

**POLK COUNTY BOARD OF SUPERVISORS AGENDA  
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING  
111 COURT AVENUE – ROOM 120  
JANUARY 30, 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.

5. **PUBLIC COMMENTS**

**PETITIONS**

- \*6. Petitions to suspend taxes and special assessments for the following:
- |                    |                          |
|--------------------|--------------------------|
| H. Brazelton-Mapes | 1448 Thompson Ave        |
| C. Van De Pol      | 1515 42 <sup>nd</sup> St |

**RESOLUTIONS**

7. Resolution authorizing the Auditor’s Office to publish Notice of Public Hearing for February 13, 2024 to grant a permanent easement (Des Moines Water Works).
- \*8. Resolution approving Supplemental Agreement for Additional Services with Shuck-Britson, Inc. to complete construction services for replacement of bridge (NE 108<sup>th</sup> Street Bridge over Camp Creek).
- \*9. Resolution approving Supplemental Agreement (#1) with Shuck-Britson, Inc. for additional bridge rating services.
- \*10. Resolution approving Professional Services Agreement with Shuck-Briton, Inc. to perform bridge inspections.
- \*11. Resolution approving Professional Services Agreement with Shuck-Britson, Inc. to provide structural engineering support as requested.
- \*12. Resolution approving Professional Services Agreement with Snyder & Associates, Inc. to provide traffic engineering support as requested.
- \*13. Resolution approving easement contracts for the Rising Sun Drive Reconstruction Project.
14. Resolution approving preliminary plat of Cory Acres Plat 3.
- \*15. Resolution approving amendment (#6) to agreement with Iowa Department of Health and Human Services to expand Pre-Arrest Diversion Program eligibility.
16. Resolution approving MH/ID/DD (mental health/intellectual disability/developmental disability) service approvals and authorizing expenditures from the Mental Health and Disability Services (MHDS) Region Fund.

- \*17. Resolution approving updated and added services and fees for clinical services at the Health Department.
- \*18. Resolution approving Memorandum of Understanding with Iowa Department of Health and Human Services for tuberculosis program funding.
- \*19. Resolution approving amendment (first) to agreement with Dr. Alarcon for the provision of providing physical exams of patients for immigration documentation.
- 20. Resolution authorizing General Services to hold public auctions in calendar year 2024 to dispose of surplus County property.
- 21. Resolution creating temporary part-time position within the Board of Supervisors Office.
- 22. Resolution creating side-by-side positions within the Sheriff's Office.
- \*23. Resolution approving Employment Agreement for On-Call Forensic Lab Assistant (T. Brown).
- \*24. Resolution approving Radio Network Sharing Agreement with Jasper County
- \*25. Resolution approving Bryne Justice Assistance Grant for Train-the-Trainer De-escalation Training.
- 26. Resolution approving recommendation of the Polk County Assessor for allowances of the Homestead Tax Credit.
- 27. Resolution approving recommendation of the Polk County Assessor for allowances of the Homestead Tax Exemption.
- 28. Resolution approving recommendation of the Polk County Assessor for disallowances of the Homestead Tax Credit.
- 29. Resolution approving recommendation of the Polk County Assessor for disallowances of the Homestead Tax Exemption.
- 30. Resolution approving recommendation of the Polk County Assessor for disallowances of the Military Service Tax Exemption.
- 31. Resolution approving recommendation of the Polk County Assessor reinstating the Military Service Tax Exemption for a parcel (7925.13.379.022).
- 32. Resolution abating property taxes for Urban Dreams (1615 2<sup>nd</sup> Avenue).

- \*33. Resolution approving Settlement Agreement, Release, Indemnity and Covenant Not to Sue (McCoy).
- \*34. Resolution approving Community Development Grant for Willkie House, Inc.
- 35. Resolution approving Community Sponsorship Awards.
- 36. Resolution approving Community Betterment Grant awards.

### **COMMUNICATIONS**

- \*37. City Development Board hearing notice on City of Ankeny voluntary annexation, including non-consenting owners, within urbanized area of Altoona and Des Moines.
- \*38. City Development Board hearing notice on City of Ankeny voluntary annexation, including non-consenting owners, within urbanized area of Alleman.
- \*39. City Development Board filing of written decision on City of Elkhart voluntary annexation within urbanized area of Ankeny.
- \*40. City of West Des Moines notice of hearing to consider application for voluntary annexation of contiguous parcels into the city.
- \*41. City of Elkhart meeting notice regarding Elkhart Urban Renewal Area Amendment.

### **BUDGET ACTIONS**

- \*42. Memorandum of Budget Actions.

### **APPOINTMENTS**

- \*43. 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=-8gkeCLi7-4>

RESOLUTION

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

WHEREAS, on August 1, 1989, Polk County, Iowa granted the Des Moines Water Works a permanent easement (“Original Easement”) for purposes of constructing and operating a pumping station, storage tanks, water main and appurtenances under, over, through and across Polk County owned property located at parcel 270/00281-004-000, locally known as 5885 NE 14<sup>th</sup> Street, Des Moines, Iowa (“the Property”); and

WHEREAS, Des Moines Water Works has requested the Original Easement be expanded by 4.47 acres on the Property for the purpose of operating a pumping station, storage tank, Aquifer Storage and Recovery (ASR) facility, see the attached easement exhibit for more information; and

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

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

NOW, THEREFORE BE IT RESOLVED that a public hearing is set for February 13, 2024, at 9:30 a.m. in room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa, to consider a grant of an additional 4.47 acres of permanent easement to Des Moines Water Works under, over, through and across the Property; and

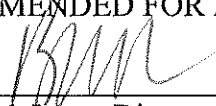
BE IT FURTHER RESOLVED that the Polk County Auditor’s Office is hereby directed to publish notice of said public hearing not less than four nor more than twenty days before the hearing.

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

# 7

# POLK COUNTY BOARD OF SUPERVISORS

## Agenda Memorandum

**Item Type & Title:** Resolution No. 21-24 to establish a public hearing for the disposal of county interest in real estate, specifically, a grant of permanent easement to Des Moines Water Works.

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** Grant of easement 1989 and amendment of easement in 2011.

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

**Action Requested (Recommended):** Resolution sets a public hearing for the BOS to consider disposing of an interest in real estate by permanent easement and authorizes the Polk County Auditor to Publish Notice of the Public Hearing.

**Comply with Policy:** Yes.

**Background:** Des Moines Water Works currently holds a permanent easement to operate a pumping station, storage tank, Aquifer Storage and Recovery (ASR) facility on certain real property owned by Polk County immediately to the north of the Polk County Sheriff's Office. The Polk County owned property is parcel 270/00281-004-000. Des Moines Water Works is seeking additional permanent easement of 4.47 acres for the same purpose at the same location.

**Action Impact:** Sets Public Hearing.

**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	NA	NA	NA			

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

PUBLIC HEARING NOTICE  
DES MOINES WATER WORKS ASR FACILITY IMPROVEMENT PROJECT

On August 1, 1989, Polk County, Iowa granted the Des Moines Water Works a permanent easement ("Original Easement") for purposes of constructing and operating a pumping station, storage tanks, water main and appurtenances under, over, through and across Polk County owned property located at parcel 270/00281-004-000, locally known as 5885 NE 14<sup>th</sup> Street, Des Moines, Iowa ("the Property"). Des Moines Water Works has requested the Original Easement be expanded by 4.47 acres on the Property for the purpose of operating a pumping station, storage tank, Aquifer Storage and Recovery (ASR) facility.

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

Therefore, a public hearing is set for **February 13, 2024 at 9:30 a.m. in room 120 of the Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa**, to consider a grant of an additional 4.47 acres of permanent easement to Des Moines Water Works under, over, through and across the Property.

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

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

Bret VandeLune  
Polk County Public Works Director  
Polk County, Iowa

**RESOLUTION**

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

WHEREAS, the bridge on NE 108<sup>th</sup> Street over Camp Creek is planned to be replaced;  
and

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

WHEREAS, Polk County Public Works has requested a proposal from Shuck-Britson, Inc. to provide construction services for those improvements; and

WHEREAS, Polk County Public Works has reviewed the Supplemental Agreement for Additional Services and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Supplemental Agreement for Additional Services #001 with the firm of Shuck-Britson, Inc. to complete the construction services specified for the replacement of the NE 108<sup>th</sup> St Bridge over Camp Creek 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 Shuck-Britson, 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.

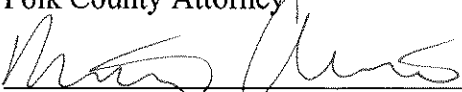
POLK COUNTY, IOWA

\_\_\_\_\_  
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 \$13,168

#8

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 23-24 Supplemental Agreement for Additional Services #001 with the firm of Shuck-Britson, Inc. to complete the construction services specified for the replacement of the NE 108<sup>th</sup> Street Bridge over Camp Creek.

**Agenda Date:** January 30, 2024

**Contact Individual:** Rachel Conrad, PE, Assistant County Engineer, Polk County Public Works Department, 286-3705

**Previous Action taken by the Board:** Res. 24-23 on February 21, 2023 approving the professional services agreement to complete the engineering services specified for the NE 108th Street Bridge over Camp Creek Bridge Replacement Project

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

**Action Requested (Recommended):** Approves the Supplemental Agreement for Additional Services #001 with the firm of Shuck-Britson, Inc., authorize the Chair of the Polk County Board of Supervisors to execute the Supplemental Agreement for Additional Services #001 on behalf of Polk County, direct the Public Works Department to return a copy of the signed Supplemental Agreement for Additional Services #001 to Shuck-Britson, Inc., and administer the agreement on behalf of Polk County.

**Comply with Policy:** Yes

**Background:** This project removes and replaces BR6633 on NE 108<sup>th</sup> Street over Camp Creek. A Professional Services Agreement was previously approved for design of the project and now a supplemental agreement is being recommended for the addition of limited construction services for the project.

