



**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
APRIL 12, 2016
6:30 PM**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. NATIONAL VOLUNTEER WEEK PROCLAMATION**
- 4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**
- 5. CONSENT ITEMS**
 - a. Council Minutes - dated 03-22-16
 - b. Council Minutes - dated 03-29-16
 - c. Claims Listing - dated 04-12-16
 - d. Tax Abatement Report dated March 2016
 - e. Public Works Dept Report - dated March 2016
 - f. Police Department Monthly Report- March 2016
 - g. Park and Recreation Minutes dated 03-10-16
 - h. **Resolution #041216-01** – Approval of Lien Schedule
 - i. **Resolution #041216-02** – Approval of Sale of City Equipment
- 6. BUSINESS ITEMS**
 - a. Third Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations
 - b. Third Reading of **Ordinance No. 802** – Amending Chapter 175 Subdivision Regulations
 - c. Second reading of **Ordinance 803** - Amending Chapter 98 Sewer Service Charges
 - d. First Reading of **Ordinance 804** - Amending Chapter 115 Cemetery
 - e. **Resolution #041216-03** – Approve Homeland Security 28E Agreement
 - f. **Resolution #041216-04** – Approval of job description for Equipment Operator II
 - g. Approve Requests for Copper Creek Triathlon, Sunday, June 26, 2016
 - Motion to Approve Use of the Lake Park Shelter
 - Motion to Approve Applications for Street Closing Permits-8:00 a.m. to 11:00 a.m. for bike race and run
 - Motion to Approve Application for Noise Permit, 7:45 a.m. to 11:00 a.m.
- 7. CLOSING COMMENTS**
- 8. ADJOURNMENT**



PROCLAMATION

A PROCLAMATION DECLARING THE WEEK OF APRIL 10 to April 17, 2016 AS NATIONAL VOLUNTEER WEEK

WHEREAS, one of the greatest resources in Pleasant Hill is our people who give freely of their time and their skills to improve the life in our community;

WHEREAS, these volunteers are absolutely essential to our City, our State and our nation. The caring they contribute could not be bought for any sum.

WHEREAS, some of our volunteers work to help the sick, the needy, and the handicapped; some work to help children and students; some work to enrich the lives of all of us through the arts and cultural awareness. Many volunteer their expertise by serving on boards and commissions.

WHEREAS, volunteer action is a powerful force for the solution of problems and particularly in these times when we recognize the limitations of governments. Citizens who see a problem and take the initiative to solve it are carrying on the tradition which has made our nation great.

NOW THEREFORE, I, Sara Kurovski, Mayor of the City of Pleasant Hill, Iowa do hereby proclaim April 10 to April 17, 2016 as

NATIONAL VOLUNTEER WEEK

DATED AND SIGNED THIS 12th DAY OF APRIL, 2016

Sara Kurovski, Mayor

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

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council meeting to order on March 22, 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

Malone/Konrad moved to approve the agenda minus item 4. City Manager Don Sandor said item 4 needed to be removed from the agenda as Mr. Edwards was not able to attend that night, and would reschedule for a later date. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

3. RECOGNITION OF SOUTHEAST POLK CLASS 3A STATE TEAM WRESTLING CHAMPIONS AND ALL-IOWA WRESTLING COACH JASON CHRISTENSON

Mayor Kurovski proclaimed recognition of the Southeast Polk Class 3A State Team Wrestling Champions and All-Iowa Wrestling Coach Jason Christenson.

4. PRESENTATION BY GREG EDWARDS, GREATER DES MOINES PARTNERSHIP

City Manager Don Sandor said item 4 needed to be removed from the agenda as Mr. Edwards was not able to attend that night, and would reschedule for a later date.

5. ARBOR DAY PROCLAMATION

Mayor Kurovski proclaimed April 22nd, 2016 as Pleasant Hill, Iowa's Arbor Day.

6. PUBLIC HEARING

Mayor Kurovski opened the Public Hearing for the Intent to Acquire Agricultural Property and Authorize Acquisition of Necessary Property for SE Connector and Pleasant Hill Blvd and Vandalia Road Intersection Projects at 6:34 p.m. Senior Planner Madeline Sturms explained 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. 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. Following the hearing, the project can continue moving forward through the acquisition of needed property and authorizing the use of eminent domain if it becomes needed. Attorney Dan Manning was present to represent Larry Fleck et al to put on record that they would prefer to have the minimum land taken as possible and to keep an access for the company. Pleasant Hill Resident Ray Sears opposed the project as not being a benefit to Pleasant Hill and expensive to maintain. City Manager Don Sandor said that if eminent domain should become necessary, it would come back to Council to vote on. Councilmember Mullen verified that the attorneys would all be able to get answers to their questions. Hearing no comments from the public, the Mayor closed the public hearing at 6:45p.m.

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.

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

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

Maggie Crabb, an Altoona resident, gave a presentation on behalf of the Southeast Polk Education Foundation about the upcoming Black & Gold Gala to be held at Prairie Meadows on Friday, April 1st at 7:00p.m, and invited everyone to attend as it was for a great cause.

Nate Bolton, a Des Moines resident and Worker's Rights Attorney, introduced himself as a candidate for the Iowa Senate and explained that the current Senator of 22 years is not looking for re-election.

8. CONSENT ITEMS

Konrad/Gause moved to approve the **CONSENT ITEMS**: Council Minutes - dated 03-08-16, Claims Listing - dated 03-08-16, Expenditure Report - dated February 2016, Revenue Report - dated February 2016, Treasurer's Report - dated February 2016, Fire Department Report - dated February 2016, Police Department Report - dated February 2016, **Resolution #032216-02** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund, **Resolution #032216-03** – Transfer of Funds – Employee Benefits Fund to General Fund, **Resolution #032216-04** – Approval of Job Description for Community Development Intern, Liquor License Renewal – Elks Club #98, 5420 NE 12th Avenue. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

9. BUSINESS ITEMS

- a. Second Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations.
Mullen/Malone moved to approve the Second Reading of **Ordinance No. 801** – Amending Chapter 136 Sidewalk Regulations. Assistant City Manager Ben Champ said that this is the one of two ordinance presented for a second reading in regards 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 previous discussion about what the width should be on replacement of existing sidewalks, so this ordinance has been changed to allow existing sidewalks to be replaced/repared at the same width as is. A future ADA study will address those issues later so this ordinance can move forward addressing new development portions only for now. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- b. Second Reading of **Ordinance No. 802** – Amending Chapter 175 Subdivision Regulations.
Malone/Cooper moved to approve the Second 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 and would include the same language as Ordinance 801. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- c. **Resolution #032216-05** - Approval of Contract for Professional Engineering Services for Sanitary Sewer GIS Mapping Phase II.
Konrad/Malone moved to approve **Resolution #032216-05** - Approval of Contract for Professional Engineering Services for Sanitary Sewer GIS Mapping Phase II. Assistant City Manager Ben Champ explained that 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. Council members Malone and Mullen inquired about the buried manholes and mapping. City Engineer Eric Cannon answered questions and addressed the map. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- d. **Resolution #032216-06** – Resolution Amending Resolution No. 062315-04 to Correct Debt Levy Amount filed on General Obligation Corporate Purpose Bonds.
Cooper/Gause moved to approve **Resolution #032216-06** – Resolution Amending Resolution No. 062315-04 to Correct Debt Levy Amount filed on General Obligation Corporate Purpose Bonds. City Manager Don Sandor explained that this was a housekeeping matter. The County Auditor requested that the resolution be amended to replace the projected payment schedule with the actual schedule received after the bonds were sold. Councilmember Konrad asked if this would change the budget to which Mr. Sandor answered that it would not. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

- e. First reading of **Ordinance 803** - An Ordinance Amending Chapter 98 Sewer Service Charges.
Cooper/Konrad moved to approve the First reading of **Ordinance 803** - An Ordinance Amending Chapter 98 Sewer Service Charges. City Manager Don Sandor said that 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. The council members asked if the flow rates were being analyzed as to why they are increasing and discussed possible solutions. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- f. **Resolution #032216-07** – Request to City of Des Moines to Initiate Severance of Property for Annexation to Pleasant Hill.
Mullen/Gause moved to approve **Resolution #032216-07** – Request to City of Des Moines to Initiate Severance of Property for Annexation to Pleasant Hill. Assistant City Manager Ben Champ explained this 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. This 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 were available to answer any questions on the roadway project or the boundary amendment with Des Moines. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- g. Four-Mile Creek Bank Stabilization Project – Discussion and Consideration of Construction Contract Award
Konrad/Cooper moved to table item 9g until the next council meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

10. CLOSING COMMENTS

City Attorney Brad Skinner said he was asked by the Mayor and City Manager to provide a memorandum on the Warren County ruling regarding Open Meetings, so he will provide that in the near future.

Mayor Kurovski asked for an update on the upcoming Easter Egg hunt.

Recreation Manager Rick Courcier said the Easter Egg hunt would be held on Saturday, March 26th at 10:00a.m. at Doanes Park. He invited everyone to attend the fun event and thanked the Fire Department and Association for providing the candy and Easter Bunny. Mr. Courcier also thanked the Mayor and Council for proclaiming Arbor Day on April 22nd. He gave recognition to the Pleasant Hill Lion's Club for providing the little trees to be handed out at the schools so the students could be taught how to plant and maintain them.

11. ADJOURNMENT

Cooper/Mullen moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad.
NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:24 p.m.

Sara Kurovski, Mayor

ATTEST:

Dena J. Spooner, City Clerk/Finance Director

**PLEASANT HILL CITY COUNCIL
SPECIAL SESSION
March 29, 2016
5:30 PM**

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council special meeting to order on March 29, 2016 at 5:30 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

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

3. PRESENTATION: State Representative Zach Nunn will provide a legislative update.

State Representative Zach Nunn passed out a House study bill and discussed legislative items currently being voted on.

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

There were none.

5. CONSENT ITEMS

There were none.

6. BUSINESS ITEMS

- a. **Resolution #032916-01** - Approval of Contract for Four-Mile Creek Bank Stabilization Project
Mullen/Gause moved to approve **Resolution #032916-01** - Approval of Contract for Four-Mile Creek Bank Stabilization Project. City Manager Don Sandor explained that this item was being brought back for discussion with more information as requested. It was being done via special session as the banks are eroding quickly and the rainy season is approaching. Eric Cannon was available to answer any questions. Councilmember Konrad discussed budgeted funds to cover the cost. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- b. **Resolution #032916-02** - Approval of Participation in a Needs Assessment of Greenway area of Fourmile Creek from Des Moines River north to Interstate 80.
Malone/Konrad moved to approve **Resolution #032916-02** - Approval of Participation in a Needs Assessment of Greenway area of Fourmile Creek from Des Moines River north to Interstate 80. Polk County is offering to lead a master planning effort and specific needs assessment of the greenway area from the Des Moines River north to Interstate 80. The County proposed that Pleasant Hill cost share the study in the amount of \$10,000.00. The City of Des Moines, Polk County Conservation Board, and Polk County Public Works would be responsible for the remaining portion of the \$57,000.00 contract. Mark Land of Snyder and Associates walked through the proposed project and answered questions from the Mayor and Council. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.
- c. Discussion regarding Metro Waste Authority request whether to comingle or separate yard waste from trash. Due to a change in State law, comingling is now permitted in some landfills. Council member Barb Malone is the City's representative on the Metro Waste board and she has requested the Council have another meeting about this matter and provide her some guidance for the direction Pleasant Hill would prefer her to vote. Metro Waste Authority Executive Director Mike McCoy presented a number of factors that the Metro Waste board and staff have to consider when making this decision, including ability to compost, number of trucks on the road, cost to the landfill and cost to the customer. There was much discussion, and Mr. McCoy concluded by answering the Mayors question about a timeline. June is the requested date for Cities to decide and vote so the haulers have time to bid out projects and prepare their contracts. No action was taken.

7. CLOSING COMMENTS

The Mayor reminded everyone that the Police Department has a lot going on right now, and asked that they also sign the sympathy cards.

City Manager Don Sandor added the specifics on the funeral arrangements so all could attend.

8. ADJOURNMENT

Malone/Gause moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 6:23 p.m.

Sara Kurovski, Mayor

ATTEST:

Dena J. Spooner, City Clerk/Finance Director

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

PAID ITEMS DATES : 3/25/2016 THRU 4/12/2016

PARTIALLY ITEMS DATES: 3/25/2016 THRU 4/12/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
ACME TOOLS	REPLACEMENT BATTERIES	355.60
AFLAC INSURANCE	INSURANCE	1,092.10
AIA CORPORATION	UNIFORMS	1,538.08
AMAZON.COM	BOOKS	272.95
ANIMAL RESCUE LEAGUE	QUARANTINE-ANIMAL BITE CASE	170.00
ARROWHEAD SCIENTIFIC, INC.	MINOR EQUIPMENT	162.88
BAKER & TAYLOR	BOOKS	1,031.67
BARCO MUNICIPAL PRODUCTS I	MARKING PAINT - LOCATES	187.74
BEN FREEBORN	YOUTH CENTER CUSTODIAL	1,962.50
BOUNDTREE MEDICAL	MEDICAL SUPPLIES	487.81
BRICK, GENTRY, BOWERS LAW	LEGAL COUNSEL	1,380.00
BROWNELL'S, INC.	OFFICE SUPPLIES	42.25
CALHOUN-BURNS & ASSOC INC	BRIDGE REHAB-4-MILE/VANDALIA	1,201.95
CARPENTER UNIFORMS/PROMOT	UNIFORMS/SAFETY EQUIPMENT	436.14
CENTURY LINK	DSL DATA LINE - CITY HALL	66.99
CINTAS FIRST AID & SAFETY	OPERATING SUPPLIES	247.50
CITY OF DES MOINES	HOMELAND SECURITY	11,642.00
CLARKE MOSQUITO CONTROL	MOSQUITO SPRAY	3,511.72
COLLECTION SERVICES	GARNISHMENT WITHHOLDING	1,156.66
CONSOLIDATED ELECTRICAL D	RUN BURIED ELECTRIC TO GATE	238.15
CRAIG MCCLANAHAN	IT SUPPORT/REPAIR/EQUIPMENT	9,974.35
CRYSTAL CLEAR WATER CO.	OPERATING SUPPLIES	21.00
D.R.I.V.E.	D.R.I.V.E. DEDUCTION	10.00
DEMCO	BOOK PROCESSING SUPPLIES	611.44
DES MOINES FEED & NATURE C	SEED & STARTER FERTILIZER	264.74
DES MOINES STAMP MANU CO	UNIFORMS/SAFETY EQUIPMENT	83.87
DEWEY FORD	MOTOR VEHICLE OPERATING	152.35
DOORS INC	KEYS-DOANES GARAGE/CONCESSION	305.50
ED M FELD EQUIPMENT CORP	FIRE EQUIPMENT	74.20
ELECTRONIC ENGINEERING	PAGER MAINTENANCE	141.00
ELM USA	SUPPLIES FOR DISC CLEANER	130.65
FAMILY SUPPORT PAYMENT CEN	GARNISHMENT WITHHOLDING	965.69
FASTENAL COMPANY	MAINTENANCE SUPPLIES	99.04
G & K SERVICES	FLOOR MATS	301.19
G&L CLOTHING	UNIFORMS	134.28
GEOFEEDIA, INC.	COMMUNICATIONS	3,500.00
GOLDEN VALLEY SUPPLY OF IO	CEILING TILES - LIBRARY	43.51
GREATER DES MOINES CONVENT	HOTEL/MOTEL SHARE	9,774.46
HILLYARD/DES MOINES	JANITORIAL SUPPLIES	70.03
HY-VEE - LIBRARY ACCOUNT	PROGRAM SUPPLIES	90.35
HY-VEE - POLICE ACCOUNT	VEHICLE MAINTENANCE	16.00
HYDRO KLEAN	SEWER MAINTENANCE	3,095.83
ICMA-RC	DEFERRED COMPENSATION	2,277.47
INTERNAL REVENUE SERVICE	FED WITHHOLDING	42,219.94

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

PAID ITEMS DATES : 3/25/2016 THRU 4/12/2016

PARTIALLY ITEMS DATES: 3/25/2016 THRU 4/12/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
INTERSTATE BATTERIES	BATTERIES FOR POLARIS	223.50
IOWA DEPT OF REVENUE & FI	STATE WITHHOLDING	6,758.00
IOWA LIVING MAGAZINE	PH LIVING 4-PG NEWSLETTER	2,625.00
IOWA STATE UNIVERSITY - TR	FIRE SCHOOL FEES	250.00
IOWA WORKFORCE DEVE	UNEMPLOYMENT INSURANCE	781.34
IPERS-REGULAR	IPERS CONTRIBUTIONS	24,776.54
ITS INC.	MEDIA TRAINING	3,850.00
JASON BURKE	TRAINING MILEAGE	421.20
KECK, INC	FUEL - FEB 16	3,295.19
KELLY GEORGE TURF & IRRIGA	EDGING-BB FIELDS 1-3	2,303.35
KOCH BROTHERS	OFFICE SUPPLIES	1,444.89
LARRY FLECK &SON TRUCKING	BASE ROCK/ROAD STONE	6,972.68
LIBERTY READY MIX	STORM SEWER INTAKE REBUILD	4,177.00
LOWES	KEYS	18.70
MADELINE STURMS	TRAVEL/EDUCATION	1,559.55
MEDIACOM	INTERNET ACCESS-CITY HALL	199.95
MEDPRO WASTE DISPOSAL, LLC	MEDICAL DISPOSAL	50.40
MENARDS - SOUTH SIDE	SPECIAL EVENT SUPPLIES	11.49
MENARDS-ALTOONA	SALLY PORT PROJECT	2,060.55
METRO WASTE AUTHORITY	YARD CART RENEWALS-MAR '16	15,304.31
MIDAMERICAN ENERGY CO	UTILITY SERVICE	16,908.27
MIDWEST AUTOMATIC FIRE SPR	MAINTENANCE-FIRE SPRINKLER	2,149.78
MISCELLANEOUS VENDOR	AARRON DAVIS:MEDICAL/PHYSICAL	960.39
MUNICIPAL SUPPLY	STORM SEWER SUPPLIES	757.00
NEW YORK LIFE INSURANCE	PAYROLL DEDUCTION	41.43
NEW YORK LIFE INSURANCE	LIFE INSURANCE DEDUCTION	17.28
ORIENTAL TRADING CO, INC	PROGRAM SUPPLIES	69.38
P & P SMALL ENGINES	PRUNING SUPPLIES	142.98
PETERS LAWN & LANDSCAPING	SPRING TURF CLEANING	1,935.00
PETTY CASH - PD	REPAIRS/MAINTENANCE	195.89
PETTY CASH FUND - CH	TRAVEL & CONFERENCE	266.43
PITNEY BOWES PURCHASE POWE	POSTAGE/SHIPPING	500.00
PLEASANT HILL CHAMBER	ANNUAL CHAMBER DINNER	280.00
POLK COUNTY	4-MILE CREEK WMA COORDINATION	3,500.00
POLK COUNTY SHERIFF-CIVIL	GARNISHMENT WITHHOLDING	108.34
POPULAR MECHANICS	MAGAZINE	36.04
PREMIER A & B SERVICES	STEAM CLEANER REPAIRS	420.65
QUILL	OFFICE SUPPLIES	840.18
RACOM CORPORATION	EDACS ACCESS	2,209.00
RELIANCE STANDARD	DENTAL PREMIUM PAYROLL DEDUCT	3,094.72
RELIASTAR LIFE INSURANCE C	DEFERRED COMP - ING	2,931.72
S & S WORLDWIDE, INC.	PROGRAM SUPPLIES	63.60
SCCIC	ANNUAL DUES	100.00
SCHNEIDER GRAPHICS	APPARATUS NUMBERS	1,372.29

