

**POLK COUNTY BOARD OF SUPERVISORS AGENDA
POLK COUNTY ADMINISTRATIVE OFFICE BUILDING
111 COURT AVENUE - ROOM 120
JUNE 28, 2016 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**

RESOLUTIONS

- *6. Resolution approving agreement with JoAnn Zimmerman for canine companion services.
- *7. Resolution approving a loan to Drainage District #38 and spreading assessment among the properties in the district.
- *8. Resolution approving IEDA (Iowa Economic Development Authority) Economic Development Assistance contract with Wilian Holding Company and Transform, LTD (EFCO Corporation).
- *9. Resolution approving release of mortgage on 3990 NE 43rd Court (Parsons).
- *10. Resolution approving release of mortgage on 2775 NE 53rd Court (Likens).
- *11. Resolution approving agreement with Iowa Department of Public Health for emergency preparedness funding.
- *12. Resolution approving agreement amendment with Iowa Department of Public Health for multi-year emergency preparedness and response funding.
- *13. Resolution approving agreement with Iowa Department of Public Health for childhood lead poisoning prevention program funding.
14. Resolution authorizing the Auditor's Office to publish Notice of Public Hearing for July 12, 2016 on proposed land conveyance (hwy 5/65 bypass and Veterans Pkwy).
- *15. Resolution approving addendum to contract with Trinity Services Group for commissary services at the jail.
- *16. Resolution approving grant award from the Byrne Justice Assistance Grant for the M.I.N.E. Task Force (to be administered by the Sheriff's Office).
- *17. Resolution approving laboratory services agreement with the Medical Examiner's Office and NMS Labs.
18. Resolution approving life insurance increase for the Polk County Assessor.

19. Resolution approving settlement of workers' compensation claim (T. Stein).
20. Resolution authorizing continued use of ACH process for payment of health, dental and flexible spending account claims.
21. Resolution authorizing the Polk County Auditor to issue manual checks.
22. Resolution authorizing the creation or deletion of funds within Polk County's chart of accounts during FY 16/17.
23. Resolution authorizing FY 15/16 year end transfers.
24. Resolution authorizing FY 16/17 transfers.
25. Resolution authorizing the use of interfund loan pools for FY 16/17.
26. Resolution appropriating FY 16/17 budget as certified.
27. Resolution approving an agreement with the Polk County Library Association.

BUDGET ACTIONS

28. Memorandum of Budget Actions.

APPOINTMENTS

29. Memorandum of Appointments.
30. Memorandum of Annual Salaries for authorized positions for FY 16/17.

ADJOURNMENT

** Asterisk denotes attachments to items are on file in the Auditor's Office.*

RESOLUTION

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

WHEREAS, Polk County Crisis and Advocacy Services has identified the need for the use of a canine companion to benefit victims of sexual assault while testifying in court; and,

WHEREAS, JoAnn Zimmerman is uniquely qualified to provide these services and possesses a canine professionally trained by Canine Companions for Independence; and,

WHEREAS, funding from the Iowa Attorney General's Victim Service Support Program has been received to cover the cost of these services; and,

WHEREAS, the maximum amount to be paid by Polk County under this agreement is \$15,000; and,

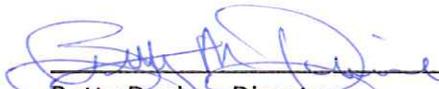
WHEREAS, the term of this agreement is July 1, 2016 through June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors approves the attached agreement with JoAnn Zimmerman and directs the County Auditor to take the necessary steps to effectuate said agreement.

POLK COUNTY BOARD OF SUPERVISORS

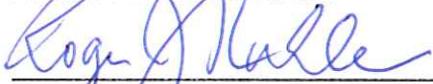
Tom Hockensmith, Chair

SUBMITTED BY



Betty Devine, Director
Community, Family & Youth Services

APPROVED AS TO FORM



Assistant County Attorney
Civil Division

Additional Fiscal Note Information (optional): Grant funds from the Iowa Attorney General's Office Victim Service Support Program pay for the cost of this agreement. Execution of this agreement is contingent upon availability of these funds. Hourly rate is \$35.00.

#60

RESOLUTION

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

WHEREAS, the trustees of Drainage District No. 38 have requested a loan from Polk County of \$10,000 to pay for district repairs and expenses; and

WHEREAS, the trustees of Drainage District No. 38 have requested that an assessment of 42% of the original \$23,573 be spread upon properties in the district to be collected in one installment with the taxes due in September, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors enter into the attached Loan Agreement with Drainage District No. 38 whereby the County will loan \$10,000 to the district to be repaid at 1.75% interest; and

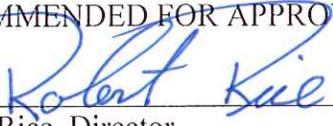
BE IT FURTHER RESOLVED that the Polk County Auditor is hereby instructed to spread an assessment equal to 42% of the original \$23,573 to be collected in one installment with the taxes due in September 2016; and

BE IT FURTHER RESOLVED that the Polk County Treasurer shall do a special mailing so that the said assessment is collected with the taxes due in 2016.

POLK COUNTY BOARD OF SUPERVISORS:

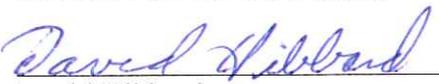
Chairperson

RECOMMENDED FOR APPROVAL:



Robert Rice, Director
Polk County Public Works

APPROVED AS TO FORM:



David Hibbard
Assistant County Attorney

FISCAL NOTE: Revenue to the County will be 1.75 % interest on the unpaid balance, on the number of days the loan is outstanding. Loan proceeds to be derived from the General Basic Fund.

#7

POLK COUNTY BOARD OF SUPERVISORS

Agenda Memorandum

Item Type & Title: Resolution No. 97-16 to approve a loan from Polk County to Polk County Drainage No. 38 in the amount of \$10,000 to be repaid at a 1.75% interest rate in one installment and to approve an assessment of 42% of the original \$23,573 to be spread upon the properties in the District.

Agenda Date: June 28, 2016

Contact Individual: Bret VandeLune, Planning & Development Manager, Polk County Public Works, 286-2290

Background: The trustees of Drainage District No. 38 have requested a loan from Polk County of \$10,000 to pay for district repairs and expenses. An assessment against the District is required for reimbursement of the County funding and to pay for district repairs and expenses.

Action Impact: Provides the financing necessary to reimburse the County for the loan, pay the contractor for the district's tile outlet structure repairs and to provide additional funds needed for future repairs.

Action Requested: Approve a loan from Polk County to Drainage District No. 38 in the amount of \$10,000 to be repaid at a 1.75% interest rate and to approve an assessment of 42% of the original \$23,573 to be spread upon the properties in the District.

Fiscal Note: Initial \$10,000 County cost for the loan to the district. Revenue to the County will be 1.75% interest on the unpaid balance for the number of days the balance is outstanding. Loan proceeds to be derived from the General Basic Fund.

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
16/17	N	0	\$10,000	\$10,000	N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Polk County has received the Economic Development Assistance Contract from State of Iowa, Iowa Economic Development Authority (IEDA) between Wilian Holding Company and Transform, LTD., (EFCO) Polk County and Iowa Economic Development Authority; and

WHEREAS, the Polk County Board of Supervisors approved an application to the IEDA on November 17, 2015 for EFCO for the Economic Development High Quality Jobs Program (HQJP); and

WHEREAS, IEDA Board approved the application and awarded EFCO the economic assistance; and

WHEREAS, in the contract, Wilian Holding Company and Transform LTD, (EFCO) has indicated that they will:

1. Create 40 new full-time positions.
2. Provide comprehensive health benefits to its employees.
3. Make a capital investment of approximately \$11,275,000.

NOW, THEREFORE, BE IT RESOLVED by the Polk County Board of Supervisors hereby approves the Economic Development Assistance Contract between Wilian Holding Company and Transform, LTD., (EFCO) Polk County and Iowa Economic; and

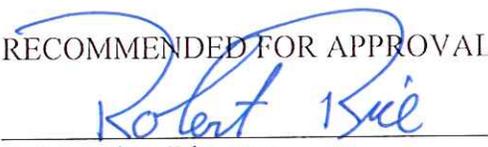
BE IT FURTHER RESOLVED The Polk County Board of Supervisors hereby authorizes the Chairperson to sign the Economic Development Assistance Contract on behalf of the County.

