



**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
AUGUST 09, 2016
6:30 PM**

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF AGENDA

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

4. CONSENT ITEMS

- a. Council Minutes - dated 7-26-16
- b. Claims Listing - dated 08-09-16
- c. Tax Abatement Report dated June 2016
- d. Fire Department Report - dated June 2016
- e. Police Department Monthly report – July 2016
- f. Police Department SRO Annual report for SEP activity – FY 16
- g. **Resolution 080916-01** – Approval of Easements from Sunrise Developing Company
- h. **Resolution 080916-02** – Setting Public Hearing for Rezoning A-1 to R1-90 One Family Dwelling District – Lot 2 Country Side Estates Plat 1

5. BUSINESS ITEMS

- a. **Resolution 080916-03** – Approval of Contract for Professional Services with Confluence for Zoning Code Updates
- b. **Resolution 080916-04** – Supporting Home Base Iowa Initiative

6. CLOSING COMMENTS

7. CLOSED SESSION: Pursuant to Iowa Code Section 21.5.1 (j) To Discuss with Council the Purchase of Particular Real Estate

8. CLOSED SESSION: Pursuant to Iowa Code Section 21.5.1 (j) To Discuss with Council the Purchase of Particular Real Estate

- a. City Council may take action on items discussed during the closed session.

9. ADJOURNMENT

**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
JULY 26, 2016
6:30 PM**

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council meeting to order on July 26, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Dean Cooper, Mark Konrad, and Mayor Sara Kurovski. ABSENT: Barb Malone.

2. APPROVAL OF AGENDA

Cooper/Gause moved to approve the agenda. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

3. PRESENTATION FOR RUTH MATTIX RETIREMENT

Assistant City Manager Ben Champ presented Building Clerk Ruth Mattix with a Retirement Plaque and thanked her for her 20 years of dedicated service to the City of Pleasant Hill.

4. PRESENTATION OF BOARD MEMBER PLAQUES

Service plaques were announced for the following boards & commission members: Pat Harvey, Cemetery Committee: 1972-2016; Dan Herrin, Library Board: 2008-2016; David Dunfee, Parks & Recreation: 2013-2016; and Dan Schmitz, Parks & Recreation: 2013-2016.

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

There were none.

6. CONSENT ITEMS

Konrad/Gause moved to approve the **CONSENT ITEMS**: Council Minutes - dated 07-12-16, Claims Listing - dated 07-26-16, Revenue Report - dated 06-30-16, Expenditure Report - dated 06-30-16, Treasurers Report - dated 06-30-16, Police Department Report - dated June 2016, Park and Recreation Minutes dated 07-14-16, **Resolution #072616-01** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund, **Resolution #072616-02** – Transfer of Funds – Employee Benefits Fund to General Fund, **Resolution #072616-03** – Approval of Payment Application No. 3 – 2016 Patching Project. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

7. BUSINESS ITEMS

a. Approve Special Event Application and Sound Permit for Art in the Park, 9-17-16

Cooper/Gause moved to approve Special Event Application and Sound Permit for Art in the Park, 9-17-16. City Manager Don Sandor said Recreation Manager Rick Courcier organized this new event and let him give more detail. Mr. Courcier introduced Nora Schatzberg as the event planner. Ms. Schatzberg said this will be an art festival along the Copper Creek Lake trail called "Art on the Lake". The event is an invitation only art fair with several artists committed to the event. There will be entertainment during the fair that may include performance art, dancing, and musicians. Food carts will be local food restaurants in Pleasant Hill. The kids tent will have an art project for the kids to do. Mr. Sandor said the event will be on September 17, 2016 from 11:00am to 5:00pm. The Council Members thanked Ms. Schatzberg and said they looked forward to it. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

b. Third Reading of **Ordinance 806** – Rezoning R-4 Planned Unit Development to I-2 Light Industrial-Portion of 1460 Sloans Way

Konrad/Mullen moved to approve the Third Reading of **Ordinance 806** – Rezoning R-4 Planned Unit Development to I-2 Light Industrial-Portion of 1460 Sloans Way. Assistant City Manager Ben Champ said this third reading is the same as the first two readings, and that no comments have been received since last reading. This ordinance will bring zoning into compliance. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

- c. **Resolution #072616-04-** Approval of change in parking provisions on Constitution Boulevard
Cooper/Gause moved to approve **Resolution #072616-04-** Approval of change in parking provisions on Constitution Boulevard. City Manager Don Sandor said City staff has received comments regarding the parking arrangement on Constitution Boulevard. Currently the parking is allowed on the east side of the street and prohibited on the west side of the street. All the mailboxes are on the east side of the street which results in fewer parking places to allow for the mailboxes, or on occasion the mailboxes being blocked by vehicles. By moving the parking to the west side and prohibiting the parking on the east side the mailboxes will not be affected and more on street parking will be available. The no parking signs were already moved as a trial and letters were sent to the residents to get their opinion on the change. Of the 22 letters sent only 3 residents have responded as of this writing, 2 in favor of the change and 1 opposed. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.
- d. **Resolution #072616-05** – Approval of SRO agreement with Southeast Polk School District
Mullen/Konrad moved to approve **Resolution #072616-05** – Approval of SRO agreement with Southeast Polk School District. City Manager Don Sandor said The City of Pleasant Hill entered into an agreement with Southeast Polk School district to provide two school resource officers (SRO), one for the high school and one for the middle school, starting with the 2009-2010 school year. The police officers also teach a drug prevention program in the district. The school district and city police department are both pleased with the working arrangement that has developed during the past school years, and would like to continue with the agreement for the 16-17 school year. The contact between the police officers and the students is beneficial in reducing and solving crimes. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.
- e. **Resolution #072616-06** – Approval of Contract with ETC Institute for Community Survey
Konrad/Mullen moved to approve **Resolution #072616-06** – Approval of Contract with ETC Institute for Community Survey. Development & Communications Specialist Janet Wilwerding explained the process for a community survey and why ETC's contract was chosen. During the budgeting process for the current fiscal year, the City Council prioritized funding to perform a community survey. An outside consultant is needed for this process in order to perform a statistically valid survey that can be replicated for tracking and possible comparison with similar communities. Staff prepared a Request for Qualifications (RFQ) and four responses were received. Following review of the submissions and reference checks with other Iowa communities, the contract with ETC Institute was developed. The survey will be completed over the next three months and will include a combination of mail, phone, email and online formats with a goal of 300 completed surveys for compilation in a final report. Selected questions will also have the capability to be geocoded to help determine if differences in results occur from portions of the community. The Council Members confirmed the cost was within budget and thanked Ms. Wilwerding for her diligent research. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

8. CLOSING COMMENT

Councilmember Gause announced that the Metro Waste Committee voted last week against comingling yard waste and trash since there are still too many uncertainties. They will table the discussion for three years when the contracts for the haulers are up for renewal again.

Mayor Kurovski talked about the Bravo board orientation and announced it was nice to see the economic development impact \$3 million in grants had on the metro communities by causing \$121 million to inflow into those communities from the grants.

City Manager Don Sandor reminded everyone that Jazz in July would be Thursday evening, Family Fun Fest would be this Saturday, and there would also be a work session next Tuesday, August 2nd at 5:30pm.

Recreation Manager Rick Courcier announced that they installed a bike work station at Copper Creek Lake Park to help riders repair and maintain their bikes along the route. Mr. Courcier also announce that the soccer club had record numbers this year with 54 teams and 526 participants.

Library Director John Lerdal was happy to announce that they added a new database to the library website called Mango. It provides seven languages that users can learn in a user friendly format via instruction lessons. Mr. Lerdal also said the summer reading program successfully wrapped up at the Youth Center.

9. ADJOURNMENT

Mullen/Gause moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0. The meeting was adjourned at 6:54 p.m.

Sara Kurovski, Mayor

ATTEST:

Dena J. Spooner, City Clerk/Finance Director

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

PAID ITEMS DATES : 7/27/2016 THRU 8/09/2016

PARTIALLY ITEMS DATES: 7/27/2016 THRU 8/09/2016

| VENDOR NAME | DESCRIPTION | GROSS AMOUNT |
|----------------------------|--------------------------------|--------------|
| ----- | ----- | ----- |
| AFLAC INSURANCE | INSURANCE | 985.96 |
| ALTOONA FIRE DEPARTMENT | PARAMEDIC ASSIST | 500.00 |
| AMAZON.COM | BOOKS | 278.84 |
| ANIMAL RESCUE LEAGUE | LIVE ANIMAL INTAKE | 70.00 |
| BAKER & TAYLOR | BOOKS | 884.86 |
| BAUER BUILT | TIRE REPAIR-MOWER #20 | 170.00 |
| BEN FREEBORN | CONTRACT CUSTODIAL | 2,255.00 |
| BOUNDTREE MEDICAL | MEDICAL SUPPLIES | 498.22 |
| BRIAN A. ISAACSON | WELD HITCH BRACKET-MOWER | 139.87 |
| BRICK, GENTRY, BOWERS LAW | LEGAL COUNSEL | 4,580.00 |
| CALHOUN-BURNS & ASSOC INC | VANDALIA/4-MILE BRIDGE DESIGN | 5,451.10 |
| CAPITAL CITY EQUIPMENT CO | REPAIR SKID STEER T-190 | 1,312.06 |
| CARPENTER UNIFORMS/PROMOT | UNIFORM/SAFETY EQUIPMENT | 677.87 |
| CHIEF/LAW ENFORCEMENT SUPP | MINOR EQUIPMENT | 1,086.55 |
| CINTAS FIRST AID & SAFETY | FIRST AID SUPPLIES | 42.92 |
| COLLECTION SERVICES | GARNISHMENT WITHHOLDING | 899.13 |
| COMMERCIAL APPRAISERS OF I | APPRAISALS | 6,300.00 |
| COMPLETE PLUMBING SERVICES | MAINTENANCE/REPAIRS | 780.80 |
| CRYSTAL CLEAR WATER CO. | OPERATING SUPPLIES | 14.00 |
| D.R.I.V.E. | D.R.I.V.E. DEDUCTION | 10.00 |
| DEERY BROTHERS | VEHICLE REPAIRS | 765.16 |
| DES MOINES WATER WORKS | COPPER CREEK TRI WATER TEST | 40.00 |
| EFR EMPLOYEE & FAMILY RESO | FMLA TRAINING CLASS | 250.00 |
| ELECTRONIC ENGINEERING | RADIO MAINTENANCE | 141.00 |
| FIRSTCALL CONSTRUCTION | RESTORAL WORK-NORTH COMPLEX | 1,311.13 |
| FRASER TRANSPORTATION SVC | PARAMEDIC ASSIST | 400.00 |
| G & K SERVICES | FLOOR MATS | 205.50 |
| G&L CLOTHING | UNIFORMS/SAFETY EQUIPMENT | 139.47 |
| GREATER DES MOINES CONVENT | HOTEL/MOTEL SHARE JAN-MAR 2016 | 10,668.02 |
| GRIMES ASPHALT & PAVING CO | ASPHALT OVERLAY-SE68TH ST | 95,885.20 |
| HAWKEYE/VAN GINKEL LAWN & | LANDSCAPE WEED CONTROL | 1,555.00 |
| HILLYARD/DES MOINES | JANITORIAL SUPPLIES | 663.98 |
| HY-VEE - FIRE ACCOUNT | SUPPLIES | 94.78 |
| HY-VEE - POLICE ACCOUNT | VEHICLE MAINTENANCE | 235.58 |
| I WORK & PLAY - PRO LINES, | UNIFORM/SAFETY EQUIPMENT | 714.87 |
| ICMA-RC | DEFERRED COMPENSATION | 2,354.89 |
| INTERNAL REVENUE SERVICE | FED WITHHOLDING | 35,452.86 |
| INTERNATIONAL CODE COUNCIL | 2015 PERMIT TECH | 48.00 |
| IOWA CRIME PREVENTION ASSO | DUES/MEMBERSHIP | 50.00 |
| IOWA DEPT OF PUBLIC SFTY | IOWA SYSTEM | 759.00 |
| IOWA DEPT OF REVENUE & FI | STATE WITHHOLDING | 5,751.00 |
| IPERS-REGULAR | IPERS CONTRIBUTIONS | 19,097.91 |
| JIM'S JOHNS | KYBO RENTAL | 378.00 |
| JOHN'S TREE SERVICE, INC. | TREE PRUNING | 1,125.00 |