VENDOR SET: 01 CITY OF PLEASANT HILL
REPORTING: PAID, UNPAID, PARTIAL

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

PAID ITEMS DATES : 3/25/2016 THRU 4/12/2016
PARTIALLY ITEMS DATES: 3/25/2016 THRU 4/12/2016
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
SECRETARY OF STATE	OPERATING SUPPLIES	30.00
SIMPLEXGRINNELL, LP	REPAIR FIRE SUPPRESSION SYSTEM	3,547.68
SIRCHIE FINGER PRINT INC	EDUCATION/TRAINING	300.00
SKINNER LAW OFFICE, P C	LEGAL COUNSEL-FEBRUARY 2016	5,568.00
STAPLES CREDIT PLAN	OFFICE SUPPLIES	88.10
STOREY KENWORTHY	COMPUTERIZED A/P CHECKS	1,159.54
STROH CORPORATION	HVAC CONTRACT-NORTH COMPLEX	236.89
TASC	FLEXIBLE DEP BENE PLAN	7,939.28
TEES	EDUCATION/TRAINING	875.00
THE EQUITABLE	DEFERRED COMP - THE EQUITABLE	675.36
THE GRAVEDIGGER LLC	OPEN/CLOSE GRAVE	1,350.00
THE HARTFORD	DEFERRED COMP - THE HARTFORD	591.05
THE WALDINGER CORP	REPL ADVANCE WARNING LIGHTS	8,855.63
TREASURER, CITY OF DES MOI	WRA PAYMENT	66,680.60
TRITECH SOFTWARE SYSTEMS	EMS BILLING	1,000.00
TYLER TECHNOLOGIES, INC	ACUCORP/SERVER SOFTWARE MAINT	281.43
UNITED WAY OF CENTRAL IA	UNITED WAY CONTRIBUTION	38.00
UNITY POINT HEALTH-DES MOI	ACLS PROVIDER CARDS	98.65
UNUM LIFE INSURANCE COMPAN	VOLUNTARY LIFE INSURANCE	143.52
US CELLULAR	CELL PHONE SERVICE	1,061.73
VAN-WALL EQUIPMENT, INC.	JOHN DEERE MOWER DECK PART	99.48
VERIZON WIRELESS	MDC ACCESS	1,074.09
WALSH DOOR & HARDWARE CO	YOUTH CENTER KEYS	74.85
WD DOOR	DOOR REPAIRS	131.50
WELLMARK BLUE CROSS BLUE S	HEALTH INS PREM PAYROLL DEDUCT	19,914.07
XTREME TREE	TREE PRUNING-CEMETERY/DOANES	2,210.00
** TOTAL **	-City of Pleasant Hill	341,550.04

VENDOR SET: 01 CITY OF PLEASANT HILL
REPORTING: PAID, UNPAID, PARTIAL

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

PAID ITEMS DATES : 3/25/2016 THRU 4/12/2016
PARTIALLY ITEMS DATES: 3/25/2016 THRU 4/12/2016
UNPAID ITEMS DATES :

FUND TOTALS

001	GENERAL	206,486.82
110	ROAD USE	24,407.58
301	CAPITAL PROJECTS	1,718.00
304	TIF CAPITAL PROJECTS	1,125.44
610	SEWER	86,840.72
670	SOLID WASTE	15,457.65
699	EQUIPMENT REPLACEMENT	879.41
740	STORM WATER	4,634.42
GRAND TOTAL		341,550.04



Tax Abatement Report MARCH 2016

TYPE	ADDRESS	OWNER	VALUATION	DATE ISSUED	PERMIT #	PERMIT FEE
SINGLE FAMILY	400 NE 77th Ct	Truview Enterprises Inc	373,194.00	03-04-16	9468	1,804.00
SINGLE FAMILY	410 NE 77th Ct	Truview Enterprises Inc	341,693.00	03-04-16	9467	1,668.00
SINGLE FAMILY	5530 Sunburst Dr	Ron's Homes Inc	201,866.00	03-07-16	9475	1,073.00
SINGLE FAMILY	345 NE 77th Ct	Happe Homes LLP	260,509.00	03-18-16	9493	1,323.75
SINGLE FAMILY	355 NE 79th Ct	Ron's Homes Inc	204,642.00	03-25-16	9500	1,085.75
SINGLE FAMILY	7745 Spring Creek Dr	Sage Homes Inc	264,557.00	03-29-16	7000	1,340.75



Pleasant Hill Public Works Department

5440 Vandalia Rd.
Pleasant Hill, Iowa 50327
Ph: (515) 265-1444 • Fax: (515) 265-9984

MONTHLY COUNCIL REPORT MARCH 2016

Winter Operations Statistics for March 2016

Tons of material (salt/sand mix) used	0 tons
Tons of material used (season-to-date)	736 tons
Number of snow events	0
Snow total*	0.3 inches
Staff hours for snow and ice control	0

*Figure based on National Weather Service data

Spring Operational Statistics for March 2016

Street panels replaced	5
Storm sewer inlets rebuilt	1
Concrete Poured	31.75 cubic yards
Number of rain events (.25" & above)	2
Rain total*	1.98 inches

*Figure based on National Weather Service data

Year-round Operation Statistics for March 2016

Sewer locates performed	283
Domestic animals collected	9
Lift station service checks	4
Street sweeping debris removal	24.5 tons
Sanitary sewer backups	1

Monthly Highlights:

- Rebuilt a storm sewer inlet at Magnolia Dr. & N. Shadyview Dr.
- Installed a cul-de-sac at the east end of Pine Valley Dr.
- Repaired undermined street panels and defective storm sewer connection on Parkridge Ave.
- Replaced all winter banners on street light poles to spring/summer banners.
- Replaced damaged street panels and driveway approach on Andrews Dr. caused by defective sanitary sewer manhole.

Russ Paul
Pleasant Hill Public Works



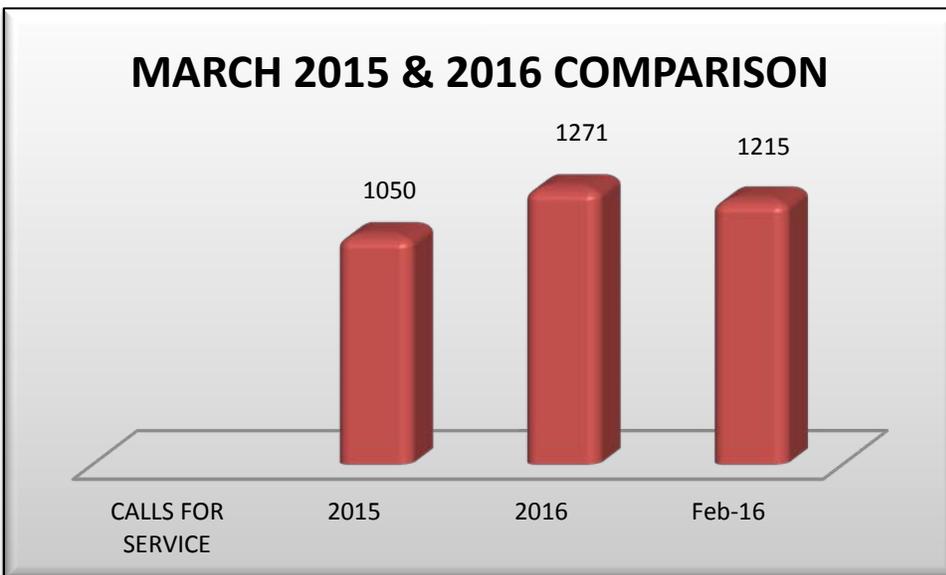
PLEASANT HILL POLICE DEPARTMENT



MARCH 2016 MONTHLY REPORT

Calls for Service

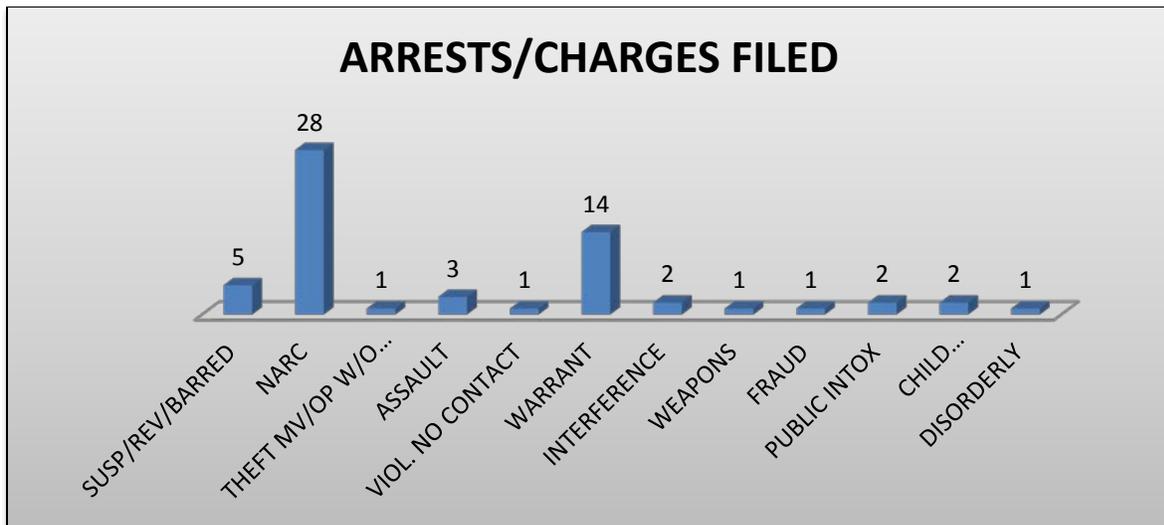
March 2016 continues to demonstrate an ongoing trend for a level of increased calls for service for the Police Department. A quick comparison between the months of March 2015 and March 2016 illustrate an increase of 221 calls for service or 17%. March 2016 shows a slight increase in calls from the previous month of 56 calls for service.



Arrest/Criminal Charges

March arrest information was retrieved from the Tracs reporting system.

The number of adults arrested in March 2016 was 31. The number of charges filed on adult offenders for March was 61. This includes warrant arrests made by Officers. Narcotics related offenses continue to constitute the greatest number of charged offenses. Once again, within the narcotics charges are intent to deliver charges due to the quantity offenders had in their possession were distributable amounts. Narcotics related charges doubled from the previous month.

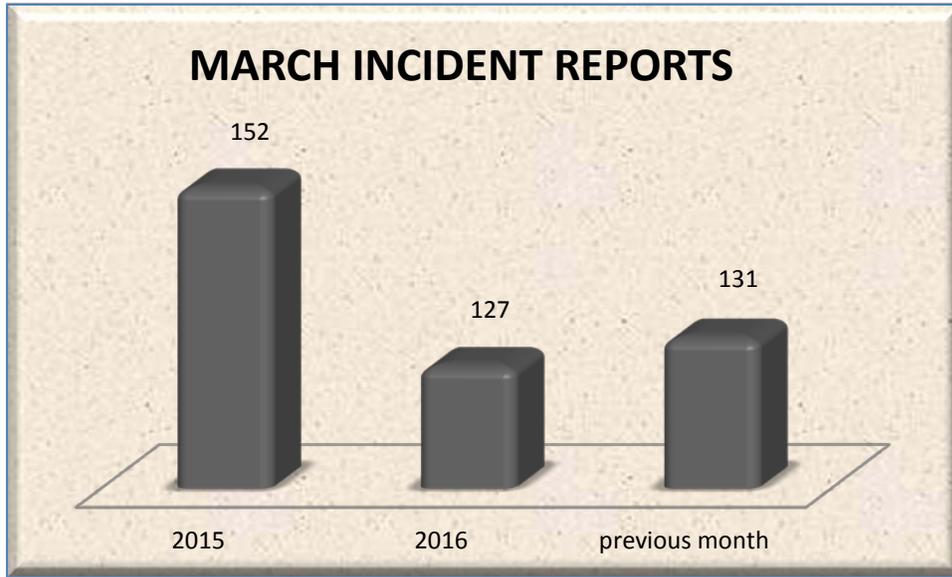


Trends

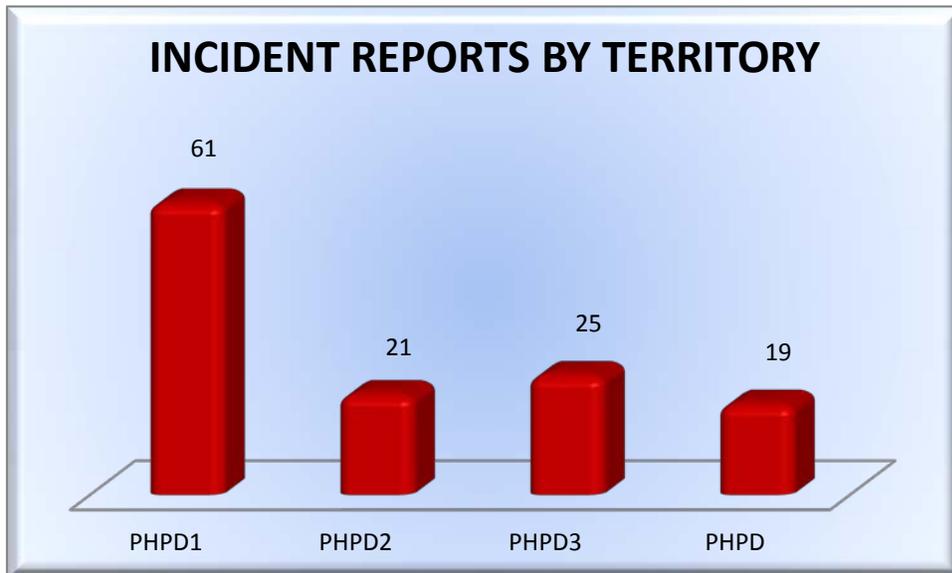
Trends beginning in March 2016 are showing a significant increase in narcotics related activity.

Incident Reports

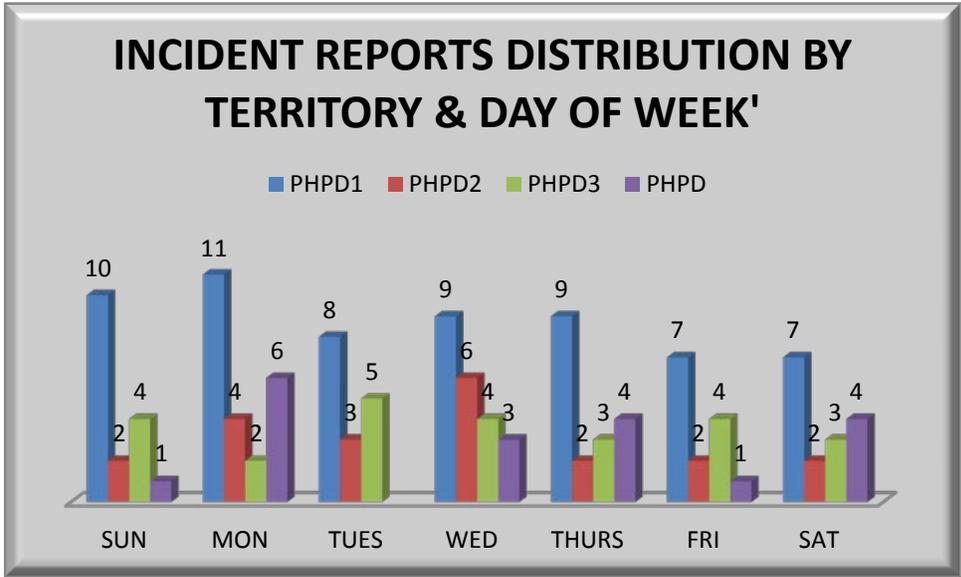
Incident Reports reflect the number of cases that are filed by the Police Department. In March 2016, 127 cases were filed. This does show a decrease of 26 reports from March 2015. However, this is similar to the number of reports from the previous month of 131.