PASSED, APPROVED, AND ADOPTED this 28th day of June 2016

POLK COUNTY BOARD OF SUPERVISORS:

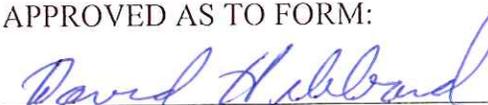
Chairperson

RECOMMENDED FOR APPROVAL:



Robert Rice, Director
Polk County Public Works

APPROVED AS TO FORM:



Assistant County Attorney

#8

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 98-16 to approve the State of Iowa, Iowa Economic Development Authority Economic Development Assistance Contract with Wilian Holding Company and Transform, LTD. (EFCO Corporation)

Agenda Date: June 28, 2016

Contact Individual: Bret VandeLune, Planning and Development Manager, Polk County Public Works, 286-2290

Previous Action taken by the Board: Adoption of Polk County Economic Development Ordinance (2003) and Adoption of NE 46th Avenue Industrial Urban Renewal Plan (2008). November 17, 2015 approved an application and local match to the State of Iowa, Iowa Economic Development Authority for the Economic Development High Quality Jobs Program for EFCO Corporation

Board/Commission Actions: none

Action Requested (Recommended): Approval

Comply with Policy: Complies with goals and objectives of the Polk 2030 Comprehensive Plan for Economic Development, the NE 46th Avenue Industrial Urban Renewal Plan and Economic Development Ordinance.

Background: Polk County has been working with EFCO, the Greater Des Moines Partnership and Iowa Economic Development Authority (IEDA) to complete the contract from the approved application for the High Quality Jobs Program for EFCO. The contract for economic assistance is tied to a proposed 144,000 square foot manufacturing plant at property located at 1835 NE Broadway (NE 46th Ave). This new building will allow the company to expand their manufacturing operation and create 40 new jobs and an estimated \$11,275,000 capital investment. Polk County's part of the IEDA contract is commitment to the local match which was approved by the Board in November for the application to IEDA.

Action Impact: Approval of the contract authorizes execution of the contract by the Iowa Economic Development Authority.

Fiscal Note: Partial tax abatement of new taxable valuation added.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
15/16						

Additional Fiscal Note Information (optional)

R E S O L U T I O N

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

WHEREAS, Polk County operated an Owner-Occupied Housing Rehabilitation Program in Delaware Township; and

WHEREAS, Polk County received grant funds from the Iowa Economic Development Authority (IEDA) to pay for the costs of rehabilitation on individual properties; and

WHEREAS, once a property has been rehabilitated a five year declining mortgage in the amount of the rehabilitation costs is placed against the property by Polk County on behalf of IEDA; and

WHEREAS, if the homeowner remains in the home for five years, the amount of the mortgage is forgiven; and

WHEREAS, a mortgage in the amount of \$42,374.00 was entered into on June 30, 2011, by Kenneth E. Parsons and Debra L. Parsons; and

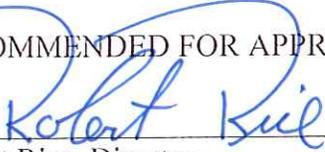
WHEREAS, five years have elapsed on the mortgage recorded in Book 13947 pages 432-440 against property located at 3990 NE 43rd Court, Des Moines, Iowa 50317 and the homeowner has met all the requirements of the forgivable loan/grant.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors releases the mortgage on 3990 NE 43rd Court, Des Moines, Iowa 50317, authorizes the Chair of the Board of Supervisors to sign the attached release, and requests the Auditor's Office to record this release on June 30, 2016.

POLK COUNTY BOARD OF SUPERVISORS:

Chairperson

RECOMMENDED FOR APPROVAL:



Robert Rice, Director
Polk County Public Works

APPROVED AS TO FORM AND LEGAL MATTERS:



Assistant County Attorney

Fiscal Impact: None

#9

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 96-16 to approve the release of a mortgage on 3990 NE 43rd Court, Des Moines, Iowa 50317

Agenda Date: June 28, 2016

Contact Individual: Dave Williamson, Housing Services/Code Enforcement Manager, Polk County Public Works, 286-3726

Previous Action taken by the Board: Yes

Board/Commission Actions: The Board of Supervisors approved assistance on May 10, 2011.

Action Requested (Recommended): Approve the release of mortgage and lien on property located at 3990 NE 43rd Court, Des Moines, Iowa 50317

Comply with Policy: Yes

Background: Polk County received funds from the Iowa Economic Development Authority (IEDA) to operate an Owner-Occupied Housing Rehabilitation Program in Delaware Township. After a project is completed, the County places a five year declining mortgage on the property on behalf of IEDA for the amount of the rehabilitation costs. For every year that the homeowner stays in the house, 10% of the cost of the mortgage is forgiven. A mortgage in the amount of \$42,374.00 was entered into on June 30, 2011, by Kenneth E. Parsons and Debra L. Parsons, recorded in Book 13947 pages 432-440. The owner of the home has met all requirements of the agreement.

Action Impact: Approving this Resolution authorizes the release of the mortgage on the property at 3990 NE 43rd Court, Des Moines, Iowa 50317.

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
15/16		N/A	N/A			

Additional Fiscal Note Information (optional):

R E S O L U T I O N

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

WHEREAS, Polk County operated an Owner-Occupied Housing Rehabilitation Program in Delaware Township; and

WHEREAS, Polk County received grant funds from the Iowa Economic Development Authority (IEDA) to pay for the costs of rehabilitation on individual properties; and

WHEREAS, once a property has been rehabilitated a five year declining mortgage in the amount of the rehabilitation costs is placed against the property by Polk County on behalf of IEDA; and

WHEREAS, if the homeowner remains in the home for five years, the amount of the mortgage is forgiven; and

WHEREAS, a mortgage in the amount of \$37,620.00 was entered into on June 30, 2011, by Jason J. Likens and Jackie S. Likens; and

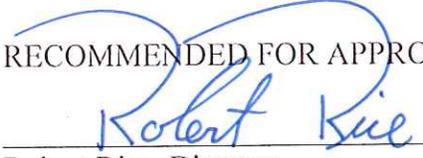
WHEREAS, five years have elapsed on the mortgage recorded in Book 13947 pages 441-449 against property located at 2775 NE 53rd Court, Des Moines, Iowa 50317 and the homeowner has met all the requirements of the forgivable loan/grant.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors releases the mortgage on 2775 NE 53rd Court, Des Moines, Iowa 50317, authorizes the Chair of the Board of Supervisors to sign the attached release, and requests the Auditor's Office to record this release on June 30, 2016.

POLK COUNTY BOARD OF SUPERVISORS:

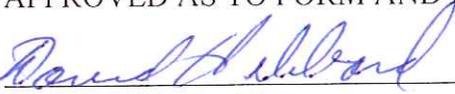
Chairperson

RECOMMENDED FOR APPROVAL:



Robert Rice, Director
Polk County Public Works

APPROVED AS TO FORM AND LEGAL MATTERS:



Assistant County Attorney

Fiscal Impact: None

#10

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 95-16 to approve the release of a mortgage on 2775 NE 53rd Court, Des Moines, Iowa 50317

Agenda Date: June 28, 2016

Contact Individual: Dave Williamson, Housing Services/Code Enforcement Manager, Polk County Public Works, 286-3726

Previous Action taken by the Board: Yes

Board/Commission Actions: The Board of Supervisors approved assistance on May 31, 2011.

Action Requested (Recommended): Approve the release of mortgage and lien on property located at 2775 NE 53rd Court, Des Moines, Iowa 50317

Comply with Policy: Yes

Background: Polk County received funds from the Iowa Economic Development Authority (IEDA) to operate an Owner-Occupied Housing Rehabilitation Program in Delaware Township. After a project is completed, the County places a five year declining mortgage on the property on behalf of IEDA for the amount of the rehabilitation costs. For every year that the homeowner stays in the house, 10% of the cost of the mortgage is forgiven. A mortgage in the amount of \$37,620.00 was entered into on June 30, 2011, by Jason J. Likens and Jackie S. Likens, recorded in Book 13947 pages 441-449. The owner of the home has met all requirements of the agreement.

Action Impact: Approving this Resolution authorizes the release of the mortgage on the property at 2775 NE 53rd Court, Des Moines, Iowa 50317.

