



# BOARD MEETING

**July 8, 2015**

**Tour, 5:00 p.m.; Meeting, 5:30 p.m.**

**Chichaqua Bottoms Greenbelt (8700 N.E. 126 Avenue, Maxwell, IA)**

## **AGENDA**

Tour of Chichaqua Bottoms Greenbelt will begin promptly at 5:00 p.m. leaving from the Longhouse

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Financial Reports**
- 4) **Request For Proposal, Lodge Concession**

### **CONSENT AGENDA**

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

- 5) **Action on the Minutes of the Previous Meeting(s)**
- 6) **Action on Bill List**
- 7) **Purchase: CXT Uni-Sex Vault Toilet - Easter Lake Park, Not to exceed \$19,326.25**
- 8) **Purchase: Forklift for Equipment/Maintenance operations - \$13,950.00**
- 9) **Setting Date of Public Hearing: Jester Park Sewer System - August 12, 2015**
- 10) **Setting Date of Public Hearing: Fort Des Moines Park, Mid-American Energy easements - August 12, 2015**

### **ACTION ITEMS**

- 11) **Public Hearing: Fort Des Moines Park Master Plan and Estimated Costs**  
A) **Fort Des Moines Capital Improvement Plan - Not to exceed \$1,510,927.00**
- 12) **Jester Park Conservation Center - Financial Plan and Building design changes - Not to exceed \$10,375,000.00**
- 13) **Jester Park Conservation Center, Entrance Road Relocation - Not to exceed \$43,834.45**

### **BOARD DISCUSSION**

- 14) **Director's Report**
- 15) **Board Chair and Member's Remarks**
- 16) **Adjournment**

### **Upcoming Events**

IACCB Fall Conference, September 17-19, 2015, Cedar Rapids

*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*

## 2014- 2015 Revenue Budget

- as of 06/30/15 (100% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
<b>General - Fund 1</b>					
0213	Equipment	\$ 15,000	\$ 20,601	\$ (5,601)	137.3%
6006	Environmental Ed	\$ 62,500	\$ 60,417	\$ 2,083	96.7%
6009	Natural Resources	\$ 65,600	\$ 50,892	\$ 14,708	77.6%
6101	Administration	\$ 135,600	\$ 137,045	\$ (1,445)	101.1%
6103	Community Outreach	\$ 250	\$ 250	-	0.0%
6104	Conservation Grants	\$ 10,000	\$ 10,000	-	0.0%
6110	Parks Advocacy Unit	\$ 410,800	\$ 454,483	\$ (43,683)	110.6%
6119	Construction/Maint.	\$ -	\$ 203	\$ (203)	0.0%
6124	Equestrian Center	\$ 315,000	\$ 235,086	\$ 79,914	74.6%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,014,750</b>	<b>\$ 968,976</b>	<b>\$ 45,774</b>	<b>95.5%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 186,200	\$ 186,077	\$ 123	99.9%
<b>Reserve - Fund 50</b>					
0210-0214	Special Projects	\$ -	\$ -	-	0.0%
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 4,013,250	\$ 2,622,287	\$ 1,390,963	65.3%
<b>Conservation Enterprises - Fund 286</b>					
6121	Golf Course	\$ 214,400	\$ 206,028	\$ 8,372	96.1%
6123	JP Cabins	\$ 70,000	\$ 84,980	\$ (14,980)	121.4%
<b>Sub-Total - Enterprises Fund 286</b>		<b>\$ 284,400</b>	<b>\$ 291,008</b>	<b>\$ (6,608)</b>	<b>102.3%</b>
<b>Grand Total - Conservation</b>		<b>\$ 5,498,600</b>	<b>\$ 4,068,348</b>	<b>\$ 1,430,252</b>	<b>74.0%</b>

## 2014- 2015 Expense Budget

- as of 06/30/15 (100% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
<b>General - Fund 1</b>					
0213	Equipment	\$ 168,500	\$ 168,833	\$ (333)	100.2%
6006	Environmental Ed	\$ 385,286	\$ 386,710	\$ (1,424)	100.4%
6009	Natural Resources	\$ 662,871	\$ 658,347	\$ 4,524	99.3%
6101	Administration	\$ 1,094,496	\$ 1,048,994	\$ 45,502	95.8%
6103	Community Outreach	\$ 218,258	\$ 206,137	\$ 12,121	94.4%
6104	Conservation Grants	\$ 125,000	\$ 122,113	\$ 2,887	97.7%
6110	Parks Advocacy Unit	\$ 426,989	\$ 419,289	\$ 7,720	98.2%
6119	Construction/Maint.	\$ 1,135,164	\$ 1,181,618	\$ (46,454)	104.1%
6124	Equestrian Center	\$ 558,813	\$ 630,928	\$ (72,115)	112.9%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,775,377</b>	<b>\$ 4,822,947</b>	<b>\$ (47,570)</b>	<b>101.0%</b>
<b>General Supplemental - Fund 2</b>					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,005,179	\$ 954,530	\$ 50,649	95.0%
<b>Risk Management - Fund 3</b>					
6100	Insurance,Med., Work. Comp.	\$ 133,300	\$ 122,655	\$ 10,645	92.0%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 191,658	\$ 152,893	\$ 38,765	79.8%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 490,000	\$ 56,038	\$ 433,962	11.4%
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 8,961,065	\$ 6,113,754	\$ 2,847,311	68.2%
<b>Conservation Enterprises - Fund 286</b>					
6121	Golf Course	\$ 342,000	\$ 120,816	\$ 221,184	35.3%
6123	JP Cabins	\$ 47,172	\$ 43,404	\$ 3,768	92.0%
<b>Sub-Total - Enterprises Fund 286</b>		<b>\$ 389,172</b>	<b>\$ 164,220</b>	<b>\$ 224,952</b>	<b>42.2%</b>
<b>Grand Total - Conservation</b>		<b>\$ 15,945,751</b>	<b>\$ 12,387,037</b>	<b>\$ 3,558,714</b>	<b>77.7%</b>