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

PAID ITEMS DATES : 7/27/2016 THRU 8/09/2016

PARTIALLY ITEMS DATES: 7/27/2016 THRU 8/09/2016

| VENDOR NAME | DESCRIPTION | GROSS AMOUNT |
|----------------------------|--------------------------------|--------------|
| KELLY GEORGE TURF & IRRIGA | FERTILIZE/BROADLEAF CONTROL | 2,010.85 |
| KOCH BROTHERS | MISCELLANEOUS CONTRACT | 438.26 |
| MARSARS WATER RESCUE SYSTE | RECOVERY NET | 259.27 |
| MEDIACOM | INTERNET ACCESS-CITY HALL | 199.95 |
| MENARDS-ALTOONA | ROAD SIGN MATERIALS | 1,489.97 |
| METRO WASTE AUTHORITY | SOLID WASTE COLLECTION-JUL '16 | 31,970.14 |
| MIDAMERICAN ENERGY CO | UTILITY SERVICE | 32.53 |
| MISCELLANEOUS VENDOR | M.C.H.S.:BEST TRIP TOUR | 116.00 |
| MOTION PICTURE LICENSING C | PUBLIC PERFORMANCE RIGHTS | 66.81 |
| MUNICIPAL FLEET SOLUTIONS | AMBULANCE REPAIRS | 495.70 |
| NEW YORK LIFE INSURANCE | LIFE INSURANCE DEDUCTION | 17.28 |
| O'HALLORAN | EQUIPMENT PARTS-TRUCK #38 | 72.42 |
| O'REILLY AUTO PARTS | VEHICLE MAINTENANCE | 37.55 |
| OVERDRIVE | ONLINE ACCESS E-BOOKS | 1,032.65 |
| PETERS LAWN & LANDSCAPING | MOWING | 4,271.39 |
| PINEHURST COURT HOME OWNER | MUD JACK CONCRETE-MANHOLE-4830 | 700.00 |
| PITNEY BOWES PURCHASE POWE | POSTAGE/SHIPPING | 500.00 |
| PL CUSTOM EMERGENCY VEHICL | 2016 AMBULANCE | 195,498.00 |
| PLEASANT HILL CHAMBER | 2016 CHAMBER FIREWORKS/FUNFEST | 11,500.00 |
| POLK COUNTY RECORDER | RECORD CEMETERY DEEDS | 21.00 |
| POLK COUNTY TREASURER | LIVE ANIMAL PICK UP | 215.00 |
| QUILL | OFFICE SUPPLIES | 224.82 |
| RACOM CORPORATION | EDACS ACCESS | 1,269.00 |
| RECORDED BOOKS | BOOKS ON CD | 322.40 |
| RED WING SHOE STORE | UNIFORM/SAFETY EQUIPMENT | 214.99 |
| RELIANCE STANDARD | DENTAL PREMIUM PAYROLL DEDUCT | 2,940.82 |
| RELIASTAR LIFE INSURANCE C | DEFERRED COMP - ING | 3,170.20 |
| RONALD ZIMMERMAN | TRAVEL/CONFERENCE | 500.00 |
| SANDI FRANKS | TRAVEL/CONFERENCE | 37.19 |
| SECRETARY OF STATE | OPERATING SUPPLIES | 30.00 |
| SHRED-IT | ON-SITE SHREDDING TOTES | 70.38 |
| SMITH AUTOMOTIVE | AMBULANCE REPAIRS | 194.14 |
| SNYDER & ASSOCIATES | GENERAL ENGINEERING | 77,636.62 |
| SPRAYER SPECIALTIES INC | BACK PACK SPRAYER | 149.63 |
| STAR EQUIPMENT LTD | STREET PANEL REPL SUPPLIES | 2,310.00 |
| STATE LIBRARY OF IOWA | ONLINE ACCESS E-BOOKS/AUDIO | 3,522.69 |
| STROH CORPORATION | REPAIR A/C-PD/FD | 1,480.05 |
| TASC | FLEXIBLE DEP BENE PLAN | 2,499.56 |
| TAXPAYERS ASSOCIATION OF C | CAPITAL CROSSROADS COLLABORATI | 900.00 |
| THE EQUITABLE | DEFERRED COMP - THE EQUITABLE | 696.20 |
| THE GRAVEDIGGER LLC | OPEN/CLOSE GRAVE | 1,600.00 |
| THE HARTFORD | DEFERRED COMP - THE HARTFORD | 636.09 |
| THE WALDINGER CORP | BURIED LOCATE-UNIV/HWY 65 | 1,142.21 |
| TK CONCRETE, INC | 2016 PATCHING PROJ-PAY AP #3 | 103,548.86 |

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

PAID ITEMS DATES : 7/27/2016 THRU 8/09/2016

PARTIALLY ITEMS DATES: 7/27/2016 THRU 8/09/2016

| VENDOR NAME | DESCRIPTION | GROSS AMOUNT |
|----------------------------|--------------------------------|-------------------|
| ULTRAMAX AMMUNITION | MINOR EQUIPMENT | 708.00 |
| UNITED WAY OF CENTRAL IA | UNITED WAY CONTRIBUTION | 38.00 |
| UNUM LIFE INSURANCE COMPAN | VOLUNTARY LIFE INSURANCE | 154.99 |
| UPSTART | PROGRAM SUPPLIES | 20.95 |
| US BANK EQUIPMENT FINANCE | COPIER LEASE | 101.69 |
| US CELLULAR | CELL PHONES | 1,063.44 |
| VAN-WALL EQUIPMENT, INC. | PARTS-JOHN DEERE MOWER #11 | 11.59 |
| VERIZON WIRELESS | MDC ACCESS | 1,074.76 |
| VISA CARD SERVICES | OFFICE SUPPLIES | 1,061.58 |
| WELLMARK BLUE CROSS BLUE S | HEALTH INS PREM PAYROLL DEDUCT | 19,767.03 |
| WIMACTEL, INC. | PAYPHONE (515) 262-9927 | 55.00 |
| ZIEGLER INC | ANNUAL CONTRACT SVC-DOANES | 2,940.09 |
| ** TOTAL ** | -City of Pleasant Hill | 688,061.27 |

FUND TOTALS

| | | |
|--------------------|-----------------------|-------------------|
| 001 | GENERAL | 159,030.63 |
| 110 | ROAD USE | 113,547.20 |
| 301 | CAPITAL PROJECTS | 98,195.20 |
| 304 | TIF CAPITAL PROJECTS | 74,184.63 |
| 610 | SEWER | 14,928.67 |
| 670 | SOLID WASTE | 31,976.94 |
| 699 | EQUIPMENT REPLACEMENT | 195,498.00 |
| 740 | STORM WATER | 700.00 |
| GRAND TOTAL | | 688,061.27 |



Tax Abatement Report JULY 2016

| TYPE | ADDRESS | OWNER | VALUATION | DATE ISSUED | PERMIT # | PERMIT FEE |
|---------------|-----------------------------|--------------------|------------|-------------|----------|------------|
| Single Family | 365 NE 77 th Ct. | Rigid Builders Inc | 249,213.00 | 07-18-16 | 9671 | 1,277.00 |
| Single Family | 995 Arbor Woods Dr. | Leever Homes | 314,047.00 | 07-26-16 | 9694 | 1,553.25 |

Pleasant Hill Fire Department

June 2016 Report



Fire Activity:

Structure Fire 0

Automatic Alarm 2

CO Alarm 0

Gas Line Break 0

EMS Activity:

Medical Transports 48

Refusals 1

Fatality 0

Public Assist 1

Rescue Activity:

Technical Rescue 0

Water Rescue 0

Haz-Mat 0

Total Calls 52

Calls / Day 1.7

Comments:

No comments.



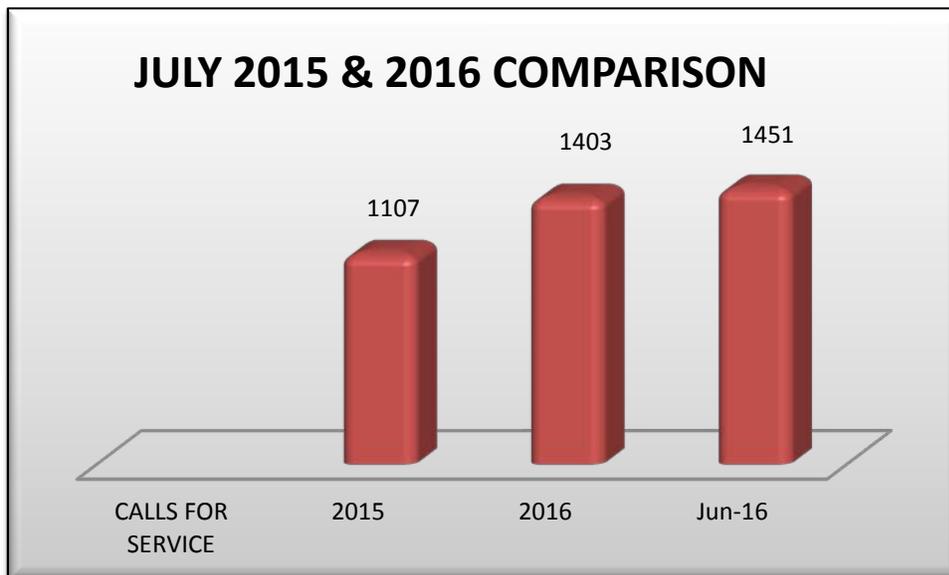
PLEASANT HILL POLICE DEPARTMENT



JULY 2016 MONTHLY REPORT

Calls for Service

July 2016 continues the ongoing trend for a level of increased calls for service for the Police Department. A quick comparison between the months of July 2015 and July 2016 illustrate another sharp increase of 296 calls for service or 21 %. Although slight, July 2016 illustrates a rare decrease from the previous month with 48 fewer calls for service.

