



**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
March 22, 2016  
6:30 PM**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **RECOGNITION OF SOUTHEAST POLK CLASS 3A STATE TEAM WRESTLING CHAMPIONS AND ALL-IOWA WRESTLING COACH JASON CHRISTENSON**
4. **PRESENTATION BY GREG EDWARDS, GREATER DES MOINES PARTNERSHIP**
5. **ARBOR DAY PROCLAMATION**
6. **PUBLIC HEARING**
  - a. Intent to Acquire Agricultural Property and Authorize Acquisition of Necessary Property for SE Connector and Pleasant Hill Blvd and Vandalia Road Intersection Projects
    1. **Resolution #032216-01** – Intent to Acquire Necessary Property and Authorize Acquisition for SE Connector and Pleasant Hill Blvd and Vandalia Rd Intersection Projects by Gift, Negotiation, or Eminent Domain
7. **PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**
8. **CONSENT ITEMS**
  - a. Council Minutes - dated 03-08-16
  - b. Claims Listing - dated 03-08-16
  - c. Expenditure Report - dated February 2016
  - d. Revenue Report - dated February 2016
  - e. Treasurer's Report - dated February 2016
  - f. Fire Department Report - dated February 2016
  - g. Police Department Report - dated February 2016
  - h. **Resolution #032216-02** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund
  - i. **Resolution #032216-03** – Transfer of Funds – Employee Benefits Fund to General Fund
  - j. **Resolution #032216-04** – Approval of Job Description for Community Development Intern
  - k. Liquor License Renewal – Elks Club #98, 5420 NE 12<sup>th</sup> Avenue
9. **BUSINESS ITEMS**
  - a. Second Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations
  - b. Second Reading of **Ordinance No. 802** – Amending Chapter 175 Subdivision Regulations
  - c. **Resolution #032216-05** - Approval of Contract for Professional Engineering Services for Sanitary Sewer GIS Mapping Phase II
  - d. **Resolution #032216-06** – Resolution Amending Resolution No. 062315-04 to Correct Debt Levy Amount filed on General Obligation Corporate Purpose Bonds.
  - e. First reading of **Ordinance 803** - An Ordinance Amending Chapter 98 Sewer Service Charges
  - f. **Resolution #032216-07** – Request to City of Des Moines to Initiate Severance of Property for Annexation to Pleasant Hill
  - g. Four-Mile Creek Bank Stabilization Project – Discussion and Consideration of Construction Contract Award
10. **CLOSING COMMENTS**
11. **ADJOURNMENT**



## PROCLAMATION

**WHEREAS**, the Southeast Polk RAM's Wrestling Team completed another successful season by winning the Class 3-A Traditional State Team Wrestling Title on Saturday, February 20, 2016, and

**WHEREAS**, these young athletes have demonstrated talent and determination to achieve this success and to reach the top of their divisions; and

**WHEREAS**, they have instilled school pride and brought honor to the City of Pleasant Hill and the entire Southeast Polk School District; and

**WHEREAS**, The City of Pleasant Hill honors their hard work and dedication in achieving the Iowa wrestling team title for the Southeast Polk School District;

**NOW THEREFORE**, The City of Pleasant Hill recognizes the Southeast Polk Wrestling Team for their first place standing in the 2016 Class 3-A Traditional State Team Wrestling Tournaments.

**NOW THEREFORE**, I, Sara Kurovski, Mayor of Pleasant Hill, IA do hereby proclaim recognition upon the Southeast Polk Wrestling Team on this 22<sup>nd</sup> day of March, 2016.

In testimony whereof, I have heretofore unto subscribed my name.

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Sara Kurovski, Mayor



## PROCLAMATION

**WHEREAS**, the Southeast Polk RAM's Wrestling Team has won three individual class 3A state championships in the past four years and

**WHEREAS**, last year the undefeated Rams graduated three state champions, three runners-up, along with a fourth place and seventh place finisher and returned in 2016 to win the 3A state title

**WHEREAS**, Coach Christenson has developed a program the has been ranked nationally for the past five years

**WHEREAS**, Jason Christenson was named 2016 All-Iowa wrestling coach of the year

**NOW THEREFORE**, The City of Pleasant Hill recognizes Coach Jason Christenson as the 2016 All-Iowa wrestling coach of the year.

**NOW THEREFORE**, I, Sara Kurovski, Mayor of Pleasant Hill, IA do hereby proclaim recognition upon Coach Jason Christenson on this 22<sup>nd</sup> day of March, 2016.

In testimony whereof, I have heretofore unto subscribed my name.

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Sara Kurovski, Mayor



*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I,* \_\_\_\_\_, Mayor of the City of \_\_\_\_\_, do hereby proclaim \_\_\_\_\_ as

# Arbor Day

In the City of \_\_\_\_\_, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* \_\_\_\_\_ day of \_\_\_\_\_  
 Mayor \_\_\_\_\_



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER

**SUBJECT:** HEARING ON INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZE ACQUISITION FOR THE SE CONNECTOR AND PLEASANT HILL BLVD/VANDALIA RD INTERSECTION PROJECT BY GIFT, NEGOTIATION, OR EMINENT DOMAIN

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**BACKGROUND:**

The City of Pleasant Hill has been working with the City of Des Moines to plan and construct the SE Connector as a transportation corridor connecting the Highway 5/65 Bypass to downtown Des Moines for several years. The City of Des Moines initiated the project that begins as an extension to the Martin Luther King Jr. Parkway in the City's downtown. Roadway improvements move east from downtown through the industrial southeast quadrant of the City and will be reaching SE 30<sup>th</sup> Street in 2016. The intersection project will provide for local traffic needs and be designed to align with future construction of the Southeast Connector.

To move forward with the project, the City will need to acquire the necessary right-of-way and easements for the project by gift, negotiation, or eminent domain including acquiring agricultural property. These actions are required by Iowa law before the City can initiate the right-of-way acquisition process under eminent domain should that process become necessary. The City of Pleasant Hill and City of Des Moines are coordinating the acquisition process to be led by Des Moines real estate staff. A public hearing has been scheduled for this Council meeting regarding property acquisition for the project. Following the hearing, the attached resolution can be considered that acknowledges the hearing was held and authorizes the project to continue moving forward through the acquisition of needed property and authorizing the use of eminent domain if it becomes needed.

**ALTERNATIVES:**

Not approve the resolution. However, this would delay or terminate the project.

**FINANCIAL CONSIDERATIONS:**

Property values will be determined by an independent appraiser after right-of-way acquisition limits have been determined. The project has been identified as a priority by the City Council and has been budgeted for in the Capital Improvements Program.

**RECOMMENDATION:**

Consider approval of the attached resolution to hold the public hearing on the intent to acquire agricultural property and authorize acquisition of necessary property for the SE Connector and Pleasant Hill Blvd and Vandalia Rd Intersection Projects.

**RESOLUTION #032216-01**

**A RESOLUTION TO HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZING ACQUISITION OF THE NECESSARY PROPERTY INTERESTS THEREOF FROM LARRY E. FLECK, SANDRA A. FLECK, SHARON F. WHITING, AND DEAN A. WHITING FOR PROPERTY NEEDED FOR THE SE CONNECTOR AND PLEASANT HILL BOULEVARD/VANDALIA ROAD INTERSECTION PROJECTS BY GIFT, NEGOTIATION, OR EMINENT DOMAIN**

**WHEREAS**, under the provisions of Chapter 6B of the Iowa Code, a governmental body which proposes to acquire agricultural land under power of eminent domain for a public improvement project is required to give notice of intent to commence the project to all owners and record contract purchasers of such agricultural land whose properties may be acquired in whole or in part for the project (See Sections 6A.21(a) and 6B.2A of the Iowa Code); and

**WHEREAS**, the City Council has within its Capital Improvements Program, a proposed improvement to be known as the SE Connector and Pleasant Hill Boulevard/Vandalia Road Intersection Projects; and

**WHEREAS**, on January 26, 2016 the City Council approved a request to transfer STP funds for the Project; and

**WHEREAS**, on February 9, 2016 the City Council set the time and place for a hearing at which owners and contract purchasers of agricultural land affected by the SE Connector and Pleasant Hill Boulevard/Vandalia Road Intersection Projects may present their views regarding the Project and regarding the proposed acquisition of agricultural property for the Project by gift, negotiation or eminent domain; and

**WHEREAS**, on March 8, 2016 the City Council approved an amendment to the Agreement with the City of Des Moines to include property acquisition relating to the Project; and

**WHEREAS**, authorized notice of this hearing was given as provided by law, setting forth the time and place for hearing on the proposal; and

**WHEREAS**, the City Council has met as provided in the notice to receive and consider input regarding the Project and the acquisition of agricultural property by gift, negotiation or eminent domain for said Project, and those interested in this proposed Project, both for and against, have been given an opportunity to be heard with respect thereto and have presented their views to the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pleasant Hill, Iowa:

1. That all objections and endorsements having been fully reviewed and considered, the hearing providing the opportunity for public input on the question of proceeding with the SE Connector and Pleasant Hill Boulevard/Vandalia Road Intersection Projects and on the acquisition or condemnation of agricultural property and property interests for said Project is now concluded and closed.

2. That the proposed funding and proposed route for the SE Connector and Pleasant Hill Boulevard/Vandalia Road Intersection Projects, as set forth in the Capital Improvements Program, is hereby approved.

3. That acquisition of private agricultural property needed for this Project, including acquisition by eminent domain (condemnation) if necessary, is hereby authorized. That acquisition of all other private

property and property interests needed for this project, including acquisition by condemnation if necessary, is hereby authorized.

ADOPTED this 22<sup>nd</sup> day of March 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
March 8, 2016  
6:30 PM**

**1. CALL TO ORDER/ROLL CALL**

Mayor Kurovski called the Pleasant Hill City Council meeting to order on March 8, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Dean Cooper, Barb Malone, Mark Konrad and Mayor Sara Kurovski. ABSENT: none.

**2. APPROVAL OF AGENDA**

Mullen/Gause moved to approve the agenda as presented. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

**3. BADGING FOR SERGEANT KILLAM**

Chief Pizzano gave the Oath of Office to Sergeant Brandan Killam during a badge ceremony as Sergeant Killam moved up the ranks to become one of Pleasant Hill's newest supervisors.

**4. PUBLIC HEARINGS**

a. Fiscal Year 2016-2017 Budget Hearing

Mayor Kurovski opened the Public Hearing for the Fiscal Year 2016-2017 Budget Hearing at 6:32 p.m. City Manager Don Sandor explained that Cities in Iowa are required to approve an annual budget for each fiscal year and certify that budget prior to March 15<sup>th</sup>. Mr. Sandor summarized the key highlights of the budget, adding that the goal is always to have a stable tax levy rate while also giving excellent service to the community. This is the eighth year in a row that the tax levy has been maintained at \$11.65. This resolution will adopt the Fiscal Year 2016-2017 budget for the City as has been reviewed by the City Council and prepared and advertised by staff for public review. Councilmember Konrad outlined to the audience how the budget preparation process goes through scrutiny via many public meetings as the Council, Mayor, City Manager, and staff try to appease what is in the best interest of the City without increasing the tax levy. He thanked everyone for all their work on this year's process. Councilmember Mullen also thanked everyone for helping to make this year go smoothly. Hearing no comments from the public, the Mayor closed the public hearing at 6:35p.m.

1. **Resolution #030816-01** - Approval of Fiscal Year 2016-2017 Budget.

Konrad/Malone moved to approve the agenda as presented. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

b. Youngstown Trail Phase 1

Mayor Kurovski opened the Public Hearing for Youngstown Trail Phase 1 at 6:36 p.m. City Engineer Eric Cannon explained that a bid letting was held on March 2, 2016. Nine bids were received ranging from \$189,999.00 to \$286,173.00. He recommended the approval of contract award to Elder Corporation as the low bidder. When asked about the timeframe, he said the project should be completed by the end of June. Mark Ackelson complimented the council, staff, and Mr. Cannon for moving forward with a more elaborate trail system, and was thankful the budget approved future ordinances to be developed. Hearing no comments from the public, the Mayor closed the public hearing at 6:38p.m.

1. **Resolution #030816-02** – Approval of Plans, Specifications, and Project Award for the Youngstown Trail Phase 1 Project.

Malone/Cooper moved to approve the agenda as presented. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

**5. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**

Matt Christofferson addressed the Council meeting to announce he was running for the Iowa State Representative for District 31, encompassing East Des Moines and Pleasant Hill. He thanked everyone for participating in government meetings such as the Council meeting.

## 6. CONSENT ITEMS

Mullen/Gause moved to approve the **CONSENT ITEMS**: Council Minutes - dated 02-23-16, Claims Listing dated 03-08-16, Tax Abatement Report dated February 2016, Public Works Dept Report - dated February 2016, Liquor License Renewal – Copper Creek Golf Course, 4825 Copper Creek Dr., Liquor License Renewal – Royal China Restaurant, 4830 Maple Dr., Library Board Minutes dated 01-28-16, **Resolution #030816-03** – Approval of Lien Schedule. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

## 7. BUSINESS ITEMS

a. Request for fund raising event by Pony Express Riders of Iowa, Inc.

Malone/Cooper moved to approve the request for fund raising event by Pony Express Riders of Iowa, Inc. Kim Gamble of the Pony Express Riders of Iowa thanked the City for allowing them to do their annual fund raising event in Pleasant Hill again as they have for several years. The Police Chief has approved them to conduct fund raising on Saturday, May 21, from 8 am to noon at the intersection of Hickory and Maple Street. Ms. Gamble shared some stories about Camp Sunnyside programs and donations. She appreciated everyone's support. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

b. **Resolution #030816-04** – Approval of Complete Streets Policy.