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
15/16		N/A	N/A			

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____ Seconded by _____

That the following Resolution be adopted:

WHEREAS, the Iowa Department of Public Health issued a Request for Proposals for Public Health Preparedness Funds and Hospital Preparedness Funds for FY 1617 to coalitions that include local public health departments, emergency management agencies and hospitals; and

WHEREAS, the Central Iowa Coordinated Response Coalition, with Polk County acting as Fiscal Agent, applied for and has been awarded funding; and

WHEREAS, the amount of funding awarded for the contract period July 1, 2016 through June 30, 2017 is \$579,913.

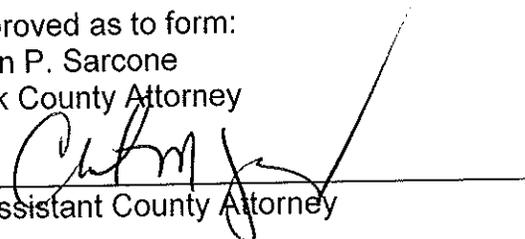
NOW, THEREFORE, BE IT RESOLVED the Polk County Board of Supervisors /Board of Health approves the contract #5887BT13 with the Iowa Department of Public Health on behalf of the Central Iowa Coordinated Response Coalition and authorizes the Chairperson to sign the agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED: That the Director of the Polk County Health Department, or his designee, be authorized to execute any and all documents in furtherance of this Application or distribution.


Rick Kozin
Public Health Director

By _____
Chair
Polk County Board of Supervisors

Approved as to form:
John P. Sarcone
Polk County Attorney

By 
Assistant County Attorney

Fiscal Note: FY 16/17 Rev/Expense \$579,913

11

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Agreement with Iowa Department of Public Health (IDPH) for Emergency Preparedness funding

Agenda Date: 06/28/2016

Contact Individual: Scott Slater, 286-3752

Previous Action taken by the Board:

Board/Commission Actions: None

Action Requested (Recommended): Approval

Comply with Policy: Yes

Background: Since 2002 the Iowa Department of Public Health has received federal funding for emergency preparedness activities. Some of these funds are passed along to local public health departments (Public Health Emergency Preparedness {PHEP} funds) and hospitals (Hospital Preparedness Program [HPP]) for local emergency preparedness activities. The contracts for FY 12/13 required participating local public health departments and hospitals to form local coalitions. Beginning in FY 13-14 PHEP and HPP funding received by the Iowa Department of Public Health that had previously been distributed to local public health departments and hospitals are now distributed directly to the coalitions.

Initially, Polk County Health Department joined with Broadlawns Medical Center, Dallas County Public Health Nursing Services, Dallas County Emergency Management, Mercy Medical Center-Des Moines, Mercy West Lakes, Polk County Emergency Management, UnityPoint Health-Iowa Methodist Center, UnityPoint Health-Iowa Lutheran, UnityPoint Health- Methodist West, and Warren County Health Services to establish the Central Iowa Coordinated Response Coalition. Last year, public health, emergency management agencies and county hospitals in Adair, Guthrie and Madison counties joined the coalition.

In response to a Request for Proposals issued by the Iowa Department of Public Health, the Central Iowa Coordinated Response Coalition submitted an application and has now been awarded \$579,913 for emergency preparedness funds. Polk County serves as fiscal agent for the coalition. A 10% match is required.

Action Impact: Participation in the coalition will assist the Polk County Health Department in their continued effort to prepare and respond to bioterrorism, infectious disease outbreaks and other public health threats and emergencies.

Fiscal Note: None

Fiscal Year	Budget -ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment ? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
16/17	Y	\$579,913	\$579,913	N	10223040.74280	10223040.54280

Additional Fiscal Note Information (optional): PHEP \$443,994, HPP \$135,919 Fed Cat #93.074

RESOLUTION

Moved by _____ Seconded by _____

That the following Resolution be adopted:

WHEREAS, health related disasters often come with little or no warning; and

WHEREAS, initial expenses must be borne by local communities; and

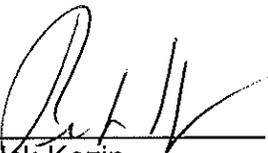
WHEREAS, Polk County entered into an agreement with the Iowa Department of Public Health for potential multi- year emergency response funding on June 23, 2015 to expedite the disbursement of future funding; and

WHEREAS, previous amendments provided funding of \$237,679 for specific emergency preparedness response activities and added additional funding of \$18,659 specifically for emergency medical services (EMS) needs. The new contract amount was \$256,338; and

WHEREAS, this third amendment reduces funding by \$19,243 due to reallocation of funds at the federal level and extends the contract date through 6/30/2017. The amended budget amount is \$237,095.

NOW, THEREFORE, BE IT RESOLVED: the Polk County Board of Supervisors /Board of Health approves this amendment 3 to contract 5885BT477 for multi-year emergency response funding with the Iowa Department of Public Health and authorizes the Chairperson to sign the document.

NOW, THEREFORE, BE IT FURTHER RESOLVED: That the Director of the Polk County Health Department, or his designee, be authorized to execute any and all documents in furtherance of this Application or distribution.


Rick Kozin
Public Health Director

By _____
Chair
Polk County Board of Supervisors/Board of Health

Approved as to form:
John P. Sarcone
Polk County Attorney

By 
Assistant County Attorney

Fiscal Note: additional -\$19,243

#12

POLK COUNTY BOARD OF SUPERVISORS
Tuesday Agenda Memorandum

Item Type & Title: Amendment to Agreement with the Iowa Department of Public Health (IDPH) for Multi-Year Emergency Preparedness and Response funding

Agenda Date: 6/28/2016

Contact Individual: Scott Slater, 286-3752

Previous Action taken by the Board: Original contract approved by BOS on 6/23/2015 and amended 7/28/2015 and 5/10/2016.

Board/Commission Actions: None

Action Requested (Recommended): Approval

Comply with Policy: Yes

Background: In previous public health disasters (e.g. H1N1), the process of getting contracts written and approved by the Iowa Department of Public Health created delays in the disbursement of response funds. To minimize these delays in future response, IDPH developed a “base contract” for public health disaster responses. The base contract is not disease or event specific. However, IDPH believes this contract could be amended faster (and funds made available to boards of health quicker) than happens with the current process. Polk County entered into the original agreement with IDPH in June of 2015. Previous amendments added funding for public health, hospitals and emergency medical service (EMS) to assure readiness and response to Ebola and other highly infectious diseases. This third amendment reduces funding by \$19,243 due to reallocations at the federal level to combat the Zika virus and also extends the contract date through 6/30/2017.

Action Impact: Polk County will be better prepared to plan for and respond to public health threats in the community.

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
16/17	N	(19,243)	(19,243)	N	10223040.74242 .02	10223040.74242 .02

Additional Fiscal Note Information (optional): 100% Federal CDFR #93.074

RESOLUTION

Moved by _____ Seconded by _____

That the following Resolution be adopted:

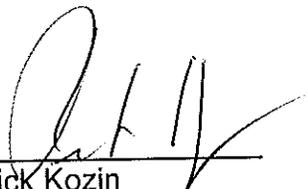
WHEREAS lead poisoning has a range of adverse health effects, such as learning disabilities, behavioral and developmental problems, anemia, kidney damage, coma and even death at high levels of exposure; and

WHEREAS, lead poisoning is a public health issue in Polk County due to the number of houses built before 1978 which continue to contain lead based paint; and

WHEREAS, for the period July 1, 2016 through June 30, 2017, the Iowa Department of Public Health has allocated to Polk County \$34,365 to conduct childhood lead poisoning prevention activities, elevated blood level investigations, medical case management and healthy homes program planning.

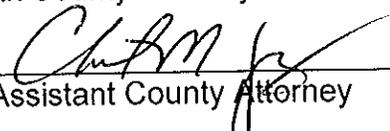
NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors/Board of Health approve Contract #5887LP06 with the Iowa Department of Public Health to provide lead poisoning prevention program services in Polk County and authorizes the Chairperson to sign the agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED: That the Director of the Polk County Health Department, or his designee, be authorized to execute any and all documents in furtherance of this contract or distribution.