Incidents According to Territory

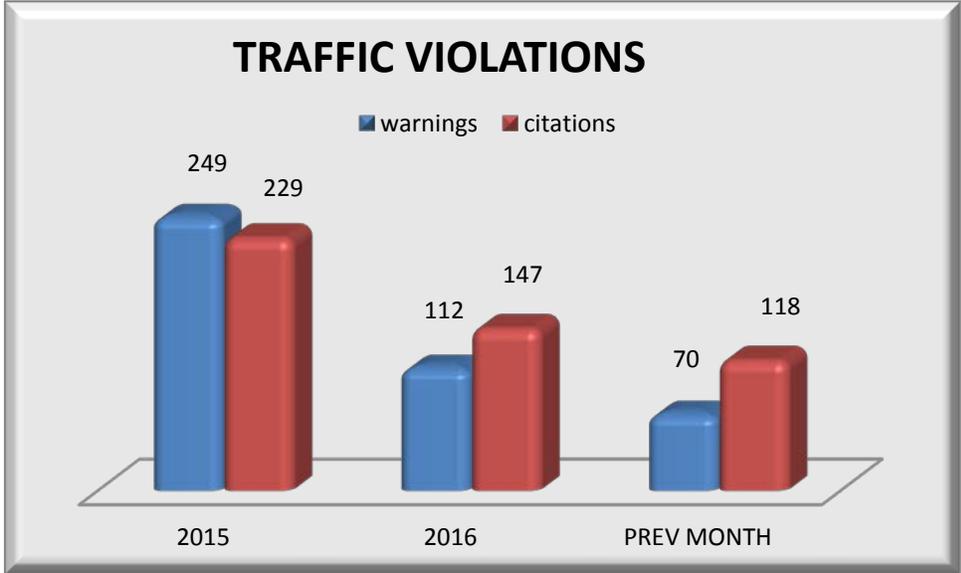


*there were additional incidents that were not designated to a territory.



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

Traffic Enforcement



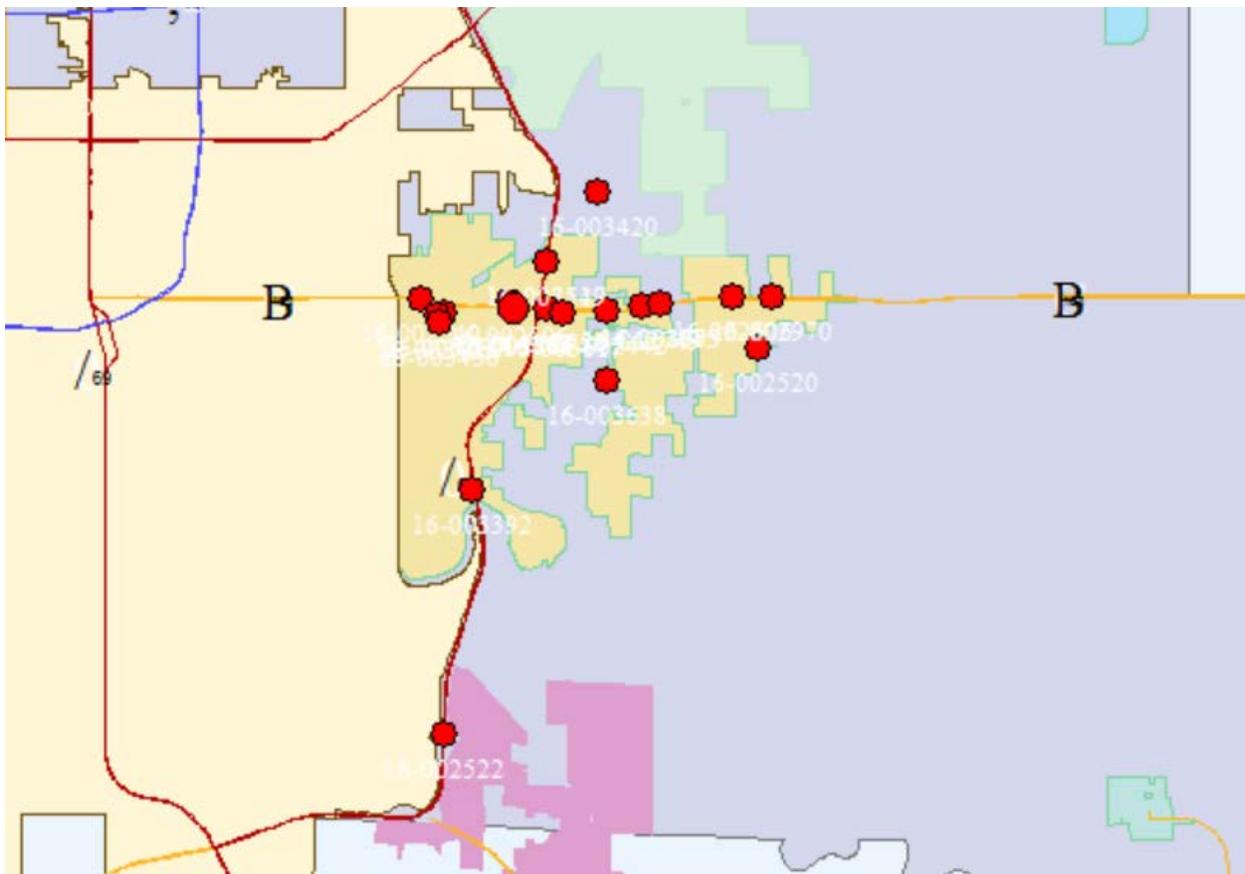
Accidents

In March 2016, Officers took 18 accident reports. This is a slight decrease from February 2016 when 23 accidents were reported. This is the same number of accident reports as March 2015.

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 26 new cases in March 2016.

There were also 5 additional ICAC cases.

Closed by arrest – 1

Suspended, closed or unfounded-19 (some of these may include arrests as well)

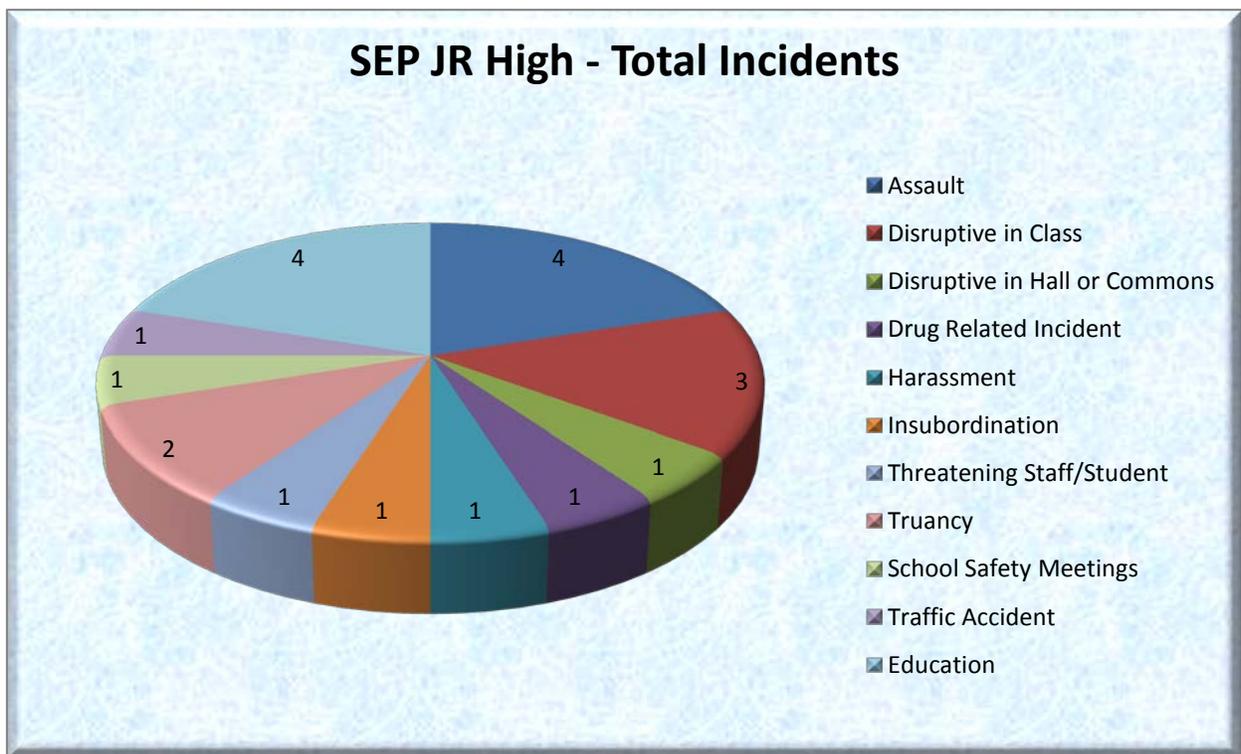
Still under investigation or being utilized for intelligence - 4

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

School Resource Officer Report

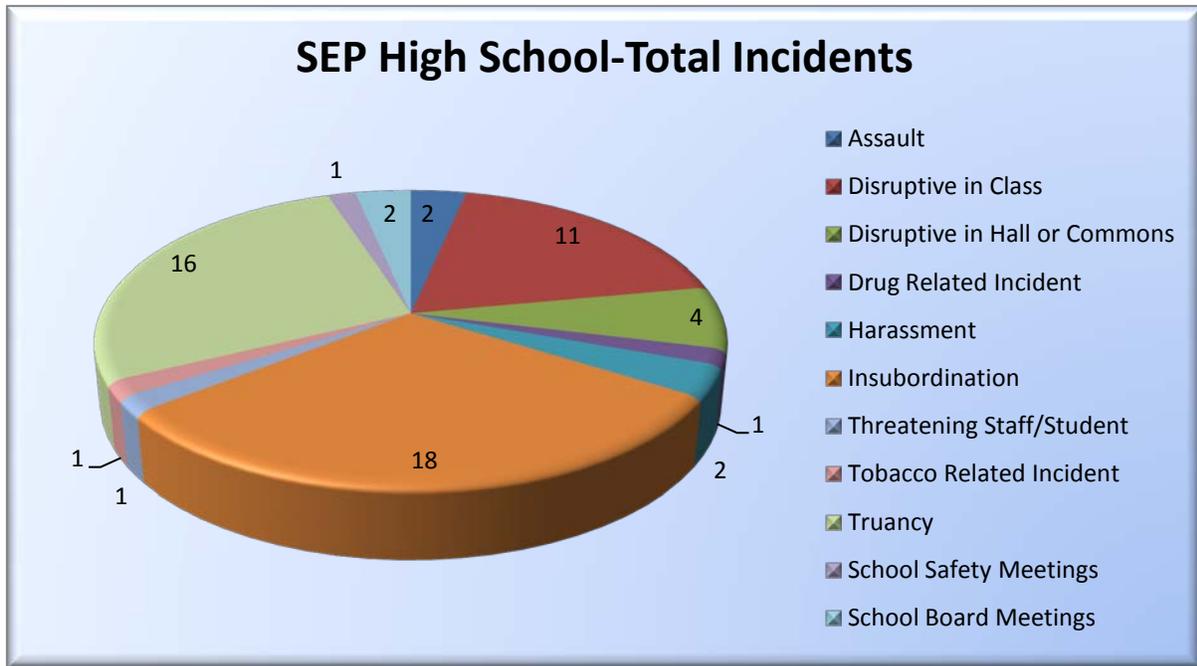
There are two Officers assigned to the SEP school complex for the Junior High and High School buildings. These Officers not only provide in house Police services to the schools, but they are also involved with school activities, teaching DARE and other courses related to their job functions. They are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

SEP JUNIOR HIGH SCHOOL



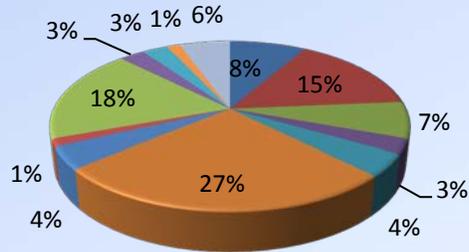
SEP HIGH SCHOOL

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.



SEP Complex - Total Incidents

- Assault
- Drug Related Incident
- Threatening Staff/Student
- School Safety Meetings
- Education
- Disruptive in Class
- Harassment
- Tobacco Related Incident
- School Board Meetings
- Disruptive in Hall or Commons
- Insubordination
- Truancy
- Traffic Accident



PLEASANT HILL PARK & RECREATION COMMISSION
March 10, 2016

1. CALL TO ORDER/ROLL CALL

Chair Loren Lown called the regular meeting of the Pleasant Hill Park and Recreation Commission to order at 6:00 p.m. Present: Gary Denning, David Dunfee, Anne Johns, Loren Lown, Dan Schmitz, Olivia Smith and Penny Thomsen. Absent: None.

2. APPROVAL OF AGENDA

DUNFEE/SMITH moved to approve the agenda. Ayes: Denning, Dunfee, Johns, Lown, Schmitz, Smith, Thomsen. Nays: None. Motion carried.

3. APPROVAL OF MINUTES OF FEBRUARY 11, 2016 REGULAR MEETING

SMITH/THOMSEN moved to approve the minutes. Ayes: Denning, Dunfee, Johns, Lown, Schmitz, Smith, Thomsen. Nays: None. Motion carried.

4. TIME TO ADDRESS THE COMMISSION (5 MINUTE LIMIT) – None

5. NEW BUSINESS – None

6. REPORTS

a. Master Park Plan Update – Commissioner Smith reported that the focus group had met with Confluence on March 1, 2016. Focus Groups have been established and will be meeting on March 23 from 3:30-4:30 p.m. and March 24 from 6:00 – 7:00 p.m. Confluence plans to finalize the master plan in late May or early June. They are open to suggestions and ideas of what the community is wanting. It is important for the commissioners to be available for guidance and prioritizing items once the plan is formed.

b. Water Trails Input Map Information – Rick Courcier presented information on the Water Trails map. There is an interactive map on their website where you can click and drag things you would like to see along the water trails. The trail is from Saylorville to Red Rock Lake. This is similar to the bike trails map that was used in the past. Dates and times will be provided to the commissioners regarding open houses as the information is received. Participation is encouraged.

c. 2016/2017 Budget Update – The budget was approved by the City Council on March 8, 2016. Rick Courcier and Heath Ellis discussed the CIP projects that were included in the upcoming budget year for the parks. These improvements include replacing drinking fountains in Copper Creek Lake area with new park id signs as well as south shoreline and walkway improvements. Sidewalk improvements are scheduled for Oak Hill Park. These improvements will increase accessibility to the area. Doanes Park will have sidewalk/roadway repairs. Field 3 is scheduled for improvements including outfield fence. The improvements to field 3 are for community use as well as little league. The commons area around the concession stand area will be upgraded as well as replace two drinking fountains in the park. A drinking fountain and meter pit are to be installed at the Christie Lane Park. Money has been allocated for trail repairs as well as new trail development and info hub signage. The Youngstown Trail is scheduled to begin development soon. The Des Moines River boat ramp area requires repairs to the roadway and parking because of the late fall flooding. A new mobile power washer for use in the parks as well as a replacement skid loader is scheduled for the next fiscal year.

7. FUTURE AGENDA ITEMS/COMMISSIONERS' COMMENTS

a. Informational Topics – Chair Lown discussed having educational updates on a regular basis at the meetings. These could include information about the Des Moines Bicycle Coalition; trail work; urban forestry; storm water management; turf management; etc. Please send suggestions for topics to Rick Courcier.

b. Commissioner Comments - Olivia Smith reported that a friend had commented to her on how nice the new pergola swing at Copper Creek Lake looks. Gary Denning reported that there were 44 kids at the new playground in Doanes Park. There has been lots of use at this park.

8. ADJOURNMENT – DENNING/THOMSEN moved to adjourn. Ayes: Denning, Dunfee, Johns, Lown, Schmitz, Smith, Thomsen. Nays: None. Motion carried. Meeting adjourned at 6:25 p.m.

- NEXT SCHEDULED MEETING – April 14, 2016

RESOLUTION #041216-01

**RESOLUTION APPROVING THE LIEN SCHEDULES FOR SEWER, GARBAGE,
AND STORM WATER**

WHEREAS, Des Moines Water Works has submitted lien schedules for the city's sewer, garbage, and storm water services; and,

WHEREAS, the schedules represent charges on final accounts that have not been successfully collected via other means, such as water termination; and,

WHEREAS, the March schedule, that represents the amount of \$277.53 uncollected for sewer, \$113.39 uncollected for garbage, and \$60.87 uncollected for storm water is ready to be presented to the County Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that staff is authorized to present the lien schedule to the County Treasurer.

ADOPTED April 12, 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

RESOLUTION # 041216-02

**A RESOLUTION FOR ACCEPTING THE HIGH BID AND SALE OF
CITY EQUIPMENT**

WHEREAS, the City Council has authorized the City Clerk's office to accept bids for surplus or obsolete property that includes one (1) lot of eleven (11) gear racks, Winchester Defender 12 ga shotgun, Remington Wingmaster 12 ga shotgun, Winchester Defender 12 ga shotgun, Winchester Defender 12 ga shotgun, 2011 Ford Crown Victoria Police Interceptor, one (1) lot of thirteen (13) chairs, infrared Lidar system, traffic radar gun system, Harris front & remote mount mobile radio system, one (1) lot with one (1) tripod and one (1) tape deck, Sirchie electrostatic print lifting kit, and one (1) lot of Ray gas heaters; and

WHEREAS, on May 24, 2011 by Resolution 052411-03, the Pleasant Hill City Council authorized a contract with GovDeals, Inc., an online government auction service, to act as an agent to sell surplus or obsolete equipment and property on behalf of the City of Pleasant Hill; and

WHEREAS, the advertisement of the public auction sale for one (1) lot of eleven (11) gear racks, Winchester Defender 12 ga shotgun, Remington Wingmaster 12 ga shotgun, Winchester Defender 12 ga shotgun, Winchester Defender 12 ga shotgun, 2011 Ford Crown Victoria Police Interceptor, one (1) lot of thirteen (13) chairs, infrared Lidar system, traffic radar gun system, Harris front & remote mount mobile radio system, one (1) lot with one (1) tripod and one (1) tape deck, Sirchie electrostatic print lifting kit, and one (1) lot of Ray gas heaters was performed by the City Clerk's office through the www.govdeals.com website. The listings were open for bidding for ten (10) days. The listing and subsequent sale was at no cost to the City.

NOW THEREFORE BE IT RESOLVED by the City Council of Pleasant Hill, Iowa, to accept the high bids of \$402.00 for the one (1) lot of eleven (11) gear racks, \$110.00 for the Winchester Defender 12 ga shotgun, \$120.00 for the Remington Wingmaster 12 ga shotgun, \$120.00 for the Winchester Defender 12 ga shotgun, \$110.00 for the Winchester Defender 12 ga shotgun, \$2,550.00 for the 2011 Ford Crown Victoria Police Interceptor, \$21.00 for the one (1) lot of thirteen (13) chairs, \$165.00 for the infrared Lidar system, \$151.00 for the traffic radar gun system, \$201.00 for the Harris front & remote mount mobile radio system, \$10.00 for the one (1) lot with one (1) tripod and one (1) tape deck, \$31.00 for the Sirchie electrostatic print lifting kit, and \$2,710.00 for the one (1) lot of Ray gas heaters.