Mullen/Gause moved to approve **Resolution #030816-04** – Approval of Complete Streets Policy. Senior Planner Madeline Sturms explained that the City Council approved the Comprehensive Plan and the Parks, Recreation, and Open Space Plan at their November 24, 2015 meeting. Both of these plans addressed transportation and community connectivity recommendations. Therefore, it was identified and recommended that the City adopt a Complete Streets policy to support roadway design that accommodates all transportation modes and users. Staff has reviewed a draft policy from the DMAMPO along with other Iowa adopted policies to assemble a draft for Pleasant Hill. The Planning and Zoning Commission and Parks and Recreation Commission both recommended approval of the policy. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

c. First Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations.

Cooper/Konrad moved to approve the First Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations. Assistant City Manager Ben Champ said that following the discussion on Complete Streets, staff drafted updates to two sections of the City's Code that regulate the width of sidewalks: an ordinance updating Chapter 136, *Sidewalk Regulations*, and a partner ordinance updating Chapter 175, *Subdivision Regulations*. Ordinance 801 would require all new sidewalks in new developments to be six feet. There was discussion about what the width should be on replacement of existing sidewalks. Council Members Mullen and Malone felt the existing sidewalks should be grandfathered in and be able to be repaired and/or replaced at their current width. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

d. First Reading of **Ordinance No. 802** – Amending Chapter 175 Subdivision Regulations.

Mullen/Gause moved to approve the First Reading of **Ordinance No. 802** – Amending Chapter 175 Subdivision Regulations. Assistant City Manager Ben Champ explained this was the second piece of the above mentioned ordinance changes. Ordinance 802 would update the language to require sidewalks on both sides of private streets that are being dedicated for public use to add clarity to the existing language for both sides of streets. Past practice has been both sides of publicly owned streets and one side of private streets. The width for sidewalks has also been increased to six feet in the same section of the Chapter. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

e. **Resolution #030816-05** – Approval of Policy on Contributions.

Konrad/Malone moved to approve **Resolution #030816-05** – Approval of Policy on Contributions. City Manager Don Sandor explained the City has various organizations it makes financial contributions to, either in cash or in kind service through staff assistance. There has not been any guidelines or policy in the past to help make a determination if a request for a contribution should be approved or not, as there are many worthy organizations. The proposed policy will provide some guidance in deciding whether or not to make a financial contribution to an organization in the future. The finance committee has reviewed the policy. Councilmember Mullen expressed the need to have a policy and thought it was a good idea. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

f. **Resolution #030816-06** – Approval of IDOT Federal Aid Agreement for STP Program Project.

Malone/Cooper moved to approve **Resolution #030816-06** – Approval of IDOT Federal Aid Agreement for STP Program Project. Senior Planner Madeline Sturms explained that the City of Pleasant Hill has been working with the City of Des Moines to plan and construct the SE Connector as a transportation corridor connecting the Highway 5/65 Bypass to downtown Des Moines for several years. The City was awarded Surface Transportation Project (STP) Funds to fund portions of the design and construction. This resolution approves the agreement with the IDOT for receipt of the funding for eligible costs. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

g. **Resolution #030816-07** – Approval of Amended Intergovernmental Agreement with Des Moines for SE Connector Planning and Development.

Cooper/Mullen moved to approve **Resolution #030816-07** – Approval of Amended Intergovernmental Agreement with Des Moines for SE Connector Planning and Development. Senior Planner Madeline Sturms explained that the City of Pleasant Hill has been working with the City of Des Moines to plan and construct the SE Connector as a transportation corridor connecting the Highway 5/65 Bypass to downtown Des Moines for several years. This amended agreement has been developed between the two communities to formalize the coordination that has been taking place to ensure that the investments being made will be coordinated for the long term. Funding coordination, marketing, corridor preservation, design, and construction are all important components of the agreement. The original agreement did not include language to authorize Des Moines to lead property acquisition on behalf of the City of Pleasant Hill. Councilmember Cooper felt this was the beginning of critical growth opportunities for the City. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

h. **Resolution #030816-08** Approval of Site Plan for Magellan Midstream Partners, L.P.

Mullen/Gause moved to approve **Resolution #030816-08** Approval of Site Plan for Magellan Midstream Partners, L.P. Assistant City Manager Ben Champ explained the Planning and Zoning Commission and the City Council have worked with Magellan Midstream Partners, L.P. on several expansion projects over the last few years. Staff has continued to work with the company on another major investment over the last few months. Magellan is now proposing two additional above ground storage tanks for their operations in the southwest corner of the City. The two tanks are identical in size to the most recent tank expansions to the facility and will measure sixty feet in height. They will be placed in the northeast corner of the site adjacent to the most recent tank additions and will be served by the recently extended 12" water main for fire protection. The project will be constructed within the existing confines of the Magellan operation and located in the I-3 Heavy Industrial zoning district that does not contain architectural standard requirements. The exterior of the tanks will be painted and match the others in the tank farm. The project has followed the same review process as the most recent tank projects and has been reviewed by the Fire Chief and the City Engineer. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

i. **Resolution #030816-09** Approval of Appointment to Trails and Greenways Committee.

Malone/Konrad moved to approve **Resolution #030816-09** Approval of Appointment to Trails and Greenways Committee. Assistant City Manager Ben Champ said several years ago, the City of Des Moines and Polk County Conservation established the Trails and Greenways Committee (TAG). The Committee was set up to make recommendations to the Des Moines Park Board and the Polk County Conservation Board and originally contained members only representing the two entities. In 2012, Loren Lown contacted the City of Pleasant Hill to recommend that the City request to be added as a member. Penny Thomson was appointed by the City Council to TAG following the request to be added to the Committee. At this time, Thomson and Lown have requested that another member of the Park and Recreation Commission serve as the City's representative to TAG and they have recommended Olivia Smith for the role to replace Thomson. The Council welcomed her aboard and thanked her for volunteering. Ms. Smith said her background and education should help her in this role and she was eager to contribute her services. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

j. **Resolution #030816-10** Approval of Street Lighting Proposal from MidAmerican Energy for the NE 75<sup>th</sup> Street Improvements Project.

Konrad/Malone moved to approve **Resolution #030816-10** Approval of Street Lighting Proposal from MidAmerican Energy for the NE 75<sup>th</sup> Street Improvements Project. Assistant City Manager Ben Champ said the City Engineer has developed the plans and specifications for the NE 75<sup>th</sup> Street Improvements Project. The project has been awarded to McAninch Corporation and work is underway. Street lighting in the community is provided by MidAmerican Energy under a franchise arrangement. The City Engineer and MidAmerican Energy have coordinated the design of street lighting to be installed with the roadway and the utility company has

drafted the proposal for installation. The services include the installation of eight new LED fixtures at a cost of \$49,746.70. Councilmember Konrad inquired if the lights would all be LED, to which City Engineer Eric Cannon answered that Mid American's new policy is that all lights from now on, whether new or replacement, will be LED. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

k. **Resolution #030816-11** Approval of Gas Main Proposal from MidAmerican Energy for the NE 75<sup>th</sup> Street Improvements Project.

Malone/Cooper moved to approve **Resolution #030816-11** Approval of Gas Main Proposal from MidAmerican Energy for the NE 75<sup>th</sup> Street Improvements Project. Assistant City Manager Ben Champ said this is similar to the last project. The project has been awarded to McAninch Corporation and work is underway. Natural gas service in the community is provided by MidAmerican Energy under a franchise arrangement. The City Engineer and MidAmerican Energy have coordinated the design of a gas main to be installed with the roadway and the utility company has drafted the proposal for installation. The services include the installation of the line at a cost of \$47,902.29. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

## 8. CLOSING COMMENTS

Mayor Kurovski discussed the Metro Advisory Council meeting she attended at the Capitol while legislators are in session. She gave an update that fireworks have not moved on yet, and TIF has not come out yet either. She also announced the second annual Black and Gold Gala will be held at Prairie Meadows on April 1 and is \$50. They provide grants for teachers and a plethora of other requests.

City Manager Don Sandor announced there would be a work session next week on Tuesday, March 15th, at 5:30 pm.

Police Chief Alfonso Pizzano updated everyone on some fine police work done recently by the Pleasant Hill Police Department along with the State Patrol, Polk County Sheriff, Jasper County Sheriff, Prairie City Police Department, and the Des Moines task force. Chief Pizzano wanted to acknowledge the excellent work that Officer Grimes and the other agencies did involving a suspect that led a police chase and discharged some rounds of shots at the State Patrol in Pleasant Hill.

## 9. ADJOURNMENT

Malone/Konrad moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:10 p.m.

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Sara Kurovski, Mayor

ATTEST:

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Dena J. Spooner, City Clerk/Finance Director

A C C O U N T S   P A Y A B L E  
O P E N   I T E M   R E P O R T  
P U B L I C A T I O N

VENDOR SET: 01 CITY OF PLEASANT HILL

BANK: ALL

REPORTING: PAID, UNPAID, PARTIAL

## =====PAYMENT DATES=====

PAID ITEMS DATES : 3/09/2016 THRU 3/23/2016

PARTIALLY ITEMS DATES: 3/09/2016 THRU 3/23/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
ABC PEST CONTROL	PEST CONTROL-SOUTH COMPLEX	166.00
ACME TOOLS	MAINTENANCE SUPPLIES	17.99
AFLAC INSURANCE	INSURANCE	1,092.10
AIA CORPORATION	UNIFORMS	563.35
ALLIED 100 LLC	EDUCATION/TRAINING	77.99
ALTOONA FIRE DEPARTMENT	PARAMEDIC ASSIST	250.00
ALTOONA HERALD INDEX	LEGAL PUBLICATIONS	740.63
BAKER & TAYLOR	BOOKS	558.62
BEN FREEBORN	YC CUSTODIAL	1,385.00
BOOKLIST	PERIODICAL	159.50
BOUNDTREE MEDICAL	MEDICAL SUPPLIES	462.17
BRICK, GENTRY, BOWERS LAW	LEGAL COUNSEL	5,650.51
BROTHERS CONSTRUCTION, INC	DOANES GARAGE INTERIOR	48,840.18
BURKHEAD ELECTRIC LLC	DOANES BLDGS ELECTRICAL	9,751.74
C.J. COOPER & ASSOCIATES	RANDOM DRUG TESTING	35.00
CARPENTER UNIFORMS/PROMOT	UNIFORMS/SAFETY EQUIP	209.96
CDW GOVERNMENT, LLC	MOTOR VEHICLE MAINTENANCE	46.78
CENTURY LINK	DSL DATA LINE-CITY HALL	66.99
CHIEF/LAW ENFORCEMENT SUPP	HOMELAND SECURITY	3,393.85
CHRISTIAN PRINTERS, INC.	PERMIT APPLICATIONS	258.00
COLLECTION SERVICES	GARNISHMENT WITHHOLDING	1,156.66
COMPLETE PLUMBING SERVICES	YC REPAIRS	85.00
COVENTRY	AMBULANCE OVERPAYMENT	108.76
CRYSTAL CLEAR WATER CO.	OPERATING SUPPLIES	14.00
D.R.I.V.E.	D.R.I.V.E. DEDUCTION	10.00
DEMCO	BOOK PROCESSING SUPPLIES	202.12
DICK HENRY	NAME PLATES	22.00
DISCOVER	MAGAZINE	24.95
DOUGLAS D ISAACSON	REPAIR MOWER DECK-#11	390.00
ED M FELD EQUIPMENT CORP	FIREFIGHTER LIGHTS	1,260.98
EFR EMPLOYEE & FAMILY RESO	ANNUAL EAP SERVICE	1,620.00
ELECTRIC PUMP	CONTROL PANEL REPAIR-LIFT STN	306.40
FAMILY SUPPORT PAYMENT CEN	GARNISHMENT	134.64
FRASER TRANSPORTATION SVC	PARAMEDIC ASSIST X 2	400.00
G & K SERVICES	FLOOR MATS	178.74
GARLAND'S INC.	SALLY PORT PROJECT MATERIALS	106.60
GREG BECKWITH	TRAVEL & CONFERENCE	80.46
GRIMES ASPHALT & PAVING CO	POTHOLE PATCH MATERIAL	132.86
HAWKEYE TRUCK EQUIPMENT	MINOR EQUIPMENT-TRK #42	1,148.00
HAWKEYE/VAN GINKEL LAWN &	PRUNING-DOANES PARK	1,280.00
HILLYARD/DES MOINES	JANITORIAL SUPPLIES	1,036.57
HOTSY CLEANING SYSTEMS,IN	HOTSY SOAP	5,991.00
HY-VEE - CITY HALL ACCOUNT	OPERATING SUPPLIES	37.00
HY-VEE - FIRE ACCOUNT	SUPPLIES	5.98

