTS

PERMITS

- *7. Renewal application for Cigarette/Tobacco/Nicotine/Vapor Permit for the following:
Tobacco Outlet Plus Grocery #506 4923 Merle Hay Rd.

RESOLUTIONS

- *8. Resolution awarding contract to Grimes Asphalt and Paving Corporation for the 2021 Local HMA Paving Group B project.
- *9. Resolution approving Award of Contract for Excess Liability Insurance Services to True North Insurance Company.
10. Resolution awarding Feasibility Study for Relocation of Medical Examiner's Office to Shive-Hattery.
- *11. Resolution approving Lease Agreement with Blue Advantage Title Systems, LLC.
- *12. Resolution approving Lease Agreement with TRN Iowa, LLC (d/b/a Peoples Abstract Company).
- *13. Resolution approving Lease Agreement with American Title Company, Inc.

BUDGET ACTIONS

14. Memorandum of Budget Actions.

APPOINTMENTS

15. 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/>*

In accordance with the Governor's Proclamation dated March 19, 2020, this public meeting will be held electronically pursuant to section 21.8 of the Code of Iowa.

Join Zoom Meeting

<https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXd0cGxpbFNEb0tTOEVUZz09>

Meeting ID: 947 2367 0014

Passcode: 317164

One tap mobile

+16465588656,,94723670014# US (New York)

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

Dial by your location

+1 646 558 8656 US (New York)

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

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 947 2367 0014

Find your local number: <https://polkcountyiowa-gov.zoom.us/j/94723670014?pwd=YXlhWjlpQXd0cGxpbFNEb0tTOEVUZz09>

Res. No. 75-21
June 8, 2021

RESOLUTION

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

WHEREAS, it is proposed to dispose of unused road right-of-way of a parcel known as Lot A Peitzman's Subdivision and legally described as:

S 16.5 LT A PEITZMAN'S SUBDIV

To City of Grimes; and

WHEREAS, there has been proper notice and public hearing pursuant to Iowa Code §331.361.

NOW, THEREFORE, BE IT RESOLVED by Polk County, Iowa, that the above described proposal is accepted; and

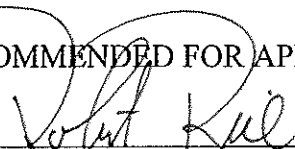
BE IT FURTHER RESOLVED Polk County, Iowa approves the attached Quit Claim Deed and authorizes the Chairperson of the Board of Supervisors to sign said Quit Claim Deed.

Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly, Chairperson

RECOMMENDED FOR APPROVAL:



Robert Rice, Director
Polk County Public Works Department

FISCAL NOTE: None

#5

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Public Hearing Resolution No. 75-21 approving a Quit Claim Deed to the City of Grimes, unused road right-of-way known as Lot A Peitzman's Subdivision.

Agenda Date: June 8, 2021

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

Previous Action taken by the Board: On May 25, 2021 the Board approved a resolution for a public hearing to convey this parcel to the City of Grimes.