Adopted this 12th day of April 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: APRIL 12, 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

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 third reading of an ordinance adding these updates to Chapter 136.

ALTERNATIVES:

Not approve the third 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 third 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 ¾ 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: APRIL 12, 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

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 third reading of an ordinance adding these updates to Chapter 175.

ALTERNATIVES:

Not approve the third 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 third 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: APRIL 12, 2016

TO: MAYOR & CITY COUNCIL

FROM: DON SANDOR
CITY MANAGER

SUBJECT: ORDINANCE 803
SECOND READING OF ORDINANCE TO AMEND CITY CODE CHAPTER 98 SEWER
SERVICE CHARGES

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 second 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: APRIL 12, 2016
TO: MAYOR & CITY COUNCIL
FROM: GARY PATTERSON
PUBLIC WORKS DIRECTOR
SUBJECT: ORDINANCE 804
AMENDMENTS TO CHAPTER 115 CEMETERY

BACKGROUND:

The City of Pleasant Hill has been working with the Cemetery Committee on updating the Cemetery Ordinance to include the columbarium niches and ensure proper oversight of the community's Cemetery. As part of updating this ordinance, the Cemetery Committee and city staff reviewed Chapter 115 to identify if any additional updates were needed to ensure uniformity. Proposed changes are highlighted in red in the attached document. Following review of the ordinance and discussion with the Cemetery Committee, it has been determined updates to this chapter were needed not only in regards to the columbarium but also throughout the ordinance. Norm Gustafson, Chair of the Cemetery Committee will be present for any questions.

ALTERNATIVES:

Not approve the first reading of the ordinance. However, some of the niches in the columbarium have already been sold.

FINANCIAL CONSIDERATIONS:

As part of this chapter, a schedule of fees is to be adopted by resolution in a table outside of the Ordinance. The Cemetery and Columbarium Schedule of Fees will be presented at the May 10, 2015 Council meeting.

RECOMMENDATION:

Consider approval of the first reading of an ordinance amending Chapter 115 Cemetery.

ORDINANCE NO. 804

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF PLEASANT HILL, IOWA
BY AMENDING CHAPTER 115 CEMETERY**

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

Section 1: The Code of Ordinances for the City of Pleasant Hill, Iowa is hereby amended to replace the existing **Chapter 115, CEMETERY** with the following new **Chapter 115, CEMETERY** as follows:

Pleasant Hill, IA Code of Ordinances

**CHAPTER 115
CEMETERY**

- | | |
|--|--|
| 115.01 Municipal Cemetery Established | |
| 115.02 Superintendent | 115.11 Plantings & Decorations |
| 115.03 Purchase of Cemetery spaces/niches | 115.12 Fees, Charges and Payments |
| 115.04 Purchase Rights of Interment | 115.13 Perpetual Care |
| 115.05 Maintenance Operations and Privileges | 115.14 Gifts, Donations and Endowments |
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115.01 MUNICIPAL CEMETERY ESTABLISHED.

Oakwood Cemetery, as now constituted or hereafter enlarged or changed, is a municipal cemetery under the provisions of Sections 566.14 to 566.18 of the Code of Iowa, together with City responsibility for its care and operation.

115.02 SUPERINTENDENT.

Public Works Director is the cemetery superintendent and operates the cemetery in accordance with the rules and regulations thereof. The Public Works Director may designate individuals to perform and supervise duties in interment and maintenance procedures. Additional help may be retained or employed for care and maintenance of the cemetery and for the opening of graves.

(Ord. 651 – May 06 Supp.)

115.03 PURCHASE OF CEMETERY SPACES/NICHE(S) RIGHTS.

Persons desiring to purchase a cemetery space/niche in the cemetery are referred to the Clerk's office. The Clerk's office will have available suitable maps showing size and price of cemetery spaces/niches, and such other information as may be required, and will be pleased to render assistance to those desiring to make cemetery space/niche rights purchases. Upon having made a cemetery space/niche selection, the Superintendent will issue a cemetery space/niche order directly to the City Clerk's Office or to the prospective purchaser, who will present such order at the Office of the City Clerk in the City Hall where the cemetery space/niche rights purchase will be made and a certificate of interment rights issued upon full payment of the cemetery space/niche price.

115.04 RIGHTS OF INTERMENT CERTIFICATE HOLDER(S)

1. Definition. Certificate of interment rights shall be construed to mean the right to use a cemetery space/niche or part of a cemetery space/niche, as purchased from the City for a consideration, for burial purposes only and the Purchaser's rights are limited by and subject to the Cemetery's rules and regulations as now existing or as amended in the future.

2. Issuance of Certificate of Interment Rights. Upon full payment of the purchase price of a cemetery space/niche, the City will issue a cemetery certificate of interment rights, under its seal, and the certificate of interment rights will be kept in the records of the City as evidence of rights of the cemetery space/niche. It shall be the duty of the office of the City Clerk to record the cemetery certificate of interment rights with the Polk County Recorder's Office, and the City Clerk will charge a fee per the fee schedule to cover the costs of filing the certificate of interment rights. Certificate of interment rights holders can transfer rights in part or all to another person(s). A filing fee will be applied and a new certificate of interment rights will be issued to desired person(s). The certificate of interment rights may be signed by either the Mayor or Mayor Pro Tem and the City Clerk or Deputy City Clerk, and they shall make and execute certificate of interment rights for burial cemetery spaces/niches in Oakwood Cemetery and all additions thereto and any other cemeteries platted or belonging to the City.

(Ord. 651 – May 06 Supp.)

3. Purchaser of Cemetery space/niche; Request for Burials. If the purchaser of a cemetery space/niche abandons said cemetery space/niche, it shall revert to the City under the provisions of the Code of Iowa. The City shall have the right to assume at all times that the cemetery space/niche purchaser acquired such cemetery space/niche for the interment of self and/or members of the purchaser's family. Unless otherwise directed in writing and filed with the Clerk by the purchaser, devisees, or heirs, the cemetery will permit the interment of members of the purchaser's family at the request of any interested person upon proof of eligibility for burial, as follows:

A. The surviving spouse of the cemetery space/niche owner shall have the first right to interment or to direct the right of interment.

B. When there is no surviving spouse, the devisees or heirs of the owners may, by agreement in writing, determine who among them shall have the right of interment or direction for interment, which agreement shall be filed with the Clerk.

C. In the event the owner, devisees or heirs shall not have arranged for future interments, then the devisees or the heirs, as the case may be, of such owner, shall have the right of interment in the order of their needs.

4. All cemetery spaces/niches are exempt from taxation and cannot be seized for debt, nor can they be mortgaged. All burial rights for cemetery spaces/niches purchased from the City are to be used only by .Purchaser(s) or co-purchaser(s) of cemetery spaces/niches Certificate of Interment Rights at the Clerk's Office in Pleasant Hill City Hall. In case of the death of a cemetery space/niche Purchaser, when the cemetery space/niche is disposed of by a will, a Certified copy of the will must be delivered to the Clerk before the City will recognize a transfer of purchase rights. If the deceased cemetery space/niche purchaser left no will, satisfactory proof of descent must be presented. Cemetery space/niche purchasers, in making their wills, should include the cemetery spaces/niches and will it to a future rights holder.

5. Use of Cemetery space(s)/niche(s) is for Burial Purposes Only. The certificate to a cemetery space/niche vests in the purchaser the right to use such cemetery space/niche for burial purposes only in accordance with the cemetery rules and regulations.

6. Resale or Transfer. Cemetery space/niche owners may not resell their cemetery space/niche or parts of cemetery spaces/niches to anyone. Cemetery space/niche owner(s) desiring to dispose of cemetery space(s)/niche(s) or parts of cemetery space(s)/niche(s) may receive a refund of the original purchase price of the cemetery space(s)/niche(s), upon the surrender of the original certificate of interment rights, along with a letter requesting the refund and identifying the returned cemetery space(s)/niche(s). Alternatively, a transfer may be made upon the return of the original certificate of interment rights and along with a notarized statement from the owner of the cemetery space(s)/niche(s) (or from all the surviving heirs if the owner is deceased). Upon satisfactory transfer, the City will then issue a new certificate of interment rights to the new cemetery space/niche owner.

(Ord. 651 – May 06 Supp.)

115.05 MAINTENANCE OPERATIONS AND PRIVILEGES.

1. Each cemetery space/niche in the cemetery will, prior to its sale, will be suitably marked by the City.

2. The City reserves the right for its workers and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any cemetery space in the cemetery in the performance of such duties. This includes but is not limited to any object that is within the Oakwood Cemetery property lines.

3. The City, its employees, or City approved Maintenance Company assumes no liability for actual damages, or mental anguish, in the performance of its normal operations, or loss by vandalism, theft or other acts beyond its control.

(Ord. 655 – May 06 Supp.)

4. The City reserves the right to furnish, supply, and/or sell to its patrons such items as may be normally used within the cemetery, such as flush floral receptacles.

5. The City reserves the right to alter, change, or close alleys, roadways, water mains, and other physical properties of the cemetery.

115.06 RULES FOR VISITORS.

1. The cemetery will be open to visitors at all times between the hours of 7:30 a.m. and one-half hour after sunset. Permission to enter the cemetery at any other time must be obtained from the Superintendent or the Police Department.

2. Children under fourteen (14) years of age are admitted only when accompanied by parents or guardian.

3. No picnicking, parties or uses other than normal intended use.

4. Dogs or other pets are not allowed in the cemetery.

5. Firearms are allowed in the cemetery only at military funerals.

6. Visitors are required to use the walks and drives and shall not trespass on cemetery spaces, pick

any flowers (either wild or cultivated), injure any shrubs, trees or plants, or mar or deface any monument, stone or structure in the cemetery.

115.07 INTERMENTS.

1. Interments are not made on Sundays except by order of the Board of Health.
2. All interments shall be made in a permanent type outer container.
3. All graves shall be dug under the direction of the Superintendent. Depth of graves shall conform to the laws and regulations of the State. The minimum depth will be five and one-half (5½) feet.
4. The for opening and closing will be done at a current rate set by the City. Said charge shall be paid in advance of interment by the person authorizing the opening, unless said charge is assumed by the funeral home in charge, and shall include opening of the grave, removal of excess material, refilling, and seeding or placing sod.
6. The cemetery space purchaser or funeral home shall designate the location of the burial place on the cemetery space/niche to the Superintendent and any change of location made by the purchaser after the opening of the grave/niche has begun, shall be at the expense of the cemetery space/niche purchaser.
7. When definite information for locating a burial place is not available in ample time for preparation to meet the time requested for interment, the Superintendent will exercise his or her best judgment in making a location in order that the requested time for interment may be met. The City assumes no responsibility for any error in such location and an additional charge will be made for any change requested.
8. The Superintendent shall be given forty-eight (48) hours' notice for the opening and preparation of a burial place prior to interment.
9. When several burials occur in a one or two day period, the Superintendent shall schedule them in as prompt and efficient a manner as possible, working in close cooperation with the funeral homes.
10. No interment of anybody other than that of a human being is permitted. The interment of two bodies in one grave is not allowed, except as follows:
 - A. A parent and infant;
 - B. Twin children;
 - C. Two children buried at the same time;
 - D. Two cremation burials.
11. The Superintendent, or an assistant, may attend an interment to ensure that the rules, regulations, and strict proprieties of the cemetery are observed.
12. As soon as flowers, wreaths, emblems, etc., used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed, and no responsibility for their protection or maintenance is assumed.

115.08 DISINTERMENT.

Removal of bodies/cremains from graves/columbarium in the cemetery shall be made only by the City in accordance with the requirements of the statutes of the State and the rules, regulations and other directives promulgated under the laws of the State. Charges set by the City for removal will be payable in advance. Cemetery space purchasers, or their heirs, desiring burial places opened shall secure the necessary disinterment permit from the State and deliver same to the Superintendent.

115.09 MONUMENTS.

1. Grave markers will be set according to regulations specified by the City by resolution. For large monuments, the City reserves the right to require the construction of a foundation of such material, size, and design as will provide ample insurance against possible settlement or injury to the stone work. The top of the concrete foundation will be constructed approximately one inch below the base of the stone work so as to permit the monument or marker to be set in a bed of cement mortar evenly covering the concrete base.

2. The settling of monuments, stones, and markers and the transportation of all tools, materials, etc., within the cemetery grounds, shall be subject to the supervision and control of the Superintendent. Heavy trucking is not permitted within the cemetery when, in the opinion of the foreman, such work might cause damage to the driveways. Special permission is obtained on all work. All cleanup and removal of trash is to be completed immediately.

3. Stone or monumental work is not permitted on a cemetery space/niche until the cemetery space/niche is fully paid for, and the City reserves the right to refuse permission to erect any monumental work not in keeping with the good appearance of the grounds.

4. Stone work or monumental work, once placed on its foundations, shall not be removed, except by permission of the Superintendent.

5. Footstone – A stone placed at the foot of a grave or it may be affixed to the back of the headstone.

115.11 PLANTINGS AND DECORATIONS.

1. To sustain the natural beauty of the cemetery the placement of plantings artificial flowers, and decorations shall be limited. Respecting the rights of neighboring lot owners who desire the same.

2. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.

3. The Placement Zone is the space where plantings, artificial flowers, and/or decorations are permitted.

The Headstone Placement Zone is limited to the two (2) by four (4) foot area at the head of the grave space.

The Columbarium Placement Zone is limited to the attached vases.

Footstones shall not have Placement Zones.

4. Items permitted anywhere in the Placement Zone are:

Small upright annuals and bulbs.

Floral arrangements.

5. Items permitted to the side(s) of the memorial are:

Annuals and Perennials (Prohibited plants are ornamental grasses, iris, daylily, trees, shrubs, roses and vines.)

No more than two potted plants.

No more than one Shepherd hook with flower basket, placed as close as possible to the side of the memorial with the hook over the memorial and not exceeding five (5) feet in height. Attachment of any other item to the hook is not permitted.

6. All other decorations must fit on and be secured to the memorial. Items propped up, leaning against the memorial, or placed on the footing is not permitted.

7. Floral arrangements and plantings that are faded, dead, and surrounded by weeds and tall grass will be removed.

8. Grave blankets are permitted between November 15 and March 1.

9. Prohibited items:

During routine maintenance operations the superintendent or person(s) assigned are permitted without notice to remove any prohibited items or anything of similar nature to the following:

Items placed on surrounding trees and shrubs

Standing easels (except those supporting wreaths or floral arrangements.)

Staked items, iron gates and posts

Glass, ceramic and china

Battery operated items

Solar operated lights

Candles

Wildlife houses and feeders

Balloons, banners, pinwheels, wind chimes, windmills

Chairs, pet urns, enclosed boxes

Plastic, steel, wooden and concrete signs (other than temporary markers).

Landscaping materials included but not limited to edging, fencing, fabric, gravel, rock, stepping stone, boulders or brick.

(No hedges, fences, or enclosures of any kind will be permitted on or around lots, effective March 30, 2006. Those in place prior to this date may remain as long as they do not impede maintenance. (*Ord. 651 – May 06 Supp.*)

10. Cleanup periods:

Cleanup periods are for the removal of ALL artificial floral arrangements and associated hardware such as vases, saddles, easels, baskets, etc from the Placement Zone, including the arrangements on the memorial.

Scheduled cleanup dates are:

April 1 to 15

June 15 to July 1

August 1 to 15

November 1 to 15

11. American Flag etiquette rules:

The use of any flag or flag holder on a lot is permitted only for the Memorial Day Holiday.

Smaller American flags are permitted on individual graves from Memorial Day through Flag Day and on Veterans Day.

Veterans Day flags may be placed three days prior to the holiday and remain one week after the holiday.

All flags must be presentable and will be removed and disposed of according to established flag etiquette.

American flags and flag holders shall be placed in the front and center of the monument (or the veteran's side if the monument includes a spouse).

12. The superintendent or person(s) assigned may authorize without notice the removal of any item(s) in violation of the ordinance. The City, or its employees, assumes no liability for damages, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

115.12 FEES, CHARGES AND PAYMENTS.

The payment of all fees and charges are payable in advance and shall be made at the Office of the City Clerk in Pleasant Hill at Pleasant Hill City Hall, where receipts will be issued for all amounts paid. The fees and charges will be outlined in the Oakwood Cemetery and Columbarium Fee Schedule.

(Ord. 760 - Jan. 13 Supp.)

115.13 PERPETUAL CARE.

The perpetual care fee is placed in a separate fund known as the Oakwood Cemetery Perpetual Care Fund and cannot be used or spent except by order of the Iowa District Court in and for Polk County; however, the income there from shall be used for the care and maintenance of the Oakwood Cemetery.

115.14 GIFTS, DONATIONS AND ENDOWMENTS.

The City may accept gifts, donations and endowments for the Oakwood Cemetery and such gifts, donations and endowments shall be added to the Oakwood Cemetery Perpetual Care Fund unless the donor specifies otherwise.

115.15 ADMINISTRATOR OF FUND.

The Council is the administrator of the Oakwood Cemetery Perpetual Care Fund.

115.17 CEMETERY COMMITTEE.

A Cemetery Committee consisting of five members is hereby created. The members of the Committee shall be appointed by the Mayor and shall serve four-year, staggered terms. The Committee shall serve as an advisory group to the Superintendent.

(Ord. 675 – Jan. 07 Supp.)

NOW, THEREFORE, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa that the Pleasant Hill Code of Ordinances be amended to remove the existing Chapter 115 in its entirety and replace with the aforementioned new Chapter 115.

