BOARD MEETING

October 12, 2011 - 5:30 p.m.

Polk County Administration Bldg.
111 Court Avenue
Room 120
Des Moines, Iowa

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

a) Action on Bill List: approve the PCCB/Enterprise Fund September 2011 expenditures.

b) Seasonal Employees: approve the presented list of individuals for seasonal employment with Polk County Conservation.

c) PCCB Purchasing Policy: approve the PCCB Purchasing Policy effective November 1, 2011.

d) Emergency Management Policy: approve the revised Emergency Management Policy.

e) Polk County Trail and Greenways Advisory Committee Appointees: reappoint David Goldman, Lori Laporte, Robin Fortney, and Scott Sumpter to a third and final term and appoint Aaron Putnam to an initial term of the Trails and Greenways Advisory Committee to represent Polk County.

f) County Auction: approve the presented list of PCCB items to be sold at the Polk County Auction on October 29, 2011 at the Greenfield Auction House.

g) Union Pacific Railroad Corridor Lease Agreement: authorizes the Chair to sign the lease agreement with the Iowa Natural Heritage Foundation for the former Union Pacific Railroad corridor located between Des Moines and Bondurant.

3) Public Hearing & Award of Bid: Equestrian Trail Enhancements at Jester Park

4) Fort Des Moines Master Plan

5) Jester Park, Cabins Project Update

6) Budget Update FY2012-13

7) Special Projects Request FY 2011-12

8) Brush Chipper Replacement

BOARD MEETING

PUBLIC COMMENTS
STAFF REPORTS
FINANCIAL REPORTS
DISCUSSION & REMARKS
ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on September 14, 2011. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

September 2011 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB/Enterprise Fund September 2011 expenditures.

b) Seasonal Employees

The following is a list of individuals hired for seasonal employment with Polk County Conservation. According to the PCCB's Bylaws their employment is to have Board approval.

Hire date	Name	Position	Area	Hourly rate
10/6/2011	Kellie Stalker	Stable Laborer 1	EC	$ 9.25
10/6/2011	Corey Corson	Stable Laborer 1	EC	$ 9.25
09/19/2011	Rebekah Beall	Naturalist	EE	$10.25

STAFF RECOMMENDATION: That the Board approve the presented list of individuals for seasonal employment with Polk County Conservation.

c) PCCB Purchasing Policy

Attached is a "draft" of the proposed Purchasing Policy for Polk County Conservation Board. At the September 14, 2011 meeting, the Board requested additional time to review the Policy and asked that the item be brought back to the October 2011 on the consent agenda.

Some language was changed/deleted in the Public Improvements section and the change Board Member McEnany identified at the September meeting was also made.

STAFF RECOMMENDATION: That the Board approve the PCCB Purchasing Policy effective November 1, 2011.

d) Emergency Management Policy

A committee consisting of Brian Herrstrom, Kami Rankin, and Stan Manning met to review/update the PCCB's Emergency Management Policy. Attached is the revised policy with revisions identified by red text and strike through.

No significant changes were made to the policy. A majority of the revisions were made to reflect the current staffing schedule following the reorganization. The Emergency Flip Chart was also added as a component to the Policy.

STAFF RECOMMENDATION: That the Board approve the revised Emergency Management Policy.

e) Polk County Trail and Greenways Advisory Committee Appointees

Polk County has five appointed members of the Trails and Greenways Advisory Committee (TAG). TAG members are appointed for a two-year term with a maximum of three terms. Our representatives have all completed two of their two-year terms with the exception of Ed Slattery who has completed only one term.

Four of the members have agreed that they would stand for another two year term and indicated that they wished to be reappointed. Those four are the ones with two terms; therefore, if the Board chooses to reappoint them, this will be their last term.

Those members who wish to be reappointed for another term are: David Goldman, Lori Laporte, Robin Fortney, and Scott Sumpter.

Ed is unfortunately very busy with other commitments and, although he has enjoyed and valued his time on the committee, cannot serve another term.

Staff has researched potential candidates and would recommend that a candidate representing the eastern section of the county be appointed to fill the position left vacant by Ed's departure. We would recommend Aaron Putnam be appointed. Aaron is Public Works Supervisor for the City of Altoona, an avid bicyclist, an alternate on the MPO Roundtable, and has worked on Bike to Work Week and the Metro Trails Map. His supervisor, Vern Wiley, highly recommends him for the position.

STAFF RECOMMENDATION: That the Board reappoint David Goldman, Lori Laporte, Robin Fortney, and Scott Sumpter to a third and final term and appoint Aaron Putnam to an initial term of the Trails and Greenways Advisory Committee to represent Polk County.

f) County Auction

Each October for the past several years Polk County has held an annual equipment surplus auction and Polk County Conservation has participated. This year's fall auction will be held Saturday, October 29, 2011, 10:00 a.m., Greenfield Auction House, 3920 Dixon Avenue, Des Moines.

Attached is a list of PCCB items to be sold at this auction contingent upon Board approval.

Staff Recommendation: That the Board approve the presented list of PCCB items to be sold at the Polk County Auction on October 29, 2011 at the Greenfield Auction House.

g) Union Pacific Railroad Corridor Lease Agreement

The Iowa Natural Heritage Foundation has purchased the Union Pacific rail corridor and is holding the property until such time as the PCCB can repurchase it for use as a trail.

PCC has agreed that we should maintain the corridor until that time. There are concerns about vandalism, encroachment, dumping, and noxious weeds. To manage against these threats we need to have possession of the property.

The Board's counsel has reviewed the attached lease and approves of the language.

- Loren Lown
  Natural Resources Specialist

STAFF RECOMMENDATION: That the Board authorizes the Chair to sign the lease agreement with the Iowa Natural Heritage Foundation for the former Union Pacific Railroad corridor located between Des Moines and Bondurant.

3) Public Hearing & Award of Bid: Equestrian Trail Enhancement at Jester Park

A public hearing on the proposed plans, specifications, cost estimate and form of contract for the Equestrian Trail Enhancement at Jester Park project is scheduled for this meeting. Awarding of bid may take place following the public hearing.

Polk County Conservation (PCC) sent out "Invitation to Bid" (ITB) packets to 12 local companies and had a "Notice to Bidders" published in the Des Moines Register regarding trail work on the Equestrian Center Trails. As part of the ITB, PCC required attendance at a pre-bid meeting which was held on September 21, 2011.

PCC determined that in order to get competitive bids contractors would benefit from a site tour. Our site tour included trail access points, trail locations and limitations, sites for material and equipment storage, culverts, and disposal areas. Unfortunately, only one contractor attended our pre-bid meeting.

PCC has contacted the Iowa Department of Transportation and their recommendation is to only allow the bidder who has complied with the mandatory pre-bid requirements to submit a bid. This bid, if received, will be opened on October 6, 2011.

Mark A. Dungan
Natural Resources Manager

STAFF RECOMMENDATION: To be made at the meeting.

4) Fort Des Moines Master Plan

Board Members will be presented with summarized draft recommendations and a supplemental graphic reference map at the meeting. Comments and suggestions will be requested. Public remarks from the October 10 meeting will also be brought forward.

5) Jester Park, Cabins Project Update

Staff continues to research estimated costs to complete construction of cabins, to verify that funds are available to construct three (3) cabins, and to calculate estimated revenue from the cabins. This information will be shared with the Board at the meeting.

6) Budget Update FY 2012-13

On October 3, 2011, the proposed revenue estimates for FY2012-13 were forwarded to the Polk County Budget Staff (PCBS) for consideration by the Board of Supervisors. These revenue estimates are then used by the PCBS to come to our target budget for expenses, which we will receive on October 17, 2011. The PCBS use only the General Fund to calculate our target budget. REAP and Conservation Reserve stand on their own as well as the Golf Course Enterprise Fund. The following is a recap of the revenues submitted for consideration:

Environmental Ed: Overall down $114,500. Down $120,000 in grants, no new ones are anticipated for FY12/13. We will finish up the Bison/Elk grant this year. Up $6,000 in anticipated program revenues. Down $500 in miscellaneous revenues.

Natural Resources: Overall down $212,327. Down $207,330 in grants, no new applications on the agenda at this time, working on current grants for TM Pond, Equestrian Trail, Two Dam Pond enhancements and fish habitat, and the Bison/Elk exhibit. Down $5,100 in mowing contracts for outside government entities and the golf course. Adjusted due to trend but could come in higher, if this should happen it would be adjusted in a budget amendment. Up slightly in land rent, $1,103, based on new 3 year rental contracts for CBG and Eagle Roost. Down $1,000 in miscellaneous revenues based on trend.

Chichaqua Bottoms Haying Operation: This is a new organization to track the haying operations at CBG. These monies are protected and held in reserve for us for use at a later date. We anticipate $6,000 in revenue for FY12/13 and the current balance in the account is approximately $56,800.

Administration: Overall down $573.790. Down $564,500 in FEMA revenues. We budgeted them in last fiscal year and once they are budgeted, whether they are received or not, they are not budgeted again. We will adjust FEMA revenues over the next few years in the amendment process as they are received. Down $955 in miscellaneous revenues. Down $8,335 in insurance losses, we should receive our final payment of $8,335 this fiscal year for our losses at CBG during the 2010 flood event.

Community Outreach: No change. No revenues anticipated.

Parks Advocacy: Overall down $102,665. Down $100,565 in grants. We have the TM and Two Dam Pond fish habitat grants and the Two Dam Pond enhancement grants in the current fiscal year. Down $2,500 in rentals (shelters & equipment) based on past trend. Up $400 in miscellaneous revenues.

Equestrian Center: Overall up $18,500. Up $17,100 in recreational fees due mostly to the increase in boarding fees that was passed this fiscal year. Down $200 in commissions. Up $1,600 in miscellaneous revenues for Variety and Prairie Meadows contributions.

Cabin Project Update Related to Revenues

As PCC continues with the building of cabins at Jester Park we are also gathering information from other counties in Iowa on what occupancy to expect and rates to determine the revenue projections. Through this process we will also be asking the BOS to consider the cabin project within PCC parks be its own enterprise fund. This way PCCB would be able to initially recoup the construction costs and over the life of the cabins the revenues would be used for upkeep, cleaning, repairs, and replacements. As this process continues we will keep the PCCB apprised of our progress.

Information Only.