**Action Impact:** Allows the project construction to proceed.

**Fiscal Note:** \$13,168 to come from the Secondary Roads budget

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	\$13,168	N	N		
24/25						

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



**RESOLUTION**

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

WHEREAS, Polk County, Iowa entered into an agreement with Shuck-Britson, Inc. to perform 2020 bridge inspections; and

WHEREAS, Polk County Public Works requested a proposal from Shuck-Britson, Inc. to provide additional bridge rating services to meet new FHWA requirements; and

WHEREAS, Polk County Public Works reviewed the supplemental agreement for additional services and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Supplemental Agreement #1 with the firm of Shuck-Britson, Inc. for the completed bridge rating services specified in the agreement and authorizes the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, Iowa; and

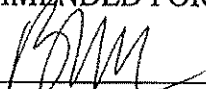
BE IT FURTHER RESOLVED that the Public Works Department return a copy of the signed agreement to Shuck-Britson, Inc. and administer the agreement on behalf of Polk County.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

POLK COUNTY, IOWA

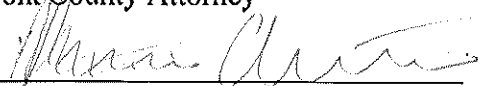
\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_  
Bret VandLune, Director  
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham  
Polk County Attorney

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

FISCAL NOTE: Costs of \$40,000 for bridge rating services.

#9

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 27-24 to approve Supplemental Agreement #1 to the Agreement with the firm of Shuck-Britson, Inc. for additional bridge rating services.

**Agenda Date:** January 30, 2024

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

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

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

**Action Requested (Recommended):** Approve the terms of the Supplemental Agreement for completed bridge rating services with the firm of Shuck-Britson, Inc., authorize the Chair of the Polk County Board of Supervisors to execute the Supplemental Agreement on behalf of Polk County, Iowa direct the Public Works Department to return a copy of the signed supplemental agreement to Shuck-Britson, Inc., and administer the agreement on behalf of Polk County.

**Comply with Policy:** Yes

**Background:** The Federal Highway Administration (FHWA) requires inspection of all public bridges by the local agency. The county has 136 bridges that fall under the requirements for inspection and status reporting to the Iowa DOT through their Structure Inventory and Inspection Management System (SIIMS) system. Shuck-Britson, under this agreement, performed additional bridge rating services initiated in 2020 and made the necessary updates to SIIMS.

**Action Impact:** Supports existing traffic signal maintenance and planning for improvements to ensure a positive level of service for users.

**Fiscal Note:** \$40,000 for additional bridge rating services.

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	\$40,000	N	N		
24/25						

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

**RESOLUTION**

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

WHEREAS, Polk County Public Works Department needs to perform annual bridge inspections; and

WHEREAS, Polk County Public Works has requested a proposal from Shuck-Britson, Inc. to perform bridge inspections; and

WHEREAS, Polk County Public Works has reviewed the Professional Services Agreement and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Professional Services Agreement with Shuck-Britson, Inc. to complete the engineering services specified 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 Shuck-Britson, Inc. 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 VandLune, Director  
Polk County Public Works Department

APPROVED AS TO FORM:

Kimberly Graham  
Polk County Attorney  
  
\_\_\_\_\_  
Assistant County Attorney

FISCAL NOTE: Costs of \$23,185 for bridge inspection services.

#10

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 25-24 to approve a Professional Services Agreement with Shuck-Britson, Inc. to perform bridge inspections.

**Agenda Date:** January 30, 2024

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

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

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

**Action Requested (Recommended):** Approve the terms of the Professional Services Agreement with Shuck-Britson, Inc., authorize the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, direct the Public Works Department to return a copy of the signed agreement to Shuck-Britson, Inc., and administer the agreement on behalf of Polk County.

**Comply with Policy:** Yes

**Background:** The Federal Highway Administration (FHWA) requires inspection of all public bridges by the local agency. The county has 136 bridges that fall under the requirements for inspection and status reporting to the Iowa DOT through their Structure Inventory and Inspection Management System (SIIMS) system. Shuck-Britson, under this agreement, will perform the required inspections and make the necessary updates to SIIMS.

**Action Impact:** Supports existing traffic signal maintenance and planning for improvements to ensure a positive level of service for users.

**Fiscal Note:** \$23,185 for bridge inspection services.

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	\$23,185	N	N		
24/25						

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

**RESOLUTION**

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

WHEREAS, the Polk County Public Works Engineering Division does not staff a structural engineer and on occasion needs structural engineering support; and

WHEREAS, Polk County Public Works has requested a proposal from Shuck-Britson, Inc. to provide as needed structural engineering services; and

WHEREAS, Polk County Public Works has reviewed the Professional Services Agreement and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Professional Services Agreement with Shuck-Britson, Inc. to complete the engineering services specified 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 Shuck-Britson, Inc. 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

APPROVED AS TO FORM:

Kimberly Graham  
Polk County Attorney

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

FISCAL NOTE: \$30,000 for structural engineering support as requested.

# 11

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 29-24 to approve a Professional Services Agreement with Shuck-Britson, Inc. to provide structural engineering support as requested.

**Agenda Date:** January 30, 2024

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

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

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

**Action Requested (Recommended):** Approve the terms of the Professional Services Agreement with Shuck-Britson, Inc., authorize the Chair of the Polk County Board of Supervisors to execute the agreement on behalf of Polk County, Iowa, direct the Public Works Department to return a copy of the signed agreement to Shuck-Britson, Inc., and administer the agreement on behalf of Polk County.

**Comply with Policy:** Yes

**Background:** The Polk County Public Works Engineering Division does not staff a structural engineer and on occasion needs structural engineering support.

**Action Impact:** Allows project design and development to continue and supports existing bridge safety infrastructure maintenance.

**Fiscal Note:** \$30,000 for structural engineering support as requested.

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	\$30,000	N	N		
24/25						

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

**RESOLUTION**

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

WHEREAS, the Polk County Public Works Engineering Division does not staff a traffic engineer and on occasion needs traffic engineering support; and

WHEREAS, Polk County Public Works has requested a proposal from Snyder & Associates, Inc. to provide as needed traffic engineering services; and

WHEREAS, Polk County Public Works has reviewed the Professional Services Agreement and recommends approval.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the Professional Services Agreement with Snyder & Associates, Inc. to complete the engineering services specified 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.

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: \$15,000 for traffic engineering support as requested.

#12

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 28-24 to approve a Professional Services Agreement with Snyder & Associates, Inc. to provide traffic engineering support as requested.

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** Resolution 21-23 for similar services the previous year.

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

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

**Comply with Policy:** Yes

**Background:** The Polk County Public Works Engineering Division does not staff a traffic engineer and on occasion needs traffic engineering support.

**Action Impact:** Allows project design and development to continue and supports existing traffic safety infrastructure maintenance.

**Fiscal Note:** \$15,000 for traffic engineering support as requested.

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	\$15,000	N	N		
24/25						

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



**RESOLUTION**

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

WHEREAS, Resolution No. 249-22 dated December 13, 2022 authorized the Public Works Department to enter into an agreement with the City of Pleasant Hill for construction Project No. 122.1264.01, "Rising Sun Drive Reconstruction Project"; and

WHEREAS, in order to facilitate construction, the Polk County Public Works Department has negotiated the attached six (6) easement contracts with a total cost of \$11,610.00.

NOW, THEREFORE BE IT RESOLVED Polk County, Iowa approves the terms of the attached easement contracts for Project No. 122.1264.01, adopts the contracts, and authorizes the Chair of the Polk County Board of Supervisors to execute the contracts on behalf of Polk County, Iowa; and


BE IT FURTHER RESOLVED Polk County, Iowa authorizes the Polk County Public Works Department to execute the terms of said contracts and record all necessary documents.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

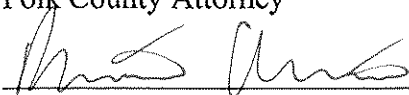
POLK COUNTY, IOWA

\_\_\_\_\_  
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 IMPACT: Easement costs of \$11,610.00 to be drawn from the Economic Development Fund

#13

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 24-24 to approve easement contracts for the Rising Sun Drive Reconstruction Project No. 122.1264.01.

**Agenda Date:** January 30, 2024

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

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

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

**Action Requested (Recommended):** Resolution approves the terms of the attached easement contracts, adopts the contracts, and authorizes the Chair to execute the contracts on behalf of Polk County. Approval of contracts, allows Public Works to proceed with construction of this project. Also authorizes the Polk County Public Works Department to execute the terms of said contracts and record all necessary documents.

**Comply with Policy:** Yes

**Background:** Project No. 122.1264.01, reconstruction project for a portion of NE Rising Sun Drive between NE 64 Street and NE 70 Street between Polk County and the City of Pleasant Hill. In order to facilitate construction, the Polk County Public Works Department had negotiated six (6) easement contracts with a total cost of \$11,610.00.

**Action Impact:** Approval of contracts will allow Public Works to proceed with construction of this project, execute the terms of said contracts, and record all necessary documents.

**Fiscal Note:** Easement costs of \$11,610.00 to be drawn from the Economic Development Fund.

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	\$11,610.00	N/A	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 36, Township 81 North, Range 23 West of the 5<sup>th</sup> P.M. (Elkhart Township), Polk County, Iowa, wish to subdivide and plat their land into a major subdivision preliminary plat known as Cory Acres Plat 3; and

WHEREAS, the major subdivision preliminary plat proposes five (5) single family residential lots on approximately 18.87 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 January 22, 2024 recommended approval of the major subdivision preliminary plat to the Board of Supervisors, by a vote of 5-0, with two (2) members absent.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves the major subdivision preliminary plat of Cory Acres Plat 3 and authorizes the Chair of the Polk County Board of Supervisors to sign the Resolution.

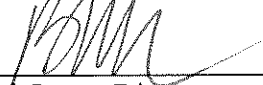
Sewer Service:	Individual Septic System
Water Service:	Des Moines Water Works
Zoning:	"ER" Estate Residential District
Platted by:	William Dunbar Jr. Revocable Trust (property owner)
Surveyor:	Michael Brooner - Civil Design Advantage
Location:	Located approximately 330 feet south of the intersection of NE 126 <sup>th</sup> Avenue and NE 64 <sup>th</sup> Street.
Township:	Elkhart

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: No cost to the County

#14

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution No. 26-24 approving the Preliminary Plat of Cory Acres Plat 3.