VENDOR SET: 01 CITY OF PLEASANT HILL

BANK: ALL

REPORTING: PAID, UNPAID, PARTIAL

## =====PAYMENT DATES=====

PAID ITEMS DATES : 3/09/2016 THRU 3/23/2016  
 PARTIALLY ITEMS DATES: 3/09/2016 THRU 3/23/2016  
 UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
HYDRO KLEAN	CLEAR BLOCKED SEWER	2,045.75
IA AWP	DUES/MEMBERSHIP	85.00
ICMA-RC	DEFERRED COMPENSATION	2,258.24
INTERNAL REVENUE SERVICE	FED WITHHOLDING	31,235.02
IOWA DEPT OF REVENUE & FI	STATE WITHHOLDING	5,247.00
IOWA GAME & FISH	MAGAZINE	16.97
IOWA PEACE OFFICERS ASSOCI	DUES/MEMBERSHIP	450.00
IPERS-REGULAR	IPERS CONTRIBUTIONS	17,926.01
JIM'S JOHNS	KYBO RENTAL	336.00
KELLY GEORGE TURF & IRRIGA	IRRIGATION REPAIR	295.00
KLOCKE'S EMERGENCY VEHICLE	AMBULANCE PARTS	35.48
KOCH BROTHERS	OFFICE SUPPLIES	312.29
LARRY FLECK &SON TRUCKING	CULVERT REPAIR MATERIALS	774.64
MADLINE STURMS	TRAVEL/CONFERENCE	300.00
MEDIACOM	COMMUNICATIONS	214.72
MENARDS-ALTOONA	STATION SUPPLIES	911.04
MERCY EMERGENCY MED SER	CEH FOR EMS	20.00
MERCY COLLEGE OF HEALTH SC	EMS CEH	10.00
METRO WASTE AUTHORITY	YARD CART RENEWALS	27,501.10
MIDAMERICAN ENERGY CO	UTILITY SERVICE	223.66
MIDWEST LIVING	MAGAZINE	19.97
MISCELLANEOUS VENDOR	AARON DAVIS:EMT CLASS PHYSICAL	1,042.25
NATIONAL GEOGRAPHIC SOCIET	MAGAZINE	39.00
NEW YORK LIFE INSURANCE	PAYROLL DEDUCTION	41.43
O'HALLORAN	BRAKE CALIBERS-TRUCK #27	527.64
O'REILLY AUTO PARTS	VEHICLE & EQUIP PARTS	293.69
OCLC, INC.	DATABASE ACCESS	35.25
OPRAH MAGAZINE	MAGAZINE	19.97
ORIENTAL TRADING CO, INC	PROGRAM SUPPLIES	179.71
PITNEY BOWES PURCHASE POWE	POSTAGE/SHIPPING	1,000.00
POLK COUNTY SHERIFF-CIVIL	GARNISHMENT	77.28
PORTER DO IT BEST	BUILDING SUPPLIES	167.89
QUILL	OFFICE SUPPLIES	653.85
RED WING SHOE STORE	UNIFORMS/SAFETY EQUIP	361.24
RELIANCE STANDARD	DENTAL PREMIUM PAYROLL DEDUCT	3,094.72
RELIASTAR LIFE INSURANCE C	DEFERRED COMP - ING	2,928.32
SCHNEIDER GRAPHICS	FD EMBLEMS	259.65
SHERWIN WILLIAMS - ALTOONA	WHITE STRIPING PAINT-SOCCER	1,572.00
SUNBELT RENTALS	SCISSOR LIFT-GARAGE REPAIRS	704.95
TASC	FLEXIBLE DEP BENE PLAN	2,172.26
TEAMSTERS LOCAL UNION #238	UNION DUES DEDUCTION	711.48
THE EQUITABLE	DEFERRED COMP - THE EQUITABLE	675.36
THE HARTFORD	DEFERRED COMP - THE HARTFORD	591.05
THE IOWAN	MAGAZINE	24.00

A C C O U N T S   P A Y A B L E  
O P E N   I T E M   R E P O R T  
P U B L I C A T I O N

VENDOR SET: 01 CITY OF PLEASANT HILL

BANK: ALL

REPORTING: PAID, UNPAID, PARTIAL

## =====PAYMENT DATES=====

PAID ITEMS DATES : 3/09/2016 THRU 3/23/2016

PARTIALLY ITEMS DATES: 3/09/2016 THRU 3/23/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
THE WALDINGER CORP	REPLACE WIRES-POLES NE80/163	2,793.04
TRAFFIC AND TRANSPORTATION	REPAIR TRAFFIC SIGNAL MODEMS	606.00
TRANS IOWA CHARTER	BEST TRIP - BUS	3,010.00
TRANS-IOWA EQUIPMENT, INC	STREET SWEEPER PARTS	47.40
TRITECH SOFTWARE SYSTEMS	EMS BILLING	975.00
UNITED WAY OF CENTRAL IA	UNITED WAY CONTRIBUTION	38.00
UNITY POINT HEALTH-DES MOI	CPR CARDS	16.00
UNIVERSITY PHOTO	STAFF PHOTOS	234.75
UNUM LIFE INSURANCE COMPAN	LTD PAYROLL DEDUCTION TAXED	1,795.00
US BANK EQUIPMENT FINANCE	COPIER LEASE	101.69
VOGUE	MAGAZINE	29.95
WELLMARK BLUE CROSS BLUE S	HEALTH INS PREM PAYROLL DEDUCT	19,914.07
WHERE TO RETIRE	MAGAZINE	18.00
WIMACTEL, INC.	PAYPHONE 515 262-9927	55.00
WINDSTREAM	PHONE SERVICE-CITY COMPLEXES	1,695.00
WORLDPOINT ECC	CPR/AED TRAINER EQUIPMENT	839.24
ZOLL MEDICAL CORP	HEART MONITOR SERVICE	330.00
TOTAL		229,348.10

A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
P U B L I C A T I O N

VENDOR SET: 01 CITY OF PLEASANT HILL

BANK: ALL

REPORTING: PAID, UNPAID, PARTIAL

=====PAYMENT DATES=====

PAID ITEMS DATES : 3/09/2016 THRU 3/23/2016

PARTIALLY ITEMS DATES: 3/09/2016 THRU 3/23/2016

UNPAID ITEMS DATES :

FUND TOTALS

001	GENERAL	112,275.58
110	ROAD USE	14,648.30
304	TIF CAPITAL PROJECTS	53,743.11
610	SEWER	15,129.79
670	SOLID WASTE	27,502.70
699	EQUIPMENT REPLACEMENT	5,198.98
740	STORM WATER	849.64
GRAND TOTAL		229,348.10

CITY OF PLEASANT HILL  
 EXPENDITURES BY PROGRAM, AREA & DEPARTMENT  
 AS OF: FEBRUARY 29TH, 2016

% OF YEAR COMPLETED - 66.67

EXPENDITURES	CURRENT BUDGET	MONTHLY ACTUAL	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PUBLIC SAFETY</b>					
=====					
POLICE DEPARTMENT	2,165,520	143,203.47	1,322,911.37	842,608.63	61.09
EMERGENCY FUND	0	0.00	0.00	0.00	0.00
EMERGENCY MANAGEMENT	11,100	18.81	12,447.18 (	1,347.18)	112.14
FIRE DEPARTMENT	818,797	22,819.09	470,956.64	347,840.36	57.52
EMS/AMBULANCE	78,450	4,793.14	42,625.35	35,824.65	54.33
ANIMAL CONTROL	3,000	0.00	980.40	2,019.60	32.68
<b>TOTAL PUBLIC SAFETY</b>	<b>3,076,867</b>	<b>170,834.51</b>	<b>1,849,920.94</b>	<b>1,226,946.06</b>	<b>60.12</b>
<b>PUBLIC WORKS</b>					
=====					
ROADS, BRIDGES & SIDEWALK	820,412	50,447.24	496,626.82	323,785.18	60.53
STREET LIGHTING	137,000	178.13	75,082.61	61,917.39	54.80
TRAFFIC CONTROL	50,000	11,019.43	40,711.56	9,288.44	81.42
SNOW REMOVAL	63,000	4,253.86	48,424.97	14,575.03	76.87
STREET CLEANING	0	0.00	0.00	0.00	0.00
STORM SEWERS	0	0.00	106.93 (	106.93)	0.00
ADMINISTRATIVE	0	0.00	0.00	0.00	0.00
<b>TOTAL PUBLIC WORKS</b>	<b>1,070,412</b>	<b>65,898.66</b>	<b>660,952.89</b>	<b>409,459.11</b>	<b>61.75</b>
<b>HEALTH/SOCIAL SERVICES</b>					
=====					
MOSQUITO CONTROL	10,500	0.00	7,423.43	3,076.57	70.70
<b>TOTAL HEALTH/SOCIAL SERVICES</b>	<b>10,500</b>	<b>0.00</b>	<b>7,423.43</b>	<b>3,076.57</b>	<b>70.70</b>
<b>CULTURE/RECREATION</b>					
=====					
LIBRARY	598,126	39,568.67	339,705.32	258,420.68	56.79
PARKS	274,231	12,110.75	172,087.08	102,143.92	62.75
RECREATION	160,806	7,028.93	110,728.21	50,077.79	68.86
CEMETERY	6,750	275.31	9,617.19 (	2,867.19)	142.48
<b>TOTAL CULTURE/RECREATION</b>	<b>1,039,913</b>	<b>58,983.66</b>	<b>632,137.80</b>	<b>407,775.20</b>	<b>60.79</b>
<b>COMMUNITY ECONOMIC DEVELOPMENT</b>					
=====					
LMI	601,000	0.00	581,745.00	19,255.00	96.80
TIF	372,669	0.00	119,240.49	253,428.51	32.00
PLANNING & ZONING	544,901	35,826.39	372,292.08	172,608.92	68.32
<b>TOTAL COMMUNITY ECONOMIC DEVELOPMENT</b>	<b>1,518,570</b>	<b>35,826.39</b>	<b>1,073,277.57</b>	<b>445,292.43</b>	<b>70.68</b>

CITY OF PLEASANT HILL  
 EXPENDITURES BY PROGRAM, AREA & DEPARTMENT  
 AS OF: FEBRUARY 29TH, 2016

% OF YEAR COMPLETED - 66.67

EXPENDITURES	CURRENT BUDGET	MONTHLY ACTUAL	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>GENERAL GOVERNMENT</b>					
=====					
MAYOR	13,764	1,010.43	4,264.35	9,499.65	30.98
COUNCIL	94,523	1,443.79	67,844.68	26,678.32	71.78
CLERK, TREASURER, ADMIN.	373,669	26,131.12	243,902.90	129,766.10	65.27
ELECTIONS	3,000	0.00	3,392.54 (	392.54)	113.08
LEGAL SERVICES/CITY ATTY	135,000	5,008.65	114,069.49	20,930.51	84.50
CITY HALL & BUILDINGS	274,149	9,466.01	163,288.66	110,860.34	59.56
UTILITY FRANCHISE	90,000	0.00	73,730.49	16,269.51	81.92
IT	130,250	4,606.25	66,903.70	63,346.30	51.37
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,114,355</b>	<b>47,666.25</b>	<b>737,396.81</b>	<b>376,958.19</b>	<b>66.17</b>
<b>DEBT SERVICE</b>					
=====					
DEBT SERVICE	0	0.00	0.00	0.00	0.00
2004 URB RENEW	0	0.00	0.00	0.00	0.00
2003 URB RENEW	0	0.00	0.00	0.00	0.00
2006 URB REN/CORP PURP	0	0.00	0.00	0.00	0.00
2007 URB REN/CORP PURP	0	0.00	0.00	0.00	0.00
2010 URB REN/CORP PURP	0	0.00	0.00	0.00	0.00
2009 CORP PURP/REFUNDING	269,675	0.00	7,337.50	262,337.50	2.72
2009 SEWER IMPROVEMENT	68,435	0.00	6,717.50	61,717.50	9.82
BOX CULVERT REPLACE-EVAN	22,376	0.00	22,376.23	0.02	100.00
2011 URB REN/CORP PURP	0	0.00	0.00	0.00	0.00
2012 ESSEN/CORP/GEN PURP	258,350	0.00	9,175.00	249,175.00	3.55
2012 URB REN	0	0.00	0.00	0.00	0.00
2015 BOND	40,071	0.00	17,908.26	22,162.74	44.69
<b>TOTAL DEBT SERVICE</b>	<b>658,907</b>	<b>0.00</b>	<b>63,514.49</b>	<b>595,392.76</b>	<b>9.64</b>
<b>CAPITAL PROJECTS</b>					
=====					
CAPITAL PROJECTS	4,335,330	25,999.05	1,702,743.81	2,632,586.19	39.28
<b>TOTAL CAPITAL PROJECTS</b>	<b>4,335,330</b>	<b>25,999.05</b>	<b>1,702,743.81</b>	<b>2,632,586.19</b>	<b>39.28</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
=====					
WATER ADMINISTRATION	273,000	0.00	212,008.84	60,991.16	77.66
SEWER DEPARTMENT	1,384,369	54,497.23	896,946.41	487,422.59	64.79
SOLID WASTE DEPARTMENT	393,000	36,507.57	272,572.56	120,427.44	69.36
EQUIPMENT REPLACEMENT	602,400	21,803.94	300,798.27	301,601.73	49.93
STORM WATER	172,500	8,861.11	23,914.72	148,585.28	13.86
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>2,825,269</b>	<b>121,669.85</b>	<b>1,706,240.80</b>	<b>1,119,028.20</b>	<b>60.39</b>

CITY OF PLEASANT HILL  
EXPENDITURES BY PROGRAM, AREA & DEPARTMENT  
AS OF: FEBRUARY 29TH, 2016

% OF YEAR COMPLETED - 66.67

EXPENDITURES	CURRENT BUDGET	MONTHLY ACTUAL	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-PROGRAM =====					
NON-DEPARTMENTAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NON-PROGRAM	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>15,650,123</u>	<u>526,878.37</u>	<u>8,433,608.54</u>	<u>7,216,514.71</u>	<u>53.89</u>
	=====	=====	=====	=====	=====

CITY OF PLEASANT HILL  
 REVENUE PUBLICATION REPORT  
 AS OF: FEBRUARY 29TH, 2016

	MONTHLY REVENUE
GENERAL	133,007.65
ROAD USE	90,802.05
EMPLOYEE BENEFIT FUND	3,830.95
EMERGENCY FUND	485.41
INDUSTRIAL TIF DISTRICT	40.00
EAST URBAN RENEWAL TIF	2,521.70
LMI FUND	5.75
SPECIAL ASSESSMENT	0.07
URBAN RENEWAL CCRK TIF	29,215.64
FEDERAL PROCEEDS	5.51
AVENUE OF FLAGS T & A	0.25
P&R COMPLEX TRUST & AGENCY	3.03
LIBRARY TRUST & AGENCY	9.36
MEMORIAL TRUST & AGENCY	0.14
DEBT SERVICE	3,074.99
CAPITAL PROJECTS	1,773.09
WATER PARK PROJECT	0.00
TIF CAPITAL PROJECTS	560.40
PERPETUAL TRUST & AGENCY	52.04
WATER	161.65
SEWER	123,264.25
SEWER CONSTRUCTION FUND	0.00
SOLID WASTE	35,729.61
EQUIPMENT REPLACEMENT	447.53
STORM WATER	<u>19,408.90</u>
GRAND TOTAL REVENUES	444,399.97