Rick Kozin
Director of Public Health

By _____
Chair
Polk County Board of Supervisors

Approved as to form:
John P. Sarcone
Polk County attorney

By 
Assistant County Attorney

Fiscal Note: 1617 Expenses/Revenues \$34,365

#13

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Agreement with Iowa Department of Public Health for Childhood Lead Poisoning Prevention Program funding

Agenda Date: 6/28/2015

Contact Individual: Scott Slater, 286-3752

Previous Action taken by the Board: None

Board/Commission Actions: None

Action Requested (Recommended): Approval

Comply with Policy: Reducing the number of lead poisoned children in Polk County is a key goal in the health department's work plan.

Background: The Polk County Health Department has been operating a Childhood Lead Poisoning Prevention Program since 1998. The program conducts lead screenings, education, case management and healthy homes assessments. In April, Polk County submitted an application to the Iowa Department of Public Health for continued funding of this program for FY 16/17. Funding level is unchanged from the previous year.

Action Impact: These funds will be used to partially offset the salary of a certified lead inspector to perform program duties.

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
1617	Y	\$34,365	\$34,365	N	10223017.74240	10223017.52480

Additional Fiscal Note Information (optional): Federal: \$0 State: \$34,365

RESOLUTION

Moved by _____ Seconded by _____ that the following resolution be adopted;

WHEREAS, West Lakes Properties, L.L.C. proposes a land trade of equal size and the relocation and rebuilding of a section of the Great Western Trail; and

WHEREAS, Polk County Conservation Board desires to exchange a 6 acre portion the property located on the Polk County Conservation Board-managed land known as the Great Western Trail, adjacent to the Veteran's Parkway and Highway 5 interchange, will be conveyed by quit claim deed to West Lakes Properties, L.L.C. (a portion of Parcel A) and receive in return an equal amount of Land (a portion of Parcel B) as shown on Exhibit C where West Lakes Properties L.L.C. will construct the relocated trail prior to disrupting use of the existing trail route:

Parcel 'A'

A parcel of land located in the Northwest Quarter of the Southeast Quarter and in the Northeast Quarter of the Southwest Quarter of Section 34, Township 78 North, Range 25 West of the 5th P.M., located in and forming a part of the City of West Des Moines, Polk County, Iowa, more particularly described as follows:

Commencing at the Northwest corner of the Northeast Quarter of the Southwest Quarter of Section 34, Township 78 North, Range 25 West of the 5th P.M., Polk County, Iowa; thence South 89°54'05" East, 1332.43 feet to the Calculated Center of said Section 34; thence South 0°10'30" East, 211.28 feet along the East line of the Northeast Quarter of the Southwest Quarter of said Section 34 to a point on the South right-of-way line of the intersection of the relocated alignments of SW 72nd Street and Iowa Highway 5, which is the Point of Beginning; thence North 67°59'04" East, 45.39 feet along said R.O.W. line; thence South 76°02'35" East, 954.68 feet along said R.O.W. line to a point on the North R.O.W. line of former Railroad property which is currently being used as a bicycle trail; thence Southwesterly 624.79 feet along said bike trail R.O.W. line, which is a 3919.80 foot radius curve, concave Southeasterly, with a chord of South 63°03'59" West, 616.74 feet; thence South 58°33'15" West, 1181.73 feet along said bike trail R.O.W. line to a point on the South line of the Northeast Quarter of the Southwest Quarter of said Section 34; thence North 89°53'20" West, 67.52 feet along the South line of the Northeast Quarter of the Southwest Quarter of said Section 34 to a point on the Southeast line of the relocated R.O.W. line of SW 72nd Street; thence North 0°16'16" West, 227.01 feet along said road R.O.W. line; thence North 32°34'39" East, 480.19 feet along said road R.O.W. line; thence North 32°33'42" East, 505.13 feet along said road R.O.W. line; thence North 67°59'04" East, 137.64 feet along said road R.O.W. line to the Point of Beginning. Said Parcel contains 16.780 acres.

and

Parcel 'B'

Lot 10 Brubaker Estate, an Official Plat and a Portion of the South 1/2 of Section 34, Township 78 North, Range 25 West of the 5th P.M., City of West Des Moines, Polk County, Iowa. The total Parcel described more particularly as follows:

Beginning at the South ¼ corner of said Section 34, said corner also being the Southeast corner of Lot 10, Brubaker Estate; thence N89°51'14" West, 1346.03 feet along the South line of said Section 34 to the Southwest Corner of Lot 10, Brubaker Estate; thence N00°03'59" East, 547.00 feet along the West line of Lot 10, Brubaker Estate to a point on the South line of the former railroad right-of-way; thence Northeasterly along a curve to the right having a radius of 3769.70

14

feet and a chord bearing of N51°20'16" East, an arc length of 952.16 feet along the North line of Lot 10, Brubaker Estate to a point of tangency; thence N58°34'25" East, 1287.74 feet along the North line of Lot 10 and the South right-of-way line of the former railroad to a point of curvature; thence Easterly

along a curve to the right having a radius of 3769.70 feet and a chord bearing of N61°37'45" East, an arc length of 402.06 feet to a point on the South right-of-way line of relocated Highway #5; thence Easterly along a curve to the right having a radius of 147.60 feet and a chord bearing of S82°03'16" East, an arc length of 121.99 feet along the South right-of-way line of relocated Highway #5 to a point; thence S58°24'32" East, 740.93 feet along the South right-of-way line of relocated Highway #5 to a point; thence Easterly along a curve to the left having a radius of 246.10 feet and a chord bearing of N83°07'00" East, an arc length of 330.79 feet along the South right-of-way line of relocated highway #5 to a point; thence S48°24'44" East, 676.11 feet along the South right-of-way line of relocated Highway #5 to a point; thence S60°04'14" East, 213.63 feet along the South right-of-way line of relocated Highway #5 to a point on the West right-of-way line of South 8th Street; thence Southerly along a curve to the left having a radius of 1077.10 feet and chord bearing of S03°44'20" West, an arc length of 690.63 feet along the West right-of-way line of South 8th Street to a point of reverse curvature; thence Southerly along a curve to the right having a radius of 957.00 feet and a chord bearing S07°19'00" East, an arc length of 244.46 feet along the West right-of-way line of South 8th Street to a point of tangency, thence S00°00'00" West, 125.40 feet along the West right-of-way line of South 8th Street to a point on the North right-of-way line of S.W. 80th Avenue, thence N89°53'00" East, 60.00 feet along said North right-of-way line to a point on the East line of said Section 34; thence S00°10'10" East, 33.00 feet along said East line to the Southeast corner of said Section 34; thence S89°52'56" West, 2639.06 feet along the South line of said Section 34 to the point of beginning and containing 130.1852 acres more or less.

WHEREAS, Polk County Conservation Board has determined at its April 13, 2016 meeting that the proposed land transfer and trail relocation will not interfere with park purposes; and

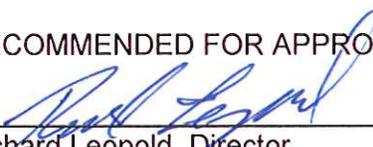
WHEREAS, a public hearing on the proposed land conveyance is necessary for the disposition of property and has been scheduled for 9:30 a.m. on July 12, 2016 at the regularly scheduled meeting of the Polk County Board of Supervisors, Polk County Administrative Office Building, Room 120, 111 Court Avenue, Des Moines, Iowa; and

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

POLK COUNTY BOARD OF SUPERVISORS

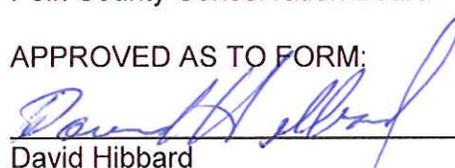
Tom Hockensmith, Chair

RECOMMENDED FOR APPROVAL:



Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:



David Hibbard
Assistant Polk County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

June 28, 2016

Item Type & Title: Land Exchange and Trail Development at Hwy 5/65 Bypass and Veterans Parkway

Agenda Date: June 28, 2016

Contact Individual: Richard Leopold, Polk County Conservation

Previous Action taken by the Board: No previous action.

Action Requested (Recommended):

Polk County Conservation has negotiated a transfer of property and agreement to relocate a portion of the Great Western Trail. That agreement details the transfer of equal land area and the replacement of a portion of multiuse trail on the alternate route. The Conservation Board requests that the Board of Supervisors set the public hearing and Board action required to transfer the described properties between Polk County and West Lakes Properties, L.C to accommodate the designated alternative trail route and replacement of the trail infrastructure.