7) Special Projects Request FY 2011-12

Due to adjustments to the original list there are available funds for additional projects in fiscal year 2011-2012 within the Conservation Reserve account. The major adjustment was the need for the $200,000 to purchase the Shaw property at CBG is no longer needed. Funds were procured elsewhere. The original estimate of revenues coming in was also estimated too high, it was reduced by $45,600 which was what PCCB was receiving in salary reimbursements from Green Golf Management (GGM, formerly HG Golf Properties) for Terri Hannah who is now paid directly by GGM. The current estimated ending balance in the reserve account for June 30, 2012 is $510,045, or $60,045 above the $450,000 desired balance.

Attached is a list of the additional projects PCC would like to add to their list in fiscal year 2011-2012, the total comes to $55,850. Adding these projects would leave an estimated ending balance at June 30, 2012 of $454,195.

The work at the Amphitheater would be just the minimum to get electric to the site and put in the base for an arbor at this time. The work currently being done to add water to JP shelters 5 and 6 will go over slightly since a drinking fountain was added for the EE programs. We plan on working with Risk Management on the electric fence at the Bison/Elk pens since there is a liability involved. The dikes and trails grading at TM Park will be partially done thru the DNR TM Fish Habitat grant. We will ask the BOS for assistance with the wood chipper, but put in the full amount for this request. We went with Wayne's high estimate on the JP Sewer System needs.

Also attached is PCC's initial projects list for the FY2012-13 budget year for you to look over and add to if there are items you feel should be considered.

STAFF RECOMMENDATION: That the PCCB authorize PCC to add the additional projects to their list for implementation in FY2011-12.

8) Brush Chipper Replacement

The PCC Natural Resources Unit has a "1991" 1250 Vermeer Brush Chipper that is in need of repair. This machine is used in a majority of tree related operations including tree removal and tree pruning operations. PCC removes approximately 150 trees a year, and crown raises and/or structural prunes hundreds of trees a year. Chips generated from the aforementioned operations are used to enhance natural trail surfacing, erosion control, and in our tree planting operations.

We have checked on the price of replacing the engine in the chipper, and the cost is approximately $7,000.00 and doesn't include a core charge of $3,000.00 which may be refunded if the vendor can reuse the returned block. If PCC replaces the engine, they will

probably want to keep this machine for at least another 5-10 years. If that is the case, additional work will be needed that would include replacing the feed rollers and guide rails, cutter wheel bearings, shaft, disk and knives, as well as the shear bar. Cost for this work which cannot be done in-house is approximately $7,200.00.

Staff has researched new machines and not only are they safer and more ergonomic than older models they are designed to be lighter, quieter, and more efficient than our current machine. Cost for a new machine that is comparable to our current model is approximately $30,000.

Mark Dungan
Natural Resources Manager

STAFF RECOMMENDATION: To authorize staff to pursue the purchase of brush chipper utilizing funds from the enterprise operation and bring back the recommendation to purchase at a future board meeting.

Polk County Conservation Board
Polk County Administration
111 Court Ave, Room 120
Des Moines, Iowa

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, September 14, 2011. The meeting was called to order at 5:31 p.m.

#1a – Roll Call

Board Present: Levis, McEnany, Smith, Hadden
Board Absent: Cataldo

#1b – Action on the Minutes of the Previous Meeting(s)

Smith indicated that his name was left off the roll call list and Levis was listed twice.

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE AUGUST 10, 2011 MEETING MINUTES AS REVISED.
VOTE YEA: LEVIS, HADDEN, SMITH
VOTE ABSTAIN: MCENANY

#2 – Consent Agenda Item

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

A) PCCB/ENTERPRISE FUND AUGUST 2011 EXPENDITURES;
B) IN ACCORDANCE WITH THE PROVISIONS SPECIFIED IN ARTICLE VII, BYLAWS OF THE POLK COUNTY CONSERVATION BOARD, THE HIRING OF GINNY MALCOMSON FOR THE POSITION OF PART-TIME ACCOUNTING CLERK, PAY GRADE 11, ENTRY STEP, AND BENEFITS;
C) CHANGE ORDER FOR $21,658.70 WITH ELDER CORPORATION IN ASSOCIATION WITH THE THOMAS MITCHELL POND DREDGING PROJECT AND THE $1,749 AMENDMENT REQUEST TO WIRB;
D) DIRECTING STAFF TO PUBISH NOTICE OF HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD ON OCTOBER 12, 2011, AT THE POLK COUNTY CONSERVATION BOARD MEETING ON THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR THE EQUESTRIAN TRAIL ENHANCEMENT AT JESTER PARK PROJECT;
E) SALARY ADJUSTMENT NOT TO EXCEED 5% OF HIS CURRENT SALARY OR THE APPROVED MAXIMUM SALARY FOR DENNIS CROWLEY;
F) CHANGING THE MONTHLY INDOOR BOARDING RATE TO $400,00 AND MONTHLY OUTDOOR BOARDING RATES TO $210.00 (HAY ONLY) AND $240

(HAY AND GRAIN) AT THE JESTER PARK EQUESTRIAN CENTER EFFECTIVE NOVEMBER 1, 2011 TO ALLOW FOR A 30 DAY NOTICE TO BOARDERS.
VOTE YEA: SMITH, HADDEN, LEVIS, MCENANY

#3 – Do More Outdoors – A New Partnership To Promote A Healthy Community

Chris McCarthy, Iowa Health Systems – Des Moines, gave a presentation to the Board on Do More Outdoors.

#4 – PCCB Purchasing Policy

The Board requested additional time to review the Policy and asked staff to bring the Purchasing Policy back to them at their October 2011 meeting on the consent agenda.

#5 – PCCB Employee Manual Revisions

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE REVISIONS TO THE PCCB'S EMPLOYEE MANUAL AS PRESENTED EFFECTIVE JULY 1, 2011.
VOTE YEA: HADDEN, LEVIS, SMITH, MCENANY

#6 – Fort Des Moines Master Plan Consultant Selection

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE DIRECTOR TO NEGOTIATE AND APPROVE A CONTRACT AGREEMENT WITH RDG PLANNING AND DESIGN FOR THE DEVELOPMENT OF A MASTER PLAN FOR FORT DES MOINES PARK AT AN AMOUNT NOT TO EXCEED $12,000.
VOTE YEA: MCENANY, LEVIS, HADDEN, SMITH

#7 – Jester Park Cabins Project Update

Director Parker updated the Board on the status of the Jester Park cabin project.

#8 – Budget Amendment Update FY2011-12

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE AUGUST 2011 PROPOSED BUDGET AMENDMENT AS SUBMITTED.
VOTE YEA: LEVIS, MCENANY, SMITH, HADDEN

PUBLIC COMMENTS
STAFF REPORTS
FINANCIAL REPORTS
DISCUSSION & REMARKS

- Director Parker reported he had attended Tomorrow Plan, Sept. 13…good hopes this will make a difference
- Board received a copy of 4th quarter workplan for Conservation

ADJOURNMENT
The meeting was adjourned at 7:30 p.m.

Prepared by: Cindy Lentz

DRAFT

PURCHASING POLICY
POLK COUNTY CONSERVATION BOARD

PURPOSE
The purpose of this directive is to outline guidelines for employees for purchasing supplies, services, equipment, and for public improvements.

APPLICABILITY
This directive is applicable to any employee who is authorized to purchase supplies, services, equipment and public improvements for Polk County Conservation Board (PCCB) and complies with or exceeds requirements of State Code Statutes.

DEFINITIONS

Authorization to Spend Funds (ATSF) Form: Form identifies purchase; budget coding; how purchase fits within existing PCCB plans/ and documents approvals.

Supplies: Supplies are consumable goods purchased to maintain operations on an annual basis.

Services/Contracts/Agreements: Services are work done or duty performed by outside source and Contracts/Agreements are the written documents that describe the terms for supplying services.

Equipment Purchases: Goods purchased for some purpose; i.e., to do repair or maintenance work, transportation, etc.

Public Improvements: means a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any other public or private agency, emergency work or repair or maintenance work performed by employees of a governmental entity.

Notice to Bidders: Notice of time and place for filing sealed proposal; time and place for opening and consideration; general nature of the public improvement; general timeframe for start and completion; bid bond requirements; and any other information deemed pertinent (insurance requirements, pre-bid conference, etc.)

Invitation to Bid (ITB): Invitation to vendors, through a bidding process, to submit a proposal on a specific project to be realized or product or service to be furnished.

Request for Proposal (RFP): Document that is posted to bring out bids from potential vendors for a product or service. An RFP is part of an organization's procurement process, which begins with an assessment of needs and ends with delivery and/or support of the finished product or service. RFP is typically used when competitive bidding is either not practicable or not advantageous to PCCB.

Request for Qualification (RFQ): RFQ is issued when exploring or seeking to retain the services of an architect, engineer, or other professional. These fees are not statutorily part of the competitive bid/quote process, however, may be used.

DOCUMENTATION REQUIREMENTS
- Copies of quotes/bids shall be scanned and maintained for three years. This information shall be submitted to the Administration office for scanning.
- Documentation of rationale used for selections and submit with ATSF.
- Grant application to Accountant
- Grant Approval Notices (Letters of Award) to Accountant

GRANTS
When working with grants all of the requirements identified in this policy apply unless the conditions outlined in the grant are more stringent in which case those conditions shall apply.

IOWA & LOCAL PREFERENCE
By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa.

At the discretion of the PCCB, preference may be given to Polk County vendors who produce goods or maintain an office in Polk County. Notification of this preference will be included in quote/bid solicitation.

Further, it shall be policy to actively solicit and seek out local vendors of goods and services and to encourage local vendors to stock and supply Iowa-made products.

FEDERAL, STATE, COUNTY AND MUNICIPAL CONTRACTS
Existing contracts available through current Federal, State or County government agencies may be considered, if competitive.

SPLIT PURCHASING (IOWA CODE, CHAPTER 26)
Purchases are not to be broken into smaller quantities to avoid following purchasing guidelines.

TAX EXEMPT
When making any purchase, vendors shall be notified that PCCB is a tax exempt entity. Sales Tax Exemption Certificates may be obtained from the Administration office.

SOLE SOURCE PURCHASE
A purchase may be awarded without competition when the Director determines after a good faith review of available sources that there is only one source for the required goods or services. The basis of the determination shall be documented and maintained on file.

EMERGENCIES
In emergency situations (defined as immediate public health and welfare) the Director may spend up to $20,000 as necessary to meet the needs of the emergency within 48 hours and inform the PCCB of any emergency spending as soon as possible.

Emergency expenses of $5,000 to $20,000 shall be reviewed by PCCB Accountant.