TREASURER'S REPORT  
CITY OF PLEASANT HILL  
02/29/2016

<b>FUND</b>	<b>BALANCE MONTH BEGINNING</b>	<b>REVENUE</b>	<b>EXPENSES</b>	<b>BALANCE MONTH ENDING</b>
001-1110 Cash	607,987.32	132,936.85	324,440.32	416,483.85
001-1112 Money Market	5,030.85			5,030.85
001-1114 Cash - DMCU	34.59			34.59
001-1120 Petty Cash	1,450.00			1,450.00
001-1150 Investments	61,643.62			61,643.62
110-1110 Road Use	793,752.64	90,802.05	54,701.10	829,853.59
112-1110 Cash-Employee Benefits	3,235.97	3,830.95	3,235.97	3,830.95
119-1110 Emergency Fund	409.99	485.41	409.99	485.41
125-1110 Industrial TIF District	374,376.56	40.00		374,416.56
126-1110 East Urban Renewal TIF	822,854.83	2,521.70		825,376.53
127-1110 LMI Fund	53,225.06	5.75		53,230.81
130-1110 Special Assessment	640.61	0.07		640.68
145-1110 Urban Renewal CCRK TIF	1,451,512.61	29,215.64		1,480,728.25
177-1110 Drug Forfeitures	50,993.99	5.51		50,999.50
180-1110 Avenue of Flags	2,281.45	0.25		2,281.70
182-1110 Park/Rec	2,880.60	3.03		2,883.63
182-1150 Park/Rec Investments	25,129.19			25,129.19
183-1110 Library	26,750.62	3.70		26,754.32
183-1150 Library Investments	7,482.66	5.66		7,488.32
184-1110 Memorial	1,280.10	0.14		1,280.24
200-1110 Debt Service	251,568.36	3,074.99		254,643.35
301-1110 CIP Projects Fund	2,336,482.50	364.89	14,492.77	2,322,354.62
301-1150 CIP Projects Investments	1,015,799.21	1,408.20		1,017,207.41
304-1110 TIF CIP Projects Fund	5,147,443.77	560.40	11,506.28	5,136,497.89
500-1110 Cemetery	29,258.39	7.46		29,265.85
500-1150 Cemetery Investments	39,732.16	44.58		39,776.74
600-1110 Water	1,362,405.29	161.65		1,362,566.94
600-1150 Investments	108,966.62			108,966.62
600-1170 Meter Deposits	23,788.31			23,788.31
610-1110 Sewer	459,064.29	121,013.49	52,246.47	527,831.31
670-1110 Garbage/Recycling	92,591.98	31,228.08	32,006.04	91,814.02
699-1110 Equipment Replacement	340,300.44	447.53	21,803.94	318,944.03
740-1110 Storm Water	39,130.46	17,158.14	6,610.35	49,678.25
<b>TOTAL</b>	<b>15,539,485.04</b>	<b>435,326.12</b>	<b>521,453.23</b>	<b>15,453,357.93</b>

\_\_\_\_\_  
City Clerk/Finance Director

\_\_\_\_\_  
City Manager

# Pleasant Hill Fire Department

## February 2016 Report

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### **Fire Activity:**

Structure Fire 0  
Automatic Alarm 3  
CO Alarm 1  
Gas Line Break 0

### **EMS Activity:**

Medical Transports 57  
Refusals 3  
Fatality 0  
Public Assist 2

### **Rescue Activity:**

Technical Rescue 0  
Water Rescue 0  
Haz-Mat 1

**Total Calls 62**

**Calls / Day 2**

### **Comments:**

Fire Department February training included CPR / AED re-certification for all personnel, Ground Ladders, and Fire Ground Safety.

Two personnel attended Iowa State Winter Fire School in Ames, Iowa.

One personnel attended Grinnell Iowa Firefighter Practical hands-on training.



## PLEASANT HILL POLICE DEPARTMENT

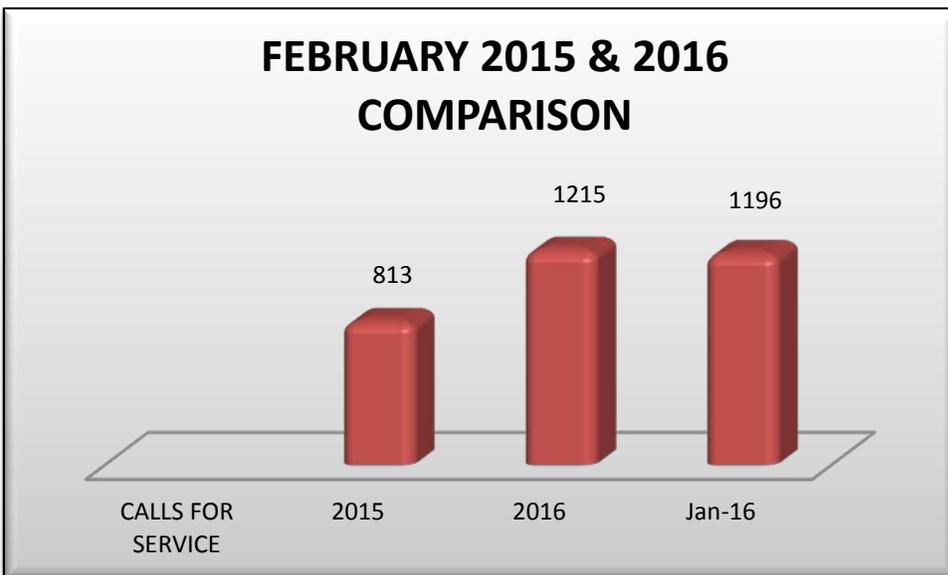


### FEBRUARY 2016 MONTHLY REPORT

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#### Calls for Service

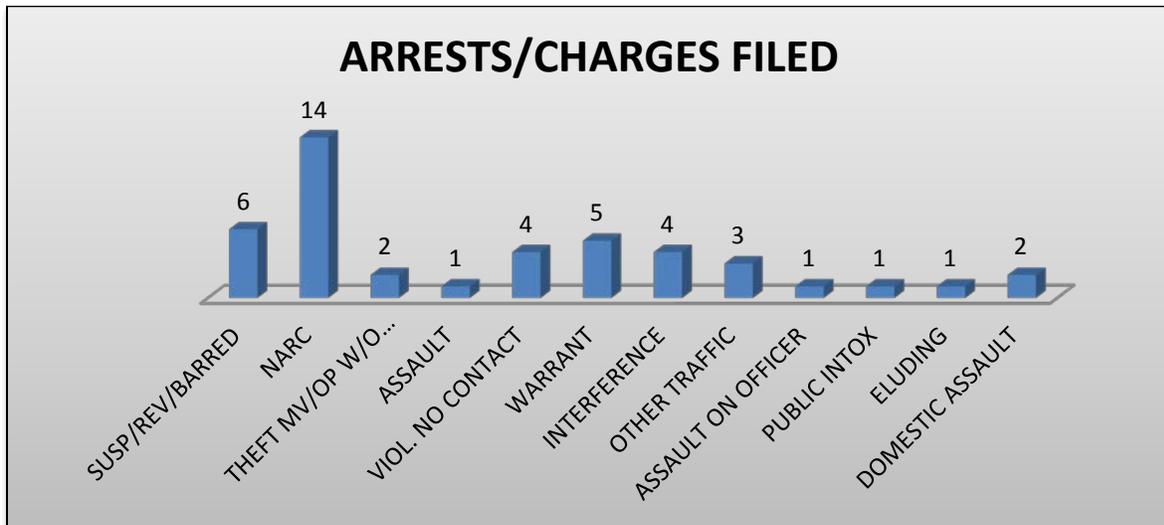
February 2016 continues to demonstrate an ongoing trend for an level of increased calls for service for the Police Department. A quick comparison between the months of February 2015 and February 2016 illustrate an increase of 402 calls for service or 33%. February 2016 shows a slight increase in calls from the previous month of 19 calls for service with two less days in the month.



## Arrest/Criminal Charges

February arrest information was retrieved from the Tracs reporting system.

The number of adults arrested in February 2016 was 26. The number of charges filed on adult offenders for February was 44. This includes warrant arrests made by Officers. Narcotics related offenses continue to constitute the greatest number of charged offenses. Within the narcotics charges are intent to deliver charges due to the quantity offenders had in their possession were distributable amounts.

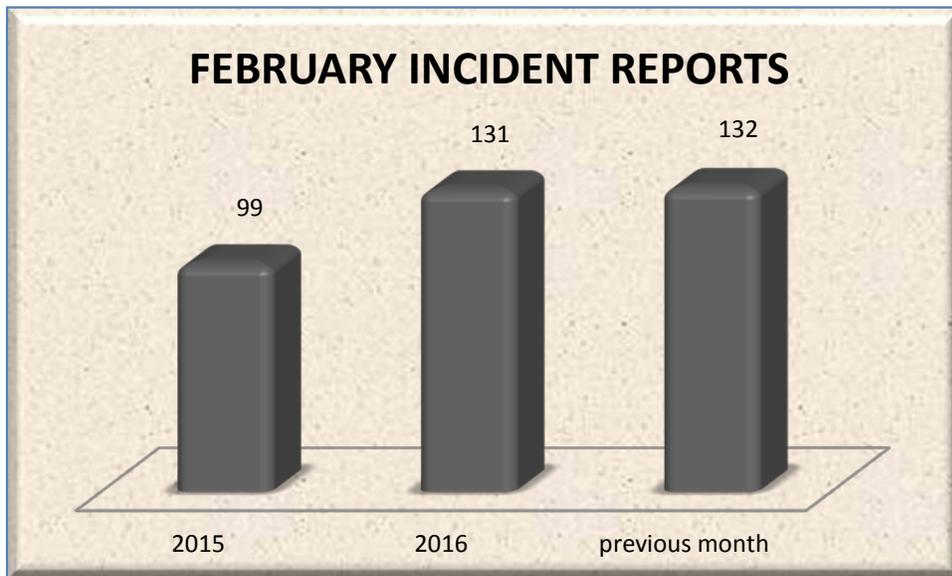


## Trends

Trends beginning in early March 2016 are showing an increase in motor vehicle thefts. This is in contrast to the January 2016 trend where officers demonstrated an increase in recovered stolen vehicles.

## Incident Reports

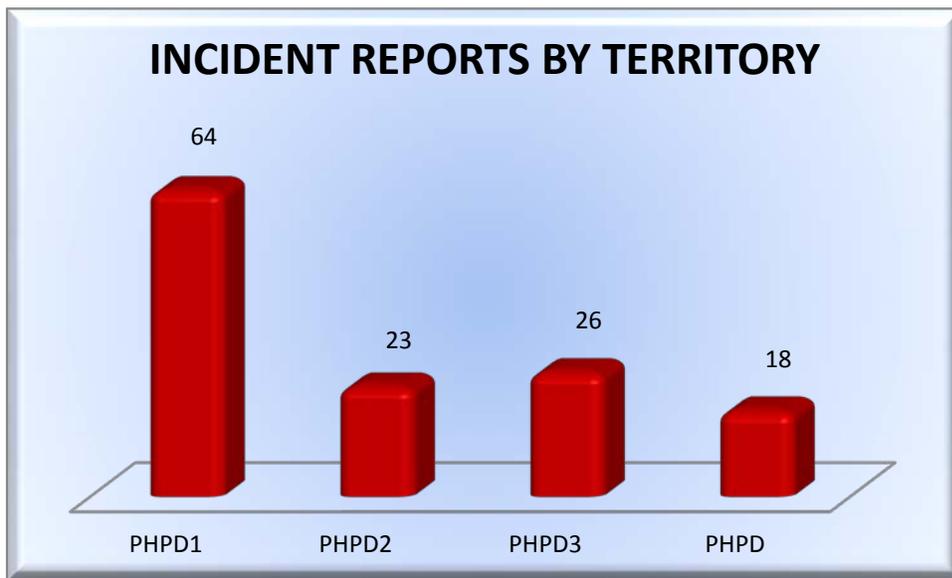
Incident Reports reflect the number of cases that are filed by the Police Department. In February 2016, 131 cases were filed. This does show an increase of 32 reports from February 2015. However, this is similar to the number of reports from the previous month of 132.



