

Date April 1, 2024

Approving use of various City Facilities as poll sites for precincts 24, 25, and 54 for the Polk County Primary Election on Tuesday, June 4, 2024.

Moved by _____ to approve. City Clerk will notify the Parks Department to arrange access to the buildings.

Second by _____.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN				
SIMONSON				
VOSS				
COLEMAN				
WESTERGAARD				
MANDELBAUM				
GATTO				
TOTAL				

CERTIFICATE

I, Laura Baumgartner, 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

APPROVED

_____ Mayor

_____ City Clerk



POLLING PLACE CONTRACT

FOUR MILE COMMUNITY CENTER
3711 EASTON BLVD
DES MOINES, IA 50317
DM 24 / DM 25

This agreement is entered into between the Polk County Commissioner of Elections, hereafter referred to as commissioner, and **FOUR MILE COMMUNITY CENTER** hereafter referred to as Proprietor, for the purpose of allowing Commissioner to use space Multi Purpose Room in building as a polling place for the

POLK COUNTY PRIMARY ELECTION to be held on TUESDAY, JUNE 4, 2024.

For the use of this space as a polling place on the above date, the commissioner agrees to pay **\$0.00**. Election Office will pay polling places within 30 days of the election through the mail.

Proprietor agrees to have all doors opened by 6:00 AM to allow Precinct Election Officials to enter. Voting will begin at 7:00 AM. Voting will cease at 8:00 PM. Upon completion of voting and the completion of the counting of the votes by the Precinct Election Officials, the custodian for the building may close the polling place and leave the building. During the hours of **6:00 AM and closing**, Proprietor agrees to adequately heat and light the building and to furnish any needed janitorial services.

Commissioner agrees to defend, hold harmless, and indemnify the Proprietor from all claims, demands, actions or causes of action, bodily injury and/or personal property damage that may result from the actions of the county, its officers and/or employees in using the premises as a polling place.

Commissioner may start the delivery cycle twenty (20) business days prior to all elections.

Does the Commissioner need to supply the following items to the precinct?

Tables: YES or **NO** (please circle)

Chairs: YES or **NO** (please circle)

IN CASE OF AN EMERGENCY WHERE THE ELECTION OFFICE CANNOT GAIN ACCESS IN THE BUILDING ON ELECTION DAY, an election official may contact the following persons in order to gain access to the building:

Name Amy Underwood

Name John Hagener

HOURS OF FACILITY

OPERATION:

Building Phone # 515 248-6315

Building Phone # 515 248-6315

8 am – 8pm Mon. – Fri.

Home Phone #

Home Phone #

Cell Phone # 515 333-1236

Cell Phone # 515 206-0426


Signature

3/25/24
Date

Steven Mauro
Deputy Auditor, Polk County Election Office

Please sign this original copy in the space provided above and return it to the Polk County Commissioner of Elections in the enclosed envelope. Make a copy of this contract for your file. If any questions, please call **286-3247**.



POLLING PLACE CONTRACT

PIONEER COLUMBUS COMMUNITY CENTER
2100 SE 5 STREET
DES MOINES, IA 50315
DM 54

This agreement is entered into between the Polk County Commissioner of Elections, hereafter referred to as commissioner, and **PIONEER COLUMBUS COMMUNITY CENTER** hereafter referred to as Proprietor, for the purpose of allowing Commissioner to use space Conference Room A in building as a polling place for the **POLK COUNTY PRIMARY ELECTION to be held on TUESDAY, JUNE 4, 2024.**

For the use of this space as a polling place on the above date, the commissioner agrees to pay \$0.00. Election Office will pay polling places within 30 days of the election through the mail.

Proprietor agrees to have all doors opened by 6:00 AM to allow Precinct Election Officials to enter. Voting will begin at 7:00 AM. Voting will cease at 8:00 PM. Upon completion of voting and the completion of the counting of the votes by the Precinct Election Officials, the custodian for the building may close the polling place and leave the building. During the hours of **6:00 AM and closing**, Proprietor agrees to adequately heat and light the building and to furnish any needed janitorial services.

Commissioner agrees to defend, hold harmless, and indemnify the Proprietor from all claims, demands, actions or causes of action, bodily injury and/or personal property damage that may result from the actions of the county, its officers and/or employees in using the premises as a polling place.

Commissioner may start the delivery cycle twenty (20) business days prior to all elections.

Does the Commissioner need to supply the following items to the precinct?

Tables: YES or NO (please circle)

Chairs: YES or NO (please circle)

IN CASE OF AN EMERGENCY WHERE THE ELECTION OFFICE CANNOT GAIN ACCESS IN THE BUILDING ON ELECTION DAY, an election official may contact the following persons in order to gain access to the building:

Name Brian Cherry

Name John Hagener

HOURS OF FACILITY

OPERATION:

Building Phone # 515 248-6316

Building Phone #

Home Phone #

Home Phone #

Cell Phone # 515 943-3557

Cell Phone # 515 208-0426


Signature

3/25/24
Date

Steven Mauro
Deputy Auditor, Polk County Election Office

Please sign this original copy in the space provided above and return it to the Polk County Commissioner of Elections in the enclosed envelope. Make a copy of this contract for your file. If any questions, please call **286-3247.**