Board/Commission Actions: NA

Action Requested (Recommended): Approve a Quit Claim Deed

Comply with Policy: Yes, Proposal

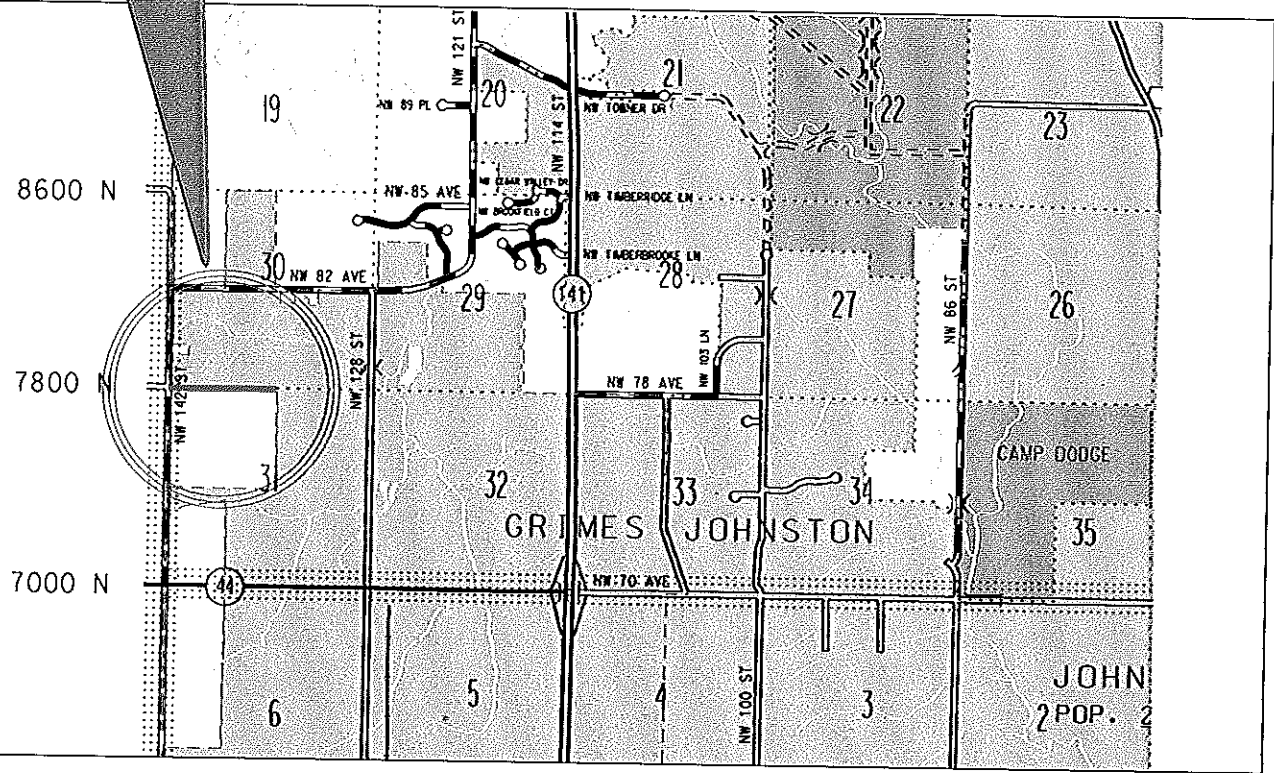
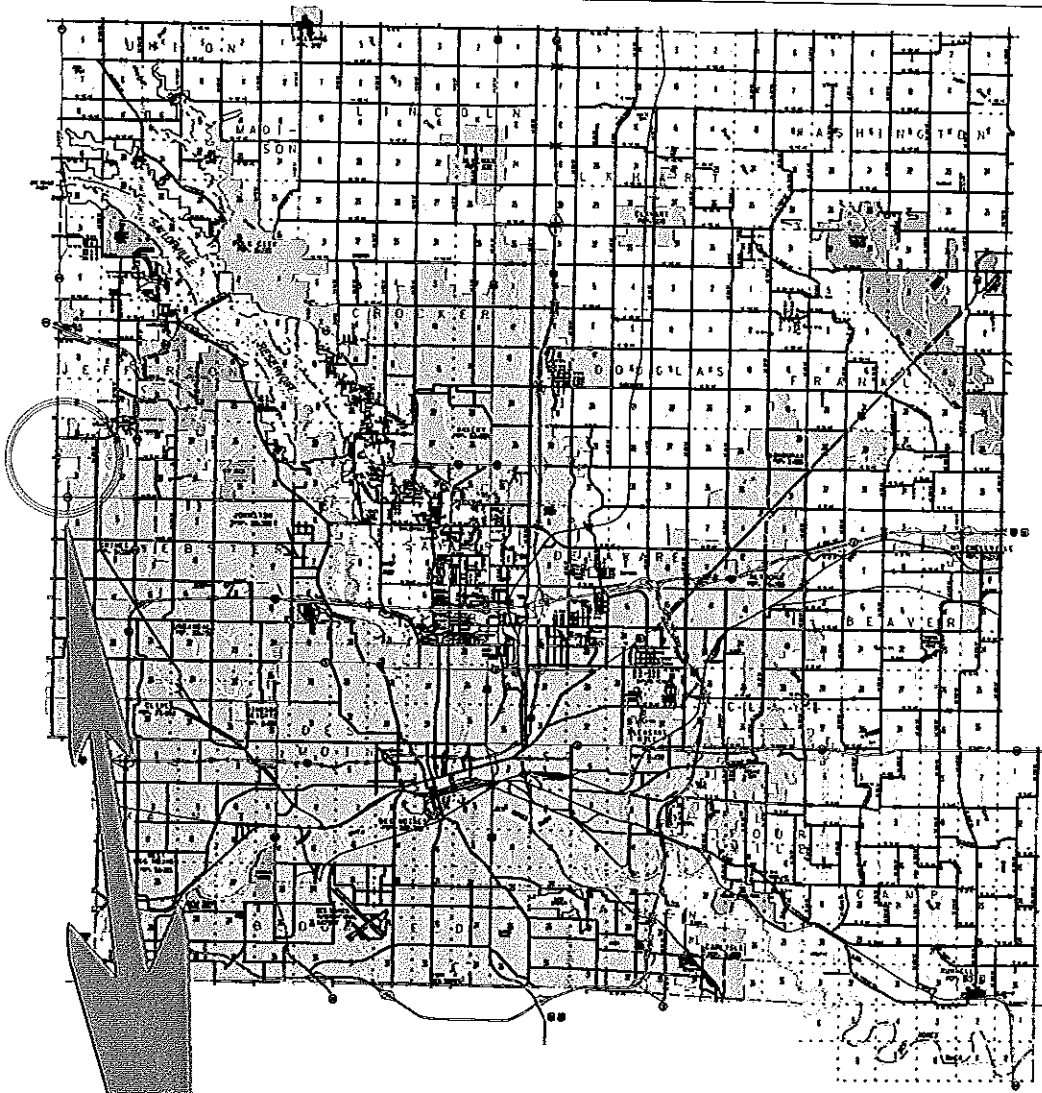
Background: The City of Grimes has requested to receive the referenced road right-of-way for their future public infrastructure and planning purposes.