Background

Polk County Conservation has been working with the City of West Des Moines and West Lake Properties, L.C. to reconfigure the route of the Great Western Trail through a rapidly developing area of southern Polk County in order to ensure public safety, preserve a contiguous trail corridor, and protect public parkland, while allowing development to occur in a previously rural area.

The proposed land transfer preserves the trail corridor by moving the trail to one side of a larger development property at a location where a new trail segment will be constructed by West Lakes Properties, L.C. and will utilize a new underpass constructed by the City of West Des Moines crossing below the new Maffit Road extension.

Following the land exchange, West Lakes will construct and open the new trail segment prior to closure of the old route. The trail will be rebuilt to modern trail standards as approved by the PCCB.

Action Impact:

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
15/16	N	None	None	N		

Additional Fiscal Note Information :

All expenses associated with survey, land transfer, and trail construction are the responsibility of West Lakes Properties, L.L.C.

NOTICE FOR PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held on July 12, 2016 at 9:30 A.M. at the regularly scheduled meeting of the Polk County Board of Supervisors, Room 120, Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa, 50309, regarding proposed transfer of land for the purpose of relocating and reconstructing a section of the Great Western Trail:

Parcel 'A'

A parcel of land located in the Northwest Quarter of the Southeast Quarter and in the Northeast Quarter of the Southwest Quarter of Section 34, Township 78 North, Range 25 West of the 5th P.M., located in and forming a part of the City of West Des Moines, Polk County, Iowa, more particularly described as follows:

Commencing at the Northwest corner of the Northeast Quarter of the Southwest Quarter of Section 34, Township 78 North, Range 25 West of the 5th P.M., Polk County, Iowa; thence South 89°54'05" East, 1332.43 feet to the Calculated Center of said Section 34; thence South 0°10'30" East, 211.28 feet along the East line of the Northeast Quarter of the Southwest Quarter of said Section 34 to a point on the South right-of-way line of the intersection of the relocated alignments of SW 72nd Street and Iowa Highway 5, which is the Point of Beginning; thence North 67°59'04" East, 45.39 feet along said R.O.W. line; thence South 76°02'35" East, 954.68 feet along said R.O.W. line to a point on the North R.O.W. line of former Railroad property which is currently being used as a bicycle trail; thence Southwesterly 624.79 feet along said bike trail R.O.W. line, which is a 3919.80 foot radius curve, concave Southeasterly, with a chord of South 63°03'59" West, 616.74 feet; thence South 58°33'15" West, 1181.73 feet along said bike trail R.O.W. line to a point on the South line of the Northeast Quarter of the Southwest Quarter of said Section 34; thence North 89°53'20" West, 67.52 feet along the South line of the Northeast Quarter of the Southwest Quarter of said Section 34 to a point on the Southeast line of the relocated R.O.W. line of SW 72nd Street; thence North 0°16'16" West, 227.01 feet along said road R.O.W. line; thence North 32°34'39" East, 480.19 feet along said road R.O.W. line; thence North 32°33'42" East, 505.13 feet along said road R.O.W. line; thence North 67°59'04" East, 137.64 feet along said road R.O.W. line to the Point of Beginning. Said Parcel contains 16.780 acres. and

Parcel 'B'

Lot 10 Brubaker Estate, an Official Plat and a Portion of the South 1/2 of Section 34, Township 78 North, Range 25 West of the 5th P.M., City of West Des Moines, Polk County, Iowa. The total Parcel described more particularly as follows:

Beginning at the South ¼ corner of said Section 34, said corner also being the Southeast corner of Lot 10, Brubaker Estate; thence N89°51'14" West, 1346.03 feet along the South line of said Section 34 to the Southwest Corner of Lot 10, Brubaker Estate; thence N00°03'59" East, 547.00 feet along the West line of Lot 10, Brubaker Estate to a point on the South line of the former railroad right-of-way; thence Northeasterly along a curve to the right having a radius of 3769.70 feet and a chord bearing of N51°20'16" East, an arc length of 952.16 feet along the North line of Lot 10, Brubaker Estate to a point of tangency; thence N58°34'25" East, 1287.74 feet along the North line of Lot 10 and the South right-of-way line of the former railroad to a point of curvature; thence Easterly

along a curve to the right having a radius of 3769.70 feet and a chord bearing of N61°37'45" East, an arc length of 402.06 feet to a point on the South right-of-way line of relocated Highway #5; thence Easterly along a curve to the right having a radius of 147.60 feet and a chord bearing of S82°03'16" East, an arc length of 121.99 feet along the South right-of-way line of relocated Highway #5 to a point; thence S58°24'32" East, 740.93 feet along the South right-of-way line of relocated Highway #5 to a point; thence Easterly

along a curve to the left having a radius of 246.10 feet and a chord bearing of N83°07'00" East, an arc length of 330.79 feet along the South right-of-way line of relocated highway #5 to a point; thence S48°24'44" East, 676.11 feet along the South right-of-way line of relocated Highway #5 to a point; thence S60°04'14" East, 213.63 feet along the South right-of-way line of relocated Highway #5 to a point on the West right-of-way line of South 8th Street; thence Southerly along a curve to the left having a radius of 1077.10 feet and chord bearing of S03°44'20" West, an arc length of 690.63 feet along the West right-of-way line of South 8th Street to a point of reverse curvature; thence Southerly along a curve to the right having a radius of 957.00 feet and a chord bearing S07°19'00" East, an arc length of 244.46 feet along the West right-of-way line of South 8th Street to a point of tangency, thence S00°00'00" West, 125.40 feet along the West right-of-way line of South 8th Street to a point on the North right-of-way line of S.W. 80th Avenue, thence N89°53'00" East, 60.00 feet along said North right-of-way line to a point on the East line of said Section 34; thence S00°10'10" East, 33.00 feet along said East line to the Southeast corner of said Section 34; thence S89°52'56" West, 2639.06 feet along the South line of said Section 34 to the point of beginning and containing 130.1852 acres more or less.

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

RESOLUTION

MOVED By _____ **SECONDED** By _____ that the following Resolution be adopted.

WHEREAS, Polk County is responsible for providing inmate commissary services at the Polk County Jail and the current provider is Trinity Services Group Inc. (TSG); and

WHEREAS, the Polk County Sheriff's Office (PCSO) seeks to expand the services available for inmate commissary to include additional ready-to-eat food items, and TSG will provide these services; and

WHEREAS, the County shall receive 10% commission of the sales of these items from TSG for the length of the existing contract.

NOW, THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors approves the addendum of the contract with TSG, and authorizes the Chair of the Board of Supervisors to sign said document.

Approved this _____ day of _____, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:



Director Frank Marasco, Polk County Sheriff's Office

APPROVED AS TO FORM:



Assistant County Attorney

#15

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Polk County Jail Expanded Commissary Services

Agenda Date: 6/28/16

Contact Individual: Director Frank Marasco, 515-286-3943 or
Frank.Marasco@polkcountyiowa.gov

Action Requested (Recommended): Approve the contract addendum with Trinity Services Group Inc. to provide expanded commissary service at a commission rate of 10% to the County.

Background: Trinity Services Group Inc. has been the inmate commissary service provider since July 1, 2013. TSG has worked with the PCSO to provide services to inmates, families and friends of inmates. TSG has made enhancements to services available by expanding commissary items to include delivery of ready-to-eat items such as hamburgers, burritos and other hot sandwiches as well as frozen dessert items. These items will be used as a behavior modification incentive by jail administration. Items purchased by inmates will earn a commission rate of 10% to the County. Existing commissary items delivered in the conventional way will remain at the current commission rate of 41%.

Action Impact: Trinity Services Group Inc. shall be allowed to develop a mobile commissary service for sale of expanded commissary items agreed upon by the Sheriff's Office to inmates. The term of this Addendum shall be the same term as applies to the Agreement. TSG shall pay a commission of ten percent (10%) to the County for all net sales made by TSG on the premises for the expanded service.

Fiscal Note: Commissary revenue is already budgeted and this action is not anticipated to have a significant effect on current revenue projections.