**Agenda Date:** January 30, 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 January 22, 2024 and voted five (5) in favor with two (2) absent, on a motion to recommend approval of the Preliminary Plat of Cory Acres Plat 3, 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 five (5) single-family residential lots on approximately 18.87 acres of land that is zoned "ER" Estate Residential District. The subject subdivision is located in the NW ¼ of the NW ¼ of Section 36, Township 81 North, Range 23 West of the 5<sup>th</sup> P.M. (Elkhart Township), Polk County, Iowa. Lot 1 of the proposed subdivision will be approximately 6.39 acres in size. Lot 2 and Lot 3 will be approximately 3 acres. Lot 4 and Lot 5 will be approximately 3.24 acres. There are no existing structures on the subject property and each proposed lot will contain a future single-family dwelling. Lots 1, 3, 4, and 5 have frontage and access to NE 64<sup>th</sup> Street to the west and Lot 2 has access and frontage along NE 66<sup>th</sup> Street to the east. The subdivision will be served by public water through Des Moines Water Works. Wastewater treatment will be provided by individual septic systems. The City of Elkhart has 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

**Cory Acres Plat 3**  
**Major Preliminary Plat**

**PLAT INFORMATION:** This subdivision plat proposes five (5) single-family residential lots on approximately 18.87 acres zoned "ER" Estate Residential District. The subject property is located approximately 330-feet south of the intersection of NE 126<sup>th</sup> Avenue and NE 64<sup>th</sup> street, within Section 36 of Elkhart Township.

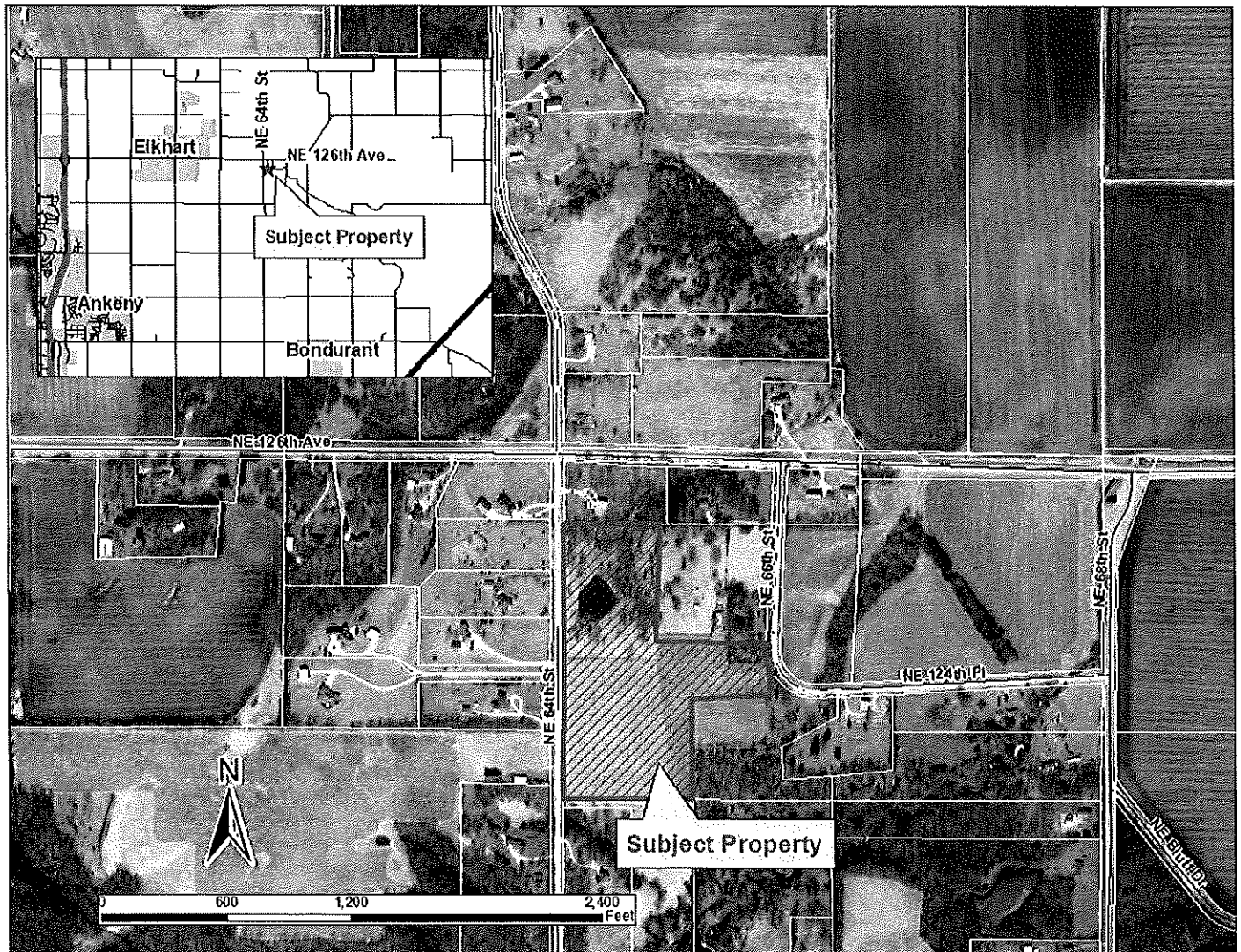
**SEWER:** Individual Septic Systems

**WATER:** Des Moines Water Works (DMWW)

**TOWNSHIP:** Elkhart

**OWNER & DEVELOPER:** William Dunbar Jr. (property owner)

Vicinity Map:



**RESOLUTION**

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

**WHEREAS**, on May 17, 2022 an Agreement was entered into between Polk County, Iowa and the State of Iowa Department of Health and Human Services to coordinate the Polk County Decategorization Juvenile Pre-Arrest Diversion activities in Polk County; and

**WHEREAS**, a First Amended Agreement was approved by the Board of Supervisors on August 30, 2022 to confirm the right for Polk County to submit claims for a 10% service fee for supporting Decategorization Pre-Arrest Diversion activities; and

**WHEREAS**, a Second Amended Agreement was approved on November 1, 2022 to adjust the budget for FY 22/23; and

**WHEREAS**, a Third Amended Agreement to change the Agency name from the Iowa Department of Human Services to the Iowa Department of Health and Human Services has also recently been completed but did not require Board of Supervisors review; and

**WHEREAS**, a Fourth Amended Agreement to update the projected FY23/24 budget was approved by the Board of Supervisors on May 16, 2023; and

**WHEREAS**, a Fifth Amended Agreement to update the FY23/24 budget was approved by the Board of Supervisors on October 3, 2023; and

**WHEREAS**, this Sixth Amended Agreement expands the list of delinquent acts that are eligible for participation in the Pre-Arrest Diversion Program.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the terms of the attached Sixth Amended Agreement with the State of Iowa Department of Health and Human Services and authorizes the Chair of the Polk County Board of Supervisors to sign said Amended Agreement on behalf of Polk County, Iowa.

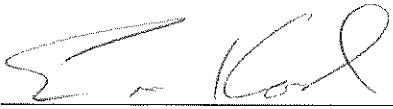
Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

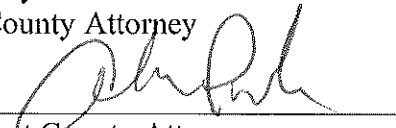
\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

#15

**RECOMMENDED FOR APPROVAL:**

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

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney  
By:   
Assistant County Attorney

FISCAL NOTE:      There is no budgetary change associated with this amended agreement

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving Sixth Amended Agreement with the State of Iowa Department of Health and Human Services to expand Pre-Arrest Diversion program eligibility.

**Agenda Date:** January 30, 2024

**Contact Individual:** Eric Kool, Director  
Community, Family and Youth Services  
515-286-2062

**Previous Action taken by the Board:** An initial agreement was approved on May 17, 2022, followed by several amended agreements to update the budget and reflect a name change for the Iowa Department of Health and Human Services

**Board/Commission Actions:** The Polk County Decategorization Executive Board has approved this amendment.

**Comply with Policy:** Yes

**Background:** Polk County Decategorization, including coordination of Juvenile Pre-Arrest Diversion activities, was added to the Polk County Department of Community, Family and Youth Services in May 2022. Pre-Arrest Diversion activities support local law enforcement and juvenile justice agencies in diverting first-time and low-risk offenders from formal juvenile justice court processes. This Sixth Amended Agreement expands the list of delinquent acts that are eligible to be addressed in this program that provides youth an opportunity to avoid formal juvenile justice system involvement

**Action Impact:** Approval of this Sixth Amended Agreement will divert additional youth from the formal juvenile justice system, while also providing risk reduction activities.

**Fiscal Note:** There is no fiscal impact from this amended agreement

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							
24/25							
25/26							



**RESOLUTION**

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

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

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

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

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

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

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

**WHEREAS**, these services and expenditures were reviewed and approved for submission by the Polk County (MHDS) Region Governing Board; and

**WHEREAS** the staff of the Polk County MHDS Region Administrator and Polk County MHDS Region Governing Board have determined that it is in the best interests of the clients and Polk County for the providers listed to provide the services needed by the clients.