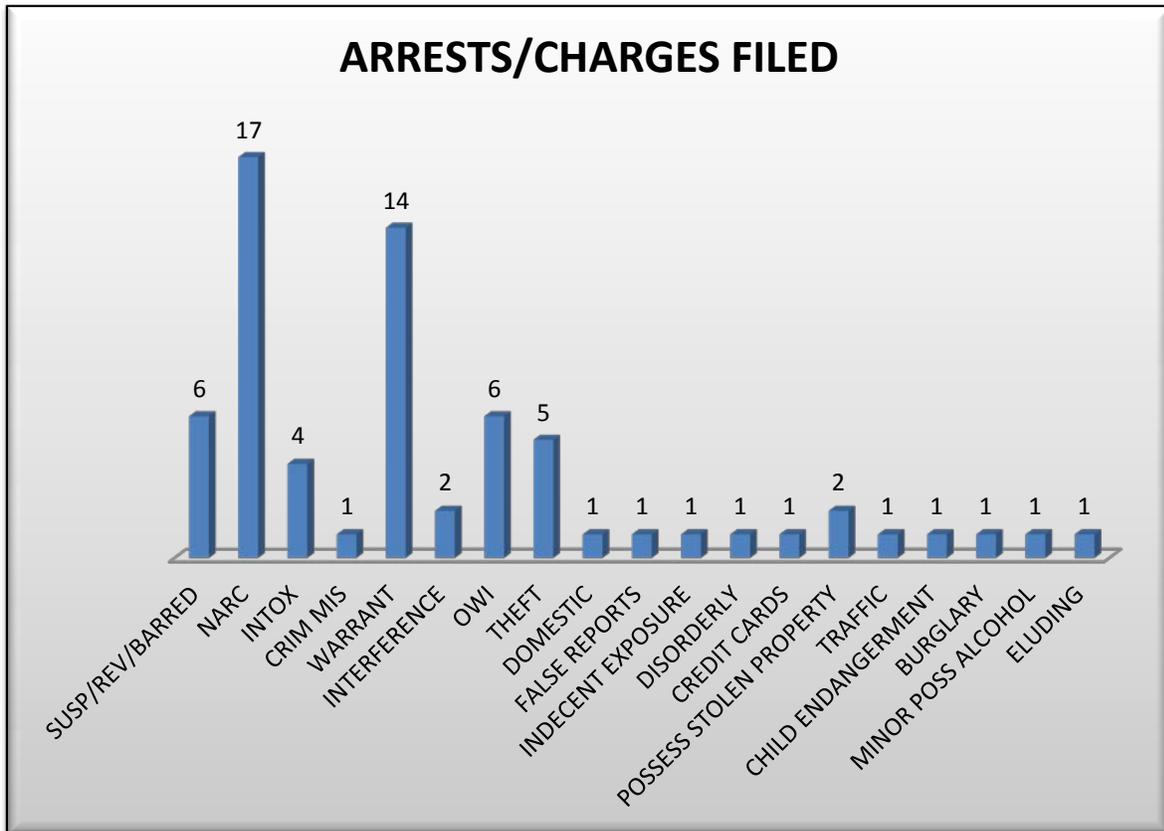


Arrest/Criminal Charges

July arrest information was retrieved from the Tracs reporting system.

The number of adults arrested in July 2016 was 45. The number of charges filed on adult offenders for July was 67. This includes warrant arrests made by Officers.

Narcotics related offenses continue to remain among the highest chargeable offenses.

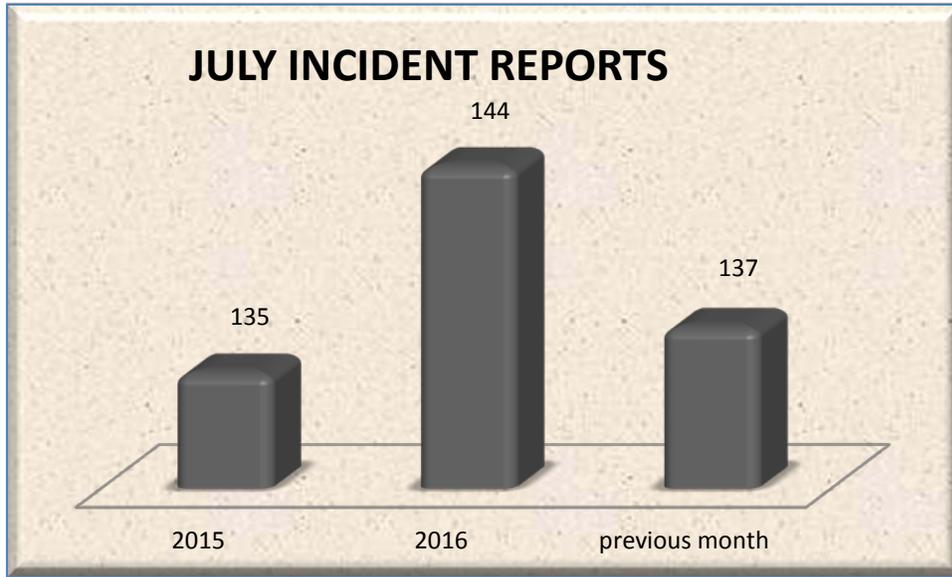


Trends

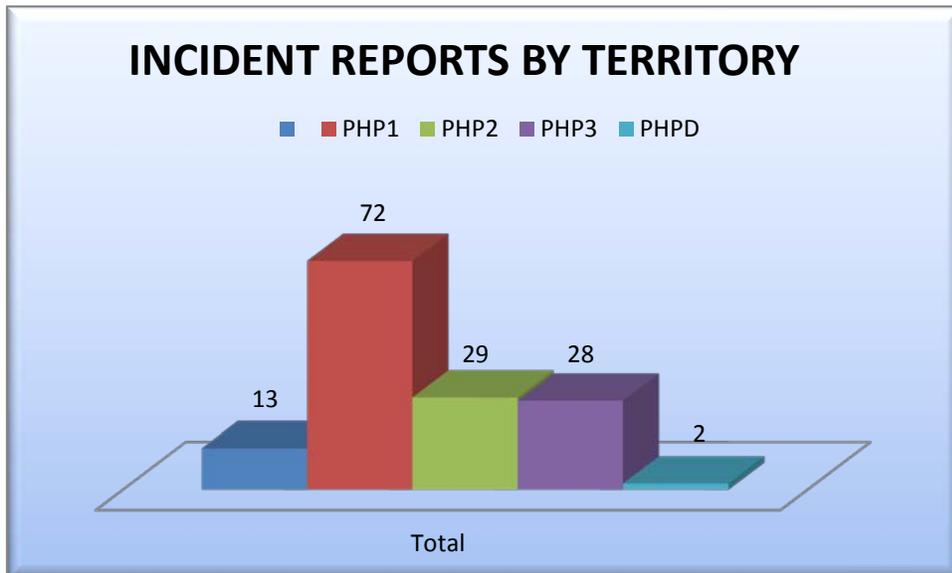
Trends continually indicate that narcotics related offenses are the most significant charge within the City on a continual basis.

Incident Reports

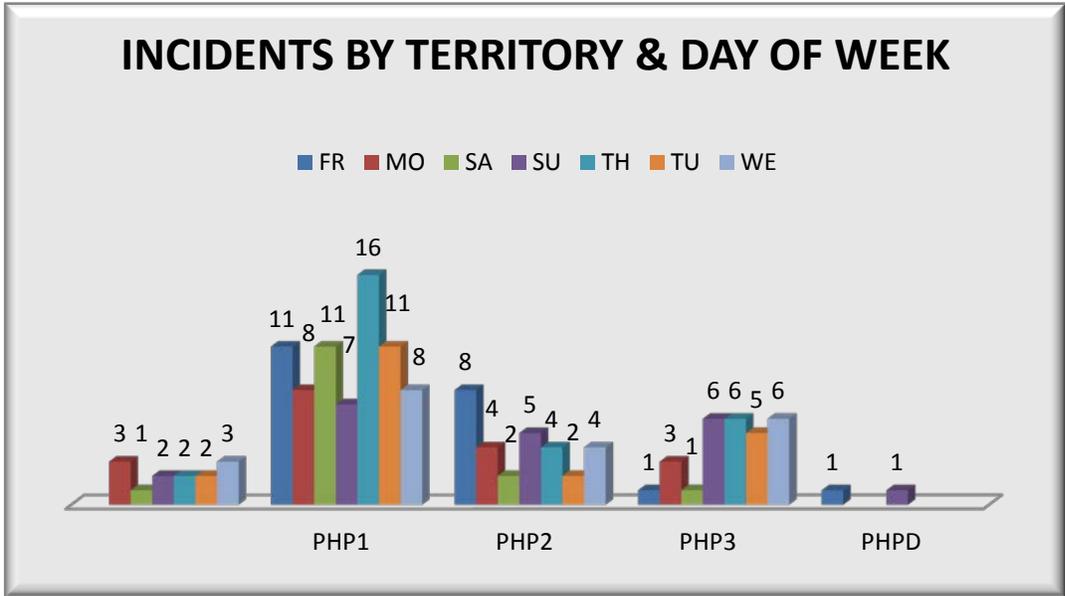
Incident Reports reflect the number of cases that are filed by the Police Department. In July 2016, 144 cases were filed. This does show an increase in the number of reports filed as July 2015 of 135. This is also a slight increase from the previous month of 137.