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
15/16	Y				n/a	n/a
16/17	Y				n/a	n/a

Additional Fiscal Note Information (optional):

RESOLUTION

MOVED By _____ **SECONDED** By _____ that the following Resolution be adopted.

WHEREAS, the Polk County Sheriff's Office has applied for and has been awarded a Byrne Justice Assistance Grant for the M.I.N.E. Task Force which is administered by the Polk County Sheriff's Office FY 16/17; and

WHEREAS, the total amount of this grant award is \$451,961 which includes 25% match of \$112,990 which is shared by the grantee M.I.N.E. Task Force agencies; and

WHEREAS, the net award to the M.I.N.E. Task Force is \$338,971; and

WHEREAS, all Agencies participating in the Grant are required to sign a sub-recipient agreement.

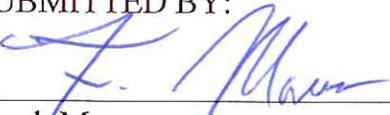
NOW, THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors approves the grant award.

Approved this _____ day of _____, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:



Frank Marasco
Polk County Sheriff's Office

APPROVED AS TO FORM:



Assistant County Attorney

#16

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution to receive funding from Byrne Justice Assistance Grant for the M.I.N.E. Task Force which will be administered by the Polk County Sheriff's Office.

Agenda Date: June 28, 2016

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

Action Requested (Recommended): Resolution authorizes the receipt of Justice Assistance Grant Program funds from the Iowa Office of Drug Control Policy.

Background: Polk County applied for and has been awarded a Byrne Justice Assistance Grant. The grant is for funding of the M.I.N.E. Task Force which is administered by the Polk County Sheriff's Office.

The amount of the Grant award is \$451,961 with the net amount to Polk County of \$338,971 following the required 25% match of \$112,990 which is shared by the grantee M.I.N.E. Task Force Agencies.

Action Impact: Polk County would authorize receipt of the grant award, with a net amount of \$338,971.

Fiscal Note: \$96,551 pass-through expense for other agencies.

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
16/17	Y	\$96,551	\$338,971	N		
17/18	Y	\$	\$	N		

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____ Seconded by _____

that the following resolution be adopted:

WHEREAS, the Polk County Medical Examiner's Office has a substantial need for toxicology testing;
and

WHEREAS, the volume of toxicology testing generated by the Medical Examiner's Office is high
enough to earn a discounted rate; and

WHEREAS, the use of an exclusive company, NMS Labs of Willow Grove, Pennsylvania, is in the
public interest based on this discount.

NOW, THEREFORE, BE IT RESOLVED that the attached letter of agreement with NMS Labs is
approved and the chair person is authorized to sign.

POLK COUNTY BOARD OF SUPERVISORS

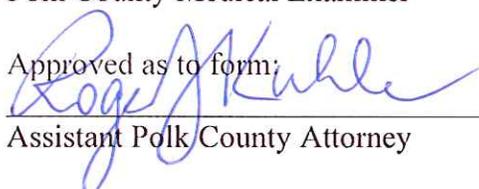
Chair

Submitted by:



Gregory A. Schmunk
Polk County Medical Examiner

Approved as to form:



Assistant Polk County Attorney

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Laboratory Services Agreement with the Polk County Medical Examiner's Office and NMS Labs.

Agenda Date: 6/28/2016

Contact Individual: Dr. Gregory A. Schmunk, Polk County Medical Examiner

Previous Action taken by the Board: Previous agreement was approved on 5/14/2013, effective from 7/1/2013-6/30/2016.

Board/Commission Actions: N/A

Action Requested (Recommended): Approval of agreement

Comply with Policy: Yes

Background: The Polk County Medical Examiner's Office utilizes the services of NMS Labs on such a regular basis that a discounted rate has been negotiated. The attached document provides the services agreement and the list prices versus the current agreements discounted prices that the Polk County Medical Examiner's Office has been given.

Action Impact: The Polk County Medical Examiner's Office has determined that the discounted services are in the best interest of its customers and the county.

Fiscal Note: Increase in fees will cost approximately an additional \$3,000 per year.

Fiscal Year	Budget- ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
16/17	Y	\$+3,000		Y	10471110.76260	
17/18	Y	\$+3,000		Y	10471110.76260	

RESOLUTION

MOVED BY _____, SECONDED BY _____,

That the following Resolution be adopted:

WHEREAS, EMC National Life Company is the current insurance carrier for Polk County's Group and Supplemental life insurance, and

WHEREAS, the Assessor office has requested the Polk County Human Resources Department to amend the contract with EMC National Life Company to increase the life insurance benefits for the County Assessor position, and

WHEREAS, the Polk County Assessor Board is aware of the request, and

WHEREAS, the Assessor office makes the following request to be effective 7/1/16:

- Increase basic life insurance coverage for the County Assessor from 1x his annual salary to 3x his annual salary, up to a maximum of \$250,000.

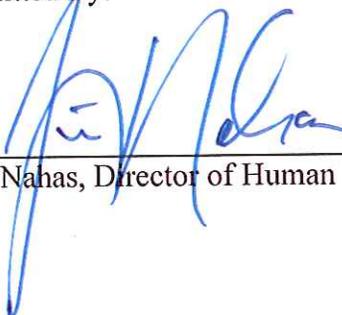
NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors hereby approves the above recommendation and directs the County Auditor and the Director of Human Resources to take the necessary steps to implement this resolution.

Approved this _____ Day of _____ 2016

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

Submitted By:



Jim Nahas, Director of Human Resources

#18

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Assessor Life Insurance increase

Agenda Date: 06/28/2016

Contact Individual: Jim Nahas, Director of Human Resources

Previous Action taken by the Board:

Action Requested (Recommended): Increase basic life insurance for County Assessor position from 1x salary to 3x salary (maximum of \$250,000)

Comply with Policy:

Background: Polk County's life insurance contract with EMC National Life Company provides basic life insurance coverage for Elected Officials in the amount of 3x their annual salary (up to a maximum of \$250,000) and Department Heads receive coverage in the amount of 1x their salary. The Assessor's office has requested to have the County Assessor's life insurance increase from 1x to 3x his salary (maximum of \$250,000).

Action Impact: Increase life insurance for County Assessor position to be the same as Elected Officials.

Fiscal Note: Assessor's office pays for the basic coverage for all its employees from their budget.

Fiscal Year	New Budget Item? (Y/N)	# of New Position(s) Required	Anticipated Expense	Anticipated Revenue	Budget Amendment Required? (Y/N)	If Amendment is Required,	
						Expense Account Code	Revenue Account Code
15/16	N		\$0.00				
16/17	N		\$0.00				

Additional Fiscal Note Information (optional):

RESOLUTION

Moved by _____ Seconded by _____

that the following resolution be adopted:

WHEREAS, Tom Stein is a Polk County, Iowa, employee currently assigned to the Human Resources Office; and

WHEREAS, Mr. Stein has a worker's compensation claim for a neck and back injury suffered while previously assigned to the Health Department; and

WHEREAS, Mr. Stein has been given an impairment rating of 17% and is agreeable to a settlement based on a 22% permanent partial disability; and

WHEREAS, Polk County Risk Management recommended a settlement of \$85,551.40 inclusive of accrued interest, which is in the public interest that the claims be resolved without resort to the expense and risk of litigation; and

WHEREAS, both parties desire to settle all potential outstanding issues between them, whether the subject of the above claims or otherwise, on the terms and conditions stated in an Agreement filed with the County Auditor.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors approves the settlement of Mr. Stein's worker's compensation claim as set out above. The Auditor is directed to issue a check in the amount of \$85,551.40 to Tom Stein.

POLK COUNTY BOARD OF SUPERVISORS

By _____
Chair

Submitted by:



Roger Kuhle
Assistant County Attorney
Claims Counsel

#19

RESOLUTION

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

WHEREAS, the County has entered into Administrative Services Only (ASO) agreements with Wellmark and Principal Financial Group for employee health and dental insurance for FY 16/17, and

WHEREAS, under the ASO agreements, Wellmark and Principal use an automated clearinghouse (ACH) process to obtain funds from the County on a periodic basis to cover health and dental insurance claims, and

WHEREAS, the County Auditor's Office, County Treasurer's Office and Human Resources Department have utilized the ACH process over the past several years to facilitate timely payment of health and dental insurance claims, and

WHEREAS, approval of a subsequent bill list disclosing the amounts of the ACH transactions is a ratification of payments under these contracts,

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Auditor, Treasurer and Human Resources Department are hereby authorized to continue to utilize an ACH process on the timeframes called for by Wellmark and Principal for payment of claims.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deborah A. Anderson
Deb Anderson, Budget Manager

Fiscal Impact: None

20

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing continued use of ACH process for payment of health, dental and flexible spending account claims

Agenda Date: June 28, 2016

Contact Individual: Keith Olson, Central Accounting Manager
Auditor's Office
Phone: 515-286-3418

Background: The County has used an ACH process for the past several years to facilitate timely payment of health, dental and flexible spending account claims.