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

#16

**RECOMMENDED FOR APPROVAL:**

By: Annie Uetz  
Annie Uetz, CEO  
Polk County Behavioral and Disability Services Department –  
Polk County MHDS Region Administrator

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

By: Kimberly Graham  
Assistant County Attorney

FISCAL NOTE: \$392,608.94 from the Polk County MHDS Region Fund

# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

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

**Agenda Date:** 01/30/2024

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

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

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

**Comply with Policy:** Yes

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

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

**Fiscal Note:**

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
23/24	Y		\$356,351.78		N	Ask Deb for Code	
24/25			\$36,257.16				

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

Memorandum of IAH/10/00 Non Network Provider Request												
Proposal	Provider	Service	Start Date	End Date	Units	Unit Type	Unit Rate	Region P	Maximum Monthly Cost	Maximum Cost of Approval	FY24 Expense	FY25 Expense
1	Uni-Hope Life Skills and Services	Supported Community Living	8/1/2023	9/30/2023	31	Month	\$ 405.25	100%	\$ 12,562.75	\$ 25,125.50	\$ 25,125.50	\$ -
2	Next Step Counseling Services	Supported Community Living	8/1/2023	7/31/2024	15	Month	\$ 121.68	100%	\$ 1,825.20	\$ 21,902.40	\$ 21,902.40	\$ -
3	Peace Tree Community Living	Supported Community Living	10/1/2023	10/31/2023	31	Month	\$ 405.25	100%	\$ 12,562.75	\$ 12,562.75	\$ 12,562.75	\$ -
4	Comfort Keepers	Consumer-Directed Attendant Care	11/1/2023	10/31/2024	40	Month	\$ 23.12	100%	\$ 924.80	\$ 11,097.60	\$ 11,097.60	\$ -
5	Pride Group	Community Based Setting RCF Prdmghr	11/1/2023	6/30/2024	31	Month	\$ 100.61	100%	\$ 3,118.91	\$ 24,951.28	\$ 24,951.28	\$ -
6	Southeast Iowa Behavioral Healthcare	Community Based Setting Residential Nursing Facility	10/25/2023	6/30/2024	31	Month	\$ 375.00	100%	\$ 11,625.00	\$ 95,625.00	\$ 95,625.00	\$ -
7	Southeast Iowa Behavioral Healthcare	Community Based Setting Residential Nursing Facility	1/1/2024	6/30/2024	31	Month	\$ 375.00	100%	\$ 11,625.00	\$ 69,750.00	\$ 69,750.00	\$ -
8	Ability United, LLC	Supported Community Living	8/1/2023	8/31/2023	31	Month	\$ 405.25	100%	\$ 12,562.75	\$ 12,562.75	\$ 12,562.75	\$ -
9	Children & Families of Iowa	Voc/Day Prevocational Benefits Analysis	11/1/2023	11/30/2023	1	Month	\$ 350.00	100%	\$ 350.00	\$ 350.00	\$ 350.00	\$ -
10	Premier Payco	Representative Payee	9/1/2023	11/30/2023	1	Month	\$100.00	100%	\$ 100.00	\$300.00	\$300.00	\$0.00
11	Hickrest Family Services	RCF Daily service & maintenance	1/1/2024	6/30/2024	31	Month	\$ 141.55	100%	\$ 4,388.05	\$ 26,328.30	\$ 26,328.30	\$ -
12	Pride Group	RCF Maintenance	1/1/2024	12/31/2023	31	Month	\$ 36.82	100%	\$ 1,141.42	\$13,697.04	\$ 13,697.04	\$ -
13	Comfort Keepers	Consumer-Directed Attendant Care	1/1/2024	12/31/2024	212	Month	\$ 23.12	100%	\$ 4,901.44	\$ 58,817.28	\$ 29,408.64	\$ 29,408.64
14	Mediapolis Care Facility	RCF Maintenance	1/1/2024	12/31/2024	31	Month	\$36.82	100%	\$1,141.42	\$13,697.04	\$6,848.52	\$6,848.52
15	New Beginnings Counseling Service	Supported Community Living	1/1/2024	6/30/2024	5	Month	\$ 121.68	100%	\$ 608.40	\$ 3,650.40	\$ 3,042.00	\$ -
										390417.34	353551.78	86257.16
FY24: \$ 353,551.78												
Submitted By: Stephanie Schmidt, Program Planner												

Non Network Provider Request Report											
Proposal #	Provider	Service	Start Date	End Date	Units	Unit Type	Unit Rate	Region P	Maximum Monthly Cost	Maximum Cost of Approval	
1P	Mary Greeley Medical Center	Sub Acute Services	8/7/2023	8/13/2023	7	Approved	\$ 400.00	100%	\$ 2,800.00	\$ 2,800.00	
										Summary for client	\$ -
										Summary for proposal type	\$ 2,800.00
										Grand Total	\$ 2,800.00
Submitted By: Stephanie Schmidt, Program Planner											

**RESOLUTION**

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

**WHEREAS**, on an annual basis, the Polk County Health Department conducts an analysis of the costs and fees associated with clinical services including clinic visits, procedures, vaccines, and laboratory fees; and

**WHEREAS**, based upon this analysis, the Polk County Health Department recommends approval of the proposed clinical services to the current fee schedule; and

**WHEREAS**, the proposed updated fee schedule will enhance the Polk County Health Department's ability to continue to provide high-quality and affordable services to residents of Polk County while also adequately funding its own testing and administration costs.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the updated service fee schedule for clinical services at the Polk County Health Department and authorizes the Chair of the Polk County Board of Supervisors to sign this resolution.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

By:   
Helen Eddy, Director  
Polk County Health Department

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

By:   
Assistant County Attorney

FISCAL NOTE:

#17

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving updated and added services and fees for Clinical Services at the Polk County Health Department.

**Agenda Date:** January 30, 2024

**Contact Individual:** Mandy Penning, Deputy Health Director  
 Polk County Health Department  
 515-286-2005

**Previous Action taken by the Board:** Most recent fee schedule update was approved by the Board of Supervisors on May 30, 2023.

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

**Comply with Policy:** Yes

**Background:** On a periodic basis, the Polk County Health Department conducts an analysis of the costs and fees associated with clinical services, vaccinations, and laboratory testing. Based upon this analysis, the Polk County Health Department recommends adjustments to the current fee schedule and any requests fees for new or additional services provided at the Polk County Health Department clinic.

**Action Impact:** The proposed updated fee schedule will enhance the Polk County Health Department's ability to continue to provide high-quality and affordable services to residents of Polk County while also adequately funding its own testing and administration costs.

**Fiscal Note:**

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
24/25	N	0	n/a	n/a	N		

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

**RESOLUTION**

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

**WHEREAS**, Tuberculosis is a communicable disease that is a threat to the public health of the residents of Polk County, Iowa; and

**WHEREAS**, Polk County, Iowa engages in prevention and treatment activities related to Tuberculosis through the Polk County Health Department providing Direct Observed Therapy to individuals with suspected or confirmed cases of Tuberculosis and Window Period Prophylaxis for age-appropriate close contacts; and

**WHEREAS**, the Iowa Agency of Health and Human Services (Iowa HHS) has allocated funds of \$4,000.00 to Polk County, Iowa for continuation of the Polk County Tuberculosis Detection and Prevention Program for the term of January 1, 2024 through December 31, 2024; and

**WHEREAS**, Iowa HHS and Polk County, Iowa desire to execute a Memorandum of Understanding to establish the terms of the disbursement of the allocated funds.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the terms of the attached Memorandum of Understanding, MOU-2024-TB77, with the Iowa Agency of Health and Human Services, and authorizes the Chair of the Polk County Board of Supervisors to sign said Memorandum of Understanding on behalf of Polk County, Iowa.


**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Polk County Board of Supervisors authorizes the Director of the Polk County Health Department, or her designee, to execute any and all documents in furtherance of this Memorandum of Understanding, MOU-2024-TB77.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

POLK COUNTY, IOWA

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

RECOMMENDED FOR APPROVAL:

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

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving Memorandum of Understanding (MOU) with Iowa Health and Human Services for Tuberculosis Program funding.

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** The Board of Supervisors approved a similar MOU in 2022 and 2023.

**Board/Commission Actions:** None

**Comply with Policy:** Yes

**Background:** The Iowa Agency of Health and Human Services provides funding to cover some of the costs related to prevention of Tuberculosis (TB) in Polk County. The initial amount awarded for the agreement year January 1, 2024 through December 31, 2024 is \$4,000.00.

**Action Impact:** These funds will be used to help offset staff costs for providing Direct Observed Therapy (DOT) for suspected/confirmed cases of pulmonary TB cases and Window Period Prophylaxis (WPP) services for age-appropriate close contacts.

**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
2024	N	0	\$4,000	\$4,000	N	10223011.74290	10223011.52290

**Additional Fiscal Note Information (optional):** 2024 Revenue/Expenses \$4,000.00



**RESOLUTION**

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

**WHEREAS**, Polk County, Iowa desires to contract with a physician for medical examinations of patients for immigration documentation; and

**WHEREAS**, Dr. Carlos Alarcon has been identified as an independent contractor with the knowledge, education and experience to assist the Polk County, Iowa Health Department in these continuity efforts; and

**WHEREAS**, Polk County, Iowa and Dr. Alarcon entered into an Agreement for Professional Services on January 3, 2023; and

**WHEREAS**, Polk County and Dr. Alarcon desire to amend the Original Agreement to add the provision of medical examination services of patients for immigration documentation; and

**WHEREAS**, Dr. Alarcon shall be reimbursed \$300 per physical by Polk County and the immigration examinations shall not be subject to the previously agreed-upon payment cap; and

**WHEREAS**, Dr. Alarcon and Polk County desire to execute a First Amendment to the Agreement for Professional Services to set forth the terms under which the immigration examinations shall occur.


**NOW, THEREFORE BE IT RESOLVED** that Polk County, Iowa approves the attached Amendment to the Agreement for Provision of Medical Services at the Polk County Health Department with Carlos Alarcon, M.D., d.b.a. Carlito’s Way LLC, and authorizes the Chair of the Polk County Board of Supervisors to sign the Agreement.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

By:   
Helen Eddy, Director  
Polk County Health Department

#19

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving First Amendment to Agreement with Carlos Alarcon, M.D., for the provision of providing physical examinations of patients for immigration documentation.

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** The Board of Supervisors approved the original Agreement with Dr. Alarcon on January 3, 2023.

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

**Comply with Policy:** Yes

**Background:** Since 2004, the Polk County Health Department (PCHD) has engaged in contracted medical services to ensure the PCHD meets standards of medical care. Dr. Carlos Alarcon has served as the contracted Medical Director since 2009 and has been reimbursed at a set unit rate for direct medical serves, on call time, and media interviews.

Starting in 2024, Dr. Carlos Alarcon will provide physical examinations of patients for immigration documentation. Dr. Carlos Alarcon will perform the immigration physical examinations and required laboratory and immunization services at the Polk County Health Department one day each week.

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

**Action Impact:** Approval of this amendment will allow Dr. Alarcon to continue serving as Medical Director and to start providing physical examinations of patients for immigration documentation for a one-year period beginning January 30, 2024 through December 31, 2024 with the possibility of further extensions.