DISPOSAL OF COUNTY PROPERTY
Items considered for disposal shall be turned into the unit manager of the unit. Unit manager shall work with appropriate staff to determine if item shall be disposed. If it is determined the item shall be disposed of, two things shall occur:

1. Unit manager shall work with appropriate staff to determine which method of disposal shall be used to dispose of the item. Methods of disposal are:
    a. County Auction (Director and PCCB approval required)
    b. Donation (Director and PCCB approval required)
    c. Discarded if no value to Conservation (Accountant or Director approval required)
2. Notify Administrative Supervisor of item to be disposed so that item can be removed from inventory and method of disposal recorded.

SUPPLIES

		Prior Approval Requirements			
Amount Levels	**Process #**	**Unit Manager**	**Accountant or Administrative Supervisor**	**Director**	**PCCB**
$1,000 or Less	S-1	X			
$1,001 - $4,999	S-2	X	X		
$5,000 - 10,000	S-3	X	X	X	
Greater than $10,000	S-4	X	X	X	X

The following are guidelines for the purchase of supplies:

#S–1: $1,000 OR LESS

- No bidding procedure is required; however, compare prices as a careful consumer.
- Purchase order shall be obtained prior to making purchase.
- It is the employee's responsibility to get unit manager's approval prior to obtaining purchase order along with the proper expense coding.
- No approval is required by the Director or PCCB.

Examples: printer cartridges; general office supplies; hardware; filters; items for cameras; radios; tires; bulk orders for cleaning supplies; ballast

#S–2: $1,001 - $4,999

- No formal bidding procedure is required; however, compare prices as a careful consumer.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one day in advance of when purchase would like to be made.
- Accountant or Administrative Supervisor will complete an Authorization To Spend Funds Form (ATSF) and verify unit manager's approval if unit manager is not employee making the request. (Sample ATSF form attached)
- Accountant or Administrative Supervisor shall generate a purchase order number (PO #) for item and notify employee of the PO #. PO # shall be recorded on ATSF and a copy of ATSF shall be provided to unit manager.
- No approval is required by the Director or PCCB.

Examples: ballast, tires, picnic table boards

#S-3: $5,000 - $10,000

- Three quotes are required, and when possible and reasonable they should be written quotes. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one week in advance of when purchase would like to be made since Director's approval is required. Unit manager shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- No approval is required by PCCB.

Examples: seed; chemicals; rock

#S-4: Greater than $10,000

- To get a particular quality or feature(s) for a product, use an Invitation to Bid. This is not required but is recommended. Director shall make the determination.
- Obtaining three written quotes is required. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks in advance of when purchase would like to be made since Director and PCCB approval are required. Unit manager shall submit an ATSF when making a request.
- If Director approves, purchase request will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet at least one week in advance of the date of the PCCB meeting.
- Upon approval by the PCCB, Accountant or Administrative Supervisor will generate a PO # for the purchase and record PO # on ATSF. A copy of ATSF shall be provided to requesting unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.

Examples: playground softfall material

SERVICES/CONTRACTS-AGREEMENTS (INCLUDES PROFESSIONAL CONSULTING SERVICES)

Services

For services that don't fall within service contracts and professional consulting services below, follow the same amount guidelines as identified for supplies.

Examples: public speakers; pest control; repairs to equipment/buildings & grounds by outside sources

Service Contracts

An Invitation to Bidders shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the purchase.

A Public Notice in the newspaper is not required but may be done, if it is considered to be of special interest to vendors or the public. Director shall make the determination.

List of services that shall be handled through the bidding process include: haying ground; cleaning services; refuse disposal services; chemical toilet rental; septic tank/vault toilet/grease trap pumping services; clearing of Shaw property at Chichaqua Bottoms Greenbelt; soft drink supplier.

This list shall be reviewed annually and updated accordingly.

Contracts-Agreements (Includes Professional Consulting Services)

Less than $10,000

- Request for professional consulting services shall be made to the Accountant or Administrative Supervisor a minimum of one week in advance of when services are needed since Director's approval is required. Unit manager shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Document rationale for selection and include with ATSF.
- Upon approval, Accountant shall retain ATSF to include with signed contract. A copy of ATSF shall be provided to unit manager.
- No Request For Qualifications required.
- Written contract required with Director's signature.

- Original signed contract shall be submitted to Accountant.

Greater than $10,000

- Request for professional consulting services shall be made to the Accountant or Administrative Supervisor a minimum of two weeks in advance of when services are needed since Director and PCCB approval are required. Unit manager shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Request For Qualifications (RFQ) may be issued. Director shall make the determination.
- Individuals with known qualifications may be sent a copy of the RFQ or notified in some other manner.
- Public Notice in the newspaper is not required but may be done, if it considered to be of special interest to vendors or the public. Director shall make this determination.
- Document rationale for selection and include with ATSF.
- If Director approves, services request will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week in advance of the date of the PCCB meeting.
- Upon approval by the PCCB, Accountant shall retain ATSF to include with signed contract. A copy of the ATSF shall be provided to unit manager.
- Written contract required with PCCB Chair signature.
- Original signed contract shall be submitted to Accountant.

Examples of Contracts/Agreements include: project design work; FEMA consulting; master planning

Contracts (Code of Iowa, 573.2)
Make sure truly independent contract. Be sure to not make the person(s) an employee(s). As an aid to determining whether an individual is an employee under the common law rules, 20 factors or elements have been identified as indicating whether sufficient control is present to establish an employer-employee relationship. Go to http://www.mdc.edu/hr/Operations/AFS/IRSFactorTest.pdf

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EQUIPMENT PURCHASING

		Prior Approval Requirements			
Amount Levels	**Process #**	**Unit Manager**	**Accountant or Administrative Supervisor**	**Director**	**PCCB**
$1,000 or Less	E-1	X			
$1,001 - $10,000	E-2	X	X	X	
Greater than $10,000	E-3	X	X	X	X

#E-1: $1,000 OR LESS

- No bidding procedure is required; however, compare prices as a careful consumer.
- Purchase order shall be obtained prior to making purchase.
- It is the employee's responsibility to get unit manager's approval prior to obtaining purchase order and to obtain proper expense coding.
- Equipment costing $200 or more is to have inventory sheet completed by purchaser. Inventory sheet to be turned into Administrative Supervisor immediately after purchase.
- No approval required by the Director or PCCB.

Examples: hand tools; cameras; chain saws; outdoor power products; battery chargers; ladders; binoculars

#E-2: $1,001 - $10,000

- Three quotes are required, and when possible and reasonable they should be written quotes. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one week in advance of when purchase would like to be made since Director's approval is required. Unit managers shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- Inventory sheet shall be completed by unit manager. Inventory sheet shall be submitted to Administrative Supervisor immediately after purchase.
- No approval required by PCCB.

Examples: some trailers; ATVs; some mowers; snow blades; some utility vehicles;

#E-3: Greater than $10,000

- To get a particular quality or feature(s) for a product, use an Invitation to Bid. This is not required but is recommended. Director shall make the determination.
- Obtaining three written quotes is required. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks in advance of when purchase would like to be made since Director and PCCB approval are also required. Unit manager shall submit an ATSF when making a request.
- If Director approves, purchase will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week in advance of the date of the appropriate PCCB meeting.
- Upon approval by the PCCB, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to requesting unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- Inventory sheet shall be completed by unit manager. Inventory sheet to be turned into Administrative Supervisor immediately after purchase.

Examples: vehicles; tractors; trail maint. equipment; chippers; some mowers; some utility vehicles; some trailers; stumper

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PUBLIC IMPROVEMENTS (Chapter 26 and Chapter 573, Code of Iowa)

		Prior Approval Requirements			
Amount Levels	**Process #**	**Unit Manager**	**Accountant or Administrative Supervisor**	**Director**	**PCCB**
Less than $10,000	PI-1	X	X	X	
$10,000 -$50,000	PI-2	X	X	X	X
Greater than $50,000	PI-3	X	X	X	X

Examples of Public Improvements: new shelter houses; road work/repairs; playscape; trail construction

#PI-1: LESS THAN $10,000.

- Request for use of funds for public improvement(s) shall be made to the Accountant or Administrative Supervisor a minimum of two weeks in advance of start of project since Director approval is required. Unit manager shall submit an ATSF to Accountant or Administrative Supervisor when making a request.
- Bidding procedure may be used in which written requests for bids are submitted to at least three prospective bidders when possible and reasonable. Director shall make the determination.
- Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- Quotes/bids shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchases associated with project.
- No approval required by PCCB.

#PI-2: $10,000 - $50,000

- Request for use of funds for public improvement(s) shall be made to the Accountant or Administrative Supervisor. Unit manager shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Director and PCCB approval are required.
- A Notice to Bidders shall be published.
- Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request so bid request information needs to be specific.
- A performance bond and payment bond are necessary for all projects over $25,000 for amount of project.
- Retainage up to 5% of the work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Place item on agenda of PCCB's monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week in advance of the date of the PCCB meeting.
- Accountant shall retain ATSF and include with budget information. A copy of the ATSF shall be provided to unit manager.
- Bid information shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchase associated with project

#PI-3: Greater than $50,000

First Step:

- An engineer or architect shall prepare plans, specs and establish the estimated cost. A Request for Qualification (RFQ) may be issued when seeking these services, but is not required. Director shall make this determination. These fees are not statutorily part of the competitive bid/quote. Rationale for making selection shall be documented.
- Director approval of engineer or architect required. If approved, selection will be placed on agenda of PCCB's monthly meeting for PCCB approval. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week in advance of the date of the PCCB meeting.

Second Step:

- Once engineer or architect selected, they prepare plans, specifications, and establish the estimated cost for the project.
- A public hearing shall be held at a PCCB meeting on the plans and specifications, form of contract documents and the engineer/architect's established estimated cost of the project.

  Public Hearing process:
  * Request for PCCB to hold a public hearing is brought to a meeting for approval. The PCCB motion should include the date of the meeting the public hearing will be held.
  * Public Hearing is then held at the designated PCCB meeting.
  * Public Hearing notice shall be published not less than 4 nor more than 20 days from the date of the PCCB meeting the public hearing shall be held.

- Awarding of the contract/bid may occur at the same meeting the public hearing is held.
- An Official Publication shall be published for the Request for Proposal (RFP) or ITB not less than 4 days nor more than forty-five (45) days from date bids are due. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week in advance of the date of the PCCB meeting.
- Projects looking to be completed "in house" over $50,000 shall be priced and are to compete against other quotes when using general obligation funds.
- A performance bond and payment bond are necessary for all projects over $25,000 for amount of project.
- Retainage up to 5% of the work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- A 5% Bid Bond is required.
- Bid information shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchase associated with project.