Incidents According to Territory

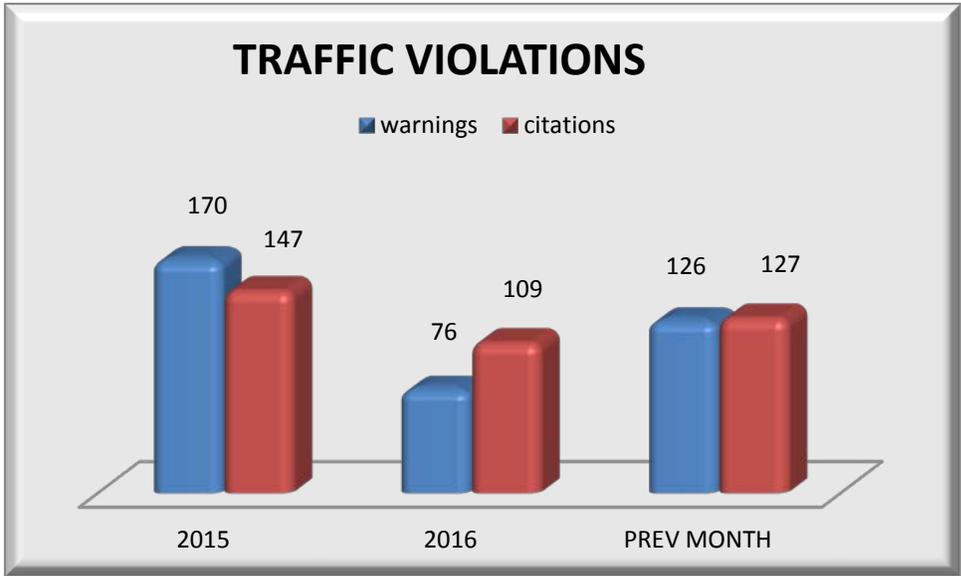


*there were additional incidents that were not designated to a territory.



*Some data is outside of these territory designations.

Traffic Enforcement

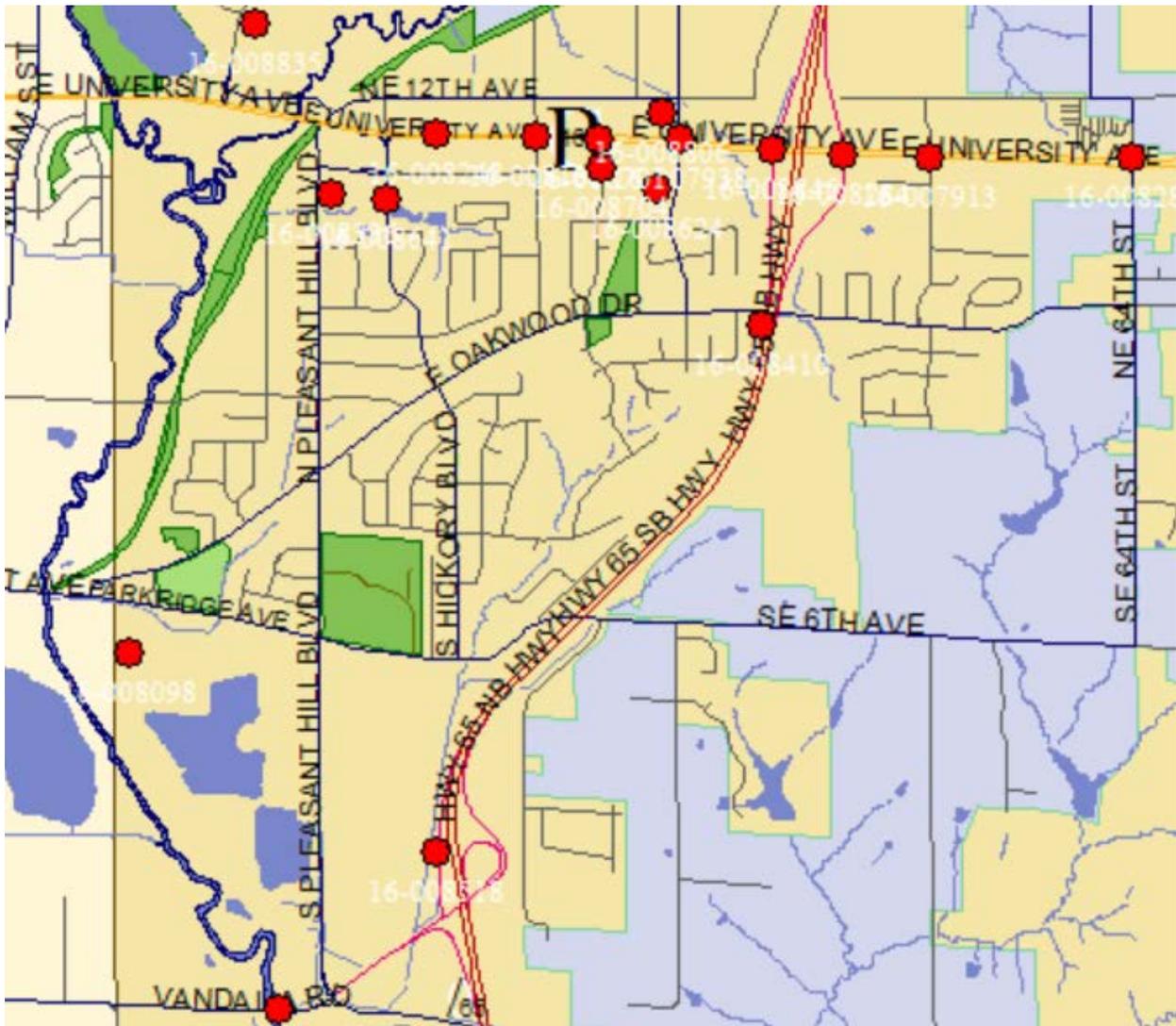


Accidents

In July 2016, Officers took 19 accident reports. This is higher than the number of accident reports as June 2016 of 14 but comparable to the number of accidents in May 2016 of 18.

Accident Mapping

Accidents continue to occur along the highways, particularly along highway 163, through the City. Efforts continue to educate and enforce traffic safety along this and other areas in the community. The map below indicates the locations of accidents in July 2016.



Investigations

Detective was assigned 22 new cases in July 2016.

*There are some cases still being assigned due to training duties of Officer Choat for coverage during August.

1-ICAC case referral.

Closed by arrest – 6

Closed -6 (some of these may include arrests as well)

Suspended or unfounded-1

Still under investigation or being utilized for intelligence – 9

2-Federal referrals

1-search warrant-DNA

School Resource Officer Report

The year-end report for SRO Choat and Mujakic is included as a secondary document.



2015/16 School Year Report Southeast Polk School District

PURPOSE

To inform police personnel, school administration, and city administration on reported activities involving Pleasant Hill Police officers employed as School Resource Officers (SRO) for Southeast Polk School District during the 2015/16 school year. This report defines activities and statistics involving Southeast Polk students and the responsibilities of the SRO.

RESPONSIBILITIES OF JUNIOR HIGH SRO

Primary responsibility is to provide immediate response to situations involving students at the school. These services include but are not limited to; emergencies of any type, active shooter response, liaison between the police department, parents and the school, deterrent of criminal activity, education, and mentorship. All schools are equally protected and carry the same responsibilities. Spring Creek and Four Mile will have less responses due to lack of criminal activity. Primary responses to an elementary include; mentorship, educational lessons, alarms (fire), staff training, and officer presence and familiarity.

The Junior High SRO is present during a normal school week. There is no SRO present when school is not in session. The SRO provides school presence during any school activity as requested by school administration. This includes, but is not limited to dances, sporting events, academic events, and public open houses.

The SRO assisted administrative staff with nine truancy cases, which involved conducting health and welfare checks on students and locating missing students or those in transit. The SRO concludes the case by reporting potential cases to the Department of Human Services (DHS), and acting as a liaison between agencies. SROs act as a liaison between the schools and state probation officers when cases involve Southeast Polk students under the guidance of state and school representatives.

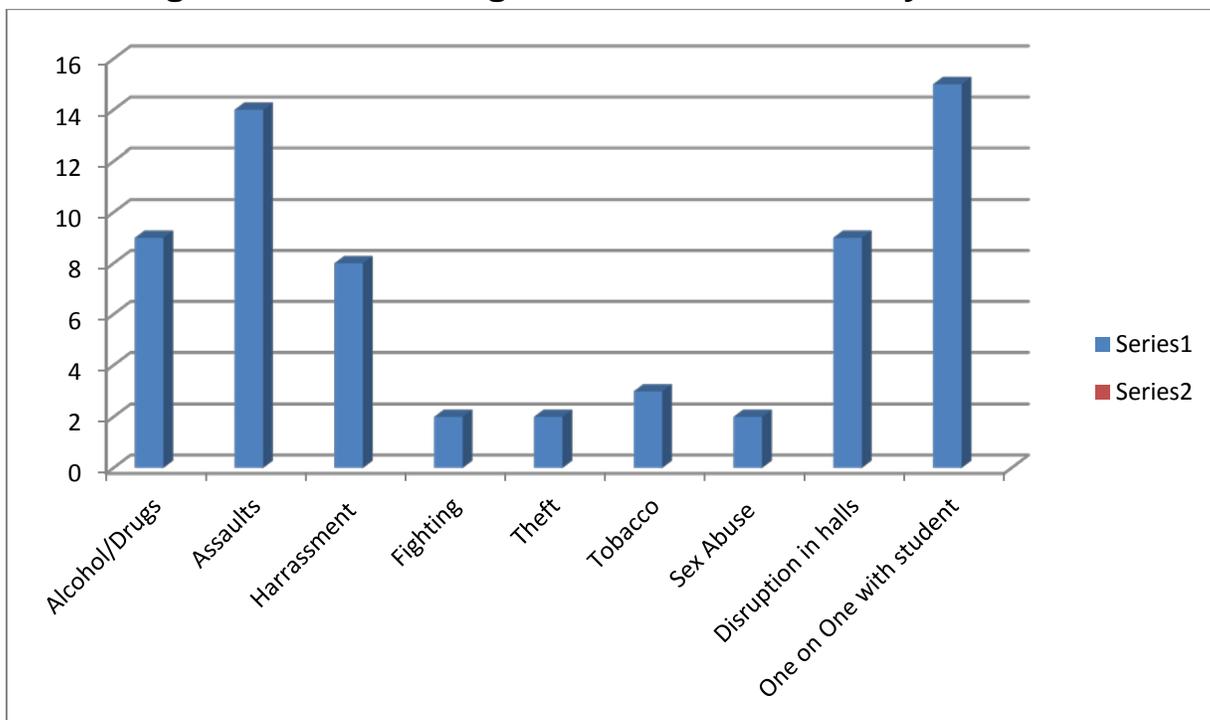
SROs monitor parking lots during morning and afternoons where busses arrive and depart. This provides protection of potential predators, unwanted persons, students that may have protection orders in effect, prevention of assaults, and bullying.

EDUCATION/TRIANGING

The Junior High SRO conducted criminal law and prevention training for students and staff. Examples of education/training include:

- Drug Awareness/recognition – one classroom day, per quarter
- Constitutional rights – one assembly day
- Bullying Assemblies – five classroom days and two assembly days
- Sexual Harassment – one classroom day
- Cyber crime prevention and safety – one assembly day
- Drug Abuse Resistance Education (D.A.R.E.) – seven classrooms for 10 weeks
- Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E.) staff training – one classroom day and continuous training.
- Lock down drills – one per quarter

Junior High Incidents during the 2015-2016 school year



RESPONSIBILITIES OF HIGH SCHOOL SRO

Primary responsibilities involve the high school, but the SRO will assist with issues involving the Junior High, Spring Creek 6th grade Center, and Four Mile Elementary. The SRO provides officer presence during daily school sessions and an officer for any school activity requested by school administration. This includes, but is not limited to; D.A.R.E. education training, school dances, sporting events, academic events, public talks, and open houses.