Action Impact: Approval of the resolution will authorize Public Works to issue the Quit Claim Deed to the City of Grimes.

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
20/21		N	N	N		

Additional Fiscal Note Information (optional):



RESOLUTION MAP
The South 16.5' Lot A
Peitzman's Subdivision

RESOLUTION

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

WHEREAS, on May 28, 2021 the Polk County Public Works Department received informal bids as outlined in Iowa Code Section 309.41(1) for the 2021 Local HMA Paving Group B project with the following results:

Grimes Asphalt & Paving Corp. Des Moines, IA	\$470,360.94
InRoads LLC Des Moines, IA; and	\$512,067.33
OMG Midwest, Inc., D.B.A. Des Moines Asphalt & Paving Ankeny, IA	\$525,111.59

WHEREAS, it is the recommendation of the Public Works Department to accept the informal bid from Grimes Asphalt and Paving Corporation, Des Moines, IA as the lowest bidder; and

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

NOW, THEREFORE, BE IT RESOLVED Polk County, Iowa does herein award the 2021 Local HMA Paving Group B project in the amount of four hundred seventy thousand three hundred and sixty and 94/100's Dollars (\$470,360.94); and

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

BE IT FURTHER RESOLVED that the Chairperson is herein authorized to sign the executing documents prepared by the Public Works Department; and

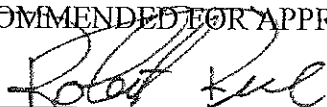
BE IT FURTHER RESOLVED that the funds shall be drawn from the Polk County Public Works FY 21/22 operating budget.

Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly, Chairperson

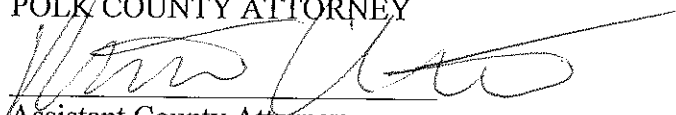
~~RECOMMENDED FOR APPROVAL:~~



Robert Rice, Director
Polk County Public Works Department

APPROVED AS TO FORM:

JOHN P. SARCONI
POLK COUNTY ATTORNEY



Assistant County Attorney

Fiscal Note: Expenditure not to exceed the approved FY 21/22 Public Works Budget and any approved amendments.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 76-21 to receive informal bids for the 2021 Local HMA Paving Group B project and award the contract to Grimes Asphalt and Paving Corporation, Des Moines, Iowa.

Agenda Date: June 8, 2021

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

Previous Action taken by the Board: Resolution 6, March 23, 2021 Board approval of FY21/22 budget.

Board/Commission Actions: N/A

Action Requested (Recommended): Resolution receives informal bids for the 2021 Local HMA Paving Group B project, accepts the bid from Grimes Asphalt and Paving Corporation, authorizes Public Works to prepare necessary contracts to be signed by the Chair, and authorizes Public Works to temporarily close certain project routes to facilitate construction.

Comply with Policy: Yes -- Iowa Code Section 309.41(1)

Background: Polk County Public Works solicited for informal bids on May 28, 2021 for the 2021 Local HMA Paving Group B project due to budgeted amount allowing for additional roads to be resurfaced if FY 21/22. The Public Works Department recommends acceptance of the low bid from Grimes Asphalt and Paving Corporation, Des Moines, Iowa in the amount of \$470,360.94.

Action Impact: Approval of resolution allows Public Works to complete the terms of the Contract.

Fiscal Note: Expenditure not to exceed the approved FY 21/22 Public Works Budget and any approved amendments.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
20/21						
21/22	Y	\$470,360.94	N/A	N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, pursuant to the provisions of Iowa Code chapter 670, Polk County, Iowa, is a self-insured municipality insuring itself, its officers, employees and agents against risk, tort liability and loss occurring in the ordinary scope of governmental actions and duties; and

WHEREAS, in concert with such self-insurance program, it is in the interest of Polk County to also acquire excess liability, property and casualty, workers' compensation and additional coverage as needed for protection against risk, liability and loss; and

WHEREAS, the Risk Management Division of Polk County Human Resources has completed a competitive procurement through a Request for Proposals for insurance services; and

WHEREAS, the Risk Management Division of Polk County Human Resources recommends awarding a contract for excess liability insurance services to True North Insurance Company as its response to the Request for Proposals provides Polk County with the best overall value for such services.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the award for insurance services to True North Insurance Company, and authorizes the Chairperson of the Polk County Board of Supervisors to sign the contract for such services on behalf of Polk County, Iowa.

Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly
Chairperson

RECOMMENDED FOR APPROVAL:


Jeff Edgar

Jeffrey Edgar, Human Resources Director
Polk County Human Resources Department

#9

APPROVED AS TO FORM:

JOHN P. SARCONE
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

FISCAL NOTE: See Agenda Memorandum.

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Approve Award of Contract for Excess Liability Insurance Services

Agenda Date: June 8, 2021

Contact Individual: Jeffrey Edgar, Director of Human Resources

Previous Action taken by the Board: By resolutions dated May 13, 2014, and June 27, 2006, awarding of contracts to Jester Insurance Services, Inc., for insurance services.

Action Requested (Recommended): Approval of Risk Management’s recommendation to award a contract for excess liability insurance services to True North Insurance Company.

Comply with Policy: N/A

Background: In concert with its self-insurance program, Polk County acquires excess liability, property and casualty, workers’ compensation and additional coverages as needed for protection against risk, liability and loss. The Risk Management Division of the Human Resources Department recently completed a competitive procurement in which it solicited insurance services proposals in response to a Request for Proposals (“RFP”) for excess liability insurance services. Based upon responses to its RFP, the Risk Management Division of the Human Resources Department recommends True North Insurance Company be awarded a contract for insurance services, as it will provide Polk County with the best overall value.