Action Impact: This resolution authorizes the continued use of the ACH process on the timeframes called for by Wellmark and Principal for the payment of claims.

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
16/17	N	N/A	None	None	N		

Additional Fiscal Note Information (optional):

RESOLUTION

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

WHEREAS, Section 331.506(3) of the Iowa Code provides that the Board of Supervisors may, by resolution, authorize the County Auditor to issue checks without the prior approval of the Board for certain items; and

WHEREAS, the same Code section directs that bills paid prior to Board approval be submitted to the Board for review and approval at the next meeting following the payment; and

WHEREAS, it is in the best interest of the County to direct the County Auditor to continue to issue such checks as are necessary to maintain good business relationships with County vendors;

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor is hereby formally authorized to issue checks without prior Board approval for the purposes outlined in Iowa Code, Section 331.506(3) and for other purposes as may be deemed to be in the best interests of the County during FY 16/17.

BE IT FURTHER RESOLVED, that bills relating to such checks shall be submitted to the Board for approval at the next meeting following payment. However, it shall not be necessary for the Board to approve checks that are simply replacing lost checks, correcting billing errors, or paying payroll taxes, payroll deductions or mandatory employee benefits.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deb Anderson
Deb Anderson, Budget Manager

Fiscal Impact: None – The resolution does not alter appropriation authority.

#21

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing the Polk County Auditor to issue manual checks during FY 16/17.

Agenda Date: June 28, 2016

Contact Individual: Keith Olson, Central Accounting Manager
Auditor's Office
Phone: 515-286-3418

Background: Section 331.506(3) of the Iowa Code specifies that the Board of Supervisors, by resolution, may authorize the County Auditor to issue checks for certain items without the prior approval of the Board. Such checks may be processed outside the normal payment cycle when it is deemed to be in the best interest of the County. Examples include checks to maintain good business relationships with county vendors and checks to meet required payment schedules for certain payroll taxes and IPERS contributions that require processing outside the normal bill payment cycle.

Action Impact: When in the best interest of the County, the County Auditor is given authority to issue checks prior to Board approval for various expenses. Items processed in this fashion (excluding payroll taxes, deductions and mandatory employee benefits) will be included on the following bill list for Board review and approval.

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
16/17	N	N/A	None	None	N		

Additional Fiscal Note Information (optional): This resolution does not authorize expenditures outside the normal budget parameters.

RESOLUTION

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

WHEREAS, at certain times during the fiscal year, it becomes necessary for the County to establish new funds in accordance with Section 331.431 of the Iowa Code to facilitate accounting for new projects or to allow for fund type reclassifications; and

WHEREAS, at certain times it is desirable to delete funds that are no longer being used by the County;

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor, in conjunction with the Budget Manager, is hereby authorized to add new funds to the County's chart of accounts during FY 16/17 which are deemed to be in the best interest of the County and in accordance with generally accepted accounting principles.

BE IT FURTHER RESOLVED, that the County Auditor, in conjunction with the Budget Manager, is hereby authorized to delete inactive funds from the County's chart of accounts during FY 16/17 after all cash has been expended or ending cash balance has been transferred to another fund.

BE IT FURTHER RESOLVED, that the County Auditor and County Treasurer, in conjunction with the Budget Manager, are authorized to transfer cash balances between funds as may be necessitated by the creation or deletion of funds.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deborah A. Anderson
Deb Anderson, Budget Manager

Fiscal Impact: None. The resolution allows for accounting changes and does not impact the authorized appropriations.

#22

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing the creation or deletion of funds within Polk County's chart of accounts during FY 16/17.

Agenda Date: June 28, 2016

Contact Individual: Deb Anderson, Budget Manager
Board of Supervisors Office
Phone: 515-286-3016

Background: Section 331.431 of the Iowa Code provides for the addition or deletion of funds in the County's chart of accounts throughout the fiscal year to more accurately reflect County activities or provide for changes in reporting guidelines and County functions or special projects.

Action Impact: This resolution authorizes the County Auditor, in conjunction with the Budget Manager, to create or delete funds as deemed necessary. Examples include creation of a new capital outlay fund to record expenditures for a specific project, deletion of a capital project fund at completion of the project, and fund adjustments required by new GAAP or state guidelines.

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
16/17	N	N/A	None	None	N		

Additional Fiscal Note Information (optional): This resolution does not authorize expenditures outside the normal budget parameters or change the total amount of Board authorized appropriations.

RESOLUTION

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

WHEREAS, certain cash transfers may be needed to execute various Board directives and to close the County's financial records for FY 15/16; and

WHEREAS, Section 331.432 of the Iowa Code states that interfund transfers are not effective until authorized by Board resolution; and

WHEREAS, the amounts for certain transfers cannot be determined until preliminary financial results for the year are available,

NOW, THEREFORE, BE IT RESOLVED, that the Budget Manager shall determine the appropriate June 30, 2016, transfer to maintain a Risk Management Internal Service Fund cash basis ending fund balance of \$3,800,000, and the County Auditor and County Treasurer shall transfer the determined amount from the General Supplemental Fund to the Risk Management Internal Service Fund.

BE IT FURTHER RESOLVED, that the County Auditor and County Treasurer, in conjunction with the Budget Manager, are authorized to make additional year-end or fund close-out cash transfers and expenditure allocations necessary to enable the County to implement Board action concerning County enterprises and to remain in compliance with applicable sections of the Iowa Code.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:



Keith Olson, Central Accounting Manager



Deb Anderson, Budget Manager

#23

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing FY 15/16 year end transfers

Agenda Date: June 28, 2016

Contact Individual: Deb Anderson, Budget Manager
Board of Supervisors Office
Phone: 515-286-3016

Background: Per Section 331.432 of the Iowa Code, all transfers must be approved by the Board of Supervisors. During year-end closing activities, it is necessary to transfer funds and reallocate expenditures to maintain appropriate balances in various reserve funds and satisfy various Board directives including economic and community development grants and County enterprises.

Action Impact: Upon completion of year-end journal entries, the Budget Manager will prepare a final schedule of cash transfers to be executed. A complete listing of these transfers will be available upon request.

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
15/16	N	N/A	Unknown	Unknown	N		

Additional Fiscal Note Information (optional): No net change in total fund balances (statutory and administrative funds combined) will result.

RESOLUTION

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

WHEREAS, as part of the County's normal budget process, the Board of Supervisors authorizes various cash transfers between funds; and

WHEREAS, a blanket authorization for the County Auditor and County Treasurer to execute such transfers, at the request of the Budget Manager, is an efficient method of complying with Iowa Code provisions concerning Board approval of interfund transfers;

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor and County Treasurer are hereby authorized during FY 16/17 to execute transfers authorized by the Board of Supervisors as part of the initial budget approval or subsequent budget amendment approval processes.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deborah A. Anderson
Deb Anderson, Budget Manager

Fiscal Impact: Allows only for the execution of transfers authorized by the Board of Supervisors through the budget process or subsequent Board actions.

24

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing FY 16/17 transfers

Agenda Date: June 28, 2016

Contact Individual: Deb Anderson, Budget Manager
Board of Supervisors Office
Phone: 515-286-3016

Background: Per Section 331.432 of the Iowa Code, all transfers must be approved by the Board of Supervisors. During the normal course of business, it is necessary to transfer funds in accordance with the approved annual budget.

Action Impact: The Budget Manager maintains a cash transfer schedule for budgeted transfers. Adjustments to the annual transfer schedule will be included in subsequent FY 16/17 amendments.

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
16/17	N	N/A	None	None	N		

Additional Fiscal Note Information (optional): No net change in total fund balances (statutory and administrative funds combined) will result from any transfer activities. However, individual fund balances may be impacted.