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

PASSED AND APPROVED by the City Council of the City of Pleasant Hill, Iowa on this _____ day of _____, 2013.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

Print

Pleasant Hill, IA Code of Ordinances

CHAPTER 115
CEMETERY

- 115.01 Municipal Cemetery Established ~~115.10 Restrictions of Monuments and Grave Markers~~
- 115.02 Superintendent ~~115.11 Trees, Shrubs and Flowers Plantings & Decorations~~
- 115.03 Purchase of ~~Lot Cemetery spaces/niches~~ 115.12 Fees, Charges and Payments
- 115.04 ~~Ownership-Purchase~~ Rights of Interment 115.13 Perpetual Care
- 115.05 ~~Maintenance Operations and Privileges and Restrictions~~ 115.14 Gifts, Donations and Endowments
- 115.06 Rules for Visitors 115.15 Administrator of Fund
- 115.07 Interments ~~115.16 Authority of Cemetery Superintendent~~
- 115.08 ~~Removals Disinterment~~ 115.17 Cemetery Committee
- 115.09 Monuments

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115.01 MUNICIPAL CEMETERY ESTABLISHED.
~~Pleasant Hill - Oakwood~~ Cemetery, as now constituted or hereafter enlarged or changed, is a municipal cemetery under the provisions of Sections 566.14 to 566.18 of the Code of Iowa, together with City responsibility for its care and operation.

115.02 SUPERINTENDENT.
~~The Community Services~~ Public Works Director is the cemetery superintendent and operates the cemetery in accordance with the rules and regulations ~~therefor~~ thereof. The ~~Community Services~~ Public Works Director may designate individuals to perform and supervise duties in interment and maintenance procedures. Additional help may be retained or employed for care and maintenance of the cemetery and for the opening of graves.

(Ord. 651 – May 06 Supp.)

115.03 PURCHASE OF ~~LOT~~ CEMETERY SPACES/NICHE(S) RIGHTS.
Persons desiring to purchase a ~~lot~~ cemetery space/niche in the cemetery are referred to the Clerk's office. The Clerk's office will have available suitable ~~plots~~ maps showing size and price of ~~lot~~ cemetery spaces/niches, and such other information as may be required, and will be pleased to render assistance to those desiring to make ~~lot~~ cemetery space/niche rights purchases. Upon having made a ~~lot~~ cemetery space/niche selection, the Superintendent will issue a ~~lot~~ cemetery space/niche order directly to the City Clerk's Office or to the prospective purchaser, who will present such order at the Office of the City Clerk in the City Hall where the ~~lot~~ cemetery space/niche sale-rights purchase will be made and a ~~deed~~ certificate of interment rights issued upon full payment of the ~~lot~~ cemetery space/niche price.

115.04 ~~OWNERSHIP RIGHTS OF INTERMENT. RIGHTS OF INTERMENT~~
CERTIFICATE HOLDER(S)

1. Definition. ~~The terms "lot~~ cemetery space owner" or "ownership" Certificate of

~~interment rights shall~~ rights shall be construed to mean the right to use a lot cemetery space/niche or part of a lot cemetery space/niche, as purchased from the City for a consideration, -for burial purposes only and the Purchaser's rights are limited by and subject to the Cemetery's Cemetery's rules and regulations as now existing existing or as amended in the future. ~~under the existing or subsequent rules and regulations as prescribed by the City for such use.~~

2. Issuance of ~~Deed Certificate of Interment Rights~~. Upon full payment of the purchase price of a ~~lot cemetery space/niche~~, the City will issue a cemetery ~~deed certificate of interment rights~~, under its seal, and the ~~deed certificate of interment rights~~ will be kept in the records of the City as evidence of ~~ownership rights~~ of the ~~lot cemetery space/niche~~. It shall be the duty of the office of the City Clerk to record the cemetery ~~deed certificate of interment rights~~ ~~with~~ the Polk County Recorder's Office, ~~and~~ the City Clerk will charge a fee ~~of \$18.00 per the fee schedule~~ to cover the costs of filing the ~~deed certificate of interment rights~~. ~~Lot Cemetery spaces or fractional lot cemetery spaces, for which lot cemetery space deed certificate of interment rights have been issued by the City will not thereafter be divided, except by consent of the Council. Certificate of interment rights holders can transfer rights in part or all to another person(s). A filing fee will be applied and a new certificate of interment rights will be issued to desired person(s). All lot cemetery spaces are exempt from taxation and cannot be seized for debt, nor can they be mortgaged.~~ The ~~deed certificate of interment rights~~ may be signed by either the Mayor or Mayor Pro Tem and the City Clerk or Deputy City Clerk, and they shall make and execute ~~deed certificate of interment rights~~ for burial ~~lot cemetery spaces/niches~~ in ~~Pleasant Hill Oakwood~~ Cemetery and all additions thereto and any other cemeteries platted or belonging to the City.

(Ord. 651 – May 06 Supp.)

3. ~~Ownership Purchaser~~ of ~~Lot Cemetery space/niche~~; Request for Burials. If the ~~owner-purchaser~~ of a ~~cemetery lot cemetery space/niche~~ abandons said ~~lot cemetery space/niche~~, it shall revert to the City under the provisions of the Code of Iowa. The City shall have the right to assume at all times that the ~~lot cemetery space/niche owner-purchaser~~ acquired such ~~lot cemetery space/niche~~ for the interment of ~~such owner-self~~ and/or members of the ~~owner's-purchaser's~~ family. Unless otherwise directed in writing and filed with the Clerk by the ~~owner-purchaser~~, devisees, or heirs, the cemetery will permit the interment of members of the ~~owner's-purchaser's~~ family at the request of any interested person upon proof of eligibility for burial, ~~as, as~~ follows:

A. The surviving spouse of the ~~lot cemetery space/niche~~ owner shall have the first right to interment or to direct the right of interment.

B. When there is no surviving spouse, the devisees or heirs of the owners may, by agreement in writing, determine who among them shall have the right of interment or direction for interment, which agreement shall be filed with the Clerk.

C. In the event the owner, devisees or heirs shall not have arranged for future interments, then the devisees or the heirs, as the case may be, of such owner, shall have the right of interment in the order of their needs.

4. ~~Cemetery Lot Cemetery spaces Considered Real Estate Interment Rights~~. All cemetery spaces/niches are exempt from taxation and cannot be seized for debt, nor can they be mortgaged. ~~All All burial~~ All burial rights for in cemetery ~~lot cemetery spaces/niches~~ purchased from the City ~~occupy the same position as real estate at the death of the owner. are to be used~~ ~~Only by such persons whose names appear on the cemetery records of the City, will be recognized as owners-Purchaser(s) or part owners-co-purchaser(s) of lot cemetery spaces/niches. Certificate of Interment Rights at the Clerk's Office in Pleasant Hill City Hall.~~ In case of the death of a ~~lot cemetery space/niche Purchaser owner~~, when the ~~cemetery lot cemetery space/niche~~ is disposed of by a will, a ~~certified~~ Certified copy of the will must be delivered to the Clerk before the City will recognize ~~the a transfer of change in purchase right ownership~~. If the deceased ~~lot cemetery space/niche owner-purchaser~~ left no will, satisfactory proof of descent must be presented. ~~Lot Cemetery space/niche purchaser owners~~, in making their wills, should include the ~~cemetery lot cemetery~~

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~~spaces/niches and will it to a future rights holder, one person.~~

5. Use of ~~Lot Cemetery space(s)/niche(s) is~~ for Burial Purposes Only. The ~~title certificate~~ to a ~~cemetery lot cemetery space/niche~~ vests in the ~~owner-purchaser~~ the right to use such ~~lot cemetery space/niche~~ for burial purposes only in accordance with the cemetery rules and regulations.

~~6. Resale or Transfer. Lot/niche owners may not resell their lot/niche or parts of lots/niches to anyone. A rights tTransfer may be made, only within the immediate family, and only upon the by return of the original deed and issuance of new deeds by the City to the new owners rights holder of lot(s)/niche(s) or parts of lots/niches so transferred. Lot/niche owners purchaser(s) desiring to dispose of lot(s)/niche(s) or parts of lot(s)/niche(s) may, upon surrender of the original deed, list such lot(s)/niche(s) or portion of lot(s)/niche(s) with the City Clerk for a refund of the original sale purchase price of the lot/niche. Upon satisfactory resale, the City will issue a new deed to the new lot/niche owner purchaser.~~

~~(Ord. 651 – May 06 Supp.)~~

6. Resale or Transfer. Cemetery space/niche owners may not resell their cemetery space/niche or parts of cemetery spaces/niches to anyone. Cemetery space/niche owner(s) desiring to dispose of cemetery space(s)/niche(s) or parts of cemetery space(s)/niche(s) may receive a refund of the original purchase price of the cemetery space(s)/niche(s), upon the surrender of the original certificate of interment rights, along with a letter requesting the refund and identifying the returned cemetery space(s)/niche(s). Alternatively, a transfer may be made upon the return of the original certificate of interment rights and along with a notarized statement from the owner of the cemetery space(s)/niche(s) (or from all the surviving heirs if the owner is deceased). Upon satisfactory transfer, the City will then issue a new certificate of interment rights to the new cemetery space/niche owner.

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(Ord. 651 – May 06 Supp.)

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115.05 MAINTENANCE OPERATIONS AND PRIVILEGES.

1. Each cemetery space/niche in the cemetery will, prior to its sale, will be suitably marked by the City.

The City will provide p.7.

2. The City reserves the right for its workers and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any cemetery space in the cemetery in the performance of such duties. This includes but is not limited to any object that is within the Oakwood Cemetery property lines.

3. The City, its employees, or City approved Maintenance Company assumes no liability for actual damages, or mental anguish, in the performance of its normal operations, or loss by vandalism, theft or other acts beyond its control. (Ord. 655 – May 06 Supp.)

4. The City reserves the right to furnish, supply, and/or sell to its patrons such items as may be normally used within the cemetery, such as flush floral receptacles.

5. The City reserves the right to alter, change, or close alleys, roadways, water mains, and other physical properties of the cemetery.

115.05 PRIVILEGES AND RESTRICTIONS.

1. Each lot/cemetery space in the cemetery will, prior to its sale, be suitably marked by the City with a metal or concrete post placed on each lot corner and set level with the adjacent ground. To maintain accuracy and uniformity of marking, substitute or additional corner posts may not be used.

2. No mounds shall be raised upon any grave above the general level of the lot/cemetery space.

3. No hedges, fences, or enclosures of any kind will be permitted on or around lot/cemetery spaces, effective March 30, 2006. Those in place prior to this date may remain as long as they do not impede maintenance. Personal items and mementos may remain on the headstone or in vases. Decorations, such as shepherd's hooks and hanging baskets may remain. Flags and emblems may be used as long as they are used within the guidelines of flag etiquette for cemetery usage.

(Ord. 651 – May 06 Supp.)

4. All landscaping, care of lot/cemetery spaces, and other work in the cemetery will be done by the City, but it is desired that each lot/cemetery space owner feel free to consult with those in charge of the cemetery at all times.

5. The City reserves the right for its workers and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any lot/cemetery space in the cemetery in the performance of such duties.

6. The City, or its employees, assume no liability for damages, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

7. The City reserves the right to furnish, supply, and/or sell to its patrons such items as may be normally used within the cemetery, such as flush floral receptacles.

~~8. The City reserves the right to alter, change, or close alleys, roadways, water mains, and other physical properties of the cemetery.~~

115.06- RULES FOR VISITORS.

1. The cemetery will be open to visitors at all times between the hours of 7:30 a.m. and one-half hour after sunset. Permission to enter the cemetery at any other time must be obtained from the Superintendent or the Police Department.

2. Children under fourteen (14) years of age are admitted -only when accompanied by parents or guardian.

~~3. Persons or picnic parties, with refreshments, are not admitted. No picnicking, parties or uses other than normal intended use.~~

~~4. Dogs or other pets~~ are not allowed in the cemetery.

~~4-5.~~ Firearms are allowed in the cemetery only at military funerals.

~~5-6.~~ Visitors are required to use the walks and drives and shall not trespass on ~~cemetery- lot/cemetery spaces~~, pick any flowers (either wild or cultivated), injure any shrubs, trees or plants, or mar or deface any monument, stone or structure in the cemetery.

~~115.07 INTERMENTS~~115.07 INTERMENTS.

1. Interments are not made on Sundays ~~or official City Holidays~~ except by order of the Board of Health.

~~2. All interments shall be made in a permanent type outer container.~~

~~3. All graves shall be dug by the City under the direction of the Superintendent. Depth of graves shall conform to the laws and regulations of the State. The minimum depth will be five and one-half (5½) feet.~~

~~4. The for opening and closing will be done at a current rate set by the City. Said charge shall be paid in advance of interment by the person authorizing the opening, unless said charge is assumed by the funeral home in charge, and shall include opening of the grave, removal of excess material, refilling, and seeding or placing sod.~~

~~6. The cemetery space purchaser or funeral home shall designate the location of the burial place on the cemetery space/niche to the Superintendent and any change of location made by the purchaser after the opening of the grave/niche has begun, shall be at the expense of the cemetery space/niche purchaser.~~

~~7. When definite information for locating a burial place is not available in ample time for preparation to meet the time requested for interment, the Superintendent will exercise his or her best judgment in making a location in order that the requested time for interment may be met. The City assumes no responsibility for any error in such location and an additional charge will be made for any change requested.~~

~~8. The Cemetery Superintendent shall be given forty-eight (48) hours' notice for the opening and preparation of a burial place prior to interment.~~

~~9. When several burials occur in a one or two day period, the Cemetery Superintendent shall schedule them in as prompt and efficient a manner as possible, working in close cooperation with the funeral homes.~~

~~10. No interment of any body other than that of a human being is permitted. The interment of~~

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CHAPTER 115 CEMETERY

Page 7 of 7

two bodies in one grave is not allowed, except as follows:

- A. A ~~mother~~-parent and infant;
- B. Twin children;
- C. Two children buried at the same time;
- D. Two cremation burials.

11. The Superintendent, or an assistant, may attend an interment to ensure that the rules, regulations, and strict proprieties of the cemetery are observed.

12. As soon as flowers, wreaths, emblems, etc., used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed, and no responsibility for their protection or maintenance is assumed.

~~2. All interments shall be made in a permanent type outer container.~~

~~3. All graves shall be dug by the City under the direction of the Superintendent. Depth of graves shall conform to the laws and regulations of the State. The minimum depth will be five and one half (5½) feet.~~

~~4. A charge for opening and closing a grave and the sodding and seeding of the ground will be made at a current rate set by the City. Said charge shall be paid in advance of interment by the person authorizing the opening, unless said charge is assumed by the funeral director in charge, and shall include opening of the grave, removal of excess material, refilling, and seeding and sodding.~~

~~5. No burial will be permitted until a legal burial permit has been presented to the Superintendent. The interment of bodies of persons who have died of a contagious disease shall be in strict accordance with the rules, regulations and laws of the State.~~

~~6. The lot/cemetery space owner or funeral director shall designate the location of the graves on the lot/cemetery space to the Superintendent and any change of location made after the opening of the grave has begun, shall be at the expense of the lot/cemetery space owner.~~

~~7. When definite information for locating a grave is not available in ample time for grave preparation to meet the time requested for interment, the Superintendent will exercise his or her best judgment in making a location in order that the requested time for interment may be met. The City assumes no responsibility for any error in such location and an additional charge will be made for any change requested.~~

~~8. The Cemetery Superintendent shall be given thirty-six (36) forty-eight (48) hours' notice for the opening and preparation of a grave prior to interment.~~

~~9. When several burials occur in a one or two day period, the Cemetery Superintendent shall schedule them in as prompt and efficient a manner as possible, working in close cooperation with the funeral directors.~~

~~10. No interment of any body other than that of a human being is permitted. The interment of two bodies in one grave is not allowed, except as follows:~~

- ~~A. A mother and infant;~~
- ~~B. Twin children;~~
- ~~C. Two children buried at the same time;~~
- ~~D. Two cremation burials.~~

~~11. The Superintendent, or an assistant, shall attend every interment and see that the rules, regulations, and strict proprieties of the cemetery are observed.~~

~~12. As soon as flowers, wreaths, emblems, etc., used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed, and no responsibility for their protection or maintenance is assumed.~~

115.08 **REMOVALSDISINTERMENT.**

Removal of bodies/cremains from graves/graves/columbarium in the cemetery shall be made only by the City in accordance with the requirements of the statutes of the State and the rules, regulations and other directives

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promulgated under the laws of the State. Charges set by the City for removal will be payable in advance. ~~LotCemetery space ownerspurchsaerspurchasers~~, or their heirs, desiring ~~graves-burial places~~ opened shall secure the necessary disinterment permit from the State and deliver same to the ~~Cemetery~~ Superintendent.

~~115.09 MONUMENTS~~115.09 MONUMENTS.

1. Grave markers will be set according to regulations specified by the City by resolution. For large monuments, the City reserves the right to require the construction of a foundation- of such material, -size, and design as will provide ample insurance against possible settlement or injury to the stone work. The top of the concrete foundation will be constructed approximately- one inch ~~below the~~below the base of the stone work so as to permit the monument or marker to be set in a bed of cement mortar evenly covering the concrete base.

2. The settling of monuments, stones, and markers and the transportation of all tools, materials, etc., within the cemetery grounds, shall be subject to the supervision and control of the Superintendent. Heavy trucking is not permitted within the cemetery when, in the opinion of the foreman, such work might cause ~~damageinjury~~ to the driveways. ~~Except when S~~special permission is obtained on; all work ~~as outlined above shall be completed and rubbish removed immediately.~~ All cleanup and removal of trash is to be completed immediately.

3. Stone or monumental work is not permitted on a ~~lotcemetery space/niche~~ until the ~~lotcemetery space/niche~~ is fully paid for, and the City reserves the right to refuse permission to erect any monumental work not in keeping with the good appearance of the grounds.

4. Stone work or monumental work, once placed on its foundations, shall not be removed, except by permission of the ~~Cemetery~~ Superintendent.

5.Footstone – A stone placed at the foot of a grave or it may be affixed to the back of the headstone.