The SRO also assists school administration with truancy cases. This is normally conducted by accompanying school officials to a student residence to perform a health and welfare check on a student and transporting the student to school. The SRO may be required to report potential cases to the Department of Human Services (DHS) and act as a liaison between agencies.

The SRO assists state probation officers with activities of students under supervision and restrictions mandated by the state. They also conduct classes to educate and inform students in areas involving laws and enforcement, safety, drug abuse education, and good decision making.

The SRO serves as a police liaison who sits in on several boards which attends regular meetings for the school district. These boards include but are not limited to School Safety and Security board, the Southeast Polk anti-bullying task force, Metro school/police juvenile restorative justice initiative through the United Way, Pleasant Hill critical incident emergency management planning, Southeast Polk public safety radio communications improvement board, Eastern Polk County SRO group and Des Moines Metro SRO Council.

AREAS IMPROVED AT THE HIGH SCHOOL

The following areas were identified as deficiencies or potential safety concerns, but actions were taken to improve each of them.

Critical Incident Planning

We are continuing the already established Critical Incident Response Plan, which identifies a plan of action and procedures for major incidents involving school campuses in the Southeast Polk school district.

Communication

The radio repeater system which was installed a year ago has improved campus and district communication. This provides administration an additional line of contact with the SRO.

Pleasant Hill Police Department submitted a grant application to Prairie Meadows for \$100k for public safety radio improvements throughout the High School and Junior High

buildings which currently have dead spots. This means the SRO, other police personnel, medical personnel and firefighters cannot communicate with dispatch inside certain areas of the schools.

Although we did not get the full amount asked for, Prairie Meadows was gracious enough to approve the grant for \$50k which will greatly assist in making these improvements possible.

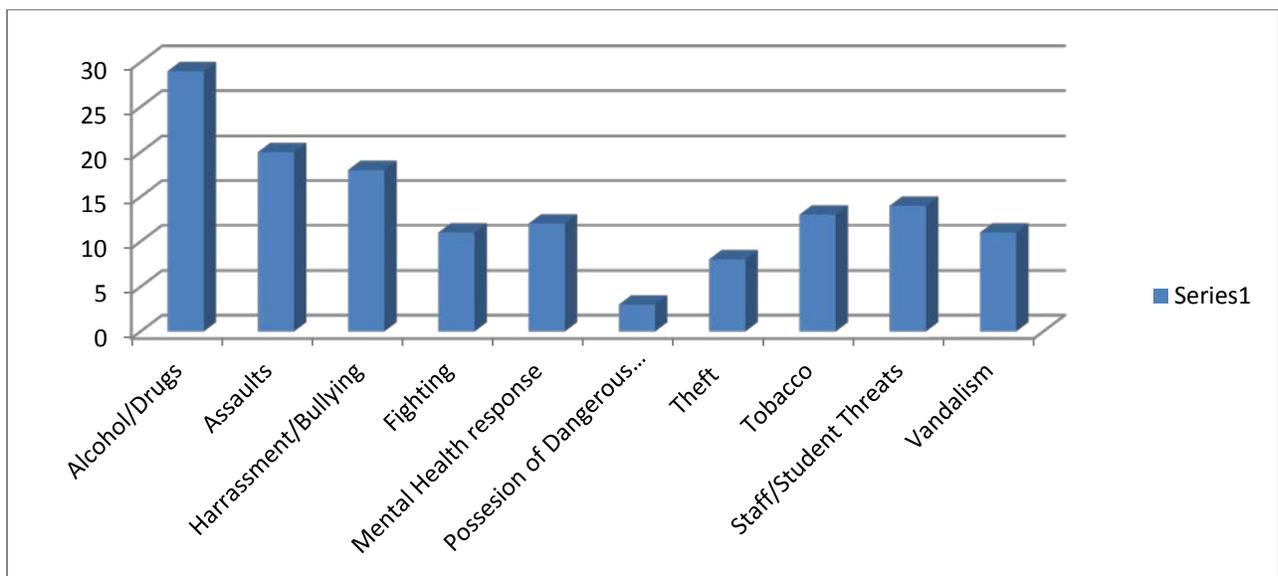
Physical Safety and Security

The padlocks purchased for Physical Education (PE) locker room lockers, greatly decreased the amount of reported thefts.

SROs were actively involved in school district safety and security committee meetings, tornado and lock down drills.

HIGH SCHOOL REPORTS

During the 2015/16 school year, police and staff were involved in 126 criminal incidents, but not all resulted in an arrest. Some were handled in the school without charges being filed. This shows the importance of constant mentoring and public school relations with law enforcement. Statistics were taken from infinite campus.



In May, the SROs assisted with a bomb threat called in to Altoona Elementary. The school was evacuated for safety precautions. Altoona Police, Pleasant Hill Police, Mitchellville Police, Polk County Sheriff's Office, and the Des Moines police Bomb Squad conducted a search of the school to ensure it was safe. The event ended without incident.

AREAS IMPROVED AT HIGH SCHOOL

Communication

Public safety radio (police radios) communication is continually being improved during day-to-day operations in the event of an emergency.

Safety Protocols

A law enforcement/fire department/medical crisis response contingency plan which has been put into place in the event of a major emergency is currently being evaluated and improved.

Education

We are currently streamlining education of K-5 grade students to ensure all students receive the same safety awareness training throughout all Southeast Polk School buildings. The Dare program taught during the 15-16 school year will be replaced by the "411" curriculum, which is currently being taught in West Des Moines, Urbandale, Waukee, and Clive school campuses.

CONCLUSION

Overall, 2015/16 provides SROs a baseline on strategic areas to improve upon for the 2016/17 school year. These ongoing improvements will help strengthen the program involving SROs, administrators and students at Southeast Polk.

Compiled by School Resource Officers; Adam Choat and Earnardina Mujakic.



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: AUGUST 9, 2016

TO: MAYOR & CITY COUNCIL

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

SUBJECT: ACCEPTANCE OF EASEMENTS FROM SUNRISE DEVELOPING COMPANY
PRAIRIE CREEK PLAT 1

BACKGROUND:

The City Council provided for the approval of the Preliminary Plat and Site Plan documents for the Prairie Creek development project in January of this year. The project is located in an area southeast of Highway 65 and Oakwood Boulevard and was recently auctioned off by the Iowa Department of Transportation as excess right-of-way. Prairie Creek Plat 1 provides for 29 single family lots along with a multi-family area containing townhome structures. The plans show a road connection bisecting the property that extends from Oakwood Drive south to the property line to allow for future extension of the roadway. The project developer, Kading Properties, has now secured temporary easements for a street turn around, construction, overland flowage, grading, storm sewer, sanitary and water main needs from Sunrise Developing Company that owns the adjacent property to the south. Kading is performing site improvements and upon completion the project will return to the City Council for approval of the Final Plat. The attached resolution accepts the easements on behalf of the City and allows the construction to continue moving forward.

ALTERNATIVES:

Not accept the temporary easements for the project. However, the easements were noted on the previously approved preliminary plat.

FINANCIAL CONSIDERATIONS:

N/A.

RECOMMENDATION:

Approve the resolution to accept the temporary easements for Prairie Creek Plat 1.

RESOLUTION #080916-01

A RESOLUTION APPROVING ACCEPTANCE OF EASEMENTS FROM SUNRISE DEVELOPMENT COMPANY

WHEREAS, the Pleasant Hill City Council has reviewed and approved the Preliminary Plat for Prairie Creek Plat 1; and

WHEREAS, the development of the Plat requires temporary easements from the adjacent property owner to the project; and

WHEREAS, the attached easement documents have been prepared for City acceptance;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve and accept the attached easements from Sunrise Developing Company.

ADOPTED this 9th day of August 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

Prepared by: David L. Wetsch, 974 - 73rd Street, Suite 20, Des Moines, IA 50324
Return Address: City Clerk - City Hall, 5160 Maple Drive, Suite A, Pleasant Hill, IA 50327
Title of Document: Easement for Temporary Street Turn-Around, Construction, Overland
Flowage, Grading, Storm Sewer, Sanitary Sewer, and Water Main
Grantor's Name: Sunrise Developing Company a/k/a Sunrise Developing Co., Inc.
Grantee's Name: City of Pleasant Hill, Iowa
Legal Description: Below on this page

Project: Activity ID #
Project Location: Parcel # - Address

**COMBINED TEMPORARY EASEMENT FOR STREET TURN-AROUND,
CONSTRUCTION, OVERLAND FLOWAGE, GRADING, STORM SEWER,
SANITARY AND WATER MAIN AND OVERLAND FLOWAGE**

(Dedication Incident to Platting)

SUNRISE DEVELOPING COMPANY a/k/a SUNRISE DEVELOPING CO., INC., an Iowa corporation (hereinafter referred to as the "Grantor") in consideration of One Dollar (\$1.00) and other good and valuable consideration, does hereby grant and convey unto the City of Pleasant Hill, Iowa, a municipal corporation (hereinafter referred to as the "City"), a Temporary Street Easement and a Temporary Construction, Overland Flowage, Grading, Storm Sewer, Sanitary Sewer and Water Main Easement over and across the following described property:

1. Temporary Construction and Street Turn-Around:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North 86° 56' 51" West, 85.51 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South 3° 29' 12" East, 150.00 feet; thence North 86° 56' 51" West, 130.85 feet; thence North 3° 29' 12" West, 150.00 feet; thence South 86° 56' 51" East, 130.85 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 0.45 acres, more or less;

2. Temporary Overland Flowage and Grading:

2a) Overland Flowage:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 216.36 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 29' 12''$ East, 150.00 feet; thence North $86^{\circ} 56' 51''$ West, 378.33 feet; thence North $3^{\circ} 03' 09''$ East, 149.02 feet; thence South $86^{\circ} 56' 51''$ East, 361.25 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 1.27 acres, more or less.

2b) Grading:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 216.36 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 29' 12''$ East, 150.00 feet; thence North $86^{\circ} 56' 51''$ West, 378.33 feet; thence North $3^{\circ} 03' 09''$ East, 149.02 feet; thence South $86^{\circ} 56' 51''$ East, 361.25 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 1.27 acres, more or less.

2c) Overland Flowage:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 829.56 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 03' 09''$ West, 50.00 feet; thence North $86^{\circ} 56' 51''$ West, 50.00 feet; thence North $3^{\circ} 03' 09''$ West, 50.00 feet; thence South $86^{\circ} 56' 51''$ East, 50.00 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 0.06 acres, more or less.