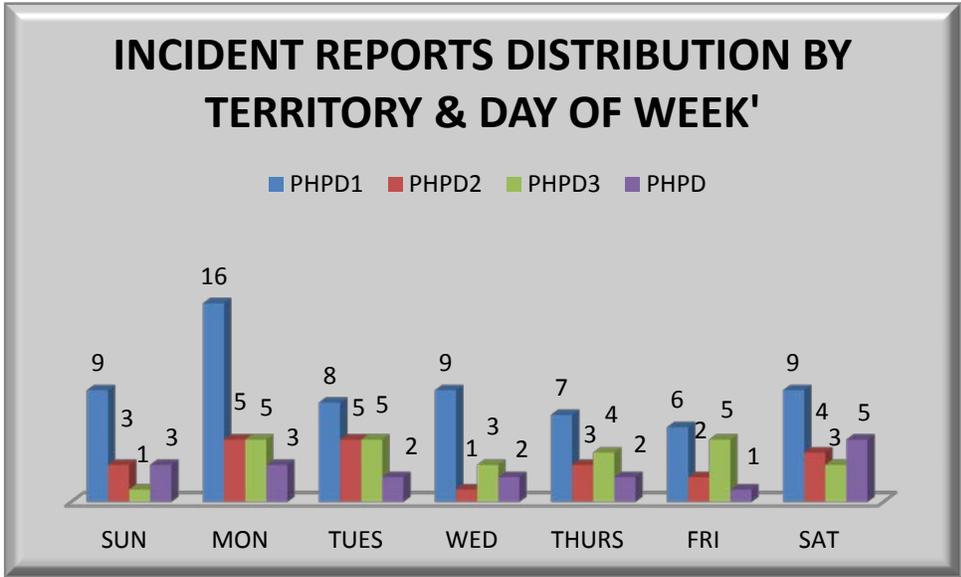
## Incidents According to Territory

In November 2015 the Police Department divided the City of Pleasant Hill into three defined territorial boundaries. Through the identification of these distinct territories, a multi-faceted approach can be undertaken for crime analysis and proactive policing methods.

This approach includes identifying of the levels of activity that not only occur within the City as a whole, but better illustrates its location within the City itself through territory identification. This can further be broken down by day of the week, and if desired, by the time of day.

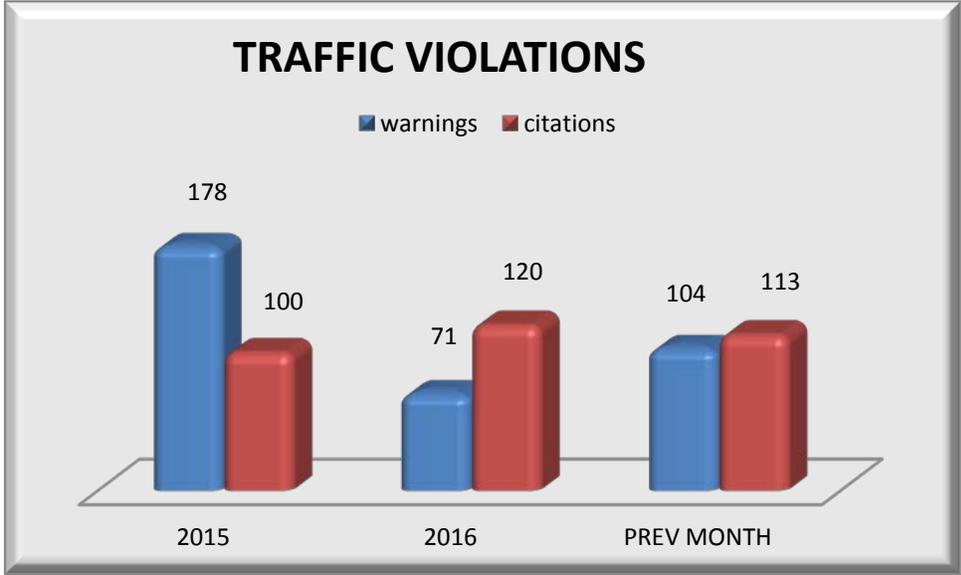


\*there were 18 additional incidents that were not designated to a territory.



\*Some data is outside of these territory designations and is not reflected on this chart.

**Traffic Enforcement**



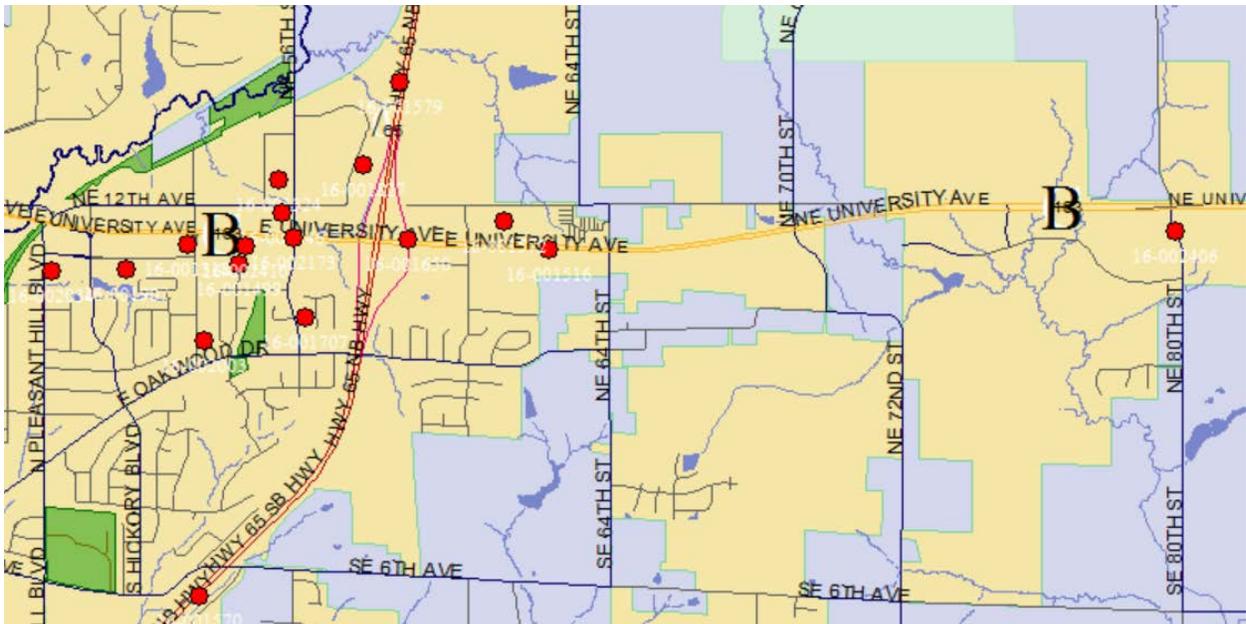
## Accidents

In February 2016, Officers took 23 accident reports. This is a slight increase from February 2015 when only 18 accidents were reported. It is also an increase from the previous month of January where only 14 accident reports were initiated.

## Accident Mapping

Continually a majority of accidents reported to law enforcement are occurring along Hwy 163, as well as Hwy 65.

In an effort to reduce traffic related incidents, officers have been and continue to be deployed along the Hwy 163/University corridor where a majority of these accidents occur. Also with the potential for higher speeds and traffic volume along this roadway, the increased risk of more serious accidents is also present. Increased Officer presence during high traffic times, in particular, to enforce speed and stop light violations are intended to increase public safety and awareness and hopefully help mitigate the frequency and occurrences of serious accidents.



## **Investigations**

Detective was assigned 33 new cases in February 2016.

Two of these were ICAC cases with active abuse occurring against the victim(s).

Closed by arrest – 5

Suspended, closed or unfounded-24 (some of these may include arrests as well)

Still under investigation or being utilized for intelligence - 3

4 warrants/property seizures were also applied for by the Detective.

## **School Resource Officer Report**

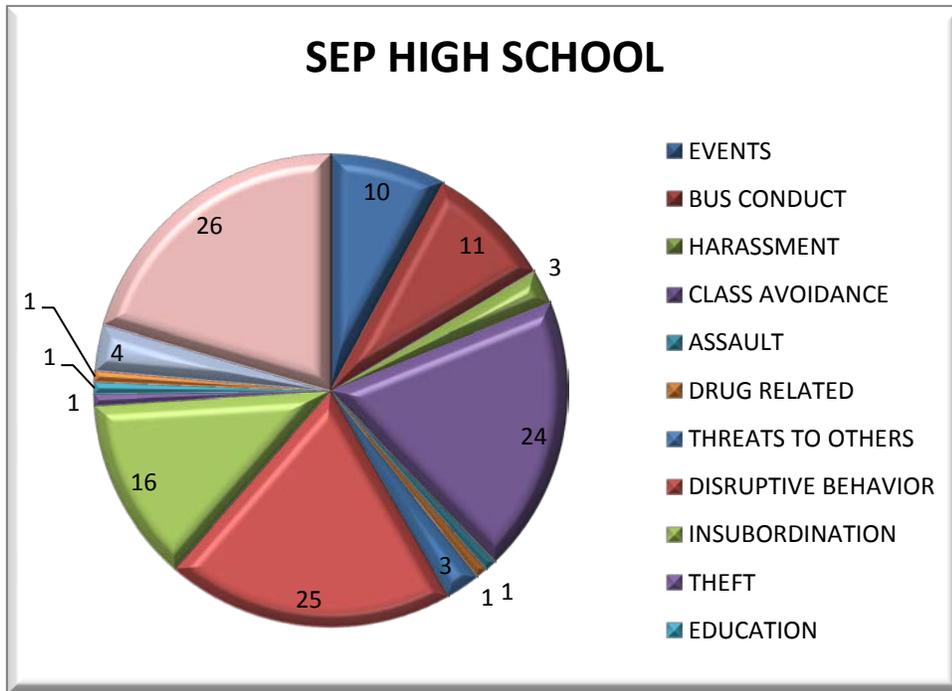
There are two Officers assigned to the SEP school complex for the Junior High and High School buildings. These Officers not only provide in house Police services to the schools, but they are also involved with school activities, teaching DARE and other courses related to their job functions. They are also used as mentors and mediators for students and staff members.

## **SEP JUNIOR HIGH SCHOOL**

In February 2016, Officer Erna Mujakic took over the SEP Junior high. Due to a change of staffing, and shifts at the school being filled by multiple officers and reserves, there is no data collected for February 2016.

## SEP HIGH SCHOOL

Events such as school board meetings, wrestling and basketball games also constitute a great deal of the SRO's time. The high school SRO is responsible for the coordination of ensuring appropriate coverage is met either along with them or in their absence if they are unable to attend. The high school SRO also aids in counseling students in times of crisis and performs educational components.



**RESOLUTION #032216-02**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
EMERGENCY FUND TO EQUIPMENT REPLACEMENT FUND**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows:

Emergency Fund to Equipment Replacement Fund \$485.41

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 22nd day of March, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**RESOLUTION #032216-03**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
EMPLOYEE BENEFITS FUND TO THE GENERAL FUND**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows:

Employee Benefits Fund to General Fund \$3,830.95

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 22nd day of March, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** JOB DESCRIPTION  
COMMUNITY DEVELOPMENT INTERN

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**BACKGROUND:**

The Community Development Department has prepared the attached job description for the position of Community Development Intern. As is common practice in many communities across the State, Pleasant Hill utilizes temporary intern staffing to assist with Community Development efforts from time to time. Funds are currently budgeted for this purpose and staff is currently advertising for a summer intern to assist with Community Development activities. The description has been created to provide additional clarity and guidance for the role when it is filled. Staff has modeled the job description to follow the standard template for Pleasant Hill City positions and tailored the description to reflect the role of the Community Development Intern.

The duties outlined within the description are varied and provide for different educational backgrounds and work topics depending on the needs of the City at the time of hire and the experience of the applicants. Typically, the hire will be an upper class undergraduate student or graduate student pursuing a degree in urban planning or public administration. Work done typically performed by the position includes research, report writing, GIS mapping, public presentations, and general office responsibilities. Following is a resolution approving the job description.

**ALTERNATIVES:**

Not approve the resolution. However, the job description provides guidance for a position has existed in the past and is currently budgeted for.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Consider approval of the attached resolution approving the job description for the position of Community Development Intern.

**RESOLUTION #032216-04**

**A RESOLUTION APPROVING A JOB DESCRIPTION FOR COMMUNITY DEVELOPMENT  
INTERN**

**WHEREAS**, the City Council wishes to adopt a job description for the position of Community Development Intern; and

**WHEREAS**, the attached job description has been developed and reviewed;

**THEREFORE, BE IT RESOLVED**, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached job description for the position of Community Development Intern.

**ADOPTED** this 22<sup>nd</sup> day of March, 2016

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**POSITION:** **COMMUNITY DEVELOPMENT INTERN**

**REPORTS TO:** **ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR**

**FACILITY AND WORK AREA:** CITY OF PLEASANT HILL ADMINISTRATIVE OFFICES AND OTHER MUNICIPAL BUILDING AND LOCATIONS  
GENERALLY WITHIN THE CITY OF PLEASANT HILL

### **JOB SUMMARY**

Under administrative direction of the Assistant City Manager / Community Development Director or his or her designee, performs responsible, professional and technical urban planning and community development work as required. Provides support related to special projects and day to day activities within the department. Specific tasks are related to urban planning and community development. Work is generally performed in an office environment; however, some duties of this position may be performed in a field environment that may include exposure to adverse weather conditions. The position requires excellent oral and written communication skills, Microsoft Office and GIS experience required. Undergraduate or graduate students with experience in Economics, Political Science, Public Administration, Community and Regional Planning or closely related fields are encouraged to apply.

### **JOB FUNCTIONS**

#### Example of Essential Job Functions:

1. Completion of assigned research and/or field projects as assigned in a timely manner and with required documentation.
2. Gathers and analyzes data and related information and creates reports for projects.
3. Assist in administration of City's zoning ordinance, subdivision regulations, and other municipal codes.
4. Assist with project applications for action before the Planning and Zoning Commission and the Board of Adjustment including preparation of reports, graphics, and notifications.
5. Assist in internal site plan and development plan review process.
6. Assist with consultant teams, staff, and special projects as needed.
7. Assist in GIS related projects (mapping and databases) for the City, as assigned.
8. Develops, implements, and presents public education and public participation initiatives relative to planning, development, and other programs as needed.
9. Performs other duties as assigned.

### **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Carrying, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing.

Physical Characteristics of the Job: Moderate work requiring occasional lifting up to twenty-five (25) pounds and regular lifting of five (5) pounds.

Environmental Characteristics: The work is performed indoors in an office setting as well as in the field and on construction sites. Position responsibilities may require seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace, and irregular work hours.