SAMPLE

POLK COUNTY CONSERVATION BOARD

Authorization To Spend Funds

PO#_____

Item Name and Description:

Contact Individual:

Fiscal Note:

Fiscal Year	Budget-ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Expense Account Code	Revenue Account Code	Sub Ledger Code (if applicable)	Amendment Required? (Y/N)

If Non-Budgeted Item, Provide Justification for Purchase:

The following requirements apply:

____Consistent with Capital Improvements Plan or Equipment Replacement Plan

Unit Manager Approval: Yes_____ No_____ Date:_____

Accountant or Administrative Supervisor Approval: Yes_____ No_____ Date: _____

Director's Approval: _____ Date: _____

If PCCB Approval Required, Indicate PCCB Meeting Date Approval Granted:

_____, 20_____.

EMERGENCY MANAGEMENT PLAN
POLK COUNTY CONSERVATION BOARD

Revision Date: ~~May, 2002~~ August, 2011

PURPOSE

The purpose of this directive is to describe a process of preparing for, mitigating, responding to and recovering from an emergency.

APPLICABILITY

This directive is applicable to **all** Polk County Conservation Board employees.

IN GENERAL

An *emergency* is any unplanned event that may cause deaths or significant injuries to employees, customers or the public; or that may shut down your operation, disrupt normal operations, cause physical or environmental damage or threaten the facility's financial standing or public image. *Emergency management* is the process of preparing for, mitigating, responding to and recovering from an emergency.

HAZARD SPECIFIC EMERGENCIES

1. Storms/Natural Disasters:
   - Fire
   - Severe Weather
   - Flood

2. Law Enforcement Situations
   - Violent Occurrences (Emergencies)
   - Medical Emergencies
   - Potentially Violent Situations
   - Emergency Spills/Meth Labs
   - Bomb Threats/Terrorism Attacks

READINESS & PREPARATION

The key to having an effective Emergency Management Plan is readiness and preparation prior to the implementation of emergency procedures. Readiness and preparation includes making physical improvements to existing buildings, training PCCB staff in emergency procedures and informing park visitors of emergency plans.

Physical Improvements – All area managers should obtain emergency packs with battery chargers and water sufficient for 72-hours after an emergency. All buildings should be equipped with generator hookups as well as fuel pumps and phone systems.

Staff Training – As authorized by the Director, certain staff may be trained in CPR/First Aid, radio protocol training and building emergency evacuation plans.

Park Visitors – All kiosks and visitor facilities, including shower houses and restrooms, should contain the following notice: 'Park visitors should be prepared for all potential weather hazards, keep abreast of changing weather conditions and prepare to take shelter if necessary.

Miscellaneous – 'Road Closed' barricades need to be obtained and stored at major parks. Mutual aid agreements may be signed with other departments and/or governmental agencies.

Personal Equipment - Under *no* circumstances shall employees bring in their personal equipment for disaster clean-up unless so ordered by the Director of the PCCB.

PCCB Equipment – All PCCB equipment from other areas should be marked by department. Examples: Chain saws, drinking coolers, generators, shovels, safety equipment, etc.

STORM WARNING

This emergency warning plan will take effect when either watches or warnings are issued by the National Weather Service or the Polk County Sheriff's Office. The PCCB will monitor weather alert radios (including portable radios) as well as rely on warning sirens to learn of potential emergency situations. PCCB staff will use the phone/radio/person or person/sirens/PA systems to notify other staff and park visitors.

Definitions: The following are definitions of degree of danger for weather:

- Weather 'Watch' – When conditions are favorable for severe weather to develop, a **watch** is issued. Severe weather is possible and PCCB staff and park visitors should *prepare* for severe weather.
- Weather 'Warning' – When severe weather is imminent, a **warning** is issued. PCCB staff and park visitors should respond immediately and take shelter if necessary.

SHELTER DESIGNATIONS

All permanent, enclosed structures will be designated as shelters during severe weather to include the following:

- Shower houses/Restrooms/CXT Restrooms
- Storage Buildings/Firewood Sheds (permanent ones only)
- Maintenance Shops
- Residence Basements
- Administrative Office

Natural protective areas (ravines/bridges/culverts) may be considered except if there is a threat of flash flooding.

~~Disaster~~ EMERGENCY RESPONSE & RECOVERY

When an emergency is discovered, the following will be activated:

1. Incident Command System (ICS) – When the emergency is discovered, the Incident Command System will be activated. In most instances, the Incident Commander will be the Ranger/Area Manager, although it could include other Unit Managers. The Incident Commander is responsible for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the Emergency Operations Center.

   The *Incident Commander* will:

   A. Conduct an initial assessment of the impacted area(s)
      1) Check staff/visitor status i.e. camp areas, rental facilities, etc.
         - Establish contact with headquarters
         - Monitor radio contact and issue an emergency declaration
         - Communicate with other department supervisors affected by the disaster
      2) Audit Medical Emergencies
         - Activate EMS and notify headquarters of injured and nature of injuries
         - Report number of location of injured to headquarters
      3) Audit Property Damage
         - Check integrity of all buildings
         - Check for downed power lines
         - Check for gas leaks
         - Check grounds, i.e. downed trees, road wash-outs, etc.

   B. Activate rescue and evacuation of victims to place of safety
      1) Request assistance for transportation of victims
      2) Report numbers of and condition of victim(s), i.e. trapped, non-ambulatory, presence of pets, missing persons.
      3) Establish route of evacuation and area of safety
      4) Establish receiving area where victims may make contact with family members, receive clothing, etc.
      5) Establish emergency route for emergency vehicles which may be different than evacuation route of victims

   C. Create Property Protection and Recovery Group
      1) Patrol areas where private/county property could be subject to looting
      2) Establish procedure and a time table for removal of property
      3) Establish staging areas for granting entrance into area

2. Emergency Operations Center (EOC) – The EOC serves as a centralized management center for emergency operations. The EOC is staffed by the Emergency Management Group (EMG). Here, decisions are made based upon the information provided by the Incident Commander and other staff. The EOC supports the Incident Commander by allocating resources and by

interfacing with the community, the media, outside response organizations and regulatory agencies. In most instances, the center will be located at the PCCB Administrative Office at Jester Park.

3. Emergency Management Group (EMG**)** – A meeting of the EMG will be called by the PCCB Director to discuss appropriate safety procedures before any clean-up activity begins. The EMG (Emergency Management Group) staffs the EOC.

The following people will become the EMG during an emergency:

- *Headquarters Personnel:* In general, headquarters personnel will coordinate radio and/or telephone communication and record/log radio and/or telephone communication throughout the emergency.
  - A. Track initial assessment of impacted area(s)
    - 1) Check staff/personnel
      - Call 9-911 (on office telephone system only)
      - Monitor radio contact and issue an emergency situation
    - 2) Record medical emergencies
      - Record notification of injured and nature of injuries
      - Document number and location of injured
- ~~*Supt. of Development*~~ *Construction, Maintenance, Operations Manager (CMO):*
  - A. Provides blueprints and maps of emergency site and facilities
  - B. Deals with property damage
    - 1) Check integrity of all buildings affected
    - 2) Checks grounds i.e., downed trees, road wash-outs, etc.
  - C. Assists with assessment surveys with representative of FEMA, insurance company or other organization in regard to over-all property damage.
- ~~*Supt. of Construction*~~ *(delete: duties combined with CMO Supervisor):*
  - A. Oversees repairs to damaged facilities
    - 1) Select/work with subcontractors if needed
  - B. Provides maintenance of necessary services, such as backup power, communications and lighting.
  - C. Close off hazardous areas
    - 1) Downed power lines
    - 2) Areas with gas leaks
  - D. Assists with assessment surveys with representative of FEMA, insurance company or other organization in regard to building damage
- *Community Relations Coordinator:*
  - A. Acts as primary media contact for the PCCB
    - 1) Restricts media to receiving area only at which time pertinent information to the incident would be released
  - B. Coordinates volunteer activities

1) Receive prepared form requesting volunteers from area managers describing work to be performed, times when volunteers are welcome so that information is available when volunteers call to offer help.

C. At the receiving area, would coordinate contact with family members and provide information to the media.

D. Provides a list of media resources (TV/radio stations)

E. Responsible for the production of video tape/slides/photographs immediately after the ~~disaster~~ event and during the cleanup effort.

- *~~Deputy Director~~ Accountant:*

A. Coordinates budgetary record-keeping and financial decision-making.

B. Proceed with applications for emergency assistance funds, i.e. FEMA.

1) Distributes appropriate forms for tracking of labor, equipment usage and other reportable items.

- *~~Special Services Coordinato~~: (Deleted category & moved responsibilities to other staff)*

A. Responsible for contacting the Polk County Emergency Management Coordinator and the Polk County Risk Manager of incident (added to Park Advocacy Manager responsibilities)

B. Coordinates purchases of necessary items and addresses safety concerns.

1) Provides a list of safety equipment vendors and coordinates purchases.

2) Provides a list of rental equipment vendors (added to CMO Manager responsibilities)

C. Assists in establishing a receiving area where victims may make contact with family members/clothing (Added to PAU Manager)

D. Assists with assessment surveys with representative of insurance company or other organization in regard to damage claims (All Unit Leaders

E. Assists in completing FEMA reports, etc. (All Unit Leaders)

- *~~Forester~~:Natural Resources Manager:*

A. Coordinates tree assessment, removal and clean-up.

B. Performs assessment and possible repair of grounds

C. Assists in assessment survey with representative from FEMA or other organizations in regards to tree damage

- *PCCB Director:*

A. Serves as Emergency Director

B. Oversees operation of the EMG

C. Coordinates clean-up activities

- *Equipment Maintenance Supt.:*

A. Maintains/repairs vital equipment to be used during the Emergency

- Park Advocacy Manager. (Added Category and responsibilities)
  A. Close off hazardous areas
     1) Downed power lines
     2) Areas with gas leaks
     3) Washed out roads/trails
     4) Flooded Areas
  B. Responsible for contacting the Polk County Emergency Management Coordinator and the Polk County Risk Manager of incident
  C. Coordinates emergency services response
     1) Fire
     2) Rescue
     3) Law Enforcement /Security
  D. Assists in establishing a receiving area where victims may make contact with family members/clothing
  E. Restricts media to receiving area only at which time pertinent information to the incident would be released
  F. Assist in assessment survey with representative from FEMA or other organizations in regards to area security

Daily De-Briefings – Daily de-briefings/meetings may take place at the end of each day to update the response and recovery efforts of the day and to make preparations for the next day's response and recovery schedule.