3. Temporary Construction:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 829.56 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 03' 09''$ West, 50.00 feet; thence North $86^{\circ} 56' 51''$ West, 50.00 feet; thence North $3^{\circ} 03' 09''$ West, 50.00 feet; thence South $86^{\circ} 56' 51''$ East, 50.00 feet along the South line

of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 0.06 acres, more or less.

4. Temporary Storm Sewer:

4a) Temporary Storm Sewer:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North 86° 56' 51" West, 829.56 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South 3° 03' 09" West, 50.00 feet; thence North 86° 56' 51" West, 50.00 feet; thence North 3° 03' 09" West, 50.00 feet; thence South 86° 56' 51" East, 50.00 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 0.06 acres, more or less;

4b) Temporary Storm Sewer:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North 86° 56' 51" West, 110.72 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South 3° 29' 12" East, 40.00 feet; thence North 86° 56' 51" West, 20.13 feet; thence North 3° 29' 12" East, 40.00 feet; thence South 86° 56' 51" East, 20.13 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 800 square feet, more or less;

4c) Temporary Storm Sewer:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North 86° 56' 51" West, 480.91 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South 3° 03' 09" West, 40.00 feet; thence North 86° 56' 51" West, 30.00 feet; thence North 3° 03' 09" East, 40.00 feet; thence South 86° 56' 51" East, 30.00 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 1,200 square feet, more or less.

5. Temporary Water Main:

5a) Temporary Water Main:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the

City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 150.98 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 29' 12''$ East, 25.00 feet; thence North $86^{\circ} 56' 51''$ West, 35.23 feet; thence North $3^{\circ} 29' 12''$ East, 25.00 feet; thence South $86^{\circ} 56' 51''$ East, 35.23 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 875 square feet, more or less.

5b) Temporary Water Main:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 440.91 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 03' 09''$ West, 25.00 feet; thence North $86^{\circ} 56' 51''$ West, 40.00 feet; thence North $3^{\circ} 03' 09''$ East, 25.00 feet; thence South $86^{\circ} 56' 51''$ East, 40.00 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 1,000 square feet, more or less.

6. Temporary Sanitary Sewer:

6a) Sanitary Sewer:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 110.72 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 29' 12''$ East, 150.00 feet; thence North $86^{\circ} 56' 51''$ West, 50.33 feet; thence North $3^{\circ} 29' 12''$ West, 150.00 feet; thence South $86^{\circ} 56' 51''$ East, 50.33 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 7,500 square feet, more or less.

6b) Sanitary Sewer:

Commencing at the Southwest Corner of Gladbury Park Plat 4, an Official Plat of the City of Pleasant Hill, Polk County, Iowa; thence North $86^{\circ} 56' 51''$ West, 485.91 feet along the South line of the Northwest Fractional Quarter of Section 3, Township 78 North, Range 23 West of the 5th P.M., to the Point of Beginning; thence South $3^{\circ} 03' 09''$ West, 40.00 feet; thence North $86^{\circ} 56' 51''$ West, 40.00 feet; thence North $3^{\circ} 03' 09''$ East, 40.00 feet; thence South $86^{\circ} 56' 51''$ East, 40.00 feet along the South line of the Northwest Fractional Quarter of said Section 3 to the Point of Beginning, containing 1,600 square feet, more or less.

Easement Area 1 shall be for the purpose of constructing a Temporary Street Turn-Around for the purpose of constructing a temporary street turn-around and general construction activity. Easement Area 2 shall be for the purpose of grading, and altering the existing contours of the Easement Area to create and thereafter maintain an Overland Flowage Easement that will capture the water flowing from an adjoining development and redirecting such water back onto such adjoining property. Easement Area 3 shall be for the purpose of permitting construction of certain facilities and structures with the accompanying rights of ingress and egress. Easement Area 4 shall be for the construction, installation and maintenance of storm sewer facilities and structures. Easement Area 5 shall be for the construction, installation and maintenance of water main facilities and structures. Easement Area 6 shall be for the construction, installation and maintenance of sanitary sewer facilities and structures. The adjoining property is being platted as "Prairie Creek Plat 1" by Prairie Creek Enterprises, L.L.C., an Iowa limited liability company. Said adjoining parcel is legally described as:

A parcel of land partly in Lot Nineteen (19) of the Official Plat of the W 1/2 of Section 3, T78N, R23W and partly in Lot One (1) of the Official Replat of the N 1/2 of Section 9 and the S 1/2 of Section 4, all in T78N, R23W of the 5th P.M., now included in and forming a part of the City of Pleasant Hill, Polk County, Iowa, identified as Parcel "E" on Plat of Survey, Exhibit "A" of State Land Patent filed in Book 15299, Page 349, more particularly described as follows:

Commencing at the W 1/4 Corner of said Section 3; thence S 86° 56' 51" E, 438.60 feet on the North line of the SW 1/4 of said Section 3; thence S 00° 40' 07" E, 219.66 feet to the Point of Beginning; thence continuing S 00° 40' 07" E, 947.40 feet; thence N 85° 50' 41" W, 636.16 feet; thence N 43° 38' 33" E, 424.06 feet; thence Northeasterly 681.00 feet, along a 4070.28 foot radius curve, concave Northwesterly, the chord for which bears N 29° 05' 46" E and has a length of 680.20 feet, to the Point of Beginning, containing 5.91 acres.

The six Easements are granted for the purpose of the City and/or Prairie Creek Enterprises, L.L.C., constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining a Temporary Street Turn-Around, Construction, Overland Flowage, Grading, Storm Sewer, Sanitary Sewer and Water Main Easements over and across the six Easement Areas.

This Easement shall be subject to the following terms and conditions:

1. ERECTION OF STRUCTURES PROHIBITED. Grantor shall not erect any structure over or within the Easement Areas without obtaining the prior written approval of the City Engineer.
2. PLANTINGS. The planting of trees and shrubs is prohibited within the Easement Areas.
3. CHANGE OF GRADE PROHIBITED. Grantor shall not change the grade, elevation or

contour of any part of the Easement Areas without obtaining the prior written consent of the City Engineer.

4. RIGHT OF ACCESS. The City, its agents, contractors, employees and assigns shall have the right of access to the Easement Areas and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Areas as herein described, including, but not limited to, the right to remove any unauthorized plantings or structures placed or erected on the Easement Areas.
5. EASEMENT RUNS WITH LAND. The Easements described above shall be deemed to run with the land and shall remain in effect until such time as the property owned by Grantor is platted. In the interim, the Easements created under this instrument shall be binding on Grantor and on Grantor's successors and assigns.
6. APPROVAL BY CITY COUNCIL. These Easements shall not be binding until it has received final approval and acceptable by the Pleasant Hill City Council by Resolution, which approval and acceptance shall be noted on this Easement instrument by the City Clerk.
7. SPECIAL PROVISIONS. Prairie Creek Enterprises, L.L.C., shall be authorized to enter upon the Easement Areas for purposes of constructing the necessary improvements required by the City of Pleasant Hill incident to the final platting of "Prairie Creek Plat 1". Prairie Creek Enterprises, L.L.C., shall be responsible for all costs associated with all City of Pleasant Hill required improvements in the six Easement Areas, as well as the maintenance of such Easement Areas until such time as Grantor plats Grantor's property.

Grantor does hereby covenant with the City that Grantor holds said real estate described in these Easements by Title in Fee Simple; that Grantor has good and lawful authority to convey the same; and said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this Easement.

Words and phrases herein including acknowledgment hereof shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: AUGUST 9, 2016

TO: MAYOR & CITY COUNCIL

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

SUBJECT: REZONING A-1 AGRICULTURAL TO R1-90 ONE FAMILY DWELLING DISTRICT
RESOLUTION SETTING HEARING FOR AUGUST 23, 2016

BACKGROUND:

Property owner Joe Thomas is wishing to construct a single-family home on a property he owns in the area north of SE 6th Avenue and west of SE 60th Street at 5838 SE 6th Avenue. The 2 acre property is currently undeveloped and zoned A-1 Agricultural which is automatic when property is annexed into the City until another district is assigned that coincides with the Comprehensive Plan. At this time the property is being proposed for zoning assignment in accordance with the City's adopted Comprehensive Plan and Future Land Use Plan. The attached resolution sets a public hearing for the City Council to consider the zoning assignment to R1-90 One Family Dwelling. The Planning and Zoning Commission will be considering the request prior to the public hearing with the Council. Following is a resolution setting public hearing to consider the request to assign R1-90 zoning. The hearing would be held at 6:30 on August 23, 2016.

ALTERNATIVES:

Not approve the resolution setting the public hearing. However, the resolution only sets the hearing and does not approve the zoning amendment.

FINANCIAL CONSIDERATIONS:

N/A.

RECOMMENDATION:

Approve the attached resolutions setting the public hearing for August 23, 2016

RESOLUTION #080916-02

**RESOLUTION TO SET A PUBLIC HEARING FOR REZONING A-1
AGRICULTURAL TO R1-90 ONE FAMILY DWELLING DISTRICT**

BE IT RESOLVED that the City Council of Pleasant Hill, in Polk County, Iowa will hold a public hearing on August 23, 2016, at 6:30 p.m. in the Pleasant Hill City Council Chambers, 5160 Maple Drive, Pleasant Hill, Iowa, for the purpose of a rezoning request, A-1 Agricultural to R1-90 One Family Dwelling District for property legally described as follows:

LOT 2 COUNTRY SIDE ESTATES PLAT 1, IN THE CITY OF PLEASANT HILL, POLK COUNTY, IOWA.

Containing 2.04 acres.