## **EQUIPMENT AND MATERIALS USED**

Desktop and mobile personal computer equipment and software, portable GPS device, general office equipment, MSDS documentation, OSHA regulations, City of Pleasant Hill Code of Ordinances, Code of Iowa, personnel policies, dictionary, light duty vehicle and attachments, ladders, measuring equipment, calculator, telephone, fax machine, photographic equipment, copier machine, and other equipment as required.

## **EMPLOYMENT STANDARDS**

### Required Knowledge, Skills, and Abilities:

- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to solve problems using geometry.
- Strong writing skills for public correspondence, report writing, and ordinance drafting.
- Public speaking skills and the ability to present public education programs.
- Ability to independently comprehend and implement City policies and procedures
- Ability to establish and maintain effective working relationships with superiors, coworkers, the public, and other governmental agencies. Ability to tactfully handle a wide array of social situations.
- Knowledge of relevant local, state, and federal regulations regarding planning and development.
- Have active knowledge of ArcGIS software and familiarity with GIS applications in planning and public policy.
- Ability to pass a post-offer employment physical, drug screening and background check.

### Education, Training, and Experience:

Required Education: Undergraduate or graduate level coursework in Community and Regional Planning, Economics, Political Science, Public Administration, or other related discipline.

### Required Special Qualifications:

1. Shall possess or be able to obtain a valid Iowa driver's license and have a good driving record for the past three years.
2. Shall be generally available for off-hour meetings and/or work assignments.

The City of Pleasant Hill retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** ORDINANCE 801  
AMENDMENTS TO CHAPTER 136 SIDEWALK REGULATIONS

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**BACKGROUND:**

During a recent City Council work session focused on the Complete Streets Policy, the Council initiated a discussion on sidewalk width. The Complete Streets policy stems from the recently approved Comprehensive Plan and the new Parks, Recreation, and Open Space Plan. This policy effort and its goals of providing community connectivity, accommodating all users, and promoting healthy lifestyles, are directly related to sidewalk width. Following the discussion, staff has drafted updates to two sections of the City's Code that regulate the width of sidewalks. Following is an ordinance updating Chapter 136, *Sidewalk Regulations*. Elsewhere on the agenda is a partner ordinance updating Chapter 175, *Subdivision Regulations*.

Chapter 136 has a stated purpose to *...enhance safe passage by citizens on sidewalks, to place the responsibility for the maintenance, repair, replacement or reconstruction of sidewalks upon the abutting property owner and to minimize the liability for the City*. Two general changes to the Chapter are included in the amending ordinance. First, changes to section 136.04 *Responsibility for Maintenance* has been updated to include public sidewalks that may be located in an easement on private property to go along with the existing responsibilities for sidewalks on adjacent public property. Second, the minimum width for new sidewalks has been increased to six feet in section 136.08 *Sidewalk Standards*. The larger width is already in portions of the community by covenant and provides a positive user experience. It is important to note that the larger width would be available but not required for repair and replacement for existing sidewalks. Snow removal responsibilities are not modified in the ordinance and would remain at a minimum clearing width of 36". Following is the second reading of an ordinance adding these updates to Chapter 136.

**ALTERNATIVES:**

Not approve the second reading of the ordinance. However, the sidewalk regulation improvements would be delayed or terminated.

**FINANCIAL CONSIDERATIONS:**

A modest increase of material cost for an additional required foot of width on new development sidewalk projects.

**RECOMMENDATION:**

Consider approval of the second reading of an ordinance amending Chapter 136 Sidewalk Regulations.

**ORDINANCE NO. 801**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PLEASANT HILL, IOWA BY AMENDING CHAPTER 136 SIDEWALK REGULATIONS**

**BE IT ENACTED** by the City Council of the City of Pleasant Hill, Iowa:

**Section 1:** Chapter 136.04 RESPONSIBILITY FOR MAINTENANCE of the City Code of the City of Pleasant Hill, Iowa is hereby deleted in its entirety:

**Section 2:** Chapter 136.04 RESPONSIBILITY FOR MAINTENANCE of the City Code of the City of Pleasant Hill, Iowa hereby shall read as follows:

136.04 RESPONSIBILITY FOR MAINTENANCE.

It is the responsibility of the abutting property owners to maintain in a safe and hazard-free condition any public sidewalk. The public sidewalk may be located within an easement dedicated for public use on private property or may be located on public property outside the lot and property lines and inside the curb lines or traveled portion of the public street.

**Section 3:** Chapter 136.08 SIDEWALK STANDARDS of the City Code of the City of Pleasant Hill, Iowa is hereby deleted in its entirety:

**Section 4:** Chapter 136.08 SIDEWALK STANDARDS of the City Code of the City of Pleasant Hill, Iowa hereby shall read as follows:

136.08 SIDEWALK STANDARDS.

Sidewalks repaired, replaced or constructed under the provisions of this Chapter shall be constructed in accordance with the Americans with Disabilities Act (ADA) standards. All new sidewalks shall be a minimum of six (6) feet in width. The repair and replacement of existing sidewalks less than six (6) feet in width shall be constructed to a minimum width equal to the existing width distance. All sidewalks shall be constructed of Portland Cement Concrete and shall be placed on undisturbed or compacted earth, or shall be brought to grade with a minimum  $\frac{3}{4}$  inch rock based product, or a course crushed concrete product compacted for a solid base, and shall be in accordance with the Iowa Statewide Urban Designs and Specification (SUDAS) design standards and specifications. An official copy of the specifications is on file in the Community Development Department. All such work shall be done under the direction and supervision of and subject to inspection and approval of the Building Official. If such work does not comply with the provisions of this chapter, the Building Official, after notice to the property owner, shall cause the sidewalks to be constructed in the proper manner and assess the cost for such work against the abutting property for collection in the same manner as a property tax.

**NOW, THEREFORE**, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa, that Chapter 136 SIDEWALK REGULATIONS be amended to include the aforementioned.

**FURTHER**, this ordinance shall be in effect following its final passage, approval, and publication provided by law.

**PASSED AND APPROVED** by the Pleasant Hill City Council on this \_\_\_\_day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** ORDINANCE 802  
AMENDMENTS TO CHAPTER 175 SUBDIVISION REGULATIONS

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**BACKGROUND:**

During a recent City Council work session focused on the Complete Streets Policy, the Council initiated a discussion on sidewalk width. The Complete Streets policy stems from the recently approved Comprehensive Plan and the new Parks, Recreation, and Open Space Plan. This policy effort and its goals of providing community connectivity, accommodating all users, and promoting healthy lifestyles, are directly related to sidewalk width. Following the discussion, staff has drafted updates to two sections of the City's Code that regulate the width of sidewalks. Following is an ordinance updating Chapter 175, *Subdivision Regulations*. Elsewhere on the agenda is a partner ordinance updating Chapter 136, *Sidewalk Regulations*.

Chapter 175 has a stated purpose to *...establish minimum standards for the design and development of all new subdivisions so that existing developments will be protected and so that adequate provisions are made for public utilities and other public requirements and to improve the health, safety, and general welfare*. Modifications to the Sidewalks portion of the Improvements section of the Chapter are included in the amending ordinance. The language is updated to require sidewalk on both sides of private streets that are being dedicated for public use to add clarity to the existing language for both sides of streets. Past practice has been both sides of publicly owned streets and one side of private streets. The width for sidewalks has also been increased to six feet in the same section of the Chapter. The larger width is already in portions of the community by covenant and provides a positive user experience. It is important to note that Chapter 175 only deals with new subdivision developments and would not apply to existing developed areas. Following is the second reading of an ordinance adding these updates to Chapter 175.

**ALTERNATIVES:**

Not approve the second reading of the ordinance. However, the subdivision regulation improvements would be delayed or terminated.

**FINANCIAL CONSIDERATIONS:**

A modest increase of material cost for an additional required foot of width on new development sidewalk projects.

**RECOMMENDATION:**

Consider approval of the second reading of an ordinance amending Chapter 175 Subdivision Regulations.

**ORDINANCE NO. 802**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PLEASANT HILL, IOWA BY AMENDING CHAPTER 175 SUBDIVISION REGULATIONS**

**BE IT ENACTED** by the City Council of the City of Pleasant Hill, Iowa:

**Section 1:** Chapter 175.05 SUBDIVISION STANDARDS of the City Code of the City of Pleasant Hill, Iowa is hereby amended by deleting in its entirety Subsection D. SIDEWALKS from Section 4. IMPROVEMENTS.

**Section 2:** Chapter 175.05 SUBDIVISION STANDARDS of the City Code of the City of Pleasant Hill, Iowa Hill, Iowa is hereby amended by inserting a new Subsection D. SIDEWALKS into Section 4. IMPROVEMENTS that shall read as follows:

D. Sidewalks.

Sidewalks shall be constructed in accordance with ADA standards on both sides of all streets **publicly or privately owned and being dedicated for public use**. Sidewalks shall be a minimum of **six (6)** feet in width and shall be constructed of Portland cement concrete in accordance with designs and specifications approved by the Council and at grades approved by the Community Development Director or his/her designee. Sidewalks on corner lots shall be built to the curb line on both frontages in accordance with ADA standards.

**NOW, THEREFORE**, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa, that Chapter 175 SUBDIVISION REGULATIONS be amended to include the aforementioned.

**FURTHER**, this ordinance shall be in effect following its final passage, approval, and publication provided by law.

**PASSED AND APPROVED** by the Pleasant Hill City Council on this \_\_\_\_day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
GIS SANITARY SEWER MAPPING PROJECT – PHASE II

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**BACKGROUND:**

The City Council has identified the need for digital mapping of the sanitary sewer system as a priority during capital improvement budgeting sessions and allocated funds for the multi-phase project. The attached scope of services has been developed for the second phase of the project. For budgeting purposes, the scope for the phases has been developed as hourly and limited to \$30,000 in the just completed first phase and \$30,000 for the next proposed phase. Following is a resolution approving a contract for Phase II of the project engineering services in the amount of \$30,000.00. The Engineer will be available at the Council meeting to discuss the progress made to date, plans for the next phase, and to answer questions.

**ALTERNATIVES:**

Not approve the resolution for Phase II of the mapping project. However, the work is needed to improve long term operation and maintenance of the system.

**FINANCIAL CONSIDERATIONS:**

Funding for the project has been budgeted from sanitary sewer revenue.

**RECOMMENDATION:**

Consider approval of the resolution approving Phase II of the Sanitary Sewer GIS Mapping Project.

**RESOLUTION #032216-05**

**A RESOLUTION APPROVING CONTRACT FOR ENGINEERING SERVICES FOR THE GIS  
SANITARY SEWER MAPPING PROJECT PHASE II**

WHEREAS, the Pleasant Hill City Council has identified the need for improved digital mapping of the sanitary sewer system throughout the community; and

WHEREAS, the project will be completed in phases with the attached contract as the second phase; and

WHEREAS, the City Engineer, Snyder and Associates, has prepared the attached contract for engineering services for the project in the amount of \$30,000.00;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached contract with the City Engineer, Snyder and Associates, for the GIS Sanitary Sewer Mapping Project.

ADOPTED this 22<sup>nd</sup> day of March 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director



March 3, 2016

Mr. Ben Champ  
Assistant City Manager  
City of Pleasant Hill  
5160 Maple Drive, Suite A  
Pleasant Hill, Iowa 50327

RE: SANITARY SEWER GIS ATTRIBUTE SURVEY – PHASE 2  
PLEASANT HILL, IOWA

Dear Ben:

Please find attached the Agreement Form with our understanding for a Scope of Services for the second phase of the Sanitary Sewer GIS Attribute Survey, as requested. We trust you will find the Scope self-explanatory, however, we are flexible to your needs and are most willing to discuss the Scope for a mutual agreement.

Please review and provide an authorized signature of the Agreement and return one copy for our files. Thank you.

Sincerely,

SNYDER & ASSOCIATES, INC.

Eric D. Cannon, P.E.

Enclosure



# STANDARD PROFESSIONAL SERVICES AGREEMENT (Short Form)

**NOW ON THIS** \_\_\_\_ day of \_\_\_\_\_, 2016, **Snyder & Associates, Inc.**,  
2727 SW Snyder Boulevard., Ankeny, IA 50023 (hereinafter, Professional), and  
**CITY OF PLEASANT HILL, IOWA**

(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: SANITARY SEWER GIS ATTRIBUTE SURVEY – PHASE 2
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

**ADDITIONAL TERMS AND CONDITIONS**

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

**Exhibit A Scope of Services**  
**Exhibit B Standard Fee Schedule**

**Exhibit**  
**Exhibit**

CITY OF PLEASANT HILL, IOWA (Client)

**SNYDER & ASSOCIATES, INC. (Professional)**

By: \_\_\_\_\_  
 (Authorized agent)

By: \_\_\_\_\_  
 (Authorized agent)

\_\_\_\_\_  
 (Printed or typed signature)

\_\_\_\_\_  
 (Printed or typed signature)

Route executed copy to: Eric Cannon

EXHIBIT 'A'

SANITARY SEWER GIS ATTRIBUTE SURVEY – PHASE 2  
FOR THE  
CITY OF PLEASANT HILL, IOWA

MARCH 3, 2016

I. SCOPE OF WORK

A. GENERAL

The ENGINEER shall provide Professional Services as required to complete the PROJECT, generally including the following work elements:

- Information Collection and Review
- Infrastructure Recovery Survey
- Infrastructure GIS Attribute Survey
- Database Updates/Delivery

The ENGINEER shall provide Basic Services and Additional Services as required to complete these work elements as further described herein, however the OWNER shall provide written authorization to ENGINEER for each selected work item prior to commencement of said work by ENGINEER.

B. BASIC ENGINEERING SERVICES

The ENGINEER will provide the Basic Engineering Services as follows. Payment shall be made as specified in Article II of this Agreement.