**Fiscal Note:**

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
2024	Y	0	N/A	N/A	N	10223011.76260.01	10223011.55310.01

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

**RESOLUTION**

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

**WHEREAS**, Polk County has accumulated a variety of property which is no longer of any viable use and/or has no monetary value to the County and should be declared surplus; and

**WHEREAS**, it is the recommendation of the Polk County Department of General Services that periodic public auctions be held throughout calendar year 2024 to dispose of surplus property; and

**WHEREAS**, it is the recommendation of the Polk County Department of General Services to accept proposals of fair market value throughout the calendar year 2024 to dispose of surplus property; and

**WHEREAS**, surplus property not disposed of by auction or proposal shall be disposed of by recycling when available.

**NOW, THEREFORE BE IT RESOLVED**, the Polk County Department of General Services is authorized to hold periodic public auctions and accept proposals for the purpose of disposing of surplus County property.

**BE IT FURTHER RESOLVED**, that Polk County, Iowa authorizes General Services to dispose of surplus property determined to have no monetary value by recycling when available.

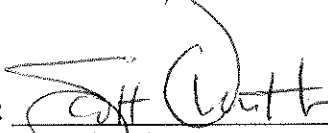
Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

24/25-006

**RECOMMENDED FOR APPROVAL:**

By:   
\_\_\_\_\_  
Scott Ourth, Director  
Polk County General Services

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving General Services to hold public auctions throughout the calendar year 2024 to dispose of surplus County property.

**Agenda Date:** 1/30/2024

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

**Previous Action taken by the Board:** Approval

**Board/Commission Actions:** None

**Comply with Policy:** Yes

**Background:** Each year the Polk County General Services Department accumulates outdated surplus County property. In accordance with Iowa Code General Services disposes of surplus county property.

**Action Impact:** Resolution authorizes the General Services Department to dispose of County surplus property by auction, proposal or recycling to dispose of surplus County property in accordance with Iowa Code.

**Fiscal Note:** Impact to the County is revenue generated from the sale of surplus County items.

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/A		No estimate				
24/25	N/A		No estimate				

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

**RESOLUTION**

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

**WHEREAS**, Polk County, Iowa is administering federal Emergency Rental Assistance II funding to address affordable housing issues in Central Iowa; and,

**WHEREAS**, the majority of the funds are to be expended on emergency rental assistance and is being distributed to households by IMPACT Community Action Network; and,

**WHEREAS**, the last 25% of the funds can be used for the development or preservation of additional affordable units; and,

**WHEREAS**, it is the desire of Polk County, Iowa to utilize the funds to create single family housing options for families experiencing homelessness and to support families with the appropriate level of case management services; and,

**WHEREAS**, to expedite the creation of a new program utilizing federal funds and to ensure compliance with federal requirements, the Board of Supervisors wish to create a temporary position that will be responsible for creating a program to address homeless families; and,

**WHEREAS**, the Deputy County Administrator is requesting the following position modification:

- Create one (1) temporary part-time Program Manager position, Management/Supervisory grade 22, \$42.620 hourly, for a period not to exceed six (6) months.

**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

#21

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

By: Ralph Marandj  
Assistant County Attorney

**FISCAL NOTE:**

Costing estimated at \$10,228.80 based upon 10 hours per week for 6 months. Funding will be reimbursed through the Emergency Rent Assistance II funding.

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

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

**Agenda Date:** January 30, 2024

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

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

**Action Requested (Recommended):** Create one (1) temporary part-time Program Manager position, Management/Supervisory grade 22, \$42.620 hourly, for a period not to exceed six (6) months.

**Comply with Policy:** Yes

**Background:** Polk County, Iowa is administering federal Emergency Rental Assistance II funding to address affordable housing issues in Central Iowa. The majority of the funds are to be expended on emergency rental assistance and is being distributed to households by IMPACT Community Action Network. The last 25% of the funds can be used for the development or preservation of additional affordable units. It is the desire of Polk County, Iowa to utilize the funds to create single family housing options for families experiencing homelessness and to support families with the appropriate level of case management services. To expedite the creation of a new program utilizing federal funds and to ensure compliance with federal requirements, the Board of Supervisors wish to create a temporary position that will be responsible for creating a program to address homeless families.

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

**Fiscal Note:** Costing estimated at \$10,228.80 based upon 10 hours per week for 6 months. Funding will be reimbursed through the Emergency Rent Assistance II funding.

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	1	\$8,524.00		N		
24/25	N	1	\$1,704.80		N		
25/26	N	0			N		

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



**RESOLUTION**

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

**WHEREAS**, the Sheriff is requesting four side-by-side Detention Officer positions due to extended leaves of absence of four employees, and

**WHEREAS**, the employees are covered by the long-term disability plan, leaving general funds available to cover the cost of creating the side-by-side positions, and

**WHEREAS**, the Sheriff indicates side-by-side positions are needed to continue the current level of service and will continue until the employees return to the positions or separate employment, and

**WHEREAS**, the Sheriff is requesting the following position modifications:

- Create four (4) side-by-side Detention Officer positions, Teamster grade 15, range \$62,401-\$80,595.

**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 Marascio  
Assistant County Attorney

FISCAL NOTE: Qualifying leaves are entitled to certain benefit continuation, if eligible. Minimal costs are associated with the creation of the side-by-side positions.

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Creation of a Side-By-Side Positions within the Sheriff's Office

**Agenda Date:** January 30, 2024

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

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

**Action Requested (Recommended):** Create four (4) side-by-side Detention Officer positions, Teamster grade 15, range \$62,401-\$80,595.

**Comply with Policy:** Yes

**Background:** The incumbents of four Detention Officer positions (#1714) (#1783) (#2411) (#2482) in the Sheriff's Office are currently on extended leaves of absence and are covered by the long term disability plan, leaving general funds available to cover the cost of creating the side-by-side positions. The Sheriff is requesting the side-by-side positions and indicates the positions are needed to continue the current level of service. Positions will continue until the employees return to work or separate employment.

**Action Impact:** Creates four (4) side-by-side Detention Officer positions, Teamster grade 15, range \$62,401-\$80,595.

**Fiscal Note:** Qualifying leaves are entitled to certain benefit continuation, if eligible. Minimal costs are associated with the creation of the side-by-side positions.

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	4			N		

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

**RESOLUTION**

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

**WHEREAS**, the Chief Medical Examiner has a need for on-call staff on a sporadic basis, and

**WHEREAS**, the Chief Medical Examiner has selected an on-call Forensic Lab Assistant for the on-call pool, and

**WHEREAS**, the Chief Medical Examiner’s Office in consultation with the County Attorney’s Office has prepared an employment agreement for Taylor Brown effective 1/31/2024 at a rate of \$250 per autopsy and \$200 each for consecutive autopsies, and

**WHEREAS**, Taylor Brown has signed the attached Fee for Service Employment Agreement.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the attached Fee for Service Employment Agreement and authorizes the Chairperson of the Polk County Board of Supervisors to sign said 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:**

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

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

By: Ralph Murrell  
Assistant County Attorney

FISCAL NOTE: The Medical Examiner’s Office has the funds to cover estimated costs.

#23

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Employment Agreement for On-Call Forensic Lab Assistant

**Agenda Date:** January 30, 2024

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

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

**Action Requested (Recommended):** Approve Fee for Service Employment Agreement with Taylor Brown for on-call Forensic Lab Assistant.

**Comply with Policy:** Yes

**Background:** The Chief Medical Examiner has selected a candidate for the on-call Forensic Lab Assistant and has prepared an employment agreement with Taylor Brown.

**Action Impact:** Employs Taylor Brown as an on-call Forensic Lab Assistant under a Fee for Service Employment Agreement.

**Fiscal Note:** The Medical Examiner's Office has the funds to cover 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	N	1			N		
24/25	N	1			N		
25/26	N	1			N		

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

**RESOLUTION**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
that the following Resolution be adopted.

**WHEREAS**, Polk County, Iowa acting by and through the Polk County Sheriff's Office (PCSO) and Jasper County, Iowa, acting by and through the Jasper County Sheriff's Office (JCSO) are customers of RACOM Inc., and are a part of the RACOM Shared Area Radio Agreement (SARA) Network; and

**WHEREAS**, the PCSO and the JCSO both possess authorizations and/or licenses for radio tower sites located near or in the cities of Mitchellville, Iowa and Runnells, Iowa; and

**WHEREAS**, sharing the use of radio site equipment at the respective tower sites for public safety communication purposes authorized and/or licensed to the PCSO and the JCSO, respectively, will expand the radio network coverage available and enhance public safety communications for the PCSO and the JCSO and the public safety agencies for which PSAP and communication center services are provided.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the terms of the attached Radio Network Sharing Agreement with Jasper County, Iowa and authorizes the Polk County 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

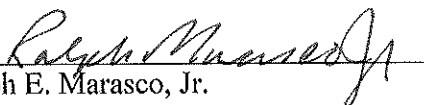
**RECOMMENDED FOR APPROVAL:**



Frank Marasco, Chief Financial Officer, PCSO  
11:45 am, Jan 10, 2024

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

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

FISCAL NOTE: No fiscal expense.

#24

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving Radio Network Sharing Agreement with Jasper County.

**Agenda Date:** 1/30/2024

**Contact Individual:** Frank Marasco, 515-286-3943, [frank.marasco@polkcountyiowa.gov](mailto:frank.marasco@polkcountyiowa.gov)

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

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

**Comply with Policy:** Yes

**Background:** The Polk County Sheriff's Office (PCSO) and the Jasper County Sheriff's Office (JCSO) are customers of RACOM Inc., and are a part of the RACOM Shared Area Radio Agreement (SARA) Network. The PCSO and the JCSO both possess authorizations and/or licenses for radio tower sites located near or in the cities of Mitchellville and Runnells.

**Action Impact:** The sharing of radio site equipment at the respective tower sites for public safety communication purposes authorized and/or licensed to the PCSO and the JCSO, respectively, will expand the radio network coverage available and enhance public safety communications for the PCSO and the JCSO and the public safety agencies for which PSAP and communication center services are provided.

Either Party may terminate the Agreement by sending written notice of the intent to terminate at least one hundred eighty (180) days prior to the intended date of termination. Any and all costs will be borne by the individual Parties who incur the expense and cost associated with the Agreement and is not shared.