Action Impact: Approve award of contract for insurance services to True North Insurance Company.

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
21/22	N	0	\$1,388,209				
22/23	N	0	\$1,388,209				

Additional Fiscal Note Information (optional):

RESOLUTION

MOVED by _____ SECONDED by _____

that the following resolution be adopted:

WHEREAS, the Polk County Procurement Office conducted an informal Request for Proposal for a Feasibility Study to review and report the best value option for the relocation of the Polk County Medical Examiner's Office.

WHEREAS, the Procurement Office received four (4) proposals to the solicitation which were scored based on relevant experience, qualifications, cost proposal, and estimated project completion date.

WHEREAS, the Polk County Procurement Office notified Shive-Hattery located at 4125 Westown parkway #100, West Des Moines, IA of their intent to award (pending approval) based on the overall best value submission.

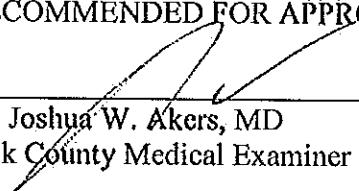
NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors hereby authorize the approval of the Feasibility Study for Relocation of the Polk County Medical Examiner's Office award recommendation to Shive-Hattery as the best value firm based on a combination of experience, qualifications, cost proposal, and project completion date with a total cost proposal of \$39,000

Approved this 8th day of June, 2021.

POLK COUNTY, IOWA

Angela Connolly
Chairperson

RECOMMENDED FOR APPROVAL:



Dr. Joshua W. Akers, MD
Polk County Medical Examiner

APPROVED AS TO FORM:
JOHN P. SARCONI
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

#10

RESOLUTION

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

WHEREAS, Blue Advantage Title Systems, LLC, Professional Abstractors, has requested to continue renting room 200-A in the Polk County Administrative Office Building at the agreed upon price of \$603.75 per month; and

WHEREAS, the General Services Department has prepared a two (2) year Lease Agreement with Blue Advantage Title Systems, LLC, for space in Room 200-A beginning July 1, 2021 through June 30, 2023.

NOW THEREFORE BE IT RESOLVED, that Polk County, Iowa approves the two (2) year Lease Agreement, attached hereto, and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement.

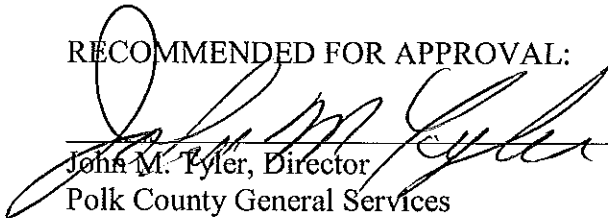
Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly
Chairperson

20/21-018

RECOMMENDED FOR APPROVAL:


John M. Tyler, Director
Polk County General Services

APPROVED AS TO FORM:

JOHN P. SARCONI
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

FISCAL NOTE: Impact to the County is an annual generated revenue in the amount of \$7,245.00

#11

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Lease Agreement with Blue Advantage Title Systems, LLC.

Agenda Date: June 8, 2021

Contact Individual: John M. Tyler, Director of General Services ext. 3129

Previous Action taken by the Board:

Board/Commission Actions: N/A

Action Requested (Recommended): Continue to lease space to Blue Advantage Title Systems, LLC at the Administration Building.

Comply with Policy: N/A

Background: Blue Advantage Title Systems, LLC, currently leases space in Room No. 200-A, of the Polk County Administrative Office Building. The proposed two (2) year lease term will be from July 1, 2021 through June 30, 2023. The rate will be \$603.75 per month.

Action Impact:

Fiscal Note: \$7,245.00 to be paid by Blue Advantage Title Systems, LLC, during the term of this lease.