**PCWLL EXPENDITURES AS OF :  
June 30, 2015**

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS	CONTRACTED CONSTRUCTION EXPENDITURES	ENGINEERING & MISC. COSTS CONTRACTED	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN)	\$ 50,600	\$ -	\$ 787,580	\$ 760,105	\$ 254,644	\$ 77,032	\$ -	\$ 175	\$ (787,462)	\$ 49,851	\$ 749
C06-6134	CBG SHAW ACQUISITION	\$ 430,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ (1,861)
C08-6142	JESTER PARK CABINS	\$ 687,894	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,625	\$ 269
C11-6205	CVT CONNECTOR-BROADWAY TO BONDURANT	\$ 36,818	\$ 1,565,933	\$ 1,935,769	\$ 1,888,673	\$ 174,091	\$ 126,961	\$ 7,087	\$ 7,087	\$ (757,671)	\$ 1,265,051	\$ 337,700
C12-6213	CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ 71,746	\$ 71,746	\$ -	\$ 150	\$ 1,963	\$ 1,963	\$ -	\$ 73,859	\$ 0
C12-6214	CBG OBSERVATION DECK	\$ 83,844	\$ -	\$ -	\$ 77,840	\$ 11,200	\$ 11,200	\$ -	\$ -	\$ -	\$ 89,040	\$ (5,196)
C12-6218	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 450,000	\$ 50,000	\$ -	\$ 406,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406,291	\$ 93,709
C12-6219	EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 9,553	\$ -	\$ 1,118	\$ -	\$ -	\$ -	\$ 10,671	\$ 0
C12-6220	4-MILE CREEK BANK STABILIZATION	\$ 340,725	\$ 650,000	\$ -	\$ -	\$ 22,500	\$ 20,309	\$ -	\$ -	\$ -	\$ 20,309	\$ 970,416
C12-6221	JP CONSERVATION CENTER	\$ 2,404,200	\$ 1,595,800	\$ -	\$ -	\$ 1,445,722	\$ 728,821	\$ 4,614	\$ 4,614	\$ (370,087)	\$ 363,349	\$ 3,636,651
C12-6222	CBG MASTER PLAN	\$ 106,000	\$ -	\$ -	\$ -	\$ 98,368	\$ 87,000	\$ -	\$ -	\$ -	\$ 87,000	\$ 19,000
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,100,532	\$ -	\$ 903,781	\$ 903,781	\$ 176,108	\$ 176,108	\$ 3,762	\$ 3,762	\$ -	\$ 1,083,651	\$ 16,881
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 141,013	\$ 227,871	\$ 1,043,238	\$ 958,038	\$ 205,658	\$ 218,505	\$ 175	\$ 175	\$ (532,000)	\$ 644,718	\$ (275,834)
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ 498,000	\$ -	\$ 11,238	\$ 159,534	\$ 41,424	\$ -	\$ -	\$ -	\$ 52,661	\$ 445,339
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 854,903	\$ -	\$ 723,989	\$ 720,869	\$ 132,209	\$ 136,036	\$ 22,160	\$ 22,160	\$ (200,000)	\$ 679,065	\$ 175,838
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 81,179	\$ 1,332,169	\$ -	\$ -	\$ 59,245	\$ 115,745	\$ 3,340	\$ 3,340	\$ -	\$ 119,085	\$ 1,294,263
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 410,000	\$ -	\$ 336,945	\$ 336,945	\$ 29,200	\$ 30,450	\$ 15,516	\$ 15,516	\$ -	\$ 382,911	\$ 27,089
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ -	\$ -	\$ -	\$ 9,800	\$ 9,800	\$ -	\$ -	\$ -	\$ 9,800	\$ -
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,097,465	\$ -	\$ 876,665	\$ 829,012	\$ 194,600	\$ 198,000	\$ 113	\$ 113	\$ -	\$ 1,027,125	\$ 70,340
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 119,000	\$ 725,000	\$ -	\$ -	\$ 57,630	\$ 57,553	\$ 226	\$ 226	\$ (1,205)	\$ 56,574	\$ 787,426
C12-6232	YB PARK IMPROVEMENTS	\$ 87,000	\$ 290,000	\$ -	\$ 8,043	\$ 173,450	\$ 47,640	\$ 113	\$ 113	\$ -	\$ 55,797	\$ 321,203
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 100,000	\$ 350,000	\$ -	\$ 11,225	\$ 12,000	\$ 12,000	\$ 3	\$ 3	\$ -	\$ 23,228	\$ 426,772
C12-6234	JP ENTRANCE RELOCATION	\$ 586,000	\$ 660,000	\$ 279,839	\$ 279,839	\$ 73,050	\$ 80,235	\$ 3,186	\$ 3,186	\$ -	\$ 363,260	\$ 882,740
C12-6235	CBG WOOSLEY PROPERTY-NO SALE	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ 2,200	\$ (1,000)
C12-6236	CBG MENDENHALL ACQUISITION	\$ 676,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ (4,900)
C12-6237	CXT VAULT TOILETS	\$ 75,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,133	\$ -	\$ 64,133	\$ 190,867
C12-6238	CBG WETLANDS/DRAINAGE RESTORATION	\$ 104,476	\$ 350,000	\$ -	\$ -	\$ 86,476	\$ 67,221	\$ -	\$ -	\$ -	\$ 67,221	\$ 387,255
C12-6239	YB DAM REPAIRS	\$ 797,000	\$ -	\$ 775,964	\$ 775,964	\$ 112,525	\$ 112,507	\$ 9,626	\$ 9,626	\$ -	\$ 898,097	\$ (101,097)
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ 830,000	\$ -	\$ 200,237	\$ -	\$ 457	\$ -	\$ 93,012	\$ -	\$ 93,469	\$ 0
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,237	\$ 829,763
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,197	\$ -	\$ 342,197	\$ -
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 238,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,087	\$ -	\$ 242,087	\$ (3,400)
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -
C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 90,700	\$ -	\$ 48,320	\$ 44,747	\$ 5,000	\$ 7,090	\$ 136	\$ 136	\$ -	\$ 51,973	\$ 38,727
C12-6250	YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,640	\$ -	\$ 321,640	\$ (320,140)