Staff required to attend these meetings shall include but possibly not be limited to:

- PCCB Director
- Appropriate Ranger Area Manager
- ~~Supt. of Development~~ (Construction Maintenance Operations Manager)
- ~~Supt. of Construction~~ (Delete)
- ~~Forester~~ (Natural Resources Manager)
- ~~Deputy Director~~ (Accountant)
- Community Relations Coordinator
- Administration Supervisor (Add)
- Park Advocacy Manager (Add)
- ~~Special Services Coordinator~~ (Delete)

Appendices: ~~Storm Warning Flowchart #1~~
~~Storm Warning Flowchart #2~~ Flow charts not attached to plan & was unable to locate, Delete reference
~~Shelter Designation Capacities~~ Delete, Most structures not rated as Tornado shelter. Available sq footage listed inaccurate as structures normally occupied with other property

~~Safety Equipment Vendor List~~
~~Equipment Rental Vendor List~~ Delete – Vendors change, Unit Managers know current vendors utilized.
Media Contacts/List List updated to reflect current numbers / Contacts
Utilities List List updated to reflect current numbers / Contacts

~~Misc. Vendor List~~ Deleted list
Emergency Flip Chart - Added for procedural reference

~~**Shelter Designation Capacities:**~~
~~(Based on 6 sq. ft./person recommended in the American Red Cross "Emergency Management Guide for Business & Industry, Publication ARC 5025, Nov. 1993")~~

~~**Miscellaneous Enclosed Structures (Permanent):**~~

~~JP Administrative Office~~	~~3,960 sq. ft.~~
~~JP Lodge~~	~~7,000 sq. ft.~~
~~Chichaqua Longhouse~~	~~2,808 sq. ft.~~
~~Chichaqua Showerhouse~~	~~650 sq. ft.~~
~~Easter Lake Beachhouse~~	~~905 sq. ft.~~
~~JP Clubhouse (Basement Only)~~	~~3,200 sq. ft.~~
~~JP Practice & Learning Facility~~	~~768 sq. ft.~~
~~JP Stables Concession Building~~	~~544 sq. ft.~~
~~JP Indoor Arena~~	~~28,800 sq. ft.~~
~~GC Irrigation Pumphouse~~	~~192 sq. ft.~~

~~**Restrooms/Pit Latrines/Showerhouses:**~~

~~All Area Pit Latrines~~	~~195 sq. ft.~~
~~JP Upper Showerhouse~~	~~1,250 sq. ft.~~
~~JP Lower Showerhouse~~	~~1,988 sq. ft.~~
~~GC North Restroom~~	~~520 sq. ft.~~
~~TM Restroom~~	~~728 sq. ft.~~
~~YB Showerhouse #1~~	~~1,060 sq. ft.~~
~~YB Showerhouse #2~~	~~822 sq. ft.~~

~~**Storage Buildings/Firewood Sheds (Permanent):**~~

~~CH Pole Building~~	~~1,728 sq. ft.~~
~~JP Stables Pole Building~~	~~14,440 sq. ft.~~
~~TM Concrete Firewood Building~~	~~360 sq. ft.~~

~~**Maintenance Shops:**~~

~~JP Maintenance Shop~~	~~2,160 sq. ft.~~
~~Forestry Shop~~	~~6,240 sq. ft.~~
~~CST Shop~~	~~4,000 sq. ft.~~
~~EM Shop~~	~~4,800 sq. ft.~~
~~GC Shop~~	~~4,000 sq. ft.~~

CH Shop	2,304 sq. ft.
EL Shop	2,304 sq. ft.
TM Shop	2,304 sq. ft.
YB Shop	2,304 sq. ft.
GC Fertilizer Building	1,800 sq. ft.

Residences:

JP Residence (Basement, garage)	1,350 sq. ft.
GC Residence (Basement only)	1,152 sq. ft.
CH Residence	914 sq. ft.
EL Residence (Basement, garage)	1,350 sq. ft.
TM Residence (Basement, garage)	1,350 sq. ft.
YB Residence (Basement, garage)	1,952 sq. ft.

Safety Equipment Vendor List
Polk County Conservation Board

Grainger Industrial Supply
1811 E. Sheridan Ave.
Des Moines, IA 50316-1803
515.266.3460

Sunbelt Rental
5137 NW 2nd Ave.
Des Moines, IA 50313
515.246.8843

Omark Corporation
3505 104th St.
Des Moines, IA 50322
515.278.5422

P & P Small Engines
2715 E. University Ave.
Des Moines, IA 50317
515.265.8889

Zee Medical Service
1840 Fuller Road
West Des Moines, IA 50265
515.323.8288

General Fire & Safety Equipment Co., Inc.
3210 E. 14th St.
Des Moines, IA 50316
515.265.3206

~~Equipment Rental/Purchase Vendor List~~
~~Polk County Conservation Board~~

~~Equipment Rental:~~
~~Ankeny Rental Center~~
~~1617 S. Ankeny Blvd.~~
~~Ankeny, IA 50021~~
~~515.964.5400~~

~~Contractors Rental Co.~~
~~2301 – 2nd Ave.~~
~~Des Moines, IA 50313~~
~~515.244.7431~~

~~Capital City Equipment Co.~~
~~5515 NW 2nd Ave.~~
~~Des Moines, IA 50313~~
~~515.243.3353~~

~~Star Equipment, Ltd.~~
~~1401 – 2nd Ave.~~
~~Des Moines, IA 50314~~
~~515.283.2215~~

~~United Rentals~~
~~5099 NW 114th St.~~
~~Grimes, IA 50111~~
~~515.986.3600~~

~~Heavy Equipment Operators:~~

~~R. G. Elder & Son~~
~~5088 E. University Ave.~~
~~Des Moines, IA 50317~~
~~515.266.3111~~

Media Contacts
Polk County Conservation Board

Media contacts will be made by the PCCB Director or PCCB Community Relations Coordinator only. The Director and/or the Community Relations Coordinator may assign this responsibility if necessary.

~~**Radio Contacts:**~~	~~**Phone #**~~	~~**Fax #**~~
~~KWKY~~	~~515.223.1150~~	
~~WOI~~	~~515.282.1984~~	
~~KJJY~~	~~515.261.6100~~	~~515.331.9292~~
~~WHO~~	~~515.242.3560~~	~~515.242.3711~~
~~KMXD/KLYFE/ KKDM~~	~~515.242.3649~~	
~~KGGO/KSO~~	~~515.265.6181~~	

~~**Television Contacts:**~~	~~**Phone #**~~		~~**Fax #**~~
~~WOI (Channel 5)~~	~~515.457.1026~~	~~Ext. 143~~	~~515.457.1025~~
~~WHO (Channel 13)~~	~~515.282.1313~~		~~515.242.3796~~
~~KCCI (Channel 8)~~	~~515.247.8888~~		~~515.244.0202~~
~~KDSM (Fox 17)~~	~~515.287.1717~~		~~515.287.0064~~

Television

KCCI TV (8): Phone #: 515-247-8888
Email: news@hearst.com

WHO TV (13): Phone #: 515-282-1313
Email: news@whotv.com

WOI (5): Phone #: 515-457-1026
Email: news@woitv.com

KDSM Fox (17): Phone #: 515-287-1717
Email: news@kdsm17.com

Radio

Citadel Broadcasting Phone #: 515-331-9200
Email: terry.peters@citcomm.com

Des Moines Radio Group Phone #: 515-280-1350
Email:

Clear Channel Radio Phone #: 515-245-8900
Email: SueDanielson@ClearChannel.com

Print

Des Moines Register Phone#: 515-284-8000
Email: jlthompson@dmreg.com (online)
Email: kbolten@dmreg.com (metro communities)

Utilities Contact List
Polk County Conservation Board

~~Crow's Superiorgas (LP Tank Damage)~~
~~515.999.2422~~

~~J & R Drilling (Well problems/contamination)~~
~~515.986.3200~~

~~MidAmerican Energy (Downed lines/transformer fires)~~
~~515.281.2900~~

~~Iowa One Call (For all in-ground cable locates)~~
~~800.292.8989~~
~~PCCB Contractor #: 0751~~

~~Dewey Kaldenberg Bros. (Well problems/contamination)~~
~~515.685.2523~~

~~Solar Fuels (Fuel tanks/damage/fills~~
~~515.267.1057~~

~~Seneca (Above ground fuel tank parts)~~
~~515.262.5000~~

~~Xenia Rural Water (JP area water supply)~~
~~888.355.2619~~

~~Des Moines Waterworks (Ft. DMS/EL water supply)~~
~~515.283.8700~~

~~SE Polk Rural Water (TM/YB water supply)~~
~~515.262.8581~~

~~Jim's Johns (Portable toilet/pit latrine & septic tank pumping)~~
~~515.288.0924~~
Ferrellgas (LP Tank Damage)
515.266.1175

MidAmerican Energy (Downed lines/transformer fires)
515.281.2900 – 1.800.799.4443

MidAmerican Energy (Gas Leak EL)
888.427.5632

Iowa One Call (For all in-ground cable locates)

800.292.8989
PCCB Contractor #: 0751

Kaldenberg Bros./Larson Well Co. (Well problems/contamination)
515.432.1497

Keck Oil (Fuel tanks/damage/fills
515.244.5631

Seneca (Above ground fuel tank parts)
515.262.5000

Xenia Rural Water (JP area water supply)
888.355.2619

Des Moines Waterworks (Ft. DMS/EL /TM/YB water supply)
515.283.8700

Jim's Johns (Portable toilet)
515.288.0924

Bob's Septic (Pit latrine & septic tank pumping)
262.9174

Black Hills Energy (JP area Natural Gas)
800.694.8989

Waste Management (Dumpsters / Refuse Hauling)
244.7336

~~Miscellaneous Vendor List~~
~~Polk County Conservation Board~~

~~Gilcrest Lumber (Misc. lumber to secure buildings, etc.)~~
~~515.280.7200~~

~~Menards (Lumber/large tarps & other misc.)~~
~~515.270.0994~~

~~Overhead Door (Overhead door damage)~~
~~515.987.4591~~

~~Puckett Tools~~
~~515.244.4189~~
~~515.987.3814 (Waukee)~~

POLK COUNTY CONSERVATION

EMERGENCY FLIP CHART

UPDATED 6/23/11

INTRODUCTION & GENERAL INFORMATION

An emergency is any situation - actual or imminent - that endangers the security, safety and welfare of Polk County Conservation employees, visitors and property.

This manual is designed as a quick reference guide to help you respond immediately and effectively to a wide range of situations. It is recommended that you read this guide in advance of an emergency, so you are prepared.

Polk County and the Conservation Board have a contingency plan that will be activated by upper management in the instance of an emergency situation affecting each facility.