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Year
21/22	NA		\$7,245.00	NA		
22/23	NA		\$7,245.00	NA		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, TRN Iowa, LLC, dba Peoples Abstract, has requested to continue
renting Room 239 in the Polk County Administrative Office Building at the agreed upon price of
\$577.59 per month; and

WHEREAS, the General Services Department has prepared two (2) year Lease
Agreement with TRN Iowa, LLC, for space in Room 239, beginning July 1, 2021 through June
30, 2023.

NOW THEREFORE BE IT RESOLVED, that Polk County, Iowa approves the two
(2) year Lease Agreement, attached hereto, and authorizes the Chairperson of the Polk County
Board of Supervisors to sign said Agreement.


Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly
Chairperson

20/21-017

RECOMMENDED FOR APPROVAL:


John M. Tyler, Director
Polk County General Services

APPROVED AS TO FORM:

JOHN P. SARCONI
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

FISCAL NOTE: Impact to the County is an annual generated
revenue in the amount of \$6,931.08

#12

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Lease Agreement with TRN Iowa, LLC dba Peoples Abstract Company.

Agenda Date: June 8, 2021

Contact Individual: John M. Tyler, Director of General Services ext. 3129

Previous Action taken by the Board:

Board/Commission Actions: N/A

Action Requested (Recommended): Continue to lease space to TRN Iowa, LLC, at the Administration Building.

Comply with Policy: N/A

Background: TRN Iowa, LLC currently leases space in Room No. 239, of the Polk County Administrative Office Building. The proposed lease two (2) year lease term will be from July 1, 2021 through June 30, 2023. The rate will be \$577.59 per month.

Action Impact:

Fiscal Note: \$6,931.08 to be paid annually by TRN Iowa, LLC during the term of this lease.

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	NA		\$6,931.08	NA		
22/23	NA		\$6,931.08	NA		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, American Title, Inc. has requested to continue renting Room 275 in the Polk County Administrative Office Building at the agreed upon price of \$460.86 per month; and

WHEREAS, the General Services Department has prepared a two (2) year Lease Agreement with American Title, Inc., for space in Room 275, beginning July 1, 2021 through June 30, 2023.

NOW THEREFORE BE IT RESOLVED, that Polk County, Iowa approves the two (2) year Lease Agreement, attached hereto, and authorizes the Chairperson of the Polk County Board of Supervisors to sign said Agreement.

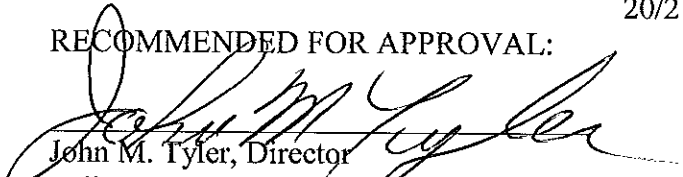
Approved this _____ day of _____, 2021.

POLK COUNTY, IOWA

Angela Connolly
Chairperson

20/21-016

RECOMMENDED FOR APPROVAL:


John M. Tyler, Director
Polk County General Services

APPROVED AS TO FORM:

JOHN P. SARCONI
POLK COUNTY ATTORNEY

By: 
Assistant County Attorney

FISCAL NOTE: Impact to the County is an annual generated revenue in the amount of \$5,530.32

#13

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Lease Agreement with American Title Company, Inc.

Agenda Date: June 8, 2021

Contact Individual: John M. Tyler, Director of General Services ext. 3129

Previous Action taken by the Board:

Board/Commission Actions: N/A

Action Requested (Recommended): Continue to lease space to American Title, Inc. at the Administration Building.

Comply with Policy: N/A

Background: American Title, Inc. currently leases space in Room No. 275, of the Polk County Administrative Office Building. The proposed two (2) year lease term will be from July 1, 2021 through June 30, 2023. The rate will be \$460.86 per month.

Action Impact:

Fiscal Note: \$5,530.32 to be paid annually by American Title, Inc., during the term of this lease.

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	NA		\$5,530.32	NA		
22/23	NA		\$5,530.32	NA		

Additional Fiscal Note Information (optional):