Adopted this 9th day of August 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

NOTICE OF PUBLIC HEARING

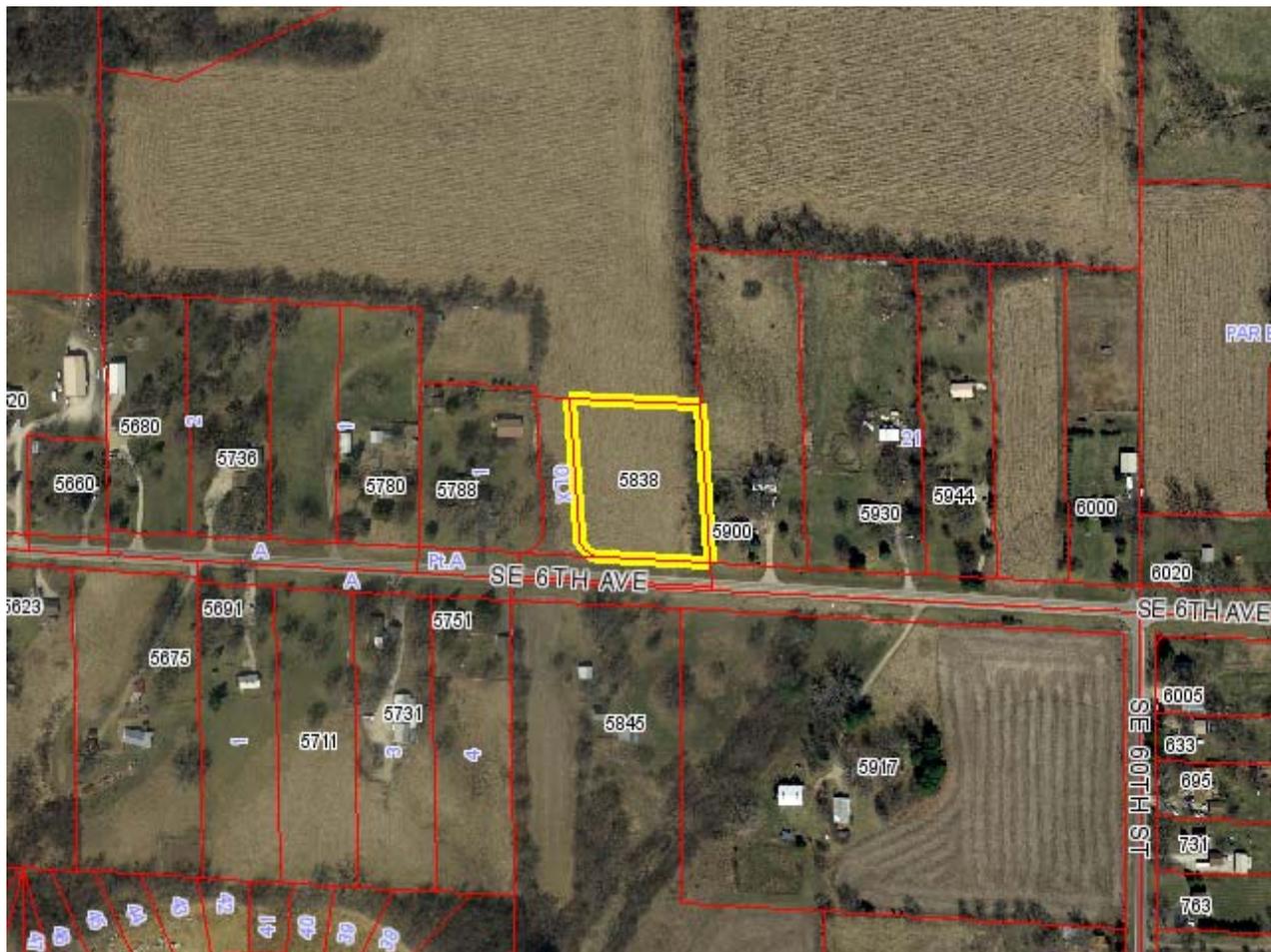
NOTICE IS HEREBY GIVEN that the City Council of the City of Pleasant Hill will hold a public hearing at 6:30 p.m. on the 23rd day of August 2016, in the City Council Chambers, 5160 Maple Drive, Pleasant Hill, Iowa, concerning a rezoning request from A-1 Agricultural to R1-90 One Family Dwelling for the property legally described as follows:

LOT 2 COUNTRY SIDE ESTATES PLAT 1, IN THE CITY OF PLEASANT HILL, POLK COUNTY, IOWA.

Containing 2.04 acres.

Comments from citizens will be heard at the hearing. Written comments must be filed at the City Clerk's Office no later than 4:00 p.m. on Tuesday August 23, 2016.

Dena Spooner
City Clerk/Finance Director
City of Pleasant Hill





CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: AUGUST 9, 2016

TO: MAYOR & CITY COUNCIL

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

SUBJECT: PROFESSIONAL SERVICES AGREEMENT – ZONING ORDINANCE UPDATES

BACKGROUND:

The City completed and adopted a new comprehensive plan in 2015 following an extensive public input process. The document provides the City with guidance for decision making and investment priorities throughout the community. One of the next important steps in the process is the review and update of the City's zoning, subdivision, and other development related ordinances. These regulations have not been reviewed holistically since their writing and adoption. Technology, development and market trends, and city planning theory have all evolved over the last several years. Reviewing and updating these regulations is timely and important to the City Council's efforts to promote and facilitate high quality new development and investments in existing areas. The current budget year contains funds for the first phase of zoning ordinance review and the City has developed the attached scope of services with Confluence, a landscape architecture and planning firm, to perform the project. Confluence has expertise in all components of planning and development including code updates and public meeting facilitation. The project would be led by Chris Shires, a Principal with Confluence and former Development Planning and Inspection Manager with the City of West Des Moines. Following is a resolution that would approve the proposal for zoning code updates with Confluence.

ALTERNATIVES:

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

FINANCIAL CONSIDERATIONS:

The City Council has budgeted funds for the zoning ordinance updates in the current budget. The contract proposal is in the amount of \$49,440.

RECOMMENDATION:

Approval of the attached resolution approving the contract with Confluence.

RESOLUTION #080916-03

A RESOLUTION APPROVING CONTRACT FOR PROFESSIONAL SERVICES FOR ZONING ORDINANCE UPDATES

WHEREAS, the Pleasant Hill City Council wishes to retain professional services for the review and update of the City's Zoning Ordinance; and

WHEREAS, the attached scope of services has been developed with Confluence, a landscape architecture and planning firm, for a first phase of review and updating of the City's Zoning Ordinance in the amount of \$49,440; and

WHEREAS, the process will involve opportunities for public review and input through the Planning and Zoning Commission and City Council;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached contract with Confluence for the project.

ADOPTED this 9th day of August 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

August 2, 2016

Madeline Sturms, Senior Planner
Community Development Department
City of Pleasant Hill
5160 Maple Drive, Suite A
Pleasant Hill, Iowa 50327

Re: Planning Services Agreement
Pleasant Hill, Iowa - Zoning Code Update
(Confluence #16063)

Dear Madeline,

Thank you for giving us this opportunity to submit a proposal to provide professional planning services to assist you with the update of the zoning code for the City of Pleasant Hill. Enclosed for your review is our proposal.

Please note that we separated the project into two (2) equal phases. The cost for each phase will be just under \$50,000. We have prioritized the work items based on our understanding of the project goals; however, we can adjust our proposal as necessary to meet your needs

As we begin the review process, additional modifications and desired amendments to other sections of the City's development codes, standards, and policies may be uncovered and these can be addressed as a future phase.

As you review our proposal, please do not hesitate to contact me with any questions. Thank you again for this opportunity, and we look forward to continuing to work with the City of Pleasant Hill.

Sincerely,



Christopher Shires, AICP
Principal

CITY OF PLEASANT HILL, IOWA - ZONING CODE UPDATE P L A N N I N G S E R V I C E S A G R E E M E N T

PROJECT DESCRIPTION

Planning services will be provided by Confluence (Consultant) to the City of Pleasant Hill, Iowa, (Client) for the development of updates to the City's current zoning code. Confluence anticipates working collaboratively with a Technical Advisory Committee (TAC) as well as with the City Council and the Planning and Zoning Commission.

It is understood that this code update will be completed in multiple phases over several budget years. Priority will first be given to the areas of the code that are in the greatest need of being reviewed and updated. Where necessary, tables and illustrations will be included within the code updates to improve code comprehension and to better convey code intent.

The following Scope of Services are based on our mutual understanding of the City's desires. Services to be provided by our team are as follows:

A. SCOPE OF SERVICES

TASK 1: KICK-OFF MEETING

(1 MONTH)

Confluence will facilitate and conduct a half-day (4 hour) meeting with the Technical Advisory Committee (TAC). The purpose of this meeting will be to review the project scope and schedule as well as provide initial input on the Phase 1 Updates.
(1 meeting)

TASK 2: DRAFT PHASE 1 UPDATES + TAC REVIEW

(4 TO 6 MONTHS)

Confluence will prepare drafts for each of the Phase 1 Updates, identified as follows:

1. Comprehensive Plan Action Steps – The City's recently adopted Comprehensive Plan includes recommendations and future action steps. Several of these steps should be completed prior to or with the development of any Zoning Code updates. As part of Task 2, the Confluence will complete drafts of the following items:
 - **Implementation Plan (Action Agenda):** A table that itemizes and prioritizes all 200+ recommendation and action steps identified in the Comprehensive Plan.
 - **Comprehensive Plan Land Use Category Definitions:** A detailed description of each of the Land Use categories identified in the Future Land Use Map including uses and densities.
 - **Land Use and Zoning Compatibility Matrix:** A table identifying the appropriate zoning for each of the land use categories.
2. Development Review Process and Public Hearing Noticing – As part of the Phase 1 Updates, Confluence will review the current development review process, development applications, application checklists, public hearing noticing procedures, and make recommendations for modifications and amendments.

3. Zoning Code Outline – Confluence will draft a preferred detailed outline and chapter headings for the zoning code to be followed as updates are drafted.
4. Zoning Code Definitions – Confluence will draft an update to the definitions contained within the current Zoning Code.
5. Zoning District Regulations – Confluence will draft updates to the current zoning district regulations with emphasis on reducing/consolidating zoning districts and modifying the pyramidal format of the permitted use definitions.
6. Permitted Uses and Bulk Regulations Summary Tables – Confluence will draft a table that summarize the permitted uses by zoning district and a table the summarizes the bulk regulations by zoning district.
7. Town Center Zoning District or Overlay – Confluence will draft a new Town Center zoning district or zoning overlay as envisioned by the Comprehensive Plan. The new district or overlay will include special site design, landscaping, and architectural standards.

Confluence will facilitate and conduct multiple meetings with the Technical Advisory Committee (TAC) to review the drafts as they are completed. It is recommended the City Attorney attend these meetings or otherwise review and provide input on the drafts. The following review schedule is anticipated:

- 1st - Items #1: Comprehensive Plan Action Steps + #2: Zoning Code Outline.
(1 to 2 meetings)
- 2nd - Items #3: Zoning Code Definitions + #4: Zoning District Regulations + #5: Permitted Uses and Bulk Regulations Summary Tables.
(1 to 2 meetings)
- 3rd - Items #6: Town Center Zoning District or Overlay.
(1 to 2 meetings)

TASK 3: PLANNING AND ZONING COMMISSION WORK SESSION (1 MONTH)

Confluence will update the drafts as directed by the TAC and facilitate a review of the Phase 1 Updates at a work session with the Planning and Zoning Commission. If desired by the City, this work session can be modified into a joint work session of the City Council and the Planning and Zoning Commission. (1 meeting)

Following the work session, Confluence will make changes as requested and review with the final draft with the TAC. (1 meeting)

TASK 4: PUBLIC HEARINGS (1 MONTH)

Confluence will attend, present, and answer questions as necessary at the Commission and Council hearings for the review and adoption of the Zoning Code updates. (2 meetings)

DELIVERABLES

Final copies of the Phase 1 Updates will be provided to the City in both PDF and Word formats.