**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	N	\$0	\$0	Y		

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

**RESOLUTION**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
that the following Resolution be adopted.

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

**WHEREAS**, the Governor's ODCP has awarded Polk County, Iowa a Byrne Justice Assistance Grant (#21-JAG/CJE-528862) in the amount of \$18,000, which includes an in-kind match of \$3,000, from December 1, 2023 through December 31, 2024; and

**WHEREAS**, these funds are intended to provide train-the-trainer de-escalation training for 30-50 Iowa law enforcement officers, who in turn would provide this training for their respective agencies; and

**WHEREAS**, the Polk County Sheriff's Office will provide its training facilities for a one-week course to be taught by qualified and experienced instructors; and

**WHEREAS**, the Polk County Procurement Office will issue a competitive bid for a professional de-escalation train-the-trainer training for the Polk County Sheriff's Office.

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the terms of the attached Byrne Justice Assistance Grant (#21-JAG/CJE-528862) and authorizes the Chair of the Polk County Board of Supervisors to sign said grant award on behalf of Polk County, Iowa and authorizes the Polk County Procurement Office to initiate the competitive bid process.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

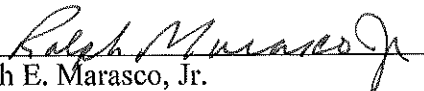
**RECOMMENDED FOR APPROVAL:**



Frank Marasco, Chief Financial Officer, PCSO  
11:48 am, Jan 10, 2024

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

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

FISCAL NOTE: Revenue \$18,000.00.

#25

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving Governor’s Office of Drug Control Policy Byrne Justice Assistance Grant (#21-JAG/CJE-528862) for Train-the-Trainer De-escalation Training.

**Agenda Date:** 01/30/2024

**Contact Individual:** Frank Marasco, 515-286-3943, [frank.marasco@polkcountyiowa.gov](mailto:frank.marasco@polkcountyiowa.gov)

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

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

**Comply with Policy:** Yes

**Background:** De-escalation training has been required for some time now for Iowa law enforcement officers and has been effective in law enforcement because it emphasizes non-violent approaches to resolving conflicts and a reduction in the use of force through the use of techniques to defuse tense situations.

Agencies across the state encounter budgeting and personnel challenges trying to ensure their officers keep up with the latest proven techniques in de-escalation training. This is especially true for small and medium sized agencies that may have to work short-handed while sending officers for training at the Iowa Law Enforcement Academy or other places for effective training.

**Action Impact:** The Polk County Sheriff’s Office applied for and has been awarded a Byrne Justice Assistance Grant in which these funds will provide train-the-trainer de-escalation training for 30-50 Iowa law enforcement officers, who in turn would provide this training for their respective agencies.

The Grant award is \$18,000, which includes an in-kind match of \$3,000 in which the Polk County Sheriff’s Office will provide its training facilities for a one-week course to be taught by qualified and experienced instructors. The Grant period is December 1, 2023 through December 31, 2024.

**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	N	\$18,000	\$18,000	N	10041061.77440	10041061.52460

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



**RESOLUTION**

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

**WHEREAS**, in 2023 the General Assembly of Iowa enacted legislation, now codified in Iowa Code Section 425.1, providing for the Homestead Tax Credit (“Credit”); and,

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

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

**WHEREAS**, from time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Polk County Assessor recommends the Credit be allowed for 2 such property owners on the parcels for the taxable years noted on the attached sheet; and,

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


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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Randy Ripperger  
Polk County Assessor

#26

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

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

**Agenda Date:** January 30, 2024

**Contact Individual:** Sarah Boese, Deputy County Administrator  
286-3895

Board of Supervisors

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

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

**Comply with Policy:** Yes

**Background:** There is a Homestead Tax Credit under Iowa Code 425.1 that provides a property tax credit on the homestead of an eligible property owner. The Credit is available for certain property owners that satisfy specific statutory criteria. To receive this Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Credit but for various reasons the Credit was disallowed. The Polk County Assessor recommends the Credit be allowed for 2 such property owners on the parcels noted on the attached sheet.

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

**Fiscal Note:**

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

**RESOLUTION**

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

**WHEREAS**, in 2023 the General Assembly of Iowa enacted legislation, now codified in Iowa Code Section 425.1A, providing for the Homestead Tax Exemption (“Exemption”); and,

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

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

**WHEREAS**, from time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for 6 such property owners on the parcels for the taxable years noted on the attached sheet; and,

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

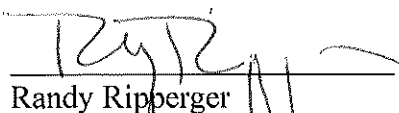
**BE IT FURTHER RESOLVED**, that this information be conveyed to the Polk County Auditor as required by statute.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Randy Ripberger  
Polk County Assessor

#27

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

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

**Agenda Date:** January 30, 2024

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

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

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

**Comply with Policy:** Yes

**Background:** There is a Homestead Tax Exemption under Iowa Code 425.1A that provides a property tax exemption on the homestead of an eligible property owner. The Exemption is available for certain property owners that satisfy specific statutory criteria. To receive this Exemption, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers property owners that should have been allowed the Exemption but for various reasons the Exemption was disallowed. The Polk County Assessor recommends the Exemption be allowed for 6 such property owners on the parcels noted on the attached sheet.

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

**Fiscal Note:**

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

**R E S O L U T I O N**

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

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

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

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

**WHEREAS**, from time to time the Assessor discovers unqualified owners have been improperly receiving the credit. The Polk County Assessor recommends the credit be disallowed for 2 such parcels for the taxable years noted on the attached sheet; and,

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

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

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

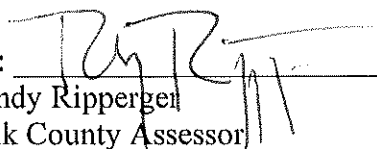
**BE IT FURTHER RESOLVED**, that the Polk County Assessor be directed to communicate the disallowance information to the Iowa Department of Revenue.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

By:   
Randy Ripperger  
Polk County Assessor

#28

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving the recommendation of the Polk County Assessor for disallowances of the Homestead Tax Credit.

**Agenda Date:** January 30, 2024

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

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

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

**Comply with Policy:** Yes

**Background:** There is a Homestead Tax Credit under Iowa Code 425.1 that provides a property tax credit on the homestead of an eligible property owner. The Credit is available for certain property owners that satisfy specific statutory criteria. To receive this Credit, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers unqualified owners have been improperly receiving the credit. The Polk County Assessor recommends the credit be disallowed for 2 such parcels for the taxable years noted on the attached sheet.

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

**Fiscal Note:**

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

# RESOLUTION

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

**WHEREAS**, in 2023 the General Assembly of Iowa enacted legislation, now codified in Iowa Code Section 425.1A, providing for the Homestead Tax Exemption (“Exemption”); and,

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

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

**WHEREAS**, from time to time the Assessor discovers unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption be disallowed for 2 such parcels for the taxable years noted on the attached sheet; and,

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

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

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

---

Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

  
Randy Ripperger  
Polk County Assessor

#29

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving the recommendation of the Polk County Assessor for disallowances of the Homestead Tax Exemption.

**Agenda Date:** January 30, 2024

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

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

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

**Comply with Policy:** Yes

**Background:** There is a Homestead Tax Exemption under Iowa Code 425.1A that provides a property tax exemption on the homestead of an eligible property owner. The Exemption is available for certain property owners that satisfy specific statutory criteria. To receive this Exemption, property owners must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers unqualified owners have been improperly receiving the Exemption. The Polk County Assessor recommends the Exemption[ be disallowed for 2 such parcels for the taxable years noted on the attached sheet.

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

**Fiscal Note:**

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



**RESOLUTION**

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

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

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

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

**WHEREAS**, from time to time the Assessor discovers unqualified owners have been improperly receiving the exemption. The Polk County Assessor recommends the exemption be disallowed for 2 such parcels (see attachment) for the assessment years noted on the attachment; and,

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

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

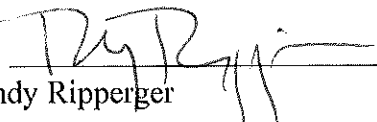
**BE IT FURTHER RESOLVED**, that this information be conveyed to the Polk County Auditor as required by statute.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

By:   
Randy Ripperger  
Polk County Assessor

#30

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving the recommendation of the Polk County Assessor for disallowances of the Military Service Tax Exemption.

**Agenda Date:** January 30, 2024

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

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

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

**Comply with Policy:** Yes

**Background:** There is a Military Service Tax Exemption under Iowa Code Section 426A that provides a property tax exemption on the property of an eligible military veteran. The Exemption is available for certain military veterans that satisfy specific statutory criteria. To receive this Exemption, military veterans must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. From time to time the Assessor discovers unqualified owners have been improperly receiving the exemption. The Polk County Assessor recommends the exemption be disallowed for 2 such parcels (see attachment) for the assessment years noted on the attachment.

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

**Fiscal Note:**

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

**RESOLUTION**

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

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

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

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

**WHEREAS**, for taxable year 2023, based on the recommendation of the Polk County Assessor, the Polk County Board of Supervisors canceled the existing Military Service Tax Exemption for Geoparcel 7925.13.379.022. The Assessor has since discovered the reason for the recommendation canceling the exemption was in error and now recommends the Polk County Board of Supervisors reinstate the Military Service Tax Exemption for the property in question for taxable year 2023, payable in September of 2024 and March of 2025.

**NOW, THEREFORE BE IT RESOLVED**, Polk County, Iowa approves the recommendation of the Polk County Assessor reinstating the Military Service Tax Exemption for Geoparcel 7925.13.379.022.

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

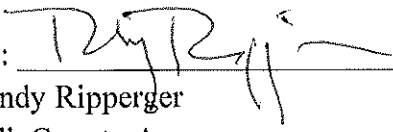
Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**POLK COUNTY, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

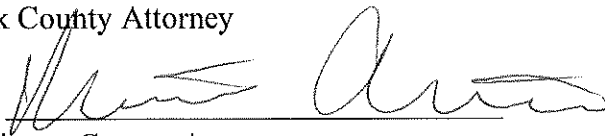
#31

**RECOMMENDED FOR APPROVAL:**

By:   
Randy Ripperger  
Polk County Assessor

**APPROVED AS TO FORM:**

Kimberly Graham  
Polk County Attorney

By:   
Assistant County Attorney

FISCAL NOTE: None

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving the recommendation of the Polk County Assessor reinstating the Military Service Tax Exemption for Geoparcel 7925.13.379.022.