1. PROJECT ADMINISTRATION

The ENGINEER shall perform the following administrative services during the duration of the PROJECT:

- a. Monthly reports provided with invoice to include progress report, list of un-recovered structures, and the ENGINEER's schedule with locations for upcoming utility recovery survey.
- b. Project coordination and coordination with the OWNER.
- c. Project meetings as described herein.

Fees for Project Administration are included with the appropriate work item.

2. INFORMATION COLLECTION AND REVIEW

The ENGINEER shall perform the following data collection services related to the sanitary sewer system during Phase 1 of the PROJECT:

- a. Existing Information Review and Evaluation: The ENGINEER will attend Meeting with OWNER to kick-off Phase 2 of the PROJECT and collect remaining information from OWNER as described herein. The ENGINEER will review and evaluate all existing information provided by OWNER and other available resources, as follows.
  - *Existing Sanitary Sewer GIS data* – OWNER will provide current sanitary sewer shape files and access to any pertinent As-Builts, Record Drawings, Construction Drawings. Any original document that is used by the consultant will be returned to the City in the same condition by it was received.

3. INFRASTRUCTURE RECOVERY SURVEY – SANITARY SEWERS

The ENGINEER will complete the Infrastructure Recovery Survey for the Sanitary Sewer Collection System through the location of sanitary sewer manhole covers wherever possible.

- a. The ENGINEER will complete an updated review of the City of Pleasant Hill Sanitary Sewer geodatabase to confirm the GIS attribute field survey requirements. The assumed remaining system consists of the following approximate features:
  - 1,200 Manholes require all GIS attribute information
  - 1,700 Main lines require attribute informationThe estimated number of manholes requiring survey, as stated in Work Item 2, was based on the requirements analysis of each individual manhole and main line.

4. SANITARY SEWER INFRASTRUCTURE ATTRIBUTE SURVEY-ATTRIBUTES ONLY

The ENGINEER will field locate remaining visible public sanitary sewer manholes and manholes that have been recovered and exposed by OWNER. The attributes to be collected are as follows:

- a. *Sanitary Manholes:* Manhole ID, disposition, use, type, number of pipes, rim elevation, invert elevation, elevation dimension, material, manhole diameter, manhole length, manhole width, drain type, manufacturer, narrative, inspector, facility\_ID, owner, number of steps, data acquired, illicit flow, main line elevations, lid material, manhole spacing rings, manhole casting size, manhole bolts, manhole condition, chimney seal, infiltration description, and narrative/comments.
- b. *Sanitary Sewer Main Lines:* Pipe ID, disposition, use, type, material, size, invert elevations, elevation dimension, slope, slope dimension, owner, feature description, and drop connection status.

5. SANITARY SEWER GIS DATA DELIVERY AND INSTALLATION

The ENGINEER shall provide all shape files and infrastructure attributes to the OWNER for implementation into the City database.

II. COMPENSATION AND TERMS OF PAYMENT

The OWNER shall pay the ENGINEER in accordance with the terms and conditions of this Agreement.

A. BASIC ENGINEERING SERVICES

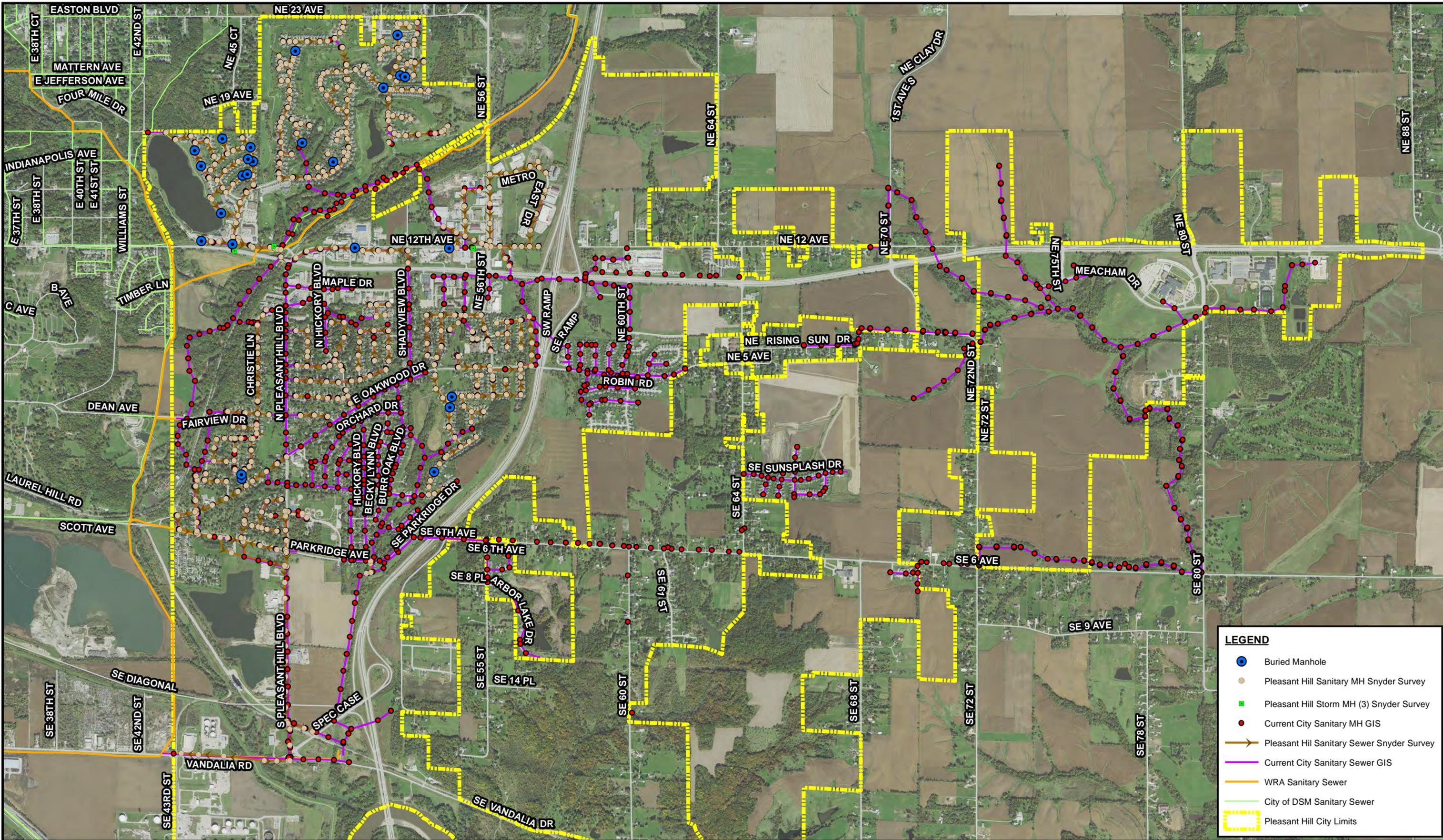
The Engineering Fee for the work shall be completed on an hourly basis estimated at **\$30,000** with the amount of work completed limited to the estimated fee total unless authorization has been provided by the OWNER to exceed the limit.

**EXHIBIT "B"**

**SNYDER & ASSOCIATES, INC.**

**2015-16  
STANDARD FEE SCHEDULE**

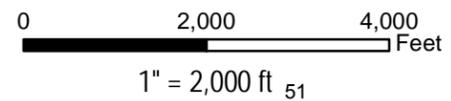
Billing Classification/Level	Billing Rate	
<b>Professional</b>		
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>		
Principal	\$183.00	/hour
Principal	\$172.00	/hour
Senior	\$156.00	/hour
VIII	\$144.00	/hour
VII	\$137.00	/hour
VI	\$132.00	/hour
V	\$123.00	/hour
IV	\$112.00	/hour
III	\$104.00	/hour
II	\$94.00	/hour
I	\$81.00	/hour
<b>Technical</b>		
<i>Technicians--CADD, Survey, Construction Observation</i>		
Lead	\$110.00	/hour
Senior	\$106.00	/hour
VIII	\$99.00	/hour
VII	\$91.00	/hour
VI	\$81.00	/hour
V	\$73.00	/hour
IV	\$67.00	/hour
III	\$56.00	/hour
II	\$47.00	/hour
I	\$42.00	/hour
<b>Administrative</b>		
II	\$56.00	/hour
I	\$46.00	/hour
<b>Reimbursables</b>		
Mileage	<i>current IRS standard rate</i>	
Outside Services	<i>As Invoiced</i>	



**LEGEND**

- Buried Manhole
- Pleasant Hill Sanitary MH Snyder Survey
- Pleasant Hill Storm MH (3) Snyder Survey
- Current City Sanitary MH GIS
- Pleasant Hill Sanitary Sewer Snyder Survey
- Current City Sanitary Sewer GIS
- WRA Sanitary Sewer
- City of DSM Sanitary Sewer
- Pleasant Hill City Limits

Estimated Remaining: 1,206  
 Completed GIS Location: 500  
 GIS Location (Buried w/o Data): 25



City of Pleasant Hill  
 Sanitary Sewer GIS Project  
 Updated Mapping - 2/12/2016



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** DON SANDOR  
CITY MANAGER  
**SUBJECT:** AMENDING RESOLUTION 062315-04 FOR BOND PAYMENT SCHEDULE

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**BACKGROUND:**

In preparation for the FY 16 budget the City Council approved the issuance of a general obligation bond that would fund capital equipment purchases and capital improvements for a projected three year period. A public hearing was held for the award of the sale of the bonds at the June 9, 2015 City Council meeting. A resolution authorizing the issuance of the loan agreement and the levying of property tax to repay the principal and interest on the note was approved on 06/23/15 via resolution 062315-04. The actual payment schedule received from the bank began 6 months earlier than the projected schedule in that resolution. Therefore the county auditor requested the resolution schedule be amended to reflect the actual payment schedule to match the debt levy schedule in the FY 17 budget.

**ANALYSIS/IMPACT:**

The proposed resolution amends resolution 062315-04 to reflect the correct levying amount of property tax to repay the principal and interest on the note. Payments began on December 2016 in FY 15-16 (instead of July 2016 of FY 16-17) and are kept low until 2020 to wrap around payments of existing debt.

**ALTERNATIVES:**

Not approving the resolution would change the amount of the debt levy for FY 17.

**FINANCIAL CONSIDERATIONS:**

\$2,000,000 in bond revenue for the City to purchase equipment and capital improvements during the upcoming fiscal years.

**RECOMMENDATION:**

Approve resolution.

**RESOLUTION NO. 032216-06**

**Resolution Amending Resolution No. 062315-04 to Correct Tax Levy Amount**

WHEREAS, on June 23, 2015, the City Council of the City of Pleasant Hill (the "City"), in Polk County, State of Iowa, adopted Resolution No. 062315-04, entitled: "Resolution Providing for the Issuance of \$2,120,000 General Obligation Corporate Purpose Bonds, Series 2015, and the Levy of Taxes to Pay the Same;" and

WHEREAS, in Section 6 of Resolution No. 062315-04, the City Council provided for the levy of property taxes for fiscal years beginning on July 1, 2016 and continuing to and including July 1, 2025; and

WHEREAS, it has been determined that the dollar amount shown in Section 6 of Resolution No. 062315-04 for the fiscal year beginning on July 1, 2016 was incorrect;

NOW, THEREFORE, Be It Resolved by the City Council of City of Pleasant Hill, Iowa, as follows:

Section 1. Section 6 of Resolution No. 062315-04 is hereby repealed and the following is hereby substituted in its place:

*"Section 6. As required by Chapter 76 of the Code of Iowa, and for the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there is hereby ordered levied on all the taxable property in the City in each of the years while the Bonds or any of them are outstanding, a tax sufficient for that purpose, and in furtherance of this provision, but not in limitation thereof, there is hereby levied on all the taxable property in the City the following direct annual tax for collection in each of the following fiscal years:*

*For collection in the fiscal year beginning July 1, 2016, sufficient to produce the net annual sum of \$183,146;*

*For collection in the fiscal year beginning July 1, 2017, sufficient to produce the net annual sum of \$142,325;*

*For collection in the fiscal year beginning July 1, 2018, sufficient to produce the net annual sum of \$140,825;*

*For collection in the fiscal year beginning July 1, 2019, sufficient to produce the net annual sum of \$279,325;*

*For collection in the fiscal year beginning July 1, 2020, sufficient to produce the net annual sum of \$280,725;*

*For collection in the fiscal year beginning July 1, 2021, sufficient to produce the net annual sum of \$280,825;*

*For collection in the fiscal year beginning July 1, 2022,  
sufficient to produce the net annual sum of \$285,825;*

*For collection in the fiscal year beginning July 1, 2023,  
sufficient to produce the net annual sum of \$285,625;*

*For collection in the fiscal year beginning July 1, 2024,  
sufficient to produce the net annual sum of \$289,000;*

*For collection in the fiscal year beginning July 1, 2025,  
sufficient to produce the net annual sum of \$292,125."*

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved March 22, 2016.

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Sara Kurovski, Mayor

Attest:

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Dena Spooner, City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** DON SANDOR  
CITY MANAGER  
**SUBJECT:** ORDINANCE 803  
FIRST READING OF ORDINANCE TO AMEND CITY CODE CHAPTER 98 SEWER  
SERVICE CHARGES

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**BACKGROUND:** During the preparation of the FY 17 budget it was identified that the rates for sanitary sewer service needed to be increased. The City of Pleasant Hill is a member of the WRA and as a member must pay annually to the WRA for the City's proportionate share of operation and maintenance costs and for debt service payments. The WRA has approved a new facility plan which calls for significant capital improvements and bonding in the upcoming fiscal years. The additional bonding will increase Pleasant Hill's debt payments to the WRA. This rate increase is being imposed at this time to help get ahead of a more significant increase that would be required at one time otherwise. The City has also seen an increase in operational costs from the WRA due to an increase in the percentage of flow going to the treatment facility attributed to Pleasant Hill.