~~115.10 RESTRICTIONS OF MONUMENTS AND GRAVE MARKERS.~~

~~1. Tombs and mausoleums may be placed only on such lotcemetery spaces as may be set aside or designated by the City for such structures. All applications for permits to erect such structures shall be made in writing to the City. Complete plans and specifications of the proposed construction, including details of materials, workmanship, method of construction, etc., shall accompany such application and the approval of the City shall be obtained thereon before any construction work is begun. The right is reserved to prohibit the erection of any structure that is not considered safe, suitable or desirable.~~

~~2. Before any tomb or mausoleum may be erected, the lotcemetery space owner is required to deposit in a Perpetual Care Fund of the City such amounts as the City may deem necessary as a trust, the income from which is to be used in the care and maintenance of the structure and the ground. Such amount in no case shall be less than ten percent (10%) of the cost of the structure.~~

~~3. Tombs or mausoleums are not permitted on lotcemetery spaces containing less than one thousand (1,000) square feet, and the portion of the lotcemetery space occupied by the building shall not exceed twenty percent (20%) of the lotcemetery space area, as determined by the City, but in no case will permission be given to set the building nearer to the lotcemetery space line than ten (10) feet.~~

115.11 TREES, SHRUBS AND FLOWERS, PLANTINGS AND DECORATIONS

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1. To sustain the natural beauty of the cemetery the placement of plantings, artificial flowers, and decorations shall be limited. Respecting the rights of neighboring lot owners who desire the same.
2. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.
3. The Placement Zone is the space where plantings, artificial flowers, and/or decorations are permitted.
The Headstone Placement Zone is limited to the two (2) by four (4) foot area at the head of the grave space.
The Columbarium Placement Zone is limited to the attached vases.
Footstones shall not have Placement Zones.
4. Items permitted anywhere in the Placement Zone are:
Small upright annuals and bulbs.
Floral arrangements.
5. Items permitted to the side(s) of the memorial are:
Annuals and Perennials (Prohibited plants are ornamental grasses, iris, daylily, trees, shrubs, roses and vines.)
No more than two potted plants.
No more than one Shepherd hook with flower basket, placed as close as possible to the side of the memorial with the hook over the memorial and not exceeding five (5) feet in height. Attachment of any other item to the hook is not permitted.
6. All other decorations must fit on and be secured to the memorial. Items propped up, leaning against the memorial, or placed on the footing is not permitted.
7. Floral arrangements and plantings that are faded, dead, and surrounded by weeds and tall grass will be removed.
8. Grave blankets are permitted between November 15 and March 1.
9. Prohibited items:
During routine maintenance operations the superintendent or person(s) assigned are permitted without notice to remove any prohibited items or anything of similar nature to the following:
Items placed on surrounding trees and shrubs
Standing easels (except those supporting wreaths or floral arrangements.)
Staked items, iron gates and posts
Glass, ceramic and china
Battery operated items
Solar operated lights
Candles
Wildlife houses and feeders
Balloons, banners, pinwheels, wind chimes, windmills
Chairs, pet urns, enclosed boxes
Plastic, steel, wooden and concrete signs (other than temporary markers).
Landscaping materials included but not limited to edging, fencing, fabric, gravel, rock, stepping stone, boulders or brick.
(No hedges, fences, or enclosures of any kind will be permitted on or around lots, effective March 30, 2006. Those in place prior to this date may remain as long as they do not impede maintenance. (Ord. 651 – May 06 Supp.))

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10. Cleanup periods:

Cleanup periods are for the removal of ALL artificial floral arrangements and associated hardware such as vases, saddles, easels, baskets, etc from the Placement Zone, including the arrangements on the memorial.

Scheduled cleanup dates are:

April 1 to 15

June 15 to July 1

August 1 to 15

November 1 to 15

11. American Flag etiquette rules:

The use of any flag or flag holder on a lot is permitted only for the Memorial Day Holiday.

Smaller American flags are permitted on individual graves from Memorial Day through Flag Day and on Veterans Day.

Veterans Day flags may be placed three days prior to the holiday and remain one week after the holiday.

All flags must be presentable and will be removed and disposed of according to established flag etiquette.

American flags and flag holders shall be placed in the front and center of the monument (or the veteran's side if the monument includes a spouse).

12. The superintendent or person(s) assigned may authorize without notice the removal of any item(s) in violation of the ordinance. The City, or its employees, assumes no liability for damages, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

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- ~~g. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.~~
- ~~h. Placement Area defined:

 - ~~i. The Placement Area is the section of the space where Plantings and Decorations may be placed.~~
 - ~~ii. For spaces without a headstone the Placement Area is the 2x4 foot area at the top/head of the space.~~
 - ~~iii. For spaces with a headstone the Placement Area is limited to the 4x4 foot area along the burial side of the memorial and any remaining allowable area on the sides of the memorial.~~
 - ~~iv. For Columbariums, the Placement Area is limited the attached vases.~~~~
- ~~i. Plantings and Decorations defined:

 - ~~ii. Plantings and Decorations consist of floral arrangements, wreaths, grave blankets (winter season only), annual, perennials, and small item capable of being placed on or affixed to the headstone and kept within the Placement Area.~~
 - ~~iii. Plantings and Decorations not permitted are:

 - ~~iv. Trees, shrub or vines.~~
 - ~~v. Items encroaching upon an adjacent burial space.~~
 - ~~vi. Items that hinder mowing and trimming.~~
 - ~~vii. Items placed on surrounding trees, shrubs or adjacent spaces.~~
 - ~~viii. Glass in any form.~~
 - ~~ix. Non organic mulch and landscape materials including but not limited to landscape fabric, plastic, rock, brick, concrete, wire or iron fencing.~~
 - ~~x. Wood or metal containers.

 - ~~1. Staked items including but not limited to battery or solar operated lights, vigil light, candles, pinwheels, wildlife houses, feeders, and artificial trees.~~
 - ~~2. Hedges, borders or enclosures of any kind, effective March 30, 2006. Those in place prior to this date may remain as long as they do not impede maintenance.~~~~~~
 - ~~xiii. Flags and emblems used must be within the guidelines of flag etiquette for cemetery usage.~~
 - ~~xiv. The superintendent or person(s) assigned may authorize without notice the removal of any plantings or decorations not permitted by ordinance.~~
 - ~~xv. Cleanup periods are scheduled for April 1 to April 15, June 15 to July 1, November 1 to November 15 with public notification will be provided.~~~~

~~4. All landscaping, including the planting of trees, shrubs, and flowers will be done by the City. Lot Cemetery space owners may consult with the City at any time about matters pertaining to the general beautification, care, and maintenance of lot cemetery spaces in the cemetery.~~

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~~2. Potted plants may be set on lot cemetery spaces, without disturbing the sod, on special occasions, such as Memorial Day, birthdays, anniversaries, etc., but will be picked up and destroyed if unsightly.~~

~~3. Artificial decorations may be used at any time and will remain until the cleanup date, unless they are located on the headstone or in vases. Containers are to be a type that can be disposed of when artificial decorations are removed. Said decorations may be placed on the gravesites anytime after the end date of the cleanup. Scheduled cleanup periods are March 15 through April 1, June 15 through July 1, October 15 through November 1. Public notification for cemetery cleanup periods will be posted in the area local newspapers and signs will be placed at the cemetery entrances one month prior to cleanup.~~

~~(Ord. 688 — Aug. 07 Supp.)~~

~~4. Solar lighting near gravestones will be allowed with the City's approval.~~

~~5. The City will not be responsible for damage to any items not on the gravestone.~~

~~(Ord. 651 — May 06 Supp.)~~

~~6. The City will not be responsible for any stolen, lost, or damaged items.~~

~~(Ord. 655 — May 06 Supp.)~~

115.12 FEES, CHARGES AND PAYMENTS.

The payment of all fees and charges are payable in advance and shall be made at the Office of the City Clerk in Pleasant Hill at Pleasant Hill City Hall, where receipts will be issued for all amounts paid. ~~The following charges and fees are presently in effect: The fees and charges will be outlined in the Oakwood Cemetery and Columbarium Fee Schedule.~~

INTERMENTS:

Regular Weekday	\$665.00
Saturday/Holiday	\$800.00
Infant - Weekday	\$340.00
Infant - Saturday/Holiday	\$540.00
Cremation - Weekday	\$305.00
Cremation - Saturday/Holiday	\$435.00

DISTINTERMENTS:

Regular Weekday	\$545.00
Saturday/Holiday	\$780.00

LOT COSTS:

Residents - City of Pleasant Hill (per space)	\$360.00
Non-residents (per space)	\$720.00

FILING FEES:

Record deed - Polk County Recorder	\$18.00
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PERPETUAL CARE:

Residents - City of Pleasant Hill (per space)	\$70.00
Non-residents (per space)	\$145.00

MISCELLANEOUS:

Frost Fee (December 1 - March 15)	—————	\$115.00
After 3:00 p.m. Closing Fee	—————	\$70.00
Special Handling Fee - Fiberglass Vaults	—————	\$35.00

(Ord. 760 - Jan. 13 Supp.)

115.13 PERPETUAL CARE.

~~The cost of the lot/cemetery space includes both the space charge and the perpetual care fee.~~
The perpetual care fee is placed in a separate fund known as the Pleasant Hill-Oakwood Cemetery Perpetual Care Fund and cannot be used or spent except by order of the Iowa District Court in and for Polk County; however, the income there from shall be used for the care and maintenance of the Pleasant Hill-Oakwood Cemetery.

115.14 GIFTS, DONATIONS AND ENDOWMENTS.

The City may accept gifts, donations and endowments for the Pleasant Hill-Oakwood Cemetery and such gifts, donations and endowments shall be added to the Pleasant Hill-Oakwood Cemetery Perpetual Care Fund unless the donor specifies otherwise.

115.15 ADMINISTRATOR OF FUND.

The Council is the administrator of the ~~Pleasant Hill Cemetery~~Oakwood Cemetery Perpetual Care Fund.

~~**115.16 AUTHORITY OF CEMETERY SUPERINTENDENT.**~~

~~(Repealed by Ord. 651 - May 06 Supp.)~~

115.17 CEMETERY COMMITTEE.

A Cemetery Committee consisting of five members is hereby created. The members of the Committee shall be appointed by the Mayor and shall serve four-year, staggered terms. The Committee shall serve as an advisory group to the Cemetery Superintendent.

(Ord. 675 - Jan. 07 Supp.)



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: APRIL 12, 2016
TO: MAYOR & CITY COUNCIL
FROM: DON SANDOR
CITY MANAGER
SUBJECT: HOMELAND SECURITY 28E AGREEMENT

BACKGROUND:

The City of Pleasant Hill has been a member of the Homeland Security Agreement for many years. The agreement provides for the Metro Star Tactical Unit, the Bomb Squad, Des Moines Dive Team, and the Identification section for hazardous or contaminated crime scenes. The current agreement expired in June 2015 and the City of Des Moines is reaching out to other communities to determine if they desire to remain a part of the agreement. The City Council approved a letter of support on January 12, 2016 and the City of Des Moines has now followed up with a formal 28E agreement.

ALTERNATIVES:

The services provided through this agreement could not be matched by the City of Pleasant Hill at any reasonable cost.

FINANCIAL CONSIDERATIONS:

The cost will remain the same at \$11,542 per year.

RECOMMENDATION:

Approve the 28E agreement from the City of Pleasant Hill for the Homeland Security Agreement.

RESOLUTION #041216-03

**A RESOLUTION APPROVING THE RENEWED 28E AGREEMENT FOR THE
HOMELAND SECURITY AGREEMENT**

WHEREAS, the Pleasant Hill City Council recognizes the need for the approval of the renewed 28E agreement between the cities and counties for homeland security.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that the attached renewed 28E agreement for homeland security is hereby approved.

ADOPTED this 12th day of April 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

★ Roll Call Number
16-0415

Agenda Item Number
49

Date 3/7/2016

APPROVAL OF INTERGOVERNMENTAL 28E AGREEMENT WITH GOVERNMENT ENTITIES REPRESENTED ON THE METROPOLITAN ADVISORY COUNCIL (MAC) FOR THE FUNDING OF HOMELAND SECURITY SERVICES WITHIN THE METROPOLITAN AREA

WHEREAS, on June 14, 2010 by Roll Call number 10-988 the Des Moines City Council approved the a 28E agreement with governmental agencies represented on the Metropolitan Advisory Council (MAC) to supply funding in support of Homeland Security services to be provided by the City of Des Moines in conjunction with Polk County as defined in the 28E agreement; and

WHEREAS, the Homeland Security services provide public safety assistance with natural and manmade disasters, potential terrorist activity, evidence collection, crime scene analysis, as well as threats from weapons of mass destruction; and

WHEREAS, the represented governmental agencies desire to continue the agreement through June 30, 2018 with annual funding of a designated amount per entity as agreed upon through the use of a formula previously accepted by the City of Des Moines as well as the members of the MAC; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, that the Intergovernmental 28E Agreement on file in the Office of the City Clerk between the cities of Des Moines, Altoona, Bondurant, Carlisle, Grimes, Norwalk, Pleasant Hill, Polk City and Windsor Heights along with the county of Polk for funding in support of the Homeland Security services provided within the metropolitan area, is here by approved and the Mayor is hereby authorized and directed to execute the 28E agreement on behalf of the City of Des Moines with the City Clerk directed to attest to his signature.

BE IT FURTHER RESOLVED that the City Clerk is directed to assemble the signature pages of the 28E agreement and append same to copies of the 28E agreement and to file this agreement with the Iowa Secretary of State in an electronic format in accordance with the provisions of Iowa Code Section 28E.8.

BE IT FURTHER RESOLVED that the Chief of Police shall administer the performance of the 28E agreement in conjunction with the Polk County Sheriff.

★ Roll Call Number
16-0415

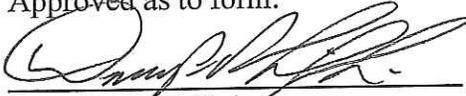
Agenda Item Number
49

Date 3/7/2016

(Council Communication No. 16-102)

Moved by Hensley to adopt

Approved as to form:



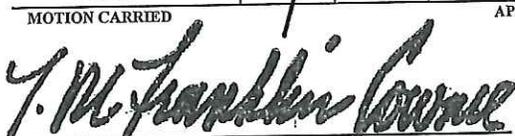
Douglas P. Philip
 Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE	✓			
COLEMAN	✓			
GATTO	✓			
GRAY	✓			
HENSLEY	✓			
MOORE	✓			
WESTERGAARD	✓			
TOTAL	7			

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED 7 APPROVED
 Mayor

 City Clerk

CHAPTER 28E AGREEMENT
BY AND BETWEEN THE CITIES OF
DES MOINES, ALTOONA, BONDURANT, CARLISLE, GRIMES, MITCHELLVILLE,
NORWALK, PLEASANT HILL, POLK CITY, AND
WINDSOR HEIGHTS AND THE COUNTY OF POLK
FOR THE FUNDING AND IMPLEMENTATION OF
HOMELAND SECURITY SERVICES WITHIN THE METROPOLITAN AREA

WHEREAS, this Agreement is made and entered into by and between the cities of Des Moines, Altoona, Bondurant, Carlisle, Grimes, Mitchellville, Norwalk, Pleasant Hill, Polk City, and Windsor Heights and the County of Polk (hereinafter jointly referred to as the "Parties").

WITNESSETH:

WHEREAS, the metropolitan area consisting of the Parties hereto represented on the Metropolitan Advisory Council will be best served in a joint cooperative effort of implementation of the Iowa Homeland Security Strategy and other major incident response capabilities; and

WHEREAS, the City of Des Moines and Polk County, to support the mission of the Iowa Homeland Security and Emergency Management have devoted significant resources and assets toward the provision of homeland security services and programs; and

WHEREAS, upon recommendation of the Metropolitan Advisory Council Homeland Security Subcommittee to provide for the safety and security of residents throughout the metropolitan area from the threats of weapons of mass destruction, potential terrorist activity and natural disasters, all the Parties hereto desire to maintain the resources and assets available to the City of Des Moines to enable the City of Des Moines to provide homeland security services including major incident response throughout the metropolitan area that will serve the respective jurisdictions of each Party hereto; and

WHEREAS, the City of Des Moines in conjunction with Polk County has implemented the following homeland security services:

- Metro Star Tactical Unit which provides a Type II Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Tactical Response Team¹; and
- Des Moines Bomb Squad providing Type I bomb mitigation response²; and
- Des Moines Police Identification Section providing full-time personnel trained in the collection and preservation of evidence located in hazardous environments for contaminated crime scene processing; and

¹ Typed Resource Definitions: Law Enforcement and Security Resources; SWAT/Tactical Teams. FEMA 508-6 (July 2007). U.S. Department of Homeland Security.

² Typed Resource Definitions: Law Enforcement and Security Resources; Bomb Squad/Explosives Team. FEMA 508-6 (July 2007). U.S. Department of Homeland Security.

WHEREAS; the Parties desire to provide the necessary funding to maintain the capabilities of the Des Moines WMD/CBRNE Tactical Response Team and the Des Moines Bomb Squad supported by the Des Moines Police Identification Section to serve all the respective jurisdictions within the metropolitan area that are a Party hereto; and

NOW, THEREFORE, the Parties do hereby agree as follows:

- I. **Purpose.** Pursuant to Chapter 28E of the 2005 Code of Iowa, the Parties do hereby agree that the purpose of this Agreement is to jointly exercise their respective powers to fund and implement enhanced Homeland Security Services to serve all the respective jurisdictions within the metropolitan area that are a Party hereto.

- II. **Homeland Security Services.** All Parties may, in accordance with the procedures set forth in Article III, utilize on an as needed basis the following Homeland Security Services:
 - A. **WMD/CBRNE Tactical Response Team (Metro STAR Unit):** This team is comprised of a commander and full time Des Moines Police Officers and a full time Polk County Sheriff's Deputy. Team members are all technician-level HazMat trained tactical operators. This allows the team to successfully work in Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) environments. Along with the normal operations of a tactical unit, team members are trained to neutralize active threats, and to provide assistance in support of HazMat Units and Bomb Squads operating in and around "hot zones" of potential CBRNE exposures. Team members provide a safe scene for those that will ultimately mitigate and control the exposure to CBRNE environments. This team also has the capabilities of conducting proactive investigation into CBRNE threats providing preliminary CBRNE monitoring levels to determine the presence of a potential CBRNE substance.

 - B. **Des Moines Bomb Squad:** This team is comprised of a commander and Des Moines Police Officers trained as Bomb Technicians and Des Moines Explosive Detection K9 teams. Bomb Technicians are all technician-level HazMat trained. The team will mitigate explosives hazards and are trained in the mitigation of Weapons of Mass Destruction (WMD) dispersal devices. The team is also trained in the collection of hazardous evidence and post-blast investigations.

 - D. **Des Moines Identification Section:** Full-time Des Moines Police personnel trained in the collection and preservation of evidence found in hazardous environments.