Should any Polk County Conservation facility be faced with an emergency, the Emergency Management Group (EMG) is responsible for providing direction and decision making in any emergency situation. The Emergency Management Group will be responsible for providing administrative direction and decision making communication until normal operations can be restored.

During emergency conditions, avoid making telephone calls except for calls of an emergency nature.

If you have a disability and would require special accommodations in an emergency, please notify your immediate Supervisor, the Park Ranger, or Headquarters ahead of time. All information will be kept confidential.

Remember: ***Time is critical in responding to any emergency - and safety of people always comes first, before protection of property.***

EMERGENCY TELEPHONE NUMBERS

An emergency is any situation - actual or imminent - that endangers the security, safety and welfare of Polk County Conservation employees, visitors and property.

For assistance in any kind of emergency:

- **Call for assistance DIAL 911**
- **Pay Phones DIAL 911**
- **Administration Office DIAL 9 – 911**
- **Jester Park and Natural Resources shops DIAL 9 - 911**
- **Construction Maintenance shops DIAL 9-911**
- **Notify the Ranger on Duty**

When you call for help:

- Identify yourself and the specific location of the emergency.
- Describe the situation.
- Tell what has occurred.
- Be concise and factual.
- Relay known or suspected personnel, injuries or fatalities.
- Identify the immediate help needed.
- Stay on the line until help arrives, or you are told to terminate the call.

Jester Park114007 NW Jester Park Drive Granger, Iowa 50109-9675. (323-5300)

Jester Park Equestrian Center 11171 NW 103 Court Granger, IA 50109 (999-2818)

Jester Park Golf Course 11949 NW 118th Avenue Granger, IA 50109 (999-2903)

Thomas Mitchell Park10509 NE 46th Avenue Mitchellville, Iowa 50169 (967-4889)

Easter Lake Park 2830 Easter Lake Drive Des Moines, Iowa 50320 (285-7612)

Yellow Banks Park 6801 SE 32 Avenue Des Moines, Iowa 50327-5105 (266-1563)

Chichaqua Bottoms Greenbelt 8700 NE 126 Ave. Maxwell, Iowa 50161 (967-2596)

Risk Management Office (286-3633)

MEDICAL EMERGENCY

EMERGENCY ACTIONS - In the event of an injury or other medical emergency:

Determine if assistance is needed and find out what the problem is.

Administer First Aide if necessary and you have the training.

Call for assistance DIAL 911

Pay Phones DIAL 911

Administration Office DIAL 9 - 911

Jester Park and Natural Resources shop DIAL 9 – 911

Construction Maintenance shop DIAL 9 - 911

Notify the Ranger on Duty

When you call for help:

- Identify yourself and the specific location of the emergency.
- Describe the situation.
- Tell what has occurred.
- Be concise and factual.
- Relay known or suspected personnel, injuries or fatalities.
- Identify the immediate help needed.
- Stay on the line until help arrives, or you are told to terminate the call.
- Alert other employees that an emergency is occurring.
- Stay with the person until medical help arrives.

FIRE

General Rules:

If you discover fire, smoke, or fumes sound out “FIRE” and start evacuation of the building. Call the emergency number 911 or 9-911

- Identify fire location.
- Describe the situation: the source of fire if known and current status.
- Your name and telephone or extension calling from.
- Evacuate the building immediately.
- Notify the public in their area of evacuation routes and procedures.
- Do not panic or run - to avoid panic and confusion.
- DO NOT reenter the building for any reason.
- Assemble at designated assembly areas and wait for your supervisor.

Administration Office & Natural Resources
South side parking lot
Construction Maintenance
Employee parking area by ranger’s house
Jester Park Lodge
South parking lot
Golf Course Club House
Parking lot
Golf Course Driving Range
Parking lot
Golf Course Maintenance
North of shop by park road
Equipment Maintenance
Parking lot south of shop
Equestrian Center
Parking lot north of building
Easter Lake Shop
By the flag pole
Thomas Mitchell Shop
By gas pumps
Yellow Banks Shop
By playground south of shop
Chichaqua Shop
South of shop in residence yard
Long House
Parking lot

SEVERE WEATHER / TORNADO

As severe thunderstorms and tornadoes affect the area, this section is devoted to procedures that should be followed in the event of these severe weather conditions.

SEVERE THUNDERSTORM WATCH means conditions are favorable for a severe weather event.
SEVERE THUNDERSTORM WARNING means severe weather is imminent

TORNADO WATCH means weather conditions are favorable to the formation of tornadoes.

TORNADO WARNING means a tornado has been sighted in the area.

EMERGENCY ACTIONS - Should threatening weather develop:

The decision to take shelter will be made by the Emergency Management Group and Emergency Management Agency. Notification of severe weather will be by, but not limited to the weather radio, news media, tornado sirens etc. The warning will consist of a ***steady, continuous*** alarm.

- When the ***steady, continuous*** alarm is sounded, all employees are to move as quickly as possible away from windows or doors and toward interior shelter area such as a stairwell, hallway, lobby or other designated area. Assist the handicapped and public in reaching the designated area safely.
- Once you get to the designated area, find a location against a solid wall and be prepared to cover your head. Stay away from doorways, windows and exterior walls.
- When the danger has passed, the Supervisor or Ranger will tell you when it is safe to return to your work area.
- Reconvene employees when the emergency has passed to make sure everyone is safe.

ANGRY, POTENTIALLY ESCALATING SITUATION

Any angry, potentially escalating situation:

- **Signal a co-worker** / or other persons of a problem and the need for assistance.
- **Call for the Ranger on duty on the radio or phone.**
- **Stay calm**. Attempt to treat the individual with respect and dignity.
- **Listening is the key.** The angry person wants to be heard.
- **Agree where appropriate.** Tell them you understand why they are upset, and you will try and help get things resolved.
- **No Bystanders**. Give the angry person "special attention" by taking them to quiet and private place.
- **Keep to the subject.** Let the primary complaint / subject, be the topic of discussion.
- **Speak in a clear, slow, steady, soft voice.** Avoid glaring; staring etc., the angry person will mirror you.
- **Ask questions.** Let them do most of the talking.
- **If nothing helps, and the situation escalates**; Excuse yourself for a moment, notify your supervisor or call for emergency help.

♦ Report the incident immediately to the Supervisor or Park Ranger verbally, followed up by a written report to the Park Ranger within (1) one day of incident.

MENACING PERSON

EMERGENCY ACTIONS

If there is a potentially dangerous person in your area:

- Call the Emergency Number 911 OR 9-911, or radio for the Ranger on duty
- Identify yourself, your location and the specific location of the emergency
- Try to radio for the Ranger on duty to come to your location.
- If you are in a position to explain your situation, give as much information as possible.
- Describe the situation.
- Relay known or suspected personnel, injuries or fatalities.
- Stay on the line until help arrives, or you are told to terminate the call.
- Offer no resistance, nor do anything that may endanger yourself or others.
- Remain calm and cooperate with the person.
- Quietly signal for help using a panic alarm or department code word.
- Position yourself, if possible so that an exit route is readily accessible
- Observe:

  Subjects height, weight, race, hair color, facial hair, eye color
  Description of what subject was wearing, identifying marks, type of weapon etc.
  Direction of travel if subject leaves, vehicle used

- If safe to do so quietly leave the area. Vacate the immediate area, promptly and cautiously moving to a "Safe Location". DO NOT vacate the "Safe Location" until you are instructed to do so.
- Reconvene employees when the emergency has passed to make sure everyone is safe.

ROBBERY / HOSTAGE

If you are robbed or observe violent behavior:

- Do not offer any resistance.
- Do not place yourself or others in any further danger.
- Stay calm; cooperate with the individual person / persons.
- Quietly signal for help using a distress alarm or Department code word.
- When safe to do so, vacate the immediate area, promptly and cautiously moving to a "Safe Location". DO NOT vacate the "Safe Location" until you are instructed to do so.
- Observe subjects general description: (i.e. hair color, height, weight clothing identifying marks type of weapon etc.)
- When subject leaves, call and report incident to proper authorities.
- When you call:

  Identify yourself and the specific location of the emergency.

  Describe the situation.

  Relay known or suspected personnel, injuries or fatalities.

  Subjects direction of travel, vehicle used.

♦ Report the incident immediately afterwards to your Supervisor or the Park Ranger verbally followed up by a written report to the Park Ranger within (1) one day of incident.

WEAPONS

If confronted with a weapon; try to:

- **Stay Calm.** Quietly signal for help using a code word. If you have a handset radio, try to push the orange alert button covertly (for LE radios on SO channels only).
- **Position yourself**, if possible so that an exit route is readily accessible.
- **Do not panic or run**. If safe to do so quietly leave the area.
- **Avoid Rushing the Individual**.
- **Focus on the Individual Not the Weapon**.
- **Negotiate.**
- **Step Back**
- **Buy Time**
- **Call for help when safe to do so**. **When you call:**

  Identify yourself your location and the specific location of the emergency.

  Describe the situation, type of weapon involved.

  Relay known or suspected personnel, injuries or fatalities.

  Stay on the line until help arrives, or you are told to terminate the call.

♦ Report the incident immediately afterwards to the Park Ranger verbally, followed up by a written report immediately.

BOMB THREAT

General Threat Response Information:

1. In the event of a “bomb threat”, inform all employees and visitors in the vicinity to turn off cell phones and two-way radios.
2. Threat credibility will be determined by arriving public safety personnel in consultation with appropriate building staff.

Threat Received by Phone:

Attempt to get as much information from the call as possible. Information obtained during the call is valuable to determine the credibility of the threat and potentially lead to the identification of person making the call.

1. Complete the Bomb Caller Checklist
2. Immediately notify your supervisor.
3. Call 911 or 9-911 to notify Sheriff / Police.
4. If you leave the building, take the telephone threat summary with you.
5. Remain available for interview by law enforcement personnel.
6. Immediately debrief the Emergency Management Group (The EMG staffs the EOC: Emergency Operations Center) of the threat received by telephone and all supplemental information obtained.

Discovery of a Suspicious Item

1. If you find an item you suspect is a bomb, DO NOT touch, move or disturb.
2. Report the suspicious item to Ranger staff. (County Phone System) DIAL 9 - 911
3. All other offices not on County phone system DIAL 911.
4. Keep all persons away from the area until help arrives.

Threat Received by E-mail:

1. Immediately notify your supervisor.
2. Call DIAL 9-911. All other offices not on County phone system DIAL 911
3. Remain available for interview by law enforcement personnel.

Threats Received by Mail, Parcel or Package:

Chemical, biological, and explosive threats have been sent by letter, parcel, or package, and delivered by commercial service or the U.S. Postal System. These items need to be evaluated based on available information and the circumstances associated with the threat.