FUTURE SCOPE OF SERVICES - PHASE 2 UPDATES

It is anticipated that the following updates to the Zoning Code can be completed at a subsequent budget year following a similar scope and for approximately the same overall fee as the Phase 1 Updates. Phase 2 Updates may include:

- General Regulations (Accessory Structures and Fences) – Updates to the accessory structures and fences sections contained within the General Regulations of the Zoning Code. This section can also include new standards for wind turbines, solar collectors, and photovoltaic panels.
- Open Space, Landscaping and Buffering – New Open Space, Landscaping, Buffering and Screening section of the Zoning Code. Key elements can be incorporated from the Conservation Design Regulations chapter with the intent to either update or replace the Conservation Design chapter.
- Stream Buffer Ordinance – Review and update of the current Stream Buffer ordinance and possible consolidation into a new Open Space, Landscaping, Buffering, and Screening code section.
- Off-Street Parking – New Off-Street Parking and Loading section of the Zoning Code including a parking standards table.
- General Architecture and Site Design Standards – Updated architectural requirements and new site design standards that can be applied city-wide based on the relevant zoning district.
- Temporary Uses – New Temporary Use section of the Zoning Code that can address temporary uses including food trucks, garden centers, outdoor displays and seating.
- Communications Towers – Updated Communication Towers chapter to address current issues.
- Sign Code – Updated Sign Code chapter to address current issues.

B. SCHEDULE

Confluence is prepared to provide the professional services described herein immediately upon your notice to proceed. It is anticipated that Phase 1 of the project will take approximately 7 to 9 months to complete. A more definitive schedule for completion of activities can be established with the Client at the outset of the project as requested.

C. SCOPE SERVICE FEES BY TASK

The Client will compensate Confluence on a lump sum basis towards the following anticipated fee for each task. Anticipated reimbursable expenses are not included in these fee estimates as outlined below. If the nature of the scope of services changes or if the anticipated fees outlined herein require an increase, Confluence will notify the Client of the revised scope and/or fee before proceeding with any additional work.

ANTICIPATED FEES

| | |
|---|--------------------|
| Task 1: Kick-Off Meeting | \$ 3,280.00 |
| Task 2: Draft Phase 1 Update + TAC Review | \$41,400.00 |
| Task 3: Planning and Zoning Commission Work Session | \$ 3,480.00 |
| Task 4: Public Hearings | \$ 1,280.00 |
| Total (Tasks 1 – 4, not including reimbursable expenses) | \$49,440.00 |

EXCLUSIONS

Reimbursable expenses, limited to printing, are not included in the services fee. Printing expenses will be included on each monthly invoice as incurred in accordance with “Exhibit A”.

D. COMPENSATION

Service fees and reimbursable expenses will be billed to the Client monthly by Confluence. Payment is due upon receipt of invoice. The Client agrees to provide payment to Confluence within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by Confluence within thirty (30) days of the invoice date is considered past due. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due, Confluence may suspend performance of services on the project until the account is paid.

In the event an invoice is disputed by the Client, the Client shall inform Confluence within a reasonable timeframe (within 10 days of Client’s receipt of invoice), and both parties agree to meet with each other in a timely manner (within 10 days of Confluence’s receipt of dispute notice) to further clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services outlined herein. In the event the dispute remains unresolved, Confluence, at its discretion, may suspend performance of services on the project until the account is paid.

E. TERMINATION

Confluence or the Client may terminate this Agreement at any time by written notice. If the Agreement is terminated by either Confluence or the Client, the Client will pay Confluence for service provided and expenses incurred by Confluence up to the time notice is either sent by Confluence or received by Confluence.

F. MISCELLANEOUS

The Client shall furnish base information for the project including electronic copies of the relevant sections of City code.

G. LIMITATION OF LIABILITY

The total cumulative liability of Confluence, its agents, servants, employees, and sub-consultants to the Client with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to Confluence’s professional liability insurance coverage limits in place at the time of performance of the services outlined herein. Confluence shall not be liable to the Client for special or consequential losses or damages including, but not limited to, loss of use.

Confluence shall not be liable to the Client for losses, damages, or claims for which the Client fails to give notice to Confluence within reasonable time, not to exceed ninety (90) days from discovery.

H. WITNESS FEES

Confluence’s employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay Confluence’s legal expenses, administrative costs and fees pursuant to Confluence’s then current fee schedule for Confluence to respond to any subpoena.

I. APPROVAL AND ACCEPTANCE

Upon review of the foregoing terms, this proposal for services is approved and accepted by The City of Pleasant Hill, Iowa, (Client) and Confluence as confirmed by the signatures below.

Offered by:

Accepted by:

Confluence
525 17th Street
Des Moines, IA 50309

City of Pleasant Hill, Iowa
5160 Maple Drive, Suite A
Pleasant Hill, IA 50327

(signature)

(signature)

Name: Christopher Shires, AICP
Title: Principal

Name: Sara Kurovski
Title: Mayor

Date: August 2, 2016

Date: _____



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: AUGUST 9, 2016

TO: MAYOR & CITY COUNCIL

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

SUBJECT: RESOLUTION OF THE CITY OF PLEASANT HILL, IOWA, CITY COUNCIL TO SUPPORT THE HOME BASE IOWA INITIATIVE

BACKGROUND:

The City of Pleasant Hill, Eastern Polk Regional Development, and a team of dedicated community volunteers have partnered to make the City of Pleasant Hill a Home Base Iowa Community. A Home Base Iowa Community welcomes military veterans and strives to offer a rewarding life after service, including employment opportunities and lifestyle amenities which make the transition to civilian life easier.

With record numbers of military members leaving the service over the next five years, the influx of workers into the job market is a tremendous opportunity for Iowa to recruit highly trained and skilled service members to support growing workforce needs right here in Pleasant Hill. State Home Base Iowa staff actively recruit skilled employees from large military bases throughout the United States to fill open positions across Iowa.

To be designated a Home Base Iowa Community, the City needs to complete the following:

- Pass a resolution of support for Home Base Iowa; and
- Provide a community incentive package; and
- Get 10 percent or more of our local employers to pledge to be a Home Base Iowa business and advertise job openings on the Home Base Iowa website; and
- Provide community signage locations; and
- Host a community event announcing the Home Base Iowa designation.

There are currently eight local employers already registered as Home Base Iowa Businesses. City staff and Alex Lynch from Eastern Polk Regional Development will work closely with a few community volunteers to recruit businesses to participate. This group will work to identify and seek incentives for the incentive package offered to veterans. This may include discounts at local businesses, donated items or services from private companies.

Attached is the Pleasant Hill Home Base Iowa logo and an informational document created by City staff. This will be used to uniquely identify Pleasant Hill's Home Base Iowa Program in marketing literature, on websites, and social media channels.

ALTERNATIVES:

Not approve the Home Base Iowa initiative for the City of Pleasant Hill to become a Home Base community.

FINANCIAL CONSIDERATIONS:

The only anticipated cost to the City for participation in this program is the cost of signage to place at key locations around the City announcing our participation in this program. The estimated cost for each sign is \$45. Communities are required to offer an incentive package to eligible veterans who seek employment and choose to move to a Home Base Iowa Community. Any incentives as part of Pleasant Hill's initiative will include donations/discounts from participating Home Base Iowa Business, local businesses or community organizations.

RECOMMENDATION:

Approve the resolution to support the Home Base Iowa initiative.

RESOLUTION #080916-04

A RESOLUTION OF THE CITY OF PLEASANT HILL, IOWA, CITY COUNCIL TO SUPPORT THE HOME BASE IOWA INITIATIVE

WHEREAS, the Office of the Governor of the State of Iowa has launched a public-private partnership called Home Base Iowa, which is an effort to match military veterans with jobs available across Iowa; and

WHEREAS, the Home Base Iowa initiative consists of two programs, Home Base Iowa Businesses and Home Base Iowa Communities; and

WHEREAS, the Office of the Governor, with support from the Iowa Economic Development Authority, is requesting Iowa businesses and communities to promote and support the Home Base Iowa initiative; and

WHEREAS, one of the requirements for the City of Pleasant Hill to be a Home Base Iowa Community is that the City Council adopt a resolution of support; and

WHEREAS, the City Council of the City of Pleasant Hill deems it appropriate and in the best interest of the citizens of Pleasant Hill and veterans everywhere to support the Home Base Iowa initiative and adopt this resolution.

THEREFORE, be it resolved by the City Council of the City of Pleasant Hill, Iowa, that the City Council hereby proclaims its support for the Home Base Iowa initiative and encourages residents, community organizations and business owners to take whatever actions necessary for Pleasant Hill to become and continue to be a Home Base Iowa Community and authorizes the Mayor and City Manager to take such further action as may be necessary to carry out the intent and purpose of this resolution.

ADOPTED this 9th day of August, 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director



HOME BASE PLEASANT HILL



About Home Base Iowa

Today, somewhere between 200,000-250,000 service members are leaving the military every year. Reports state that over the next five years, the U.S. military will downsize by at least 350,000 members. These service members offer a wide variety of ages, skills, education, aspirations and family status. Iowa needs these attributes to support more than \$9 billion in new capital investment and significant growth from existing Iowa companies.

Iowa's unemployment rate of less than four percent translates into having more jobs than people. Governor Branstad initiated Home Base Iowa to address these issues.

There are 37 Home Base Iowa communities throughout the state. The City of Pleasant Hill is in the process of becoming one, but the process requires participation from the community and businesses.

Assistance needed from businesses

1. Businesses can pledge to be a Home Base Iowa business, which means that you are willing to hire veterans.
2. Businesses can provide incentives to veterans.

We graciously ask businesses to consider making this pledge. The simple form needed to register is attached for your review and available at www.homebaseiowa.gov.

Home Base Pleasant Hill

The City of Pleasant Hill would need to pass a resolution proclaiming their willingness to be a Home Base Iowa community. The City will also strategically place several signs around town that declare they are a Home Base Iowa community.

On behalf of Pleasant Hill's Home Base Iowa team, thank you for giving this consideration. If you would like to sign up as a Home Base Iowa Business, please complete the pledge form and return to: Alex Lynch, Eastern Polk Regional Development, 5160 Maple Drive, Suite C, Pleasant Hill, Iowa 50327.

Please do not hesitate to call Alex at 515.957.0088 or email alex.lynch@eprd.org with any questions.



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

DATE: AUGUST 9, 2016
TO: MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, DONALD SANDOR
SUBJECT: CLOSED SESSION FOR LAND PURCHASE

BACKGROUND:

Staff is requesting a closed session to discuss the possible purchase of land.

ALTERNATIVES:

FINANCIAL CONSIDERATIONS:

Not applicable at this time.

RECOMMENDATION:

Adjourn to a closed session under Iowa Code Section 21.5.1 (j) to discuss the possible purchase of particular real estate.



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

DATE: AUGUST 9, 2016
TO: MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, DONALD SANDOR
SUBJECT: CLOSED SESSION FOR LAND PURCHASE

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FINANCIAL CONSIDERATIONS:

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