- III. **Service/Command Procedures.** The protocol for utilization of the Homeland Security Services identified in this Agreement will be as follows:

- A. Upon occurrence of an incident requiring use of any of the Homeland Security Services, a Party's Incident Commander as defined below may request such Homeland Security Services by calling the Polk County Communications Center 286-3333, the Des Moines Dispatch Center at 283-4811 or such other phone numbers as the City of Des Moines or Polk County may designate in writing and forward to the Parties. The request shall relay the information necessary for the appropriate personnel to determine what Homeland Security Services in terms of personnel and equipment are needed to respond, which may include multiple or all Homeland Security Services available. The determinations on the appropriate Homeland Security Services personnel and equipment to be sent to a requesting Party shall be made at the discretion of the City of Des Moines using its established protocols. The City of Des Moines shall be held harmless by the requesting Party from liability in connection with its final decision on type and amount of equipment and number of personnel to be provided to the requesting Party.
- B. The responding Homeland Security Services personnel will have a team leader(s) who will report to the Incident Commander and coordinate activities between the requesting Party's personnel and the personnel providing the Homeland Security Services. The team leader(s) will assist the Incident Commander in reaching the objectives required by the circumstances at the scene. The Incident Commander, or his/her designee, shall have the power to issue reasonable orders and directives consistent with meeting the objectives. The team leader(s) will then act on those orders and directives as long as they are safe and within the capabilities of the responding Homeland Security Services team. The team leader(s) will provide technical advice when appropriate, but will not be expected to assume command of the scene.³
- C. When the Incident Commander and the team leader(s) agree that the objectives requiring Homeland Security Services response have been met the Homeland Security Services response teams will be released from the scene.
- D. The Homeland Security Services response teams will participate and share information in all post-incident debriefings held by the requesting Party.
- E. The term "Incident Commander" as used in this Agreement means the manager of an incident, no matter the size or complexity, or the number of agencies involved in the response. The "Incident Commander" is usually the first or senior, public safety or first-responder to arrive on scene. As additional responders arrive, command may transfer on the basis of who has primary authority for overall control of the incident. The "Incident Commander" is responsible for ensuring a coordinated effort and to ensure an effective response and the efficient, safe use of resources including:

³ All responding and supporting agencies are expected to operate under the guiding principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

- Establishing command and the Incident Command Post.
- Protecting life and property.
- Controlling personnel and equipment resources.
- Maintaining accountability for responders and public safety, as well as for task accomplishments.
- Assessing Incident Priorities.
- Determining Operational Objectives.
- Developing and Implementing the Incident Action Plan.
- Coordinating overall emergency activities.
- Coordinating the activities of outside agencies.
- Authorizing the release of information to the media.

IV. **Funding Contributions.** The City of Des Moines and Polk County have committed annual funding in fiscal years 2016 through 2018 to maintain the enhanced capabilities of Homeland Security Services for the metropolitan area. Funding is needed from the other Parties in each fiscal year to maintain the enhanced capabilities of the Homeland Security Services response to a minimally acceptable level for the Parties herein.

- A. In order to maintain the enhanced capabilities of the Homeland Security Services, each Party to this Agreement will annually pay the respective amount for such Party as set forth in Exhibit “A” in fiscal years 2016 through 2018. The amounts listed in Exhibit A shall remain fixed for the duration of this agreement and are not subject to adjustment without majority approval of the parties of this agreement.
- B. Each Party shall pay its respective annual amount set forth in Exhibit “A” to the City of Des Moines on or before July 31 of each fiscal year and such monies shall be used exclusively for necessary personnel, overtime, training, equipment, equipment maintenance and vehicle operating costs of providing the enhanced Homeland Security Services. The budget for enhanced capabilities of Homeland Security Services will be provided at the beginning of each fiscal year as outlined in Section V of this agreement.

V. **Reporting.**

- A. Quarterly Briefings - The City of Des Moines will provide briefings on Homeland Security Services to interested parties in the months of March, June, September, and December. This briefing will provide information to keep the Parties to this Agreement informed of the status and activities of the Homeland Security response teams and will include:
 - 1. Individual and team training and exercises from the past quarter
 - 2. Individual and team training and exercises for the upcoming quarter
 - 3. Status of equipment acquisitions and/or retirement of equipment in the past quarter
 - 4. Summary of response activities in the past quarter

5. Situational awareness of regional and national incidents

- B. The City of Des Moines will provide an annual report on Homeland Security Services to each Party to coincide with the September quarterly briefing of each year. This report will provide information to keep the Parties to this Agreement informed of the status and activities of the Homeland Security response teams and will include:
1. Accomplishments achieved during the calendar year and goals and objectives for the next calendar year,
 2. Individual and team training over the calendar year (courses, location, number of personnel trained, hours of training),
 3. Training exercises performed during the calendar year,
 4. Response dates and a synopsis of the event responded to,
 5. Equipment received or retired during the calendar year, and
 6. Budget showing expenditures made during the calendar year and proposed expenditures for the next calendar year.

The City of Des Moines will also provide this report to the Polk County Emergency Management Commission, the Polk County Chiefs' and Sheriff's Association, and the Fire Chiefs' Association.

- C. Each Party may appoint one of its public safety employees and one of its administrative officials to an advisory committee. This advisory committee will meet once per year to review the annual report and provide comments to the Des Moines Police Department. Any comments or suggestions are not binding on the Des Moines Police Department, but will serve to give input on any aspect of the purposes and fulfillment of this Agreement.

VI. Employee relationship.

- A. Employees of any Party acting pursuant to this Agreement shall be considered as acting under the lawful orders and instructions pertaining to their employment status with such Party. Under no circumstances are employees of one Party to be considered employees of any other Party. This Agreement does not create an employment relationship nor shall it be construed to create any employment relationship between Homeland Security Services personnel and the Party requesting such services.
- B. If a Party desires to have an employee assigned as part of the Homeland Security Services, a separate Memorandum Of Understanding (MOU) would need to be executed, to define the responsibilities of the involved Parties.

VII. **Liability.** Each Party waives all claims against the other Parties for compensation for any property loss or damage and/or personal injury or death to its personnel as a consequence of the performance of this Agreement. Each Party shall bear the liability and/or costs of damage to its equipment and facilities, and the compensation of its employees, including injury or death to its personnel, occurring as a consequence of the performance of this Agreement.

Each Party to this Agreement shall be liable for the actions of its own employees to the extent allowed under Iowa Code Chapter 670.

Nothing in this Agreement shall prevent or limit any Party to this Agreement from recovering or attempting to recover costs of services rendered to a third party where such recovery of costs is provided for by law.

The Parties to this Agreement do not waive any defenses, immunities or other limitations applicable to a respective Party and nothing herein shall be so construed. Each Party to this Agreement reserves the right to fully defend all claims arising from loss of or damage to private property and/or death of or injury to private persons who are not parties to this Agreement including, but not limited to asserting defenses or immunities available under applicable law.

This Article shall survive the termination of this Agreement where necessary to protect each Party to this Agreement.

VIII. **Iowa Code Chapter 28E Requirements.**

- A. The cities of Des Moines, Altoona, Ankeny, Bondurant, Carlisle, Grimes, Johnston, Mitchellville, Norwalk, Pleasant Hill, Polk City, and Windsor Heights are municipal corporations and political subdivisions of the State of Iowa and are public agencies as defined by Iowa Code Chapter 28E.
- B. Polk County is a political subdivision of the State of Iowa and is a public agencies as defined by Iowa Code Chapter 28E.
- C. No separate legal or administrative entity is established by this Agreement.
- D. No real or personal property will be jointly acquired, held or disposed of in the performance of this Agreement. All equipment purchased in conjunction with the provision of Homeland Security Services shall be owned by the City of Des Moines or Polk County. Upon termination of this Agreement all such equipment and other personal property owned by the City of Des Moines or Polk County shall remain with such entities.
- E. The Des Moines Chief of Police and Polk County Sheriff shall administer the performance of this Agreement.

- F. This Agreement shall be in full force and effect upon the following:
1. Its approval and execution by the respective City Councils and Boards of Supervisors of the Parties hereto; and
 2. Filing of this Agreement with the Office of the Secretary of State as required under Section 28E.8, Code of Iowa.
- G. The duration of this Agreement shall extend for a term beginning July 1, 2015 and ending on June 30, 2018. This Agreement may not be terminated prior to such termination date, in whole or in part, except upon mutual agreement of all the Parties.

IX. General Provisions.

A. If any section, provision or part of this Agreement shall be found invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.

B. The Agreement represents the entire agreement between the Parties. If upon annual review of this Agreement by the Parties a determination is made that this Agreement should be revised, any subsequent change or modification to this Agreement shall be mutually agreed to by the Parties in the form of a duly approved and executed addendum to this Agreement.

C. Each Party approving this Agreement shall execute the separate signature page provided for it, and the Parties hereto authorize the City Clerk of the City of Des Moines to assemble the signature pages and append same to copies of this Agreement, to file this Agreement with the Secretary of State and to record it with the Offices of the Recorder of Polk and Warren Counties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed.

VI. CITY OF PLEASANT HILL, IOWA

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk

STATE OF IOWA)
) ss:
COUNTY OF POLK)

On this ____ day of _____, 2016, before me, the undersigned, a Notary Public, personally appeared Sara Kurovski and Dena Spooner, to me personally known, who, being by me duly sworn, did state that they are the Mayor and City Clerk, respectively, of the City of Pleasant Hill, Iowa; that the seal affixed to the foregoing instrument is the seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in the Resolution and Roll Call No. _____ adopted by the City Council on the ____ day of _____, 2016, and that Sara Kurovski and Dena Spooner acknowledged the execution of the instrument to be the voluntary act and deed of the municipal corporation, by it voluntarily executed.

Notary Public in the State of Iowa



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: April 12, 2016
TO: Mayor and City Council
FROM: City Manager
SUBJECT: Resolution to Approve the Job Description for Equipment Operator II

BACKGROUND:

One change in the new union contract with the public works employees effective July 1, 2016 is the establishment of a classification titled Equipment Operator II. The current contract has classifications of Equipment Operator I and Crew Chief. The new contract retains the Equipment Operator I classification and replaces the Crew Chief classification with Equipment Operator II. The City did not have a job description for the Crew Chief classification. The Equipment Operator II job description was developed using the Equipment Operator I job description and job descriptions from other communities. The union representatives have reviewed the proposed job description and agree with it.

ALTERNATIVES:

The proposed job description could be modified if changes are needed, which would need review again by the union.

FINANCIAL CONSIDERATIONS:

None with this action. The Equipment Operator II classification is the same pay grade as the current Crew Chief classification.

RECOMMENDATION:

Approve proposed job description for Equipment Operator II.

RESOLUTION #041216-04

**A RESOLUTION APPROVING THE JOB DESCRIPTION FOR
EQUIPMENT OPERATOR II**

WHEREAS, the City Council wishes to create a new classification of Equipment Operator II;
and

WHEREAS, the City has developed and reviewed the attached job description for the position;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County,
Iowa, does hereby approve the job description for the Equipment Operator II classification.

ADOPTED this 12th day of April, 2016

Sara Kurovski. Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

POSITION: EQUIPMENT OPERATOR II
REPORTS TO: PUBLIC WORKS DIRECTOR
FLSA CLASSIFICATION: NON-EXEMPT
FACILITY AND WORK AREA: CITY OF PLEASANT HILL MAINTENANCE FACILITY AND OTHER LOCATIONS GENERALLY WITHIN THE CITY OF PLEASANT HILL

JOB SUMMARY

Under supervision, , performs manual labor and semi-skilled and skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment. Employee must show advanced knowledge of how to use the machinery and the ability to follow instructions. Employee may function in a lead capacity in the area of assignment. Employee is distinguished from that of the Equipment Operator I position by knowledge and proficiency gained through training and experience,

JOB FUNCTIONS

Examples of Essential Job Functions:

1. Performs duties relating to building and grounds maintenance.
2. Mows grass and weeds, cuts brush, trims trees, and performs site clean up.
3. Constructs and repairs buildings, playground equipment, fences, and other park facilities using manual labor and equipment as needed.
4. Safely operates maintenance and construction equipment, which may include, but is not limited to, dump trucks, tractors, loaders, backhoes, street sweepers, mowers, chain saws, weed-eaters, and other equipment as needed to construct, maintain, and repair streets, easements, and public right-of-way.
5. Operates painting equipment to maintain the appearance of facilities and streets.
6. Loads and unloads heavy objects, materials, and supplies as needed.
7. Performs routine maintenance and repairs of equipment.
8. Operates snow removal equipment, plows, sanders, snow blowers, and may manually remove snow using a shovel as needed.
9. Prepares public facilities for use.
10. Assists other city departments as directed.

Other Job Duties:

1. Operates gravel truck, dirt, sand, and other materials.
2. Clears snow and ice from streets and sidewalks.
3. Repairs, replaces, and maintains street signs and markers.

4. Performs manual labor in the repair and construction of streets and other facilities including but not limited to concrete finish work, curb building, forming intakes and accesses.
5. Operates painting equipment to paint hydrants, crosswalks, curbs, and other street and sidewalk markings.
6. Operates sewer jet truck to clean sanitary and storm sewers.
7. Operates bucket truck and performs services and maintenance at varying heights.
8. Performs routine maintenance and repairs on equipment.
9. Mows, weeds, cuts brush, trims trees, and cleans up site by raking and/or hauling to the landfill.
10. Loads and unloads heavy objects and materials as needed.
11. Assists with the repair and installation of sewer and water lines.
12. Performs duties relating to building and grounds maintenance.
13. Constructs and repairs buildings, fences, and other public works facilities, using manual labor and equipment as needed.
14. Assists other city departments as directed.
15. Trains less skilled employees in operation and care of equipment.
16. May function as a lead worker.
17. Helps install and remove snow fence and holiday decorations.
18. Attends safety meetings and seminars as required.
19. Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

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

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Characteristics: The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

EQUIPMENT AND MATERIALS USED

Truck and attachments, tractor and attachments, loaders and backhoes, mowers and attachments, trimmers, street sweeper, bucket truck, air compressor, electrical welding equipment, combustible gas welding equipment, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-ax, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS information, OSHA regulations, and other equipment as required.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities:

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to work independently to carry out assignments to completion.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information and request supplies verbally or in writing.
- Ability to operate, or learn how to operate, light-to-heavy construction equipment in a safe and competent manner.
- Ability to perform manual labor for extended periods of time often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a post-offer employment physical and CDL required drug screen and participate in CDL –required drug screen policy testing.

Education, Training, and Experience:

Required Education: High school diploma or equivalent G.E.D.

Experience Preferred: Six years of operating light to heavy duty construction and maintenance equipment or any equivalent combination of education and experience.

Required Special Qualifications:

1. Shall possess a valid Class A or B Commercial Driver's License (CDL) with air brake endorsement issued by the State of Iowa within thirty days of appointment and have a good driving record for the past three years.

2. Shall establish residency within twenty-five miles, which takes less than twenty-five minutes to drive to the department maintenance facility within the first three months of employment with the city.
3. Shall be generally available for off-hour emergencies and/or work assignments.
4. Shall possess a commercial applicators' license issued by the State of Iowa, valid in all categories necessary for the individual department, within thirty days of employment.

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.

DRAFT



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: APRIL 12, 2016
TO: MAYOR & CITY COUNCIL
FROM: DON SANDOR
CITY MANAGER
SUBJECT: RESOLUTION FOR COPPER CREEK TRIATHLON JUNE 26, 2016

BACKGROUND:

Katherine Harrington is proposing the annual Copper Creek Triathlon for June 26, 2016. This event has been well run in the past. The Clerk's Office has received all necessary applications for the street closing permits, noise permit, and shelter use agreement. The street closings applications request closing streets from Little Four-Mile Creek Drive to Pleasant Hill Boulevard and Vandalia to SE 74th from 8:00 a.m. 11:00 a.m. and the north lane of Copper Creek Drive to Andrews Drive and the entire Copper Creek Drive from Andrews Drive to the cul-de-sac from 8:00 a.m. until 11:00 a.m. The noise permit application is from 7:45 a.m. until 11:00 a.m. for the typical PA system with speakers. This equipment will be used at near the Copper Creek Lake Shelter to announce the race and provide motivational music for the athletes. A certificate of insurance with the required amounts of insurance included has been provided, along with the City being named as an additional insured. A letter will be sent to the residents affected by the road closures. The city clerk's office, police department, and fire department reviewed and approved the applications.

ALTERNATIVES:

Not approve the event.

FINANCIAL CONSIDERATIONS:

The City no longer provides a direct financial contribution to the event, but in turn no longer bills for the time of City personnel that assist with the event, and the City waives the permit fees.

RECOMMENDATION:

Approval of necessary permits for the Copper Creek Triathlon and waive permit fees.

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Special Events Application

City of Pleasant Hill Parks and Recreation
 5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327
 Ph: 515-262-9368 Fax: 515-262-9570
 pleasanthilliowa.org

Contact Information			
Organization: Copper Creek Triathlon		Applicant's Name: Katherine Harrington	
Category: <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)			
Home Ph:		Work Ph: 515-344-4406	Cell Ph: 515-708-4441
Email: info@coppercreektri.com		State ID# (for non-profit): 26-1855591	
Address: 4400 E. University Ave.			
City: Pleasant Hill		State: IA	Zip: 50327
Rental Details			
Name of Park/Location: Copper Creek Lake Park		Site within Park: Shelter, Play Area and Concession Stand	
Date of Event: June 26, 2016		Estimated Attendance: 800	
Set Up Date and Time: 6/25 Noon	Event Time: 4 AM		Clean Up Date and Time: 6/26 Noon
Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input checked="" type="checkbox"/> Other (specify below)			
Triathlon			
Additional Event Uses			
Permits or additional documents may be required for any of the following activities.			
Alcohol <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fireworks <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Road Closing <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Sound <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Event insurance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A copy of the certificate of insurance with the City of Pleasant Hill added as an additional insured must be provided. Minimum coverage and limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate Commercial General Liability Insurance, including Liquor Liability, if alcoholic beverages are served.		
Additional electricity <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Most parks have 110V/20 amp electricity. This may not be adequate for some event. If additional power is needed, the user may bring a generator. Specify size and type of generator: _____		
Additional toilets <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The applicant must provide portable restrooms at city approved locations for each 100 people expected in attendance. The units must be maintained throughout the event and removed the next business day upon completion of the event.		
Catering / selling food <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify the type and size of power source needed (generator, park power, etc): _____		
Smoking Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Pleasant Hill Parks and Trails are Tobacco-free; including smokeless tobacco and vapor products. However, upon request City Council may grant an exception.		
Additional information/Signature required on back. (over)			

Additional Event Uses (continued)
Permits or additional documents may be required for any of the following activities.