IF THE LETTER, PARCEL OR PACKAGE HAS ONE OR MORE INDICATORS AND IS SUSPECTED OF BEING A POTENTIAL CHEMICAL, BIOLOGICAL, OR EXPLOSIVE DEVICE, IMMEDIATELY SET THE SUSPECT ITEM DOWN AND NOTIFY YOUR SUPERVISOR.

1. All incoming mail and packages should be reasonable evaluated for potential harm before opening them.
2. DO NOT open suspicious mail. If a package seems suspicious, leave it alone.
3. Immediately alert others nearby and your supervisor.
4. Call 9-911 to notify the Sheriff / Fire Departments.
5. If you have already opened the mail or package, put it down and do not handle it further.
6. Do not touch or attempt to clean up any substance.
7. Do not remove any items from the area.
8. a. If the item is believed to be a bomb, immediately evacuate the area and warn others to keep back.
   b. Upon receipt of an order to evacuate, follow the evacuation instructions provided for area you're in
9. a. If the item is believed to be a chemical or biological substance, limit your movement and turn off any fans, heaters or air conditioning units. To prevent the spread of the substance (contamination).
   b. If you are in the immediate area where a suspect envelope or package has been opened, stay where you are until the Fire Department Hazardous Materials Response Team has advised you to leave or you receive instructions regarding decontamination
10. Letters, envelopes, packages, packing materials will need to be preserved as evidence. Protect potential fingerprints and DNA evidence by avoiding unnecessary handling.

BOMB THREAT CHECKLIST

Use this form to record all information if you receive a bomb threat call.

Time received: _____ Date received: _____

Number at which call was received:_____

Callersexactwords:_____

_____

_____

Ask the caller to repeat the message.

Tell the individual you are having difficulty hearing the message.

Questions to ask the caller in a natural manner:

Where is the bomb?_____

What will cause it to explode?_____

When will it explode?_____

What kind of bomb is it?_____

What does the bomb look like?_____

Where is the bomb right know?_____

Who placed the bomb?_____

Why was it placed?_____

Where are you calling from?_____

What is your name?_____

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE

BE CALM, BE COURTEOUS, LISTEN, AND DO NOT INTERRUPT.

Tell the caller the building is occupied and the bomb could cause death or injury to innocent people.

CALLERS VOICE

Calm	Angry	Excited
Slow	Rapid	Soft
Loud	Laughter	Crying
Normal	Distinct	Slurred
Nasal	Stutter	Lisp
Raspy	Deep	Ragged
Clearing Throat	Deep Breathing	Cracking Voice
Disguised	Accent	Whispered

Familiar: If voice is familiar what / who did it sound like?_____

BACKGROUND SOUNDS

Street noises	Crockery	Voices
PA System	Music	House noises
Motor	Office	Machinery
Animal noises	Clear	Static
Local	Long Distance	Booth

THREAT LANGUAGE

Well spoken, educated person	Foul	Irrational
Incoherent	Taped	Message read

- Report call information immediately to the Emergency Number 911 or 9-911
- Report incident to your immediate supervisor.
- Immediately debrief the Emergency Operations Team of the threat received by telephone and all supplemental information obtained.

BLOODBORNE PATHOGENS

The following steps should be taken to avoid contact with potentially - infectious body fluids:

If a person becomes ill or is injured in your work area:

- Stay calm and assess the situation. If appropriate, dial for emergency assistance at 9 -911 OR 911
- Use "UNIVERSAL PRECAUTIONS" to prevent contact with potentially infectious body fluids. Proper hand washing and the use of barriers between oneself and body fluids are the primary features of "UNIVERSAL PRECAUTIONS".
- Apply personal protective equipment as appropriate to assist the person involved.
- Alert supervisors and others in area of situation as soon as possible.

Cleaning of body fluids should take place in the following manner:

- Put on personal protective equipment prior to cleaning area.
- Apply absorbent powder to area and allow it to solidify.
- Use scoop to pick up solidified material and place it in a red biohazard trash bag.
- Clean surface area with bleach and disinfectant. Place soiled cloths in a red biohazard trash bag.
- Use mechanical devices for removing sharp objects from area. Place sharp objects in puncture proof container.
- Remove gloves and personal protective equipment and place in a red biohazard trash bag.
- Seal bag and take to biohazard box.

BLOODBORNE PATHOGENS EXPOSURE INCIDENT PROTOCOL

IN THE EVENT OF A POSSIBLE BLOODBORNE PATHOGEN EXPOSURE:

1. Employee must wash the affected area with soap and water immediately after the potential exposure.

2. Employee must inspect the exposed area for skin imperfections.

3. Employee must inform his/her supervisor immediately after performing the visual inspection even if there are no skin imperfections.

IF AFTER CONSULTATION THE SUPERVISOR BELIEVES THAT THE EMPLOYEE HAS SUSTAINED AN EXPOSURE (VIA A PORTAL OF ENTRY), THE FOLLOWING MUST BE DONE WITHIN TWO (2) HOURS OF THE INCIDENT:

1. Transport the employee to Mercy Medical Center 1111 6th Ave. D.M. or Mercy Medical Center West Lakes 1601 60th St. W.D.M. Inform emergency room personnel that this is a work comp incident.

2. Report to the Attending Nurse, stating name, employer, and the need to be examined by a physician because of a possible occupational bloodborne pathogen exposure.

3. The employee will be directed to an examination room for a consultation with a medical professional to determine if the employee actually sustained a “significant (bloodborne) exposure”.

4. After employee is sent to hospital, Supervisor must call “the Risk Management Office” immediately. If before 7:00 A.M. or after 5:00 P.M., leave a message on the voice mail or call the cell phone of Bob Cataldo or Merle Hicks:

   286-3633 Risk Management Office
   286-3210 Bob Cataldo Office
   778-6282 Bob Cataldo Cell Phone
   229-4677 Merle Hicks Cell Phone

5. All follow-up treatment will be done through “Chest and Infectious Diseases” (CIC) personnel.

6. Blood will be drawn from the donor and sent to Mercy Hospital for evaluation.
   A. If donor refuses to give sample voluntarily, a court order is to be secured by a sitting judge and blood is then to be drawn.

IF THE EXAMINATION DETERMINES THE POSSIBILITY OF AN EXPOSURE THE FOLLOWING PROTOCOL WILL BE INITIATED:

1. A base-line blood test will be taken.
2. An HIV, HCV and HBV test will be administered to determine the presence of the viruses.
3. All medications will be prescribed by the attending physician and employee will take medications as prescribed.
4. The employee will be required to return for follow-up blood testing in 3, 6 and 12 months.

MEDIA COMMUNICATIONS

Emergency situations attract media attention. For that reason, media crisis communications are an important response procedure.

- Employees are not to conduct media interviews, unless requested by the Director, Community Outreach Supervisor or the Lead Ranger.
- Employees are to direct all media inquires to the Director, Community Outreach Supervisor, or the Lead Ranger.
- This will help insure that all media interview the designated spokesperson and that all information is accurate and consistent.

	Office #	(W) cell #	(P) Cell #	Home #
Director				
Dennis Parker	323-5355	249-5410	(281)556-5247	
Community Outreach Sup.				
Kami Rankin	323-5363	249-6398	710-4099	
Lead Ranger				
Mark Hurm	323-5366	249-3229		999-9514

EMERGENCY MANAGEMENT GROUP

The Emergency Management Group for the County is responsible for providing direction and decision making in any emergency situations. The Emergency Management Group consists of the Director, Community Outreach Supervisor, Park Advocacy Manager, Administration, Accounting Tech, Construction/Maintenance Supervisor, Special Services Tech, Natural Resources Supervisor and the Equipment Maintenance Supt. The Emergency Management Group will be activated by Administration Office answering an internal emergency call. This team will also coordinate response to workplace emergency situations, providing assistance to employees and information to the media as needed.

The Polk County Emergency Management Agency may be called upon "as Needed / Determined by the Director".

Section	**Name**	**Cell**	**Phone**	**Personal Cell or home phone**
Director	Dennis Parker	249-5410	323-5355	281-556-5247
Community Outreach Sup	Kami Rankin	249-6398	323-5363	710-4099
Park Advocacy Manager	Mark Hurm	249-3229	323-5366	999-9514
Administration	Cindy Lentz	None	323-5371	250-4592
Accounting Tech	Carol Ann Carlson	None	323-5368	491-5381
Construction/Maintenance Sup	Wayne Johnson	250-7317	323-5367	282-7043
Special Services Tech	Stan Manning	669-4977	323-5368	986-4078
Natural Resources Sup	Mark Dungan	249-9338	323-5358	252-0648
Equipment Maintenance Supt	George Lentz	249-0762	999-2138	250-1843
Polk Co. Emergency Management Agency	A.J. Mumm Coordinator		286-2107	286-3333 Polk Co. Dispatch

Polk County Auction
List of Items 2011

1 1996 Ford F-150
2 Stihl FS80 weedeater
3 Stihl FS80R weedeater
4 Stihl FS86 weedeater
5 Stihl FS88 weedeater
6 Solo TD40 weedeater
7 Stihl pole saw
8 Stihl 019T chainsaw
9 Stihl 026 chainsaw
10 Stihl 034AU chainsaw
11 Jonsered 535 chainsaw
12 Jacobsen J88 blower
13 Silver Beauty 90100 mig welder
14 EM480 paint sprayer
15 IBM Typewriter

UPRR CORRIDOR LEASE AGREEMENT

PARTIES

This lease agreement is between the Iowa Natural Heritage Foundation (INHF) acting as Landlord, whose address for the purpose of this lease is 505 Fifth Avenue, suite 444, Des Moines, IA 50309-2321 and the Polk County Conservation Board (PCCB) acting as Tenant, whose address for the purpose of this lease is 11407 NW Jester Park Drive, Granger, IA, 50109. PCCB enters this agreement under authority of Iowa Code Section 350.4(2).

LEASED PREMISES

INHF leases to PCCB the following described property (Leased Premises): See attached Exhibit A. The Leased Premises is a rail-banked railroad corridor that was purchased by INHF for re-sale to PCCB for the purposes of a multi-use trail.

TERM OF LEASE

This lease shall commence the date last signed below by authorized representatives of the parties and shall end on January 1, 2021, or on the date when Polk County acting through PCCB acquires title to the Leased Premises, whichever is sooner, both days inclusive. PCCB may terminate the lease without penalty. PCCB shall give INHF 30 days notice of its intent to terminate this lease. This lease may be terminated at any time by mutual agreement of the parties with no notice requirements or penalties.