**Agenda Date:** January 30, 2024

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

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

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

**Comply with Policy:** Yes

**Background:** There is a Military Service Tax Exemption under Iowa Code Section 426A that provides a property tax exemption on the property of an eligible military veteran. The Exemption is available for certain military veterans that satisfy specific statutory criteria. To receive this Exemption, military veterans must file a claim with the County Assessor, who then recommends allowance or disallowance of the claim to the County Auditor and County Board of Supervisors based upon the statutory criteria. For taxable year 2023, based on the recommendation of the Polk County Assessor, the Polk County Board of Supervisors canceled the existing Military Service Tax Exemption for Geoparcel 7925.13.379.022. The Assessor has since discovered the reason for the recommendation canceling the exemption was in error and now recommends the Polk County Board of Supervisors reinstate the Military Service Tax Exemption for the property in question for taxable year 2023, payable in September of 2024 and March of 2025.

**Action Impact:** The passage of this resolution approves the recommendation of the Polk County Assessor reinstating the Military Service Tax Exemption for Geoparcel 7925.13.379.022.

**Fiscal Note:**

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

**RESOLUTION**

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

**WHEREAS**, the property identified in the County System as Geoparcels Number 7924.35.155.012 is owned by Urban Dreams; 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 assessed year 2022 (payable September 2023 and March 2024) and 2023 taxes (payable September 2024 and March 2025) for Urban Dreams; and,

**NOW, THEREFORE BE IT RESOLVED** that Polk County, Iowa authorizes the abatement of the Urban Dreams assessed year 2022 taxes payable September 2023 and March 2024; and assessed year 2023 taxes payable September 2024 and March 2025; 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

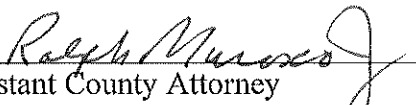
\_\_\_\_\_  
Chairperson

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

#32

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution abating property taxes for Urban Dreams for geoparcel 7924.35.155.012.

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** August 8, 2023

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

**Action Requested (Recommended):** Approve property tax abatement request for Urban Dreams

**Comply with Policy:** Yes

**Background:** Urban Dreams is the owner of geoparcel 7924.35.155.012 located at 1615 2<sup>nd</sup> Avenue in Des Moines. Urban Dreams is requesting an abatement for the taxes assessed years 2022 and 2023.

**Action Impact:** Abate assessed year 2022 and 2023.

**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
23/24	N					

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

**RESOLUTION**

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

**WHEREAS**, Matthew McCoy is a Plaintiff and attempted Intervenor in multiple lawsuits; and

**WHEREAS** Polk County, Iowa, the remainder of the Polk County Board of Supervisors, the County Attorney, and County Administrator John Norris are Defendants in those multiple lawsuits; and

**WHEREAS**, the Parties wish to resolve all the Litigation by and between them in furtherance of the best interests of Polk County, Iowa; and

**WHEREAS**, all parties desire to settle all potential outstanding issues between them on the terms and conditions stated in a Settlement Agreement, Release, Indemnity, and Covenant Not to Sue to be filed with the County Auditor; and

**WHEREAS**, Polk County Risk Management is recommending a settlement of \$60,000 in reimbursed past legal defense costs to be paid to Matthew McCoy and future legal costs under the terms set forth in the Settlement Agreement, Release, Indemnity, and Covenant Not to Sue; and

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

**NOW, THEREFORE BE IT RESOLVED** Polk County, Iowa approves the terms of the attached Settlement Agreement, Release, Indemnity, and Covenant Not to Sue, with Matt McCoy and authorizes the Chair of the Polk County Board of Supervisors to sign said Agreement on behalf of Polk County, Iowa.

Approved this 30th day of January 2024.

#33

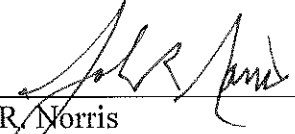


**POLK COUNTY, IOWA**

---

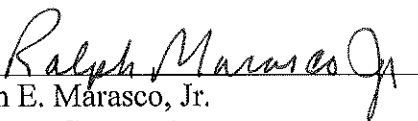
Angela Connolly  
Chair, Polk County Board of Supervisors

**RECOMMENDED FOR APPROVAL:**

By:   
John R. Norris  
County Administrator

**APPROVED AS TO FORM:**

Kimberly A. Graham  
Polk County Attorney

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

FISCAL NOTE:

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Settlement Agreement, Release, Indemnity, And Covenant Not To Sue

**Agenda Date:** January 30, 2024

**Contact Individual:** Ralph Marasco, Jr.  
286-3341

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

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

**Comply with Policy:** Yes

**Background:** Matt McCoy is the Plaintiff and attempted Intervenor in multiple lawsuits against Polk County, Iowa, the remainder of the Polk County Board of Supervisors, the County Attorney, and County Administrator John Norris. The Parties wish to resolve all the Litigation and to settle all potential outstanding issues between them on the terms and conditions stated in a Settlement Agreement, Release, Indemnity, and Covenant Not to Sue.

**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
23/24			\$60,000.00			Ask Deb for Code	
24/25							
25/26							

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

Additional legal expenses will be incurred at the attorney rate of \$225.00 per hour, an associate attorney at a rate of \$185.00 per hour and/or a legal assistant at a rate of \$125.00 per hour, subject to execution of a retention agreement prepared by the County and the County's review and approval of counsel's monthly invoices.

## RESOLUTION

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

**WHEREAS**, the Willkie House Inc. is a 501(c)(3) non-profit that develops character and esteem in young people through the promotion of academics, social skills building, health and recreation; and

**WHEREAS**, the Willkie House Inc. applied for a Polk County Community Development Grant to assist with costs related to the renovation of their gymnasium and purchase of recreational equipment. The space is crucial to serve their afterschool and summer programs for low-income youth. The space is used for physical activities, guest speakers and presentations for their youth and partners in the community; and

**WHEREAS**, Polk County, Iowa desires to enter into an Agreement with the Willkie House Inc. to award grant funds to assist with this renovation project that will provide safe and functional space for the children to grow, play and learn; and

**WHEREAS**, the grant award will serve the public purpose by providing safe and functional space for children to have access to a gymnasium for programming services and recreational use; and

**WHEREAS**, pursuant to the Agreement for a Community Development Grant Award, the grant funds shall only be used for costs related to the material and constructions costs for the renovation 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 \$100,000.00 to the Willkie House 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

#34

**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 \$100,000.00 FY23/24

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving a Community Development Grant for Willkie House Inc., a 501(c)(3) non-profit organization.

**Agenda Date:** January 30, 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 on May 16, 2023 for \$2,500.00.

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

**Comply with Policy:**

**Background:** Willkie House, Inc. applied for a Polk County Community Development Grant to assist with a renovation project that will focus on updating their gymnasium, located at 900 17<sup>th</sup> St., Des Moines, Polk County, Iowa. The grant award will serve the public purpose by providing safe and functional space for children to have access to a gymnasium for programming services and recreational use.

**Action Impact:** The adoption of this resolution will award \$100,000.00 of gaming revenue to Willkie House 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	\$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 \$54,000.00 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  
Lisa Moody-Tunks  
Grant Administrator

FISCAL NOTE: \$54,000.00 total in funds allocated for the attached Community Sponsorship Award List.

#35

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

**Item Type & Title:** Resolution approving Community Sponsorship Awards.

**Agenda Date:** January 30, 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 16, 2024 for \$24,000.00.

**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 \$54,000.00 of gaming revenue to sponsor various non-profit events or initiatives in 2024.

**Action Impact:** Passing of this resolution will award \$54,000.00 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		\$54,000.00		N		

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

**Sponsorship Awards  
January 30, 2024**

Animal Rescue League of Iowa	\$4,000.00
Black Excellence Inc.	\$5,000.00
Boys & Girls Club of Central Iowa BGCCI	\$3,000.00
Capital City Pride	\$5,000.00
ChildServe Foundation, Inc.	\$5,000.00
Des Moines Area Religious Council (DMARC)	\$2,000.00
Drake University (The Robert D. and Billie Ray Center- Character Counts)	\$5,000.00
GiGi's Playhouse Des Moines	\$5,000.00
Healthy Birth Day, Inc.	\$4,000.00
Iowa Safe Schools (GLBT Youth in Iowa Schools)	\$2,500.00
Mid-Iowa Council, Boy Scouts of America	\$5,000.00
SCI CAN	\$5,000.00
Young Women's Resource Center	\$3,500.00

**TOTAL**                      \$54,000.00



# RESOLUTION

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

**WHEREAS**, the Polk County Board of Supervisors has identified funding for Community Betterment projects in the FY 23-24 Prairie Meadows Revenue Gaming Plan; and,

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that Polk County, Iowa hereby approves awarding \$28,000.00 in Community Betterment Grants, in the individual amounts as identified, to the agencies/organizations on the attached Community Betterment Grant Award List from the Community Betterment fund.

**POLK COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Chairperson

**SUBMITTED BY:**

*Lisa Moody-Tunks*

Lisa Moody-Tunks  
Grant Administrator

Fiscal Impact: \$28,000.00 from the Community Betterment fund, FY 23-24

#36

# POLK COUNTY BOARD OF SUPERVISORS

## Tuesday Agenda Memorandum

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

**Agenda Date:** January 30, 2024

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

**Previous Action taken by the Board:** Community Betterment Grant Award-December 12, 2023 for \$5,000.00.

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

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

**Comply with Policy:**

**Background:** Polk County has funding for Community Betterment projects in the FY23-24 Prairie Meadows Revenue Gaming Plan. Community Betterment Grant applications have been submitted by agencies/organizations and their projects are an appropriate use of the Community Betterment funds.

**Action Impact:** Passing of this resolution will award \$28,000.00 in Community Betterment Grants in the individual amounts as identified on the attached Community Betterment Grant Award List.