Erecting inflatable(s), tents, rides, games, signs, etc. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate type and quantity: <input type="checkbox"/> Inflatable Rides _____ <input type="checkbox"/> Tent or Canopy ³ _____ <input type="checkbox"/> Climbing Wall _____ <input type="checkbox"/> Dunk Tank _____ <input type="checkbox"/> Stage _____ <input type="checkbox"/> Signs ¹⁰ _____ <input checked="" type="checkbox"/> Other <u>Finish Line</u> Park rental must be paid for all days that the structures and/or equipment are placed.
Limited public access to park <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe location and type of fencing or other structures used to limit access. <u>Staging for transition and all athlete areas</u>
Vehicle access off of road/parking lot <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Driving off of road or parking lots shall be for loading and unloading only. No vehicles are allowed to park for an extended period of time off of the road or parking areas in any city park.
Open to the public <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is an admission charged or donation requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how much? \$ _____
Additional trash containers needed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dumpsters will be required for event with over 150 participants. All garbage must be removed from the park by the applicant at the close of the event. Recycle stations are highly encouraged.
Partnership with city <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify which city department(s) <u>Parks & Rec</u> Staff person: <small>Rick Courcier, Heath Ellis, Ben Champ, Don Sandor</small> Staff contact phone #: _____

Site Plan

The plan must include; (parking for <input type="checkbox"/> Handicap, <input checked="" type="checkbox"/> Volunteers, <input type="checkbox"/> Vendors and <input checked="" type="checkbox"/> Participants) <input type="checkbox"/> Stages, <input type="checkbox"/> Generators, <input type="checkbox"/> Dumpsters, <input type="checkbox"/> Rides, <input checked="" type="checkbox"/> Tents, <input type="checkbox"/> Vendor Booths, <input checked="" type="checkbox"/> Portable Restrooms, <input checked="" type="checkbox"/> Fencing, <input checked="" type="checkbox"/> Promotional Signs, <input checked="" type="checkbox"/> Traffic Management Signs, <input checked="" type="checkbox"/> Traffic Controllers, <input type="checkbox"/> Smoking Area	
Race/walk routes	Any type of contest, tournament, race or walk must show the course layout and route on the site plan.
On site conference	The applicant must schedule an on-site conference with City representatives at least 30 days before the event to review the site plan. The site plan must be approved by the City before the event may be set up.

(Office Use Only)

Fees & Charges (Payable by cash or check). Make checks payable to the City of Pleasant Hill.

Estimated Fee: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Receipt # _____	Process by: _____	Date: _____
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Katherine Harrington <small>Digitally signed by Katherine Harrington Date: 2016.03.25 13:00:17 -05'00'</small> _____ Applicant Signature	_____ Date
--	---------------

CERTIFICATE OF INSURANCE	DATE: 3/18/2016
	CERTIFICATE NUMBER: 20160218403511

AGENCY: ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Telephone) 678-324-3303 (Facsimile)	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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NAMED INSURED: USA Triathlon of Colorado 5825 Delmonico Drive Colorado Springs CO 80919-2401	INSURERS AFFORDING COVERAGE: INSURER A: Everest National Insurance Company INSURER B: Everest National Insurance Company
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EVENT INFORMATION:
 Copper Creek Triathlon 2016 (6/26/2016 - 6/26/2016)

POLICY/COVERAGE INFORMATION:
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY	SI8ML00212-151	12/1/2015 12:01 AM	12/1/2016 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$2,000,000
	<input checked="" type="checkbox"/> Occurrence				EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	UMBRELLA/EXCESS LIABILITY	SI8EX00179-151	12/1/2015 12:01 AM	12/1/2016 12:01 AM	EACH OCCURRENCE \$10,000,000
	<input checked="" type="checkbox"/> Occurrence				AGGREGATE (Applies Per Event) \$10,000,000
					AGGREGATE (Policy) \$40,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

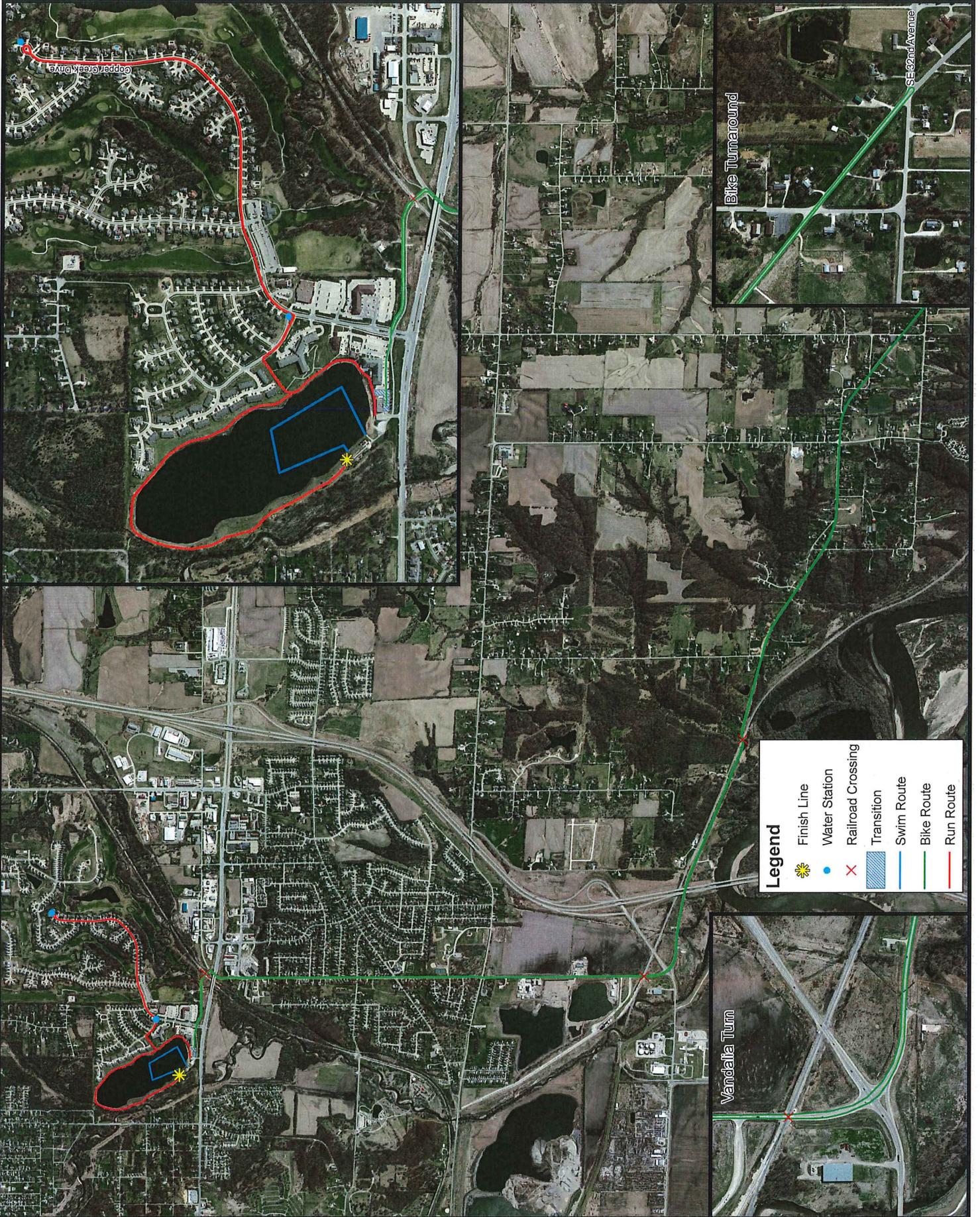
Coverage applies to the USA Triathlon sanctioned or approved event specified on this certificate.

The certificate holder is an additional insured as per form ECG20600: Additional Insured - Automatic Status When Required in a Written Agreement.

The General Liability policy is primary as per Form CG0001.

The General Liability policy contains a Waiver of Subrogation provision as required by written agreement per Form ECG24522.

CERTIFICATE HOLDER: City of Pleasant Hill 5160 Maple Dr., Duite A Pleasant Hill, Iowa 50327 Pleasant Hill IA 50131	NOTICE OF CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
	AUTHORIZED REPRESENTATIVE: 



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APPLICATION FOR SOUND PERMIT

Fees: 1 day or less: \$10.00

2 through 7 days: \$25.00

APPLICANT'S NAME: Copper Creek Triathlon

ADDRESS: 4400 E. University Ave. Pleasant Hill, IA 50327

PHONE: 515-344-4406

PURPOSE FOR WHICH SOUND EQUIPMENT WILL BE USED: Announcing the race & motivational music for the athletes

LOCATION WHERE EQUIPMENT WILL BE USED: By the Copper Creek Lake Shelter

DAY OF WEEK / DATE OF EVENT: Sunday, June 26th, 2016

TIMES OF DAY: 7:45 am till 11:00 am

GENERAL DESCRIPTION OF EQUIPMENT TO BE USED (VEHICLE LICENSE PLATE NUMBER, IF APPLICABLE): Typical PA system with speakers

ANY OTHER INFORMATION REQUIRED BY THE CITY CLERK OR BUILDING INSPECTOR:

Katherine Riley Harrington

Digitally signed by Katherine Riley Harrington
DN: cn=Katherine Riley Harrington, o=thepleasanthill.org, email=kate@pleasanthill.org, c=US
Date: 2015.03.18 11:54:49 -0500

Signature of Applicant

For Office Use Only:

Date Submitted _____

Fee Paid _____

Fee Waived _____

Permit No. _____

Police Dept. Approval/Denial _____

City Clerk's Approval/Denial _____

cc: Public Works Dept. _____

Police Dept. _____

City Clerk's Office _____

Fire Dept. _____

Revised 06.18.08



APPLICATION FOR STREET CLOSING PERMIT

To enable you to close or block off a street for a neighborhood or block party, the Pleasant Hill City Clerk and Police Chief must first give approval.

A requirement for approval is proper notification of your neighbors of this request. Space is provided on the back of this form for their signatures. Each neighbor's signature will be considered as approving of this application.

Thank you for your cooperation. Run Route Road Closure

APPLICANT'S NAME: Copper Creek Triathlon

ADDRESS: 5088 East University

PHONE: 515-266-3111
(HOME) (BUSINESS PHONE) (CELL PHONE)

PURPOSE OF STREET CLOSURE: Copper Creek Triathlon

AREA TO BE BLOCKED OFF: North lane of Copper Creek Drive to Andrews Drive. Entire Copper Creek Drive from Andrews Drive to the Cul-de-sac.

DATE OF CLOSURE: June 26 2016

TIME OF CLOSURE: 8:00 am till 11:00 am

DO YOU NEED STREET BARRICADES? NO

ADDRESS WHERE BARRICADES SHOULD BE DROPPED OFF: NA

Barricades will be picked up at the same location the next working day following street closure.

For Office Personnel Only

Date Submitted: _____ Permit No. _____

City Clerk's Approval/Denial: _____

Police Dept. Approval/Denial: _____

Copies to: Public Works Department _____
 Police Department _____
 City Clerk's Office _____
 Fire Department _____

Revised 06.18.08

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pleasant hill

Shelter Use Agreement

City of Pleasant Hill Parks and Recreation

www.ci.pleasant-hill.ia.us

515-262-9368 Fax: 515-262-9570

5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327

STOP – IF YOU ARE CONSIDERING ONE OF THE FOLLOWING SPECIAL USES AT YOUR EVENT, YOU WILL NEED TO SUBMIT A “SPECIAL EVENT APPLICATION”			
<input type="checkbox"/> Erecting inflatables, tents, rides, games, signs, etc.	<input type="checkbox"/> Partnership with the city	<input type="checkbox"/> Limited public access to the park (fencing)	<input type="checkbox"/> Vehicle access off of road/parking lot
<input type="checkbox"/> Amplified sound	<input type="checkbox"/> Alcohol distribution	<input type="checkbox"/> Road closing	<input type="checkbox"/> Catered / selling food
<input type="checkbox"/> Open to the public	<input type="checkbox"/> Additional electricity	<input type="checkbox"/> Additional toilets	<input type="checkbox"/> Additional trash containers needed

Contact Information		
Organization: Copper Creek Triathlon	Applicant's Name: Katherine Harrington	
Category <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)		
Home Phone:	Work Phone: 515-344-4406	Cell Phone: 515-708-4441
Email: info@coppercreektri.com	State ID# (for non-profit): 26-1855591	
Address: 4400 E. University Ave.		
City: Pleasant Hill	State: IA	Zip: 50327

Shelter Information	
(8:00 a.m. to 10:00 p.m.) from mid-April through mid-October)	
Rental Rate: \$ 35 /event	
All shelters have electricity, picnic tables, grill, water, playgrounds, swings and restrooms nearby	
Oak Hill Park	Park features: basketball court, informal play area, on street parking
Copper Creek Lake Park	Park features: woodlands, prairie areas, lake, streams, 4 Mile Creek, 1.22 miles trail surrounding the lake, several commercial businesses, limited parking
Doanes Park	Park features: baseball and soccer fields, tennis courts, woodlands, prairie areas, nature trails ample parking
Sunrise Park	Park features: basketball court, baseball and soccer fields, informal play area, limited parking

Rental Details					
<input type="checkbox"/> Oak Hill Park	<input checked="" type="checkbox"/> Copper Creek Lake Park	<input type="checkbox"/> Doanes Park	<input type="checkbox"/> Sunrise Park		
Date of Event	From Set Up	Time of Event	From Clean Up	Total Hours	Total Charge
6/25/2016 & 6/26/2016	6AM - 6PM	4AM to 2PM			0
Estimated Attendance:	Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input checked="" type="checkbox"/> Other (specify): Copper Creek Triathlon				

Fees & Charges (Payable by cash or check) Make checks payable to the City of Pleasant Hill				
(Office Use Only)				
Rent Paid:	<input type="checkbox"/> Cash or <input type="checkbox"/> Check #	Receipt #	Processed by:	Date:
Additional information / signature required on back (over)				

General Policy Information

Reservations:	A "Special Event Application" must be submitted for the following: erecting tent or inflatable, amplified sound, open to the public, alcohol distribution, additional electricity, limited public access, road closing, additional toilets, vehicle access off of road/parking, catered/selling food, or additional trash containers. Reservations will be granted on a first come first serve basis. Priority shall be given to the city sponsored event. The city will assess fees to the applicant according to services provided. All users must submit the facility use agreement with payment in full to guarantee reservation. City sponsored events are not charged and security deposits are waved. Local leagues must have a league season lease agreement with the city for the use of specific ball field facilities and are encouraged to support public use of the fields when not in use. Each applicant shall be bound by all city rules and regulations and all applicable ordinances.
Access/Keys:	Access to the facility is only for the time(s) indicated on the agreement. Keys are obtained at city hall during regular business hours. The deposit shall be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the user is responsible for the cost of changing the locks & keys on the facility. The user is responsible for reporting loss of key, to the Pleasant Hill Police Department.
Refunds:	The city does not honor refunds for cancellations due to inclement weather. Cancellations must be made 30 days prior to the reserved date in order to receive a refund; less a \$10 cancellation fee for shelters and a \$50 cancellation fee for the Youth Center. There are no guarantees or refunds regarding the facility's suitability to the event, including but is not limited to; parking, appliances, heating or cooling, electrical (such as access to power and/or blown circuit breakers) and water supply. Appeals for refund may be made to the Park & Recreation Commission.
Non-Compliance:	Failure to abide by the facility use policy will prevent future reservations of any city facility. The Director or designee shall have the authority to summarily revoke a reservation upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations. The City reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy may be reviewed by the Park & Recreation Commission.

Shelter Use Policy

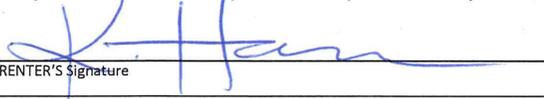
(8:00 a.m. to 10:00 p.m.) from mid-April through mid-October)

Conditions:	Sole use of the shelters is only for the time(s) indicated on the agreement. Renting a shelter does not guarantee the use of the fields or sole use of the rest of the park structures or facilities.
Prohibited Uses:	No keg beer of any size, party balls, hard liquor, or glass containers. No vehicles off of the roadways or parking areas.
Inspections:	The user shall agree to: <ul style="list-style-type: none"> ○ Remove and dispose of decorations. ○ Place all picnic tables in an orderly fashion within the shelter. ○ Survey the restrooms and grounds and dispose of non-contained trash that may have been left by their guests. ○ Dispose of all garbage in the dumpster or trash cans provided by the city.

Liability

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.


RENTER'S Signature

3/18/15
Date

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APPLICATION FOR STREET CLOSING PERMIT

To enable you to close or block off a street for a neighborhood or block party, the Pleasant Hill City Clerk and Police Chief must first give approval.

A requirement for approval is proper notification of your neighbors of this request. Space is provided on the back of this form for their signatures. Each neighbor's signature will be considered as approving of this application.

Bike Route Road Closure

Thank you for your cooperation.

APPLICANT'S NAME: Copper Creek Triathlon

ADDRESS: 4400 E. University Ave.

PHONE: 515-344-4406
(HOME) (BUSINESS PHONE) (CELL PHONE)

PURPOSE OF STREET CLOSURE: Copper Creek Triathlon

AREA TO BE BLOCKED OFF: Little 4Mile Creek Dr., Pleasant Hill Blvd., Vandalia to SE 74th

DATE OF CLOSURE: June 26, 2016

TIME OF CLOSURE: 8:00 AM to 11:00 AM

DO YOU NEED STREET BARRICADES? No

ADDRESS WHERE BARRICADES SHOULD BE DROPPED OFF: NA

Barricades will be picked up at the same location the next working day following street closure.

For Office Personnel Only

Date Submitted: _____ Permit No. _____

City Clerk's Approval/Denial: _____

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Copies to: Public Works Department _____
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City Clerk's Office _____
Fire Department _____

Revised 07.02.08