PURPOSE OF LEASE AND USE OF LEASED PREMISES

The parties enter this lease to enable PCCB to manage the Leased Premises. Management shall include: any and all activities necessary to secure the corridor and it's boundaries and keep it ready for future development or public access such as: fence repair, bridge repair, installation of signs, drainage structures, etc. PCCB shall have the right and privilege of attaching, affixing, painting, or exhibiting signs on the Leased Premises, provided signs when taken down shall not damage the Leased Premises. Public access to the Leased Premises shall not be allowed.

LIMITATIONS ON ASSIGNMENT AND SUBLETTING

PCCB shall not otherwise sublet or assign use of any part of the Leased Premises without written approval from INHF, such approval not to be unreasonably withheld.

NO RENTAL FEE

There shall be no rental fee for this lease.

NO ALTERATION OF PURCHASE AGREEMENT

This lease agreement is not intended to alter the terms of the existing written agreement between the parties concerning the purchase of the Leased Premises.

POSSESION
PCCB shall be entitled to possession on the first day of the term of this lease, and shall yield possession to INHF at the end of the lease term, except as herein otherwise expressly provided.

COVENANT OF QUIET ENJOYMENT
So long as PCCB performs and observes all the provisions of this lease, PCCB shall quietly enjoy the Leased Premises and have unobstructed access to said premises at all times.

NO LANDLORD'S DUTY OF CARE AND MAINTENANCE
INHF shall not be responsible for providing maintenance or repair of any structures on the Leased Premises.

TENANT'S DUTY OF CARE AND MAINTENANCE
PCCB will not permit or allow the Leased Premises to be damaged or depreciated in value, except for ordinary wear and tear, by any act or negligence of Tenant, its agents or employees.

OPERATING EXPENSES
PCCB hall be responsible for all labor costs and material costs involved in the management and maintenance of the Lease Premises, and all other services of any kind and nature that may be used in or upon the Leased Premises.

INSURANCE
PCCB shall be responsible for maintaining general liability insurance covering personal injury and property damage on the Leased Premises and provide evidence of such insurance to INHF upon request.

INDEMNITY
To the extent consistent with the Iowa Constitution and Iowa Municipal Tort Claims Act, PCCB will protect, indemnify and save harmless INHF from all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property on the Leased Premises.

LANDLORD'S RIGHT OF ACCESS
INHF personnel, accompanied by PCCB personnel, may enter the Leased Premises at any reasonable time for the purpose of inspecting Leased Premises.

SURRENDER OF PREMISES AT END OF TERM
PCCB agrees that upon the termination of this lease, it will surrender, yield up and deliver the Leased Premises in good condition.

NOTICE
Notices under this lease shall be in writing sent by U.S. Certified Mail and shall be deemed given upon receipt as evidenced by the U.S. Postal Service return receipt card, or if sent by overnight delivery by service, upon receipt as evidenced by the signature attained by the carrier.

CHOICE OF LAW AND FORUM
The terms and provisions of this lease shall be construed in accordance with the laws of the State of Iowa. All litigation or actions commenced in connection with this lease shall be brought in the State of Iowa.

SEVERABILITY
If any provision of this lease is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

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

DOCUMENT EXECUTION
The undersigned hereby agree to the terms set forth herein and state that this lease is executed as of the day and year last indicated below, tht there are no oral agreements that have not been reduced to writing in this lease, that there are not other moneys contingent upon or resulting from the execution of this lease, nor have any of the above been implied by or for any party to this lease.

LANDLORD:
IOWA NATURAL HERITAGE FOUNDATION

_____
Mark C. Ackelson, President

_____
Date

TENANT:
POLK COUNTY CONSERVATION BOARD

The undersigned states that he was authorized to execute this lease agreement on behalf of the Polk County Conservation Board by majority vote of the Polk County Conservation Board at its regular meeting held the **12th** day of **October, 2011.**

_____
Mike Smith, Chair

_____
Date

Additional Projects Suggested for FY11-12

	Estimated Cost	
Amphitheater Electric	**750**	All out in POs right now-not sure of amount
Arbor at Amphitheater	**1,000**	Ask Pat for closer dollar amount
Water to JP shelters 5 & 6 over original costs	**1,100**	Work done, will know exact amount when all bills paid
Electric fence @ Bison/Elk pens	**5,000**	Should check with Risk Mgmt to see if they would pay
TM Dikes/trails grading	**3,000**	2,500-3,000 partially done thru DNR TM Fish Habitat Grant
28E Easter Lake/Yeader Creek Watershed	**5,000**	$5,000 for FY12-13 also
Wood chipper	**30,000**	Will ask BOS for assistance
JP Sewer System needs (UV Lights, Engineering)	**10,000**	5,000 to 10,000 per Wayne
	55,850	

Initial Projects List for FY12-13

	Estimated Cost	
Yellow Banks Dam	**?**	Need to get estimates, work to be done by 12-01-2011
28E Easter Lake/Yeader Creek Watershed	**5,000**	$5,000 possibly REAP
Lighting @ Equestrian Ctr. Indoor Arena	**13,000**	
Mally's Play Area	**5,000**	Play Equipment
Two Dam Pond Engineering	**?**	Grant app shows $9,000 for engineering
YB water to shelter from Concessions	**?**	Waiting to see what happens w/League concessions
New office space @ Equestrian Center	**15,000**	Move them to new addition area
YB Sewer System Replacement	**30,000**	Serves the Residence, shop, and dump station
Asphalt over-lay park roads	**20,000**	Per Wayne FY12/13
Hard surface trail maintenance costs	**15,000**	Per Wayne FY12/13
Replace pit toilets @ JP CA #2 & EL Shelter #4	**33,000**	CXT Units Per Wayne FY12/13
Replace portable toilets with CXTs	**33,000**	GWT & HTT gazebo
Finish YB #2 Impr-start JP CA #1 electric & impr	**100,000**	Per Wayne FY12/13
JP #2 elec, water, pkg lot exp. & CXT	**24,000**	Per Wayne FY12/13
TM & YB shop exterior steel replacement	**50,000**	Master Plans show these shops being moved & replaced
Replace Lodge water heater w/tankless unit	**5,000**	Per Wayne FY12/13
Repair Golf Course north bathroom	**5,000**	Interior & exterior FY12/13
CBG Masterplan	**?**	
Manure Spreader for EC	**9,000**	
Exterior of office around EE Dept.	**?**	Deteriorating
CampCreek	**?**	Improvements and stablization
	362,000	

Items deferred from list

Covered Bridge @ Easter Lake	**60,000**	$30,000 just for a new roof
Lighting @ Equestrian Ctr. Outdoor Arena	**9,000**	
New grease/sand interceptor for CBG shop	**15,000**	Note-will MP move this shop to higher grounFY12/13

2011- 2012 Revenue Budget

- as of 09/30/11 (16.67% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Infrastructure	$ 3,000	$ -	$ 3,000	0.0%
6006	Environmental Ed	$ 170,300	$ 10,676	$ 159,625	6.3%
6009	Natural Resources	$ 322,249	$ 23,942	$ 298,307	7.4%
6011	Haying Operation-CBG	$ 7,260	$ -	$ 7,260	0.0%
6101	Administration	$ 642,010	$ 29,910	$ 612,100	4.7%
6103	Community Outreach	$ -	$ 1,104	$ (1,104)	0.0%
6110	Parks Advocacy Unit	$ 514,765	$ 161,700	$ 353,065	31.4%
6119	Construction/Maint.	$ 400	$ 128	$ 272	32.0%
6124	Equestrian Center	$ 307,000	$ 86,285	$ 220,715	28.1%
Sub-Total - General Fund 1		**$ 1,966,984**	**$ 313,744**	**$ 1,653,240**	**16.0%**
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 131,000**	**$ -**	**$ 131,000**	**0.0%**
Reserve - Fund 50					
0210	**Trails, Special Projects**	**$ 2,926,653**	**$ 81,884**	**$ 2,844,769**	**2.8%**
Grand Total - Conservation		**$ 5,024,637**	**$ 395,628**	**$ 4,629,009**	**7.9%**

2011 - 2012 Expense Budget

- as of 09/30/11 (16.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Capital's Infrastructure	$ -	$ -	$ -	0.0%
0213	Capital's Equipment	$ 64,700	$ 41,586	$ 23,114	64.3%
6006	Environmental Ed. Salaries	$ 314,488	$ 85,672	$ 228,816	27.2%
	Environmental Ed. Operations	$ 175,950	$ 46,610	$ 129,340	26.5%
6009	Natural Resources Salaries	$ 634,112	$ 204,203	$ 429,909	32.2%
	Natural Resources Operations	$ 425,390	$ 183,040	$ 242,350	43.0%
6011	Haying Operations-CBG	$ 25,000	$ 7,854	$ 17,146	31.4%
6101	Administration Salaries	$ 352,850	$ 97,544	$ 255,306	27.6%
	Administration Operations	$ 1,035,980	$ 173,219	$ 862,761	16.7%
6103	Community Outreach Salaries	$ 129,526	$ 36,649	$ 92,877	28.3%
	Community Outreach Operations	$ 58,950	$ 10,413	$ 48,537	17.7%
6110	Parks Advocacy Salaries	$ 405,185	$ 120,182	$ 285,003	29.7%
	Parks Advocacy Operations	$ 194,007	$ 15,874	$ 178,133	8.2%
6119	Construction/Maint. Salaries	$ 693,450	$ 212,938	$ 480,513	30.7%
	Construction/Maint. Operations	$ 181,825	$ 63,125	$ 118,700	34.7%
6124	Equestrian Center Salaries	$ 255,483	$ 85,919	$ 169,564	33.6%
	Equestrian Center Operations	$ 164,130	$ 47,382	$ 116,748	28.9%
Sub-Total - General Fund 1		**$ 5,111,026**	**$ 1,432,209**	**$ 3,678,817**	28.0%
General Supplemental - Fund 2					
All Units	**Benefits (IPERS/FICA/Ins, Etc.)**	**$ 918,001**	**$ 239,848**	**$ 678,153**	26.1%
Risk Management - Fund 3					
6100	**Insurance,Med., Work. Comp.**	**$ 95,000**	**$ 49,820**	**$ 45,180**	52.4%
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 263,490**	**$ 36,571**	**$ 226,919**	13.9%
Reserve - Fund 50					
0210	**Trails, Special Projects**	**$ 2,608,025**	**$ 221,774**	**$ 2,386,251**	8.5%
Grand Total - Conservation		**$ 8,995,542**	**$ 1,980,221**	**$ 7,015,321**	22.0%