The rate increase proposed in this ordinance is 5%. That increase will impact the average residential customer by \$1.22 per month. The last rate increase the City approved was July 2015. This increase would become effective July 1, 2016. The ordinance approval is being requested at this time to provide sufficient time for the Des Moines Water Works to make the necessary changes to their billing program prior to the July 1 effective date.

**ALTERNATIVES:** Not approve the ordinance, but there will need to a larger one time increase in the future.

**FINANCIAL CONSIDERATIONS:** Estimated increase of \$63,000 to the sanitary sewer fund

**RECOMMENDATION:** Approve the first reading of the ordinance to amend Chapter 98, Sanitary Sewer Charges

**ORDINANCE NO. 803**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PLEASANT HILL, IOWA 1998, BY AMENDING CHAPTER 98 SEWER SERVICE CHARGES**

**BE IT ENACTED** by the Pleasant Hill City Council, Pleasant Hill, Iowa:

**98.02 MODIFIED.** Chapter 98, Section 98.02(1). Single-family dwelling. Each single-family dwelling shall be charged \$ 5.11 per 1,000 gallons of water consumed each month. Actual consumption shall be billed in 1,000 gallon increments.

**98.02 MODIFIED.** Chapter 98, Section 98.02(2). Multi-family dwelling. Each multi-family dwelling shall be charged \$ 5.11 per 1,000 gallons of water consumed each month. Multi-family dwellings may request and receive permission for installation of a master meter.

**98.02 MODIFIED.** Chapter 98, Section 98.02 (3). Sewer Access Charge. An \$8.57 per unit sewer access charge shall be assessed monthly to each single-family dwelling and to each multi-family unit.

**98.02 MODIFIED.** Chapter 98, Section 98.02(4). Commercial or Industrial Property. Except as otherwise provided, a commercial or industrial user will be subject to the same rates as set forth above. However, the rate for all amounts exceeding 20,000 gallons of water consumed each month shall be \$3.94 per 1,000 gallons.

All water used for irrigation purposes, which is measured through an irrigation meter installed in accordance with rules and regulations of Des Moines Water Works, as provided for in Chapter 90 this Code of Ordinances and not discharged into the sewer system, is exempt from the sewer service charges contained herein.

**NOW, THEREFORE**, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa, that Chapter 98, Sewer Service Charges of the 1998 Code of Ordinances, be amended to include the aforementioned.

**FURTHER**, this ordinance shall be in effect on July 1, 2016, following its final passage, approval, and publication provided by law.

**PASSED AND APPROVED** by the Pleasant Hill City Council on \_\_\_\_\_.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner, City Clerk/Finance Director

I, Dena Spooner, City Clerk/Finance Director of said City, hereby certify that at a meeting of the City Council of said City of Pleasant Hill, held on the above date, among other proceedings, the above was adopted, and that the foregoing was published as Ordinance No. 803.

\_\_\_\_\_  
Dena Spooner, City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** REQUEST TO CITY OF DES MOINES TO INITIATE SEVERANCE OF PROPERTY FOR ANNEXATION TO PLEASANT HILL

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**BACKGROUND:**

The City Council has been working to improve Oakwood Drive and has completed the plans and specifications for the next section of construction. The western end of the roadway connects to Scott Avenue in the City of Des Moines. The two communities have a history of cooperating on economic development and infrastructure improvement projects and have coordinated the next steps on the Oakwood project. Because the segment in Des Moines primarily benefits Pleasant Hill residents the portion has been proposed for inclusion in the improvements project by Pleasant Hill. This incorporation to the project necessitates the severance of the roadway and adjoining properties from Des Moines for annexation to Pleasant Hill. This affects five property ownership groups including the City of Pleasant Hill. The City Attorney has coordinated the communication with the affected property owners and has received the consent of the entire group. The following resolution recognizes the need to have the area severed from Des Moines and annexed to Pleasant Hill, requests the City of Des Moines begin the severance process, acknowledges the receipt of owner consent, and directs the completion of the severance and annexation process. The City Engineer and City Attorney will both be at the meeting to answer any questions on the roadway project or the boundary amendment with Des Moines. Following the resolution is a legal description and map highlighting the affected area.

**ALTERNATIVES:**

Not approve the resolution. However, the roadway work would not be able to be fully completed for the benefit of Pleasant Hill residents.

**FINANCIAL CONSIDERATIONS:**

Funding for the roadway project has been budgeted.

**RECOMMENDATION:**

Consider approval of the resolution to initiate severance of property from Des Moines for annexation to Pleasant Hill.

**RESOLUTION #032216-07**

**A RESOLUTION REQUESTING CERTAIN PROPERTY BE SEVERED FROM DES MOINES AND ANNEXED INTO PLEASANT HILL FOR THE OAKWOOD DRIVE IMPROVEMENTS PROJECT**

**WHEREAS**, the City of Des Moines and the City of Pleasant Hill have a history of cooperation for economic development and infrastructure improvements; and

**WHEREAS**, the two communities are coordinating on the need to improve Oakwood Drive including a portion of the roadway currently located within the City of Des Moines; and

**WHEREAS**, the primary beneficiaries of the roadway improvements are Pleasant Hill residents and the City of Pleasant Hill wishes to take ownership of a portion of the roadway currently located between the western corporate limits of Pleasant Hill and Scott Avenue; and

**WHEREAS**, the City Council recognizes the need to sever an area from Des Moines containing the roadway and additional property owned by five ownership groups including the City of Pleasant Hill for annexation into the City of Pleasant Hill; and

**WHEREAS**, the City of Pleasant Hill has coordinated the consent of the affected property owners for the severance and annexation request that is more particularly described in the attached legal description as Exhibit A;

**THEREFORE, BE IT RESOLVED**, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby request the City Council of the City of Des Moines to initiate the severance of the property located within the attached legal description in Exhibit A for annexation into Pleasant Hill.

**BE IT FURTHER RESOLVED**, that the City Council of Pleasant Hill, Iowa, In Polk County, Iowa does hereby recognize the receipt of consent to the annexation to Pleasant Hill by the affected property owners and hereby authorizes and directs any needed actions to complete the severance and annexation of the properties contained within the attached legal description in Exhibit A.

**ADOPTED** this 22<sup>nd</sup> day of March, 2016

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Sara Kurovski. Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

EXHIBIT A

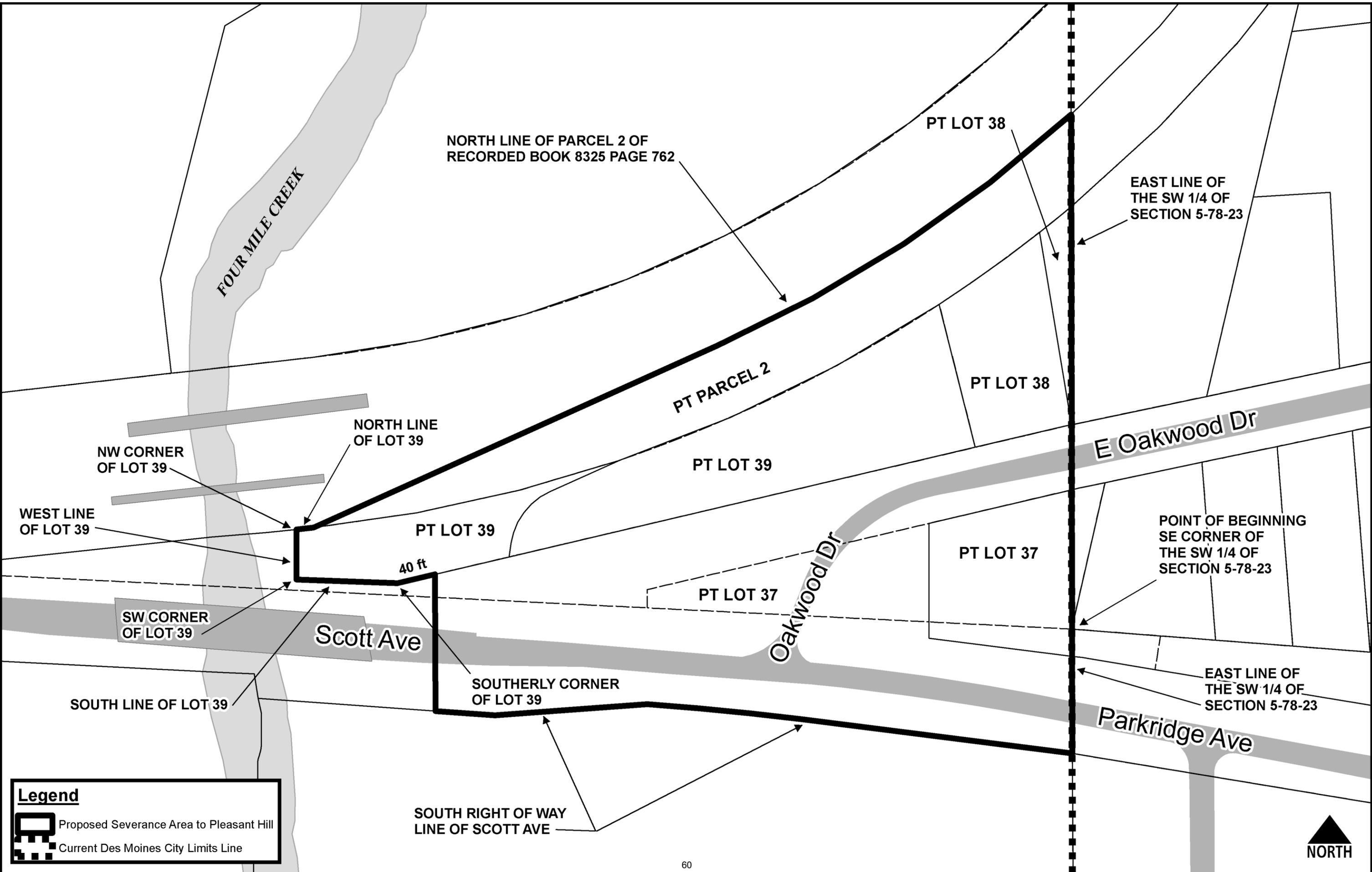
*Annexation Severance of a portion of Scott St and Oakwood Drive to Pleasant Hill*

Legal requested by Roger Brown

Written by Eric Stielow 6/2/15

Legal Description-

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER (1/4) OF SECTION 5, TOWNSHIP 78 NORTH, RANGE 23 WEST, OF THE 5<sup>TH</sup> P.M.; THENCE NORTH ALONG THE EAST LINE OF THE SOUTHWEST QUARTER (1/4) OF SECTION 5, TOWNSHIP 78 NORTH, RANGE 23 WEST, OF THE 5<sup>TH</sup> P.M., TO A POINT ON THE NORTH LINE OF PARCEL 2, SAID PARCEL 2 IS RECORDED IN BOOK 8325 PAGE 762 IN THE RECORDER'S OFFICE OF POLK COUNTY, IOWA; THENCE SOUTHWESTERLY ALONG NORTH LINE OF SAID PARCEL 2 TO THE NORTH LINE OF LOT 39 OF THE OFFICAL REPLAT OF SECTION 5, TOWNSHIP 78 NORTH, RANGE 23 WEST, OF THE 5<sup>TH</sup> P.M.; THENCE WEST ALONG THE NORTH LINE OF SAID LOT 39 TO THE NORTHWEST CORNER OF SAID LOT 39; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 39 TO THE MOST SOUTHWESTERLY CORNER OF SAID LOT 39; THENCE EAST ALONG THE SOUTH LINE OF SAID LOT 39 TO A SOUTHERLY CORNER OF SAID LOT 39; THENCE EAST-NORTHEASTERLY ALONG SAID SOUTH LINE OF LOT 39, A DISTANCE OF 40 FEET; THENCE SOUTH AND PARALLEL TO THE EAST LINE OF SAID SECTION 5 TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF SCOTT AVENUE, AS PRESENTLY ESTABLISHED; THENCE EAST ALONG SAID SOUTH RIGHT OF WAY LINE TO A POINT ON THE EAST LINE OF SAID SOUTHWEST QUARTER (1/4) OF SECTION 5; THENCE NORTH ALONG SAID EAST LINE OF THE SOUTHWEST QUARTER (1/4) OF SECTION 5 TO THE POINT OF BEGINNING.



**Legend**

-  Proposed Severance Area to Pleasant Hill
-  Current Des Moines City Limits Line





**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** MARCH 22, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** FOUR-MILE CREEK BANK STABILIZATION PROJECT  
DISCUSSION AND CONSIDERATION OF CONSTRUCTION CONTRACT AWARD

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**BACKGROUND:**

The City Council has identified the need for bank stabilization work along Four-Mile Creek during capital improvement budgeting sessions and allocated funds for the project. Specifically, the concern is an area of severe erosion in the northwest portion of Copper Creek Lake Park where the creek has moved east and is now endangering the trail. The City Engineer developed specifications for the needed improvements and worked through the governmental permitting process for the project over the last few months. The scale and scope of the project is small enough to utilize a competitive quotes process and the City Engineer is awaiting final quotes as of this writing. Staff and the City Engineer will review the erosion situation at the meeting and present quotes received from contractors to complete the repairs. The Council will then be in a position to consider awarding the project to a contractor at the meeting if desired.

**ALTERNATIVES:**

Not award the project. The City Engineer will review the pricing received and staff will discuss funding options for the needed work.

**FINANCIAL CONSIDERATIONS:**

Funding for the project has been budgeted from capital improvement funds.

**RECOMMENDATION:**

Hear presentation from the City Engineer regarding pricing quotes and consider construction award for Four-Mile Creek bank stabilization improvements.