**PCWLL EXPENDITURES AS OF :  
June 30, 2015**

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C12-9999	MISC MINOR IMPROVEMENTS	\$ 78,633	\$ 150,000	\$ -	\$ -	\$ -	\$ 20,150	\$ -	\$ 43	\$ -	\$ -	\$ 20,193	\$ 208,440
C12-9999	CONSTRUCTION EQUIPMENT & SUPPLIES	\$ 291,367	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,299	\$ -	\$ -	\$ 319,299	\$ 122,068
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 40,000	\$ -	\$ -	\$ -	\$ 47,000	\$ -	\$ 43,095	\$ -	\$ -	\$ -	\$ 43,095	\$ (3,095)
C13-6252	EL LODGE CONSTRUCTION	\$ 35,000	\$ 365,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 175,000	\$ -	\$ 90,357	\$ -	\$ -	\$ -	\$ -	\$ 70,987	\$ -	\$ -	\$ 165,338	\$ 9,662
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ -	\$ 74,257	\$ -
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ 400	\$ (400)
C13-6256	PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ -	\$ -	\$ 2,723	\$ (2,723)
C13-6258	NATURAL AREA RESTORATIONS	\$ 20,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ -	\$ -	\$ 8,481	\$ 451,519
C13-6259	JP CAMP STORE	\$ -	\$ -	\$ -	\$ -	\$ 4,250	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ 4,200	\$ (4,200)
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 28,566	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ -	\$ (2,165,000)	\$ 908,585	\$ 19,981
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,895	\$ -	\$ (92,209)	\$ 187,685	\$ (0)
C13-6263	MALLY'S CVT & GLW TRAIL CONNECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ 1,100	\$ (1,100)
C13-6265	YB BANE PROPERTY	\$ 238,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,750	\$ -	\$ -	\$ 238,750	\$ (425)
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 25,000	\$ 1,400,000	\$ -	\$ -	\$ 753,800	\$ -	\$ 434,677	\$ 16,052	\$ -	\$ (220,440)	\$ 230,289	\$ 1,194,711
C14-6269	FDM OUTDOOR CLASSROOM	\$ 11,201	\$ 100,000	\$ -	\$ -	\$ 7,908	\$ -	\$ -	\$ 12,873	\$ -	\$ -	\$ 12,873	\$ 98,328
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 40,000	\$ -	\$ 57,220	\$ -	\$ -	\$ -	\$ -	\$ 5,794	\$ -	\$ -	\$ 62,714	\$ (22,714)
C14-6271	CBG KAL-DEN FARMS PROPERTY	\$ 143,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,590	\$ -	\$ (43,500)	\$ 100,090	\$ 43,860
C14-6272	EL RAIN GARDENS	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,379	\$ -	\$ -	\$ 15,379	\$ 4,621
C14-6274	CONSERVATION CORPS	\$ -	\$ 201,600	\$ 201,600	\$ -	\$ -	\$ -	\$ -	\$ 48,898	\$ -	\$ -	\$ 48,898	\$ 152,702
C14-6275	GWT-BILL RILEY TRAIL/FEASIBILITY STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,650	\$ 22	\$ -	\$ -	\$ 22,672	\$ (22,672)
C14-6276	CBG SMITH PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425	\$ -	\$ -	\$ 425	\$ (425)
	LAND ACQUISITIONS	\$ 73,807	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,073,807
	GLW TRAIL CONNECTION TO MALLY'S	\$ 33,800	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,800
	WATERSHED MANAGEMENT AUTHORITY	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
		<b>\$ 13,969,680</b>	<b>\$ 15,971,373</b>	<b>\$ 8,133,012</b>	<b>\$ 4,305,968</b>	<b>\$ 9,133,042</b>	<b>\$ 2,889,634</b>	<b>\$ 7,401,495</b>	<b>\$ (5,428,433)</b>	<b>\$ 13,995,739</b>	<b>\$ 15,945,314</b>		

# Request For Proposals Jester Park Lodge

## Guest Services Management (Bookings and Catering)

Polk County Conservation  
11407 NW Jester Park Drive  
Granger, Iowa 50109  
RFP 2015-#002



POLK  
COUNTY

CONSERVATION

*Leading You Outdoors*

[www.leadingyououtdoors.org](http://www.leadingyououtdoors.org) | [pccb\\_info@polkcountyiowa.gov](mailto:pccb_info@polkcountyiowa.gov)

11407 NW Jester Park Drive Granger, Iowa 50109 | Phone 515.323.5300 | Fax 515.323.5354

## PREFACE

This Request For Proposals ("RFP") has been developed by Polk County Conservation to provide a clear illustration of its expectations for the privatization of the guest services operations (bookings and full-service catering) of the Jester Park Lodge and immediate grounds located at 11407 NW Jester Park Drive on the northeastern side of Jester Park, Granger, Iowa. The venue is surrounded by mature woodlands and has an overlook deck providing beautiful Saylorville Lake views.

The RFP is designed to provide interested parties with sufficient information on the proposed project to enable submission of a proposal that will respond to the Polk County Conservation Board expectations for the management of the guest services operations (bookings and food and beverage services including a full-service bar) of the Jester Park Lodge.

The Request for Proposals provides all instructions and forms for submission of a proposal and associated reference material.



Contact for Information:

Clarke Johnson, Parks Superintendent  
[clarke.johnson@polkcountyiowa.gov](mailto:clarke.johnson@polkcountyiowa.gov)

## EXECUTIVE SUMMARY

Polk County Conservation constructed the Jester Park Lodge overlooking the Des Moines River within Jester Park that opened to the public on December 12, 2001. In 2006, Polk County Conservation issued its initial Request For Proposals (RFP) seeking qualified and competent food and beverage service including full-banquet dining concessionaires to provide services at the Jester Park Lodge. This rental facility accommodates approximately 260 people and overlooks Saylorville Lake in the northeastern part of Jester Park. It specializes in four seasons of beautiful scenery nestled in mature woodlands and lake overlook and is a unique destination for weddings, receptions, family gatherings, corporate retreats and other group outings. The Lodge has a kitchen equipped to be used with an on-site caterer and the seating area can be divided into two separate meeting rooms.

The existing contract will expire on December 31, 2016. Through this RFP process, the successful bidder will be provided exclusivity for the room rentals operations (booking management), catering and liquor sales for all Lodge related activities and events. (Attachment B) is a multiple year history of rental information and gross income). The intent of this process is to award the new contract at least 12 months prior to the expiration of the current contract to ensure no loss of service.

Jester Park is open to the public from 6:00 am to 10:30 p.m. year-round. The Lodge hours may be extended to midnight for rental functions and days of operations are established by the awarded proposer through rental uses as there are no public hours for the lodge.

The private operator would have exclusive rights to the management and operations of the reservations of indoor/outdoor space, full-service catering and liquor sales to all customers and renters of the Lodge excluding; 1) four (4) weekend days for programs (pre-scheduled for a Saturday, Sunday or Holiday); 2) 24 weekday uses for County meetings, educational programs, Great Outdoors Foundation meetings, public presentations, etc. annually. Additionally, Polk County Conservation shall have access to any open weekday times at no cost (pre-scheduled) and the right to bring in outside food;.

**The proposal and five (5) copies should be delivered no later than the close of business (4:30 p.m.), Tuesday, September 1, 2015 to:**

Clarke Johnson  
Parks Superintendent  
Polk County Conservation  
11407 NW Jester Park Drive  
Granger, IA 50109

**Please submit 1 original and 5 copies of your proposal in a sealed envelope.** Questions regarding this RFP should be directed to Clarke Johnson in writing and either faxed to (515) 323-5354 or via e-mail at [clarke.johnson@polkcountyiowa.gov](mailto:clarke.johnson@polkcountyiowa.gov). No questions or responses will be received or provided verbally. All proposals will become public at the time of the bid opening. Trade secrets may be marked as confidential. If challenged, defending the trade secret is the Proposer's obligation and not the obligation of Polk County Conservation. The entire proposal cannot be marked confidential.

# STATEMENT OF INTENT AND INSTRUCTIONS TO PROPOSER

## **SERVICES PROVIDED BY POLK COUNTY CONSERVATION**

Polk County Conservation shall maintain and manage the following operations of the Jester Park Lodge and grounds:

- Maintenance of the exterior grounds (mowing, trimming, snow removal, etc.);
- Infrastructure of the physical building and mechanical equipment;
- Partner with the contractor for marketing and promotions of the Lodge;
- Provide maintenance subject to normal wear and tear. (E.g. Painting, plumbing, electric, flooring, etc.);
- Wifi capabilities within Lodge.

The Polk County Conservation shall also provide to the Contractor the following space and equipment at the Jester Park Lodge:

- All existing tables, chairs, and audio/visual equipment;
- Kitchen and all existing equipment and storage;
- Meeting room storage areas;
- Exterior storage for event set-up and operations (out building adjacent to Lodge);
- Parking area to service lodge uses.

## **SERVICES TO BE PROVIDED BY THE CONTRACTOR**

Polk County Conservation (PCC) shall provide the Contractor the right to provide the following services:

- Room rentals for all space within the Jester Park Lodge and adjacent grounds (approximately three-acres surrounding the Lodge including the parking lot and shelter with an attached aerial map for reference) with the following exceptions:
  - A. four (4) weekend days or holiday date's annually for PCC use (pre-scheduled);
  - B. twenty-four (24) weekday uses for programming by PCC;
  - C. Free access for non-booked weekday's (pre-scheduled) for PCC uses.
- Exclusive rights for reservation bookings, full service food and beverage operations including full-service liquor offerings and on-site vending, with the following exceptions:
  - A. "Non-catered" functions whereby a renter such as a family reunion, non-profit meeting, etc. that would bring in their own food (pot-luck style) will be allowed. The contractor will receive a "non-catered event" fee for these uses. The non-catered fee shall be submitted as a part of your response to this RFP in the submittal document section. Polk County Conservation will be waived this restriction and fee for their uses.

Other responsibilities of the Contractor for the exclusive rights above include:

- Management, staffing and financing of the above rights and responsibilities;
- Custodial care of the building and immediate grounds (walkways, flooring, rest rooms, window's, walkway to road and deck/patio areas, etc.);
- Pay all utility expenses (electric, gas, trash, water and sewer). The utility costs have averaged approximately \$10,000 annually;
- Providing at cost (food and labor) an annual volunteer banquet for up to 250 volunteers and Board Members.
- Provide proof of insurance naming the Polk County Conservation and Polk County as additional insured's. See Exhibit A for insurance requirements.
- Provide dram shop insurance and liquor license.
- Provide Polk County Conservation compensation for the rights listed above.

**CONTRACT TERMS/LENGHT OF AGREEMENT:**

The formal contract shall include this RFP, the awarded Proposer's proposal and the negotiated contract. The awarded proposer will be offered a five-year contract with one option to renew for an additional five-years upon mutual agreement of both parties.

**SCHEDULE OF PROCESS:**

Date of RFP Issuance:	July 8, 2015
Lodge Facility Tours:	July 20 - 31, 2015 (Proposer to schedule)
Final submittal of questions:	August 7, 2015 (By close of business)
Responses to questions submitted:	August 14, 2015
Proposals due:	September 1, 2015 (By close of business)

The Polk County Conservation Office is open to the public Monday - Friday 8:00 am to 4:30 p.m.

**RFP Contact Information:** (Scheduling of Lodge tours)

Clarke Johnson  
Park Superintendent  
Polk County Conservation  
11407 NW Jester Park Drive  
Granger, Iowa 50109  
Fax: (515) 323-5354  
Email: [clarke.johnson@polkcountyiowa.gov](mailto:clarke.johnson@polkcountyiowa.gov)

**Note:** All questions must be submitted in writing. No questions will be answered in person or over the phone and Polk County Conservation shall only consider items in writing regarding the process and review of this RFP. All verbal responses to questions shall be considered null and void and not subject to dispute from proposers.

## **PROPOSAL FORMAT**

The proposal submission shall be prepared in a straightforward and concise manner, identifying clearly and succinctly any deviations, enhancements and other differences that exist between the RFP and the Contractor's proposed services.

- Proposed compensation to Polk County Conservation. Acceptable payment options include a straight percentage of gross sales, a fixed monthly lease payment, or the Contractor pays a percentage of gross sales after a minimum of gross sales are processed. Include any annual or renewal term adjustments in your proposal;
- Evidence of Financial Capacity;
- Current Department of Public Health license and copy of most recent inspection;
- Anticipated staffing levels and hours of operation. Please indicate if your operation will include any closings due to holidays or other reasons;
- Submittal of current catering menu options and pricing;
- Brief history of your company. Years in business, major accounts, references.

## **EVALUATION CRITERIA**

A committee made up of representatives from Polk County Conservation staff; Polk County Conservation Board and one representative from the event/hospitality industry shall score the RFP's. **One composite score shall be established by the committee with the committee's recommendations being forwarded to the Polk County Conservation Board for award at their meeting on October 14, 2015; 5:30 p.m. Polk County Administration Building (11407 NW Jester Park Drive), Granger, IA 50109.** The RFP Review Committee will select the most responsible and responsive Proposer with the highest point value to be recommended for award to the Polk County Conservation Board.

<b><u>Criteria</u></b>	<b><u>Value</u></b>
1. Compensation to Polk County Conservation	30 pts.
2. Business plan, staffing levels, marketing ideas	25 pts.
3. History of company, contractors experience and reputation	20 pts.
4. References, client list, years of similar service and governmental related contracts	15 pts.
5. Portfolio; photos of room set-ups, food displays, menus	10 pts.
6. Local preference*	<u>02 pts.</u>
<b>Total Points Available:</b>	<b>100 + 2</b>

\* Given to businesses with headquarters, or headquarters of its parent or holding company, residing within the corporate limits of Polk County, Iowa.

**COMPENSATION FORMULA SCORING**

The Polk County Conservation Board shall establish the RFP Compensation score as follows:

Highest payment total to PCCB = full point value

2nd highest payment total to PCCB = 2nd highest payment/highest payment X 25

**Example:**

Point Value: 30 maximum points (example)

Formula:	\$10,000 annually (highest payment)	= 30 pts.
	\$8,000 annually (second highest payment)	= 20 pts.
	(((\$8,000/\$10,000) X 25) = 20	

**PCCB RIGHT TO ACCEPT OR REJECT PROPOSALS**

Proposals may be rejected for the following reasons:

- Failure to provide any information requested is cause for rejection;
- Providing false or incomplete information is grounds for rejection;
- Proposals received after the deadline will not be considered;
- Conditions placed on proposal is cause for rejection;
- Direct contact with PCCB staff or officials, except as permitted in these instructions, between the issuance date and award date are grounds for disqualification.

The Polk County Conservation Board (PCCB) can accept or reject any proposal in whole or in part; can seek clarification from any proposer and can waive any irregularities in proposal submissions.

**AWARD**

All proposers will be notified of the intent to award to a particular contractor. The award will be made at a public meeting of the Polk County Conservation Board, tentatively scheduled for October 14, 2015; 5:30 p.m. at the Polk County Administration Building (111 Court Avenue; Board of Supervisors Chambers). The Board's decision is final.

# Jester Park Lodge



**Attachment A  
Furnishings & Kitchen Equipment Inventory**

**Banquet Furnishings:**

Item	Quantity	Condition
8' Rounds	20	Good
8' Rectangle Tables	20	Good
6' Rectangle Tables	10	Good
6' Conference Tables	6	Good
Burgundy molded chairs	240	Good

**Kitchen/Storage Equipment:**

Item	Quantity	Condition
6 burner gas stove w/ 2'x2' griddle	1	Good
Side by side ovens	1	Good
Stainless steel tables (2- 6' x 30" & 1 -4' x 30')	3	Good
Two door commercial refrigerator	1	Good
Two door commercial freezer	1	Good
Four compartment sink	1	Good
Quick cycle dishwasher	1	Good
Two (2) keg, keg cooler	1	Good
# ice maker	1	Good
Walk-in cooler (88' x 88" x 95" high)	1	Excellent
1 Gallon coffee maker	1	Good
2.5 gallon Ice Tea maker	1	Good
Dolly carts ( 2' x 3')	2	Good
Wire shelving (2' x 4')	6	Good

**Audio / Visual Equipment:**

Item	Quantity	Condition
Podium	1	Good
Sound System (dual frequency)	1	Good
Handheld wireless mic	2	Good
Lapel wireless mic	2	Good
Mic stand	1	Good
Portable tripod video screen	1	Good
Projector stand	1	Good
A-frame white board (large)	2	Good
A-frame white board (small)	2	Good
Poster Board frame	1	Good

**Attachment B  
Three-Year Event/Gross Revenue History**

<b>Item</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Number of Events	87	81	89
Catering Revenue	\$319,000	\$274,595	\$375,881
Liquor Revenue	\$97,562	\$109,263	\$135,190
Event Set-up Revenue	\$27,650	\$26,425	\$30,100
"Non-catered" Revenue	\$475	\$2,110	\$992
Decor Revenue	\$49,713	\$66,252	\$90,271
<b>Total Annual Income</b>	<b>\$494,312</b>	<b>\$478,645</b>	<b>\$632,434</b>



**Attachment C**  
**Polk County Conservation Jester Park Lodge RFP Entity Submittal Form**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Type of Company: (Corporation, LLC, Etc.): \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Name Title

Contact Info: \_\_\_\_\_  
Email Phone

Person Authorized to execute Contract: \_\_\_\_\_  
Name Title

Non-catered event fee: \$ \_\_\_\_\_ (for pot-luck style events)

Total Annual Compensation Value Estimate: \$ \_\_\_\_\_

**Please propose contract compensation terms; annual adjustments and renewal adjustments to Polk County Conservation:**

Regarding the sections related to the following please prepare a concise response or attach as appropriate to the below items as an attachment to this submittal:

- Compensation to Polk County Conservation: **PCC shall require a monthly management fee of \$1,000.** Your proposal should include other consideration to be provided to PCC regarding your rights to rental income and food/beverage income including liquor and vending. Ex. revenue sharing offer (% of gross revenues, flat fee, minimum compensation and then % thereafter, etc.) and include any annual increases and/or renewal term increases). **Value = 30 pts.;**
- Business plan, staffing levels and marketing ideas. **Value = 25 pts.;**
- History of company, contractors experience and reputation. **Value = 20 pts.;**
- References, client list, complexity of events, similar service and governmental contracts. **Value = 15 pts.;**
- Photo's events, room set-ups, food displays and menus. **Value = 10 pts.;**

**Additional pages, exhibits, photo's, etc. may be attached to this response**

**Attachment C (cont.)  
Evidence of Financial Capacity**

Attached hereto is a letter from the Federal or State regulated Bank (Financial Institution) who will fund my proposal.

It is signed by an authorized signer for the Financial Institution, attesting to my financial capacity to perform guest management services (rentals, full-service catering and full-service liquor sales and services) at the real property locally known as **the Jester Park Lodge (11407 NW Jester Park Drive, Granger, Iowa 50109)** for the monthly management fee of \$1,000.00 plus: (List terms of additional compensation to Polk County Conservation below):

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By signing this representation and **attaching the Bank (Financial Institution)** letter confirming my financing capacity for this proposal, I hereby warrant that the information contained in this representation is true and correct to the best of my knowledge and belief.

PLEASE PRINT all the following:

Bank Name: \_\_\_\_\_

Bank Local Address: \_\_\_\_\_  
Street City State Zip

Bank Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PROPOSER's Signature

\_\_\_\_\_

I understand that any misrepresentation or incomplete disclosure by Proposer of this financial status is grounds for rejection of my proposal.

**PLEASE NOTE:**

The attached confirmation letter of your availability of funds must come from the Bank (Financial Institution) funding your company, and/or retaining your bank accounts, and must demonstrate eligibility for financing operations for a venue of this size.

## Exhibit A Insurance Requirements

### **CONTRACTOR OBLIGATION**

The contractor shall secure and maintain throughout the duration of this contract, insurance of such types and not less than the amounts specified herein. The Contracting Authority (**POLK COUNTY CONSERVATION AND POLK COUNTY GOVERNMENT**) shall be named as "Additional Insured," using the following language: **"POLK COUNTY CONSERVATION, POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns."**

Insurance coverage will be considered acceptable when provided in one of the following methods:

The Contractor shall furnish the Contracting Authority with a proper Certificate of Insurance or affidavits executed by representatives of duly qualified insurance companies, doing business in IOWA for approval by the Contracting Authority.

The Certificate shall identify the following: the insurance company firm name and address; contractor firm name and address; insurance policy(s) number(s); policy period; type of policy and coverage; limits of coverage; description of operations covered; certificate holder/"Additional Insured"; and cancellation clause.

All certificates submitted for the purpose of complying with these specifications shall identify as the "Named Insured" the Contractor; and the Contracting Authority, its agents and representatives, as "Additional Insureds."

This requirement shall apply with equal force, whether the work is performed by (1) persons employed directly by the Contractor, (2) by a subcontractor, or (3) by an independent contractor.

Regardless of such approval by the Contracting Authority, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times, and failure to do so shall not relieve the Contractor of any contractual obligation or responsibility. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as such by the Contracting Authority. Failure on the part of the Contractor to comply with the requirements of this article will be considered sufficient cause to suspend the work, withhold payment(s), and/or be disqualified from receiving further contract awards.

Insurance policies filed with the Contracting Authority shall state that thirty (30) calendar days prior written notice will be given to the Contracting Authority before any policy covered thereby is changed or canceled.

Evidence of insurance coverage as identified and stipulated by these specifications shall be approved by the Contracting Authority prior to any work being performed by the Contractor, subcontractor(s), or agents of the Contractor.

### **TYPES OF INSURANCE**

**A. Workers' Compensation and Employers' Liability.** This insurance shall protect the Contractor against all claims under Iowa Workers' Compensation Law. The Contractor shall also be protected against claims for injury, disease, or death, or employees which for any reason, may not fall within the provisions of the Workers' Compensation Law. The insurance requirements shall not be less than the following:

1. Workers' Compensation – Statutory
2. Employers' Liability
  - a. **\$500,000 Per Accident**
  - b. **\$500,000 Disease, Policy Limit**
  - c. **\$500,000 Disease, Each Employee**

- B. Commercial General Liability.** This insurance shall be written in comprehensive form and shall protect the Contracting Authority against all claims arising from injuries to any person or damage to property of others arising out of any negligence of the Contractor.

The Contractor shall provide and maintain insurance coverage to protect the Contracting Authority against any and all claims for damages for personal injury, including accidental death, as well as from claims under this contract, whether such operations be performed by the Contractor or any subcontractors, or by one directly or indirectly employed by the Contractor or any subcontractors.

The liability limits shall not be less than the following:

Each Occurrence	<b>\$ 1,000,000</b>
General Aggregate	<b>2,000,000</b>
Products-Completed Operations Aggregate	<b>2,000,000</b>
Personal & Advertising Injury	<b>2,000,000</b>
Fire Damage (Any one Fire)	<b>100,000</b>
Medical Expenses (Any One Person)	<b>5,000</b>

**(\$2,000,000 per occurrence single limit will meet the requirement.)**

- C. Automobile Liability.** This insurance shall be written in comprehensive form and shall protect the Contractor against all claims for the operation of motor vehicles, whether they are owned, non-owned, or hired, by or on behalf of the Contractor. The liability limits shall not be less than the following:

**\$1,000,000 CSL (Combined Single Limit) per accident**

- D. Excess Liability Umbrella.** The Contractor shall procure and maintain, during the life of this contract **\$1,000,000 Excess Liability Coverage (Umbrella)**. This coverage is over and above the underlying coverage of **\$2,000,000** the General Liability and Automobile & Employers Liability.
- E. Builders Risk Insurance.** Coverage shall be equal to 100 per cent of the replacement cost of all proposed construction up to **\$100,000 (when applicable)**.
- F. Subcontractors.** The contractor shall require that any of its agents and / or subcontractors, who perform work and/or services pursuant to the provisions of this contract, meet the same insurance requirements as are required of the prime contractor.
- G. Performance Bond.** A bond for the faithful and timely completion of the entire proposal must be provided with a limit of 100 percent of the contract sum **(when applicable)**.
- H. Liquor Liability.** Comprehensive liquor liability coverage shall be purchased with limits not less than **\$1,000,000**. **This coverage is mandatory when the contractor/vendor will be serving alcohol for consumption.**

**MISCELLANEOUS.**

- A. Cost of Insurance.** The Contracting Authority shall make no direct payments to the Contractor for any costs associated with securing, maintaining, and/or providing the insurance coverage required by the Contract Department. All costs of such coverage shall be included in the prices bid and no additional payments for such costs shall be made.

**B. Personal Liability of Public Officials.** In carrying out any of the provisions of the contract, or in exercising any power or authority granted to any agent or representative of the County Board thereby, there shall be no liability upon such agent or representative, including the engineer or authorized assistants, either personally or as an official of the County Board, it being understood that in such matters they act as the agent and representative of the County Board.

**C. Non-Waiver of Legal Rights.** The Contracting Authority shall not be precluded or estopped by any measurement, estimate, or certificate made either before or after the completion and acceptance of the work and payment thereof, from showing the true amount and character of the work performed and the materials furnished by the Contractor, or from showing that such measurement, estimate, or certificate is untrue or incorrectly made or that the work or materials do not in fact conform to the contract.

The Contracting Authority shall not be precluded or estopped, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and Surety such damages as it may sustain by reason of failure to comply with the terms of the contract. Neither the acceptance by the Contracting Authority, nor any representative(s), nor payment for acceptance of the whole or any part of the work, nor any extent of time, nor any possession taken place by the Contracting Authority shall operate as a waiver of any portion of the contract, or any powers herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held to be a waiver of any other subsequent breach.

**D. Litigation for Claims and Save Harmless Clause.** The Contractor shall indemnify and hold harmless the Contracting Authority, Board of Supervisors, Elected Officials, Employees, Agents, and Assigns from all suits, actions, or claims of any character brought because of any injuries or damages received or sustained by any person(s), or property because of any act, omission, or neglect in safeguarding or performing the work, or through use of unacceptable materials in constructing the work.

The Contractor shall also hold the Contracting Authority, Board of Supervisors, Elected Officials, Employees, and their Assigns harmless from all claims for damages arising from any neglect, default, or mismanagement or omission of the Contractor, any subcontractor(s), agent, or employee in the performance of any duties imposed by this contract, or by law. If any litigation on account of such claims shall be commenced against the Contracting Authority, Board of Supervisors, Elected Officials, Employees, Agents, or Assigns, the Contractor, upon notice thereof from the Contracting Authority, shall defend the same at their cost and expense; and the record of any judgement rendered against the Contracting Authority, Board of Supervisors, Elected Officials, Employees, Agents, or Assigns to recover the full amount thereof, with interest and costs, and attorney's fees incurred by said Contracting Authority. The right of action therefore shall accrue to the Contracting Authority as soon as judgement shall have been rendered, whether the Contracting Authority shall have paid the amount or not.

**THE CONTRACTOR IS REQUIRED TO BE IN ACCORDANCE WITH ALL O.S.H.A. SAFETY GUIDELINES AND REGULATIONS AT ALL TIMES DURING THE CONTACT PERIOD.**

**POLK COUNTY GOVERNMENT  
CERTIFICATE OF INSURANCE**

**REQUIREMENTS.**

Certificates of Insurance are required on every contract to show proof of adequate insurance. A Certificate shall be submitted with each set of contract documents to the Risk Manager for review. Contract documents will not be submitted to the **Conservation Board** for execution until the Certificate of Insurance is correct and has received staff approval. The Certificate(s) must specifically identify the project (No yearly or all – project certificates will be accepted), and show **POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns**, as “Additional Insured.”

The following statements are requirements and should aid in the preparation of an acceptable certificate. The statement numbers refer to the circled numbers on the sample certificate.

1. The name of the producer with complete address, zip code, and telephone number.
2. The Name of the Insured with complete address, zip code, and telephone number.
3. The issue date must be complete.
4. The insurance companies affording coverage must be named and approved by the Insurance Commission of the State of Iowa. The Company letters (4a) must be placed along the corresponding insurance coverages (4b).
5. All Certificates shall state that XCU Coverage is included. (If applicable)  
The limits listed below are minimum acceptable limits. The Insurance Agent should review the Contract Special Provisions for each project, and verify with **POLK COUNTY RISK MANAGEMENT** that the insurance requirements have not been changed, as limits may vary from project to project.
6. **General Liability:**

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Product Completed Operations Aggregate	\$ 2,000,000
Personal & Advertising Injury	\$ 2,000,000
Fire Damage (Any