RESOLUTION

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

WHEREAS, at certain times during the fiscal year, various County funds may experience temporary cash basis deficit fund balances; and

WHEREAS, the County Auditor and County Treasurer have devised and used the mechanism of interfund loans to cover temporary cash basis deficit fund balances; and

WHEREAS, Section 331.477 of the Iowa Code states that temporary interfund loans are required to be authorized by Board resolution;

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor and County Treasurer are hereby authorized to continue their practice of making necessary interfund loans during FY 16/17 to offset temporary cash basis deficit fund balances.

BE IT FURTHER RESOLVED, that the County Auditor, in conjunction with the Budget Manager, is hereby authorized to determine which funds are to be included in the interfund loan process during FY 16/17.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deborah A Anderson
Deb Anderson, Budget Manager

Fiscal Impact: None – Resolution does not alter appropriation authority

#25

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution authorizing the use of interfund loan pools for FY 16/17

Agenda Date: June 28, 2016

Contact Individual: Deb Anderson, Budget Manager
Board of Supervisors Office
Phone: 515-286-3016

Background: Section 331.477 of the Iowa Code provides for temporary interfund loans as approved by the Board of Supervisors. Historically this process has been more effectively administered through the creation of standard Interfund Loan Pools. The pre-established pools allow for seamless operations should one of the funds in the pool experience a temporary cash shortfall during the fiscal year.

Action Impact: Authorizes the establishment of interfund loan pools for FY 16/17.

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
16/17	N	N/A	None	None	N		

Additional Fiscal Note Information (optional): This resolution has no impact on expenditures or anticipated revenues for FY 16/17. Polk County has not historically charged interest between funds for temporary cash flow financing.

RESOLUTION

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

WHEREAS, Section 331.434(6) of the Iowa Code requires the Board of Supervisors to appropriate by resolution the amounts deemed necessary for each of the County offices and departments during the ensuing fiscal year for all statutory budget funds; and

WHEREAS, the Polk County Auditor requires sufficient time to close and balance the County's books for Fiscal Year 15/16;

NOW, THEREFORE, BE IT RESOLVED, that as a temporary measure, the Polk County Board of Supervisors hereby appropriates for FY 16/17 the sums reflected in the attached appropriation summary.

Approved this _____ day of June, 2016.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:

Keith Olson
Keith Olson, Central Accounting Manager

Deborah A. Anderson
Deb Anderson, Budget Manager

Fiscal Note: Appropriates funds as set forth in the FY 16/17 budget that was certified March 8, 2016.

#26

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution appropriating FY 16/17 budget as certified

Agenda Date: June 28, 2016

Contact Individual: Deb Anderson, Budget Manager
Board of Supervisors Office
Phone: 515-286-3016

Background: On March 8, 2016, the Polk County Board of Supervisors certified the FY 16/17 budget. Section 331.434(6) of the Iowa Code requires that the Board appropriate expenditure of these funds by resolution.

Action Impact: This resolution temporarily appropriates funds by Service Area, Office/Department and Fund. Appropriations may be adjusted anytime during the year per Code guidelines. Polk County typically amends the budget and makes significant appropriation adjustments periodically through the fiscal year after consideration of and approval by the 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
16/17	N	N/A	No change to budget as certified	No change to budget as certified	N		

Additional Fiscal Note Information (optional): This resolution does not alter the amount of property taxes, total expenditures, or estimated revenues as compared to the FY 16/17 budget certified to the State in March 2016.

POLK COUNTY
 APPROPRIATION SUMMARY
 FISCAL YEAR 16/17

Total By Fund

001	General Basic	\$	112,755,767
002	General Supplemental		41,637,888
003	Risk Management		3,240,767
004	Community Development		5,850,000
005	Economic Development		1,000,000
010	Mental Health		28,229,014
011	Rural Basic		2,378,456
012	Rural Supplemental		1,048,229
013	Forfeited Property/Sheriff/State		12,550
014	Forfeited Property/Sheriff/Fed		50,000
015	Forfeited Property/Co. Attorney		151,908
018	Co. Attorney Collections		32,815
020	Secondary Roads		14,510,619
021	Recorder's Surcharge		50,000
024	Fire Protection		822,699
026	REAP		160,175
030	Traffic Enforcement		365,000
043	Debt Svc./Water District		52,412
046	Debt Service		19,254,043
050	Conservation Land Acq.		520,000
051	Conservation PCWLL		12,470,000
052	Courthouse		21,033,215
055	Capital Projects		6,567,421
	Fund Total	\$	272,192,978

POLK COUNTY
 APPROPRIATION SUMMARY
 FISCAL YEAR 16/17

Total By Office/Department

001	Auditor	\$	6,393,583
002	Recorder		2,443,633
003	Treasurer		6,357,104
004	Sheriff		54,832,769
005	County Attorney		13,539,603
010	Board of Supervisors		33,518,070
012	Human Resources		2,488,007
022	Health Department		6,519,427
023	Community, Family & Youth		23,549,336
026	Public Works		24,520,536
027	General Services		40,009,891
028	Information Technology		5,930,664
044	Health Services		29,272,149
045	Veteran Affairs		1,637,710
046	Conservation		19,681,098
047	Medical Examiner		1,499,398
Office/Department Total		\$	272,192,978

Total By Service Area

1	Public Safety & Legal Services	\$	74,288,161
3	Physical Health & Social Services		37,803,145
4	MH, MR, DD		28,229,014
6	Co. Environment and Education		13,332,666
7	Roads & Transportation		10,885,012
8	Government Services to Residents		8,103,922
9	Administration		33,240,292
11	Debt Service		19,306,455
12	Capital Projects		47,004,311
		\$	272,192,978

RESOLUTION

MOVED by _____ **SECONDED** by _____

that the following Resolution be adopted:

WHEREAS, in accordance with Iowa Code 256.69, Polk County has a statutory obligation to provide financial support to the public library which provides rural library services to the citizens of unincorporated Polk County, and;

WHEREAS, Polk County’s contract with the Rural Library Association will expire on June 30, 2016, and;

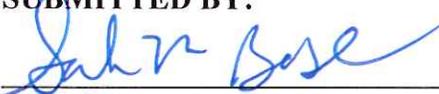
WHEREAS, it is in the best interest of Polk County to enter into an agreement with the Polk County Library Association to provide rural library services to unincorporated Polk County residents.

NOW, THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors hereby approves the agreement between Polk County and the Polk County Library Association to provide rural library services to unincorporated Polk County residents and authorizes the Chair to sign the attached agreement.

POLK COUNTY BOARD OF SUPERVISORS

Chairperson

SUBMITTED BY:



Sarah Boese
Board Executive Assistant

FY16/17: \$450,000
FY17/18: \$475,000
FY18/19: \$500,000

#27

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving an agreement between Polk County and the Polk County Library Association.

Agenda Date: June 28, 2016

Contact Individual: Sarah Boese, Board Executive Assistant
Board of Supervisors
286-3895

Previous Action taken by the Board: 7/1/14

Board/Commission Actions: N/A

Action Requested (Recommended): Entering into a three year agreement with the Polk County Library Association to provide services to unincorporated Polk County residents.

Comply with Policy: Yes

Background: In accordance with Iowa Code 256.69, Polk County has a statutory obligation to provide financial support to the public library which provides rural library services to the citizens of unincorporated Polk County. Polk County's contract with the Rural Library Association will expire on June 30, 2016. It is in the best interest of Polk County to enter into an agreement with the Polk County Library Association to provide rural library services to unincorporated Polk County residents. Polk County's financial contribution will be as follows: FY16/17 \$455,000, FY17/18 \$475,000, FY18/19 \$500,000. Provider libraries will provide Polk County 60 days notice regarding any proposed change in services that would limit rural residents' right of access to and use of library facilities or that would provide rural residents with a lesser service level than is provided or a higher fee structure than is charged to residents of the cities whose libraries are parties to the Library Services to Rural Polk County Agreement.

Action Impact: The passage of this resolution enters into a three year agreement with the Polk County Library Association to provide services to unincorporated Polk County residents.

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
16/17	N		\$455,000		N	110106400.77140	
17/18	N		\$475,000		N	110106400.77140	
18/19			\$500,000			110106400.77140	

Additional Fiscal Note Information (optional):