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

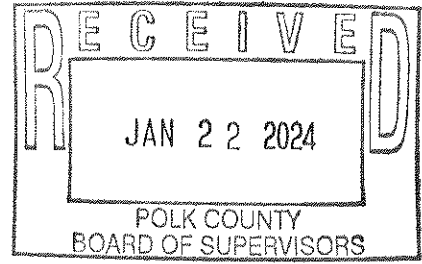
Fiscal Year	Budget- ed? (Y/N)	Anticipated	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
23/24		\$28,000.00		N		40109033.79410

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

**Community Betterment Grant Awards  
January 30, 2024**

City of Johnston	\$8,000.00
Urbandale Community Action Network (UCAN)	\$20,000.00

<b>TOTAL</b>	<b>\$28,000.00</b>
--------------	--------------------



CITY DEVELOPMENT BOARD  
STATE OF IOWA

IN THE MATTER OF THE CITY OF ANKENY	)	
VOLUNTARY ANNEXATION INCLUDING	)	CASE NUMBER: NC24-03 / ANKENY
NON-CONSENTING OWNERS WITHIN THE	)	
URBANIZED AREA OF THE CITIES OF	)	NOTICE OF PUBLIC HEARING
ALTOONA AND DES MOINES	)	
	)	


TO: Cities of Ankeny, Altoona and Des Moines, Polk County Board of Supervisors, Polk County Attorney, Des Moines Area Metropolitan Planning Organization, Iowa State Attorney General, Iowa Department of Transportation, affected public utilities and property owners

You and each of you are hereby notified that the City Development Board will, pursuant to Iowa Code Section 368.7, hold a public hearing on the above captioned matter. The public hearing is scheduled for February 14, 2024, at 1:15 p.m. at the Iowa Economic Development Authority, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, Iowa.

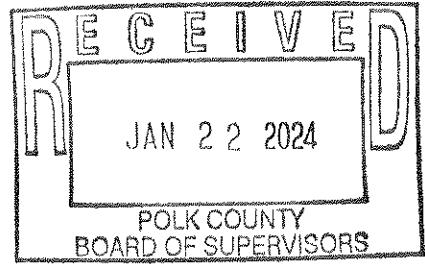
This proposal contains some territory without the consent of the owner. Such proposals require approval of 4/5's of the City Development Board after a public hearing. You are invited to attend this hearing to present evidence for or against the proposed annexation.

To participate in the public hearing via Teams Webinar, go to <https://akaioowa.us/cdb>. You will be required to register before receiving the link to join the public hearing.

If you have any questions or wish further clarification, please contact me at (515) 348-6196.

CITY DEVELOPMENT BOARD  
  
\_\_\_\_\_  
Matt Rasmussen, Administrator  
City Development Board

#37



CITY DEVELOPMENT BOARD  
STATE OF IOWA

---

IN THE MATTER OF THE CITY OF ANKENY	)	
VOLUNTARY ANNEXATION INCLUDING	)	CASE NUMBER: NC24-04 / ANKENY
NON-CONSENTING OWNERS WITHIN THE	)	
URBANIZED AREA OF THE CITY OF	)	NOTICE OF PUBLIC HEARING
ALLEMAN	)	

---

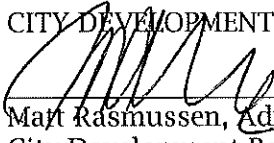
TO: Cities of Ankeny and Alleman, Polk County Board of Supervisors, Polk County Attorney, Des Moines Area Metropolitan Planning Organization, Iowa State Attorney General, Iowa Department of Transportation, affected public utilities and property owners

You and each of you are hereby notified that the City Development Board will, pursuant to Iowa Code Section 368.7, hold a public hearing on the above captioned matter. The public hearing is scheduled for February 14, 2024, at 1:45 p.m. at the Iowa Economic Development Authority, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, Iowa.

This proposal contains some territory without the consent of the owner. Such proposals require approval of 4/5's of the City Development Board after a public hearing. You are invited to attend this hearing to present evidence for or against the proposed annexation.

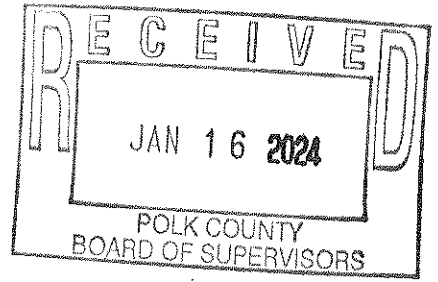
To participate in the public hearing via Teams Webinar, go to <https://akaiowa.us/cdb>. You will be required to register before receiving the link to join the public hearing.

If you have any questions or wish further clarification, please contact me at (515) 348-6196.

CITY DEVELOPMENT BOARD  
  
Matt Rasmussen, Administrator  
City Development Board

NC24-04 Ankeny  
Prepared by: Matt Rasmussen 515/348-6196  
City Development Board / 1963 Bell Avenue, Suite 200 / Des Moines, Iowa 50315

#38



CITY DEVELOPMENT BOARD  
STATE OF IOWA

---

IN THE MATTER OF THE CITY OF ELKHART	)	NO. UA24-05 / ELKHART
VOLUNTARY ANNEXATION WITHIN THE	)	
URBANIZED AREA OF THE CITY OF ANKENY	)	FILING OF WRITTEN DECISION

---

TO: Cities of Elkhart and Ankeny, Polk County Board of Supervisors, Polk County Attorney, Mid-Iowa Planning Alliance, Iowa Attorney General, Iowa Department of Transportation, affected Public Utilities and Parties of Record

You and each of you are hereby notified that the City Development Board has approved the annexation of territory to the City of Elkhart under City Development Board Case File No. UA24-05.

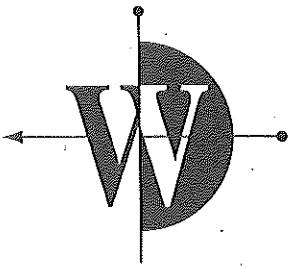
Please find enclosed the Findings of Fact, Conclusions of Law, Determination, and Final Order by the City Development Board approving the annexation. An appeal of the Board's decision may be filed within 30 days of the date of the enclosed Order.

If no appeal is filed within 30 days of the date of this Order, the City Development Board will file with the Iowa Secretary of State and record with the Polk County Recorder to complete this annexation.

CITY DEVELOPMENT BOARD

\_\_\_\_\_  
Matt Rasmussen, Administrator  
City Development Board

#39



THE CITY OF  
**West Des Moines®**  
www.wdm.iowa.gov

Community and Economic  
Development

4200 Mills Civic Parkway  
P.O. Box 65320  
West Des Moines, IA 50265-0320

515-273-0770

FAX 515-222-3640

E-mail [ced@wdm.iowa.gov](mailto:ced@wdm.iowa.gov)

January 11, 2024

VIA CERTIFIED MAIL

**RE: West Des Moines Annexation: Polk County, Iowa**  
**City Councils, Regional Planning Auth., and Board of Supervisors**

Public notice is hereby given that the City Council of the City of West Des Moines will hold a public hearing at 5:30 a.m., February 5, 2024, in the Council Chambers of the West Des Moines City Hall, located at 4200 Mills Civic Parkway, West Des Moines, Iowa, to consider an application for voluntary annexation of contiguous parcels into the City of West Des Moines.

The City of West Des Moines has received one application for Voluntary Annexation into the City for a portion of Section 31, Township 78 North, Polk County. In general, the proposed annexation encompasses approximately 8.3 acres of land at 12251 Maffitt Lake Road.

Persons may express their opinion on the proposed annexation at the time and place of the public hearing. Opinions in writing must be submitted on or before the time of the public hearing to Ryan Moffatt, Community & Economic Development, City of West Des Moines, 4200 Mills Civic Parkway, PO Box 65320, West Des Moines, Iowa 50265. Upon conclusion of the public hearing, the City Council will take action on the proposal.

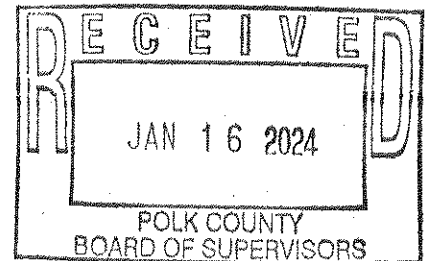
It is the responsibility of the individual with a disability requiring accommodations to inform the City Clerk's Office, at least 48 hours in advance, that certain accommodations are requested in order to allow full participation in the City Council meeting. Please call 515-222-3603 to have accommodations provided.

Additional information regarding the proposed annexation may be obtained by e-mailing [ryan.moffatt@wdm.iowa.gov](mailto:ryan.moffatt@wdm.iowa.gov) or by telephone at (515) 273-0770.

Sincerely,

Ryan Moffatt, Director  
Community & Economic Development

Enclosures: Proposed Annexation Legal Description  
Proposed Annexation Boundary Map  
Annexation Application (1)



#40

# CITY OF ELKHART, IOWA

PO BOX 77 - 260 NW Main Street  
ELKHART, IA 50073

Phone: 515-367-4735 EXT 3

[deputyclerk@cityofelkhart.com](mailto:deputyclerk@cityofelkhart.com)- [www.elkhartiowa.com](http://www.elkhartiowa.com)

DATE: 1/16/24  
TO: Board of Supervisors, Polk County, Iowa  
Superintendent, North Polk Community School District  
FROM: City Council  
City of Elkhart, Iowa  
RE: Elkhart Urban Renewal Area Amendment

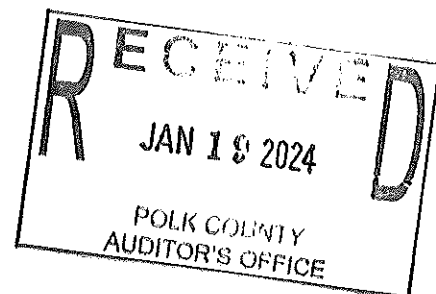
The City of Elkhart is in the process of expanding its Elkhart Urban Renewal Area, and amending the urban renewal plan for the area and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for February 5th, 2024, at ten A.m. at the City Hall in Elkhart. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at Six o'clock P.m. on February 20, 2024, and a copy of the notice of hearing is enclosed for your information.

Please call our Acting City Clerk at (515) 367-4735 EXT 3 if you have questions.

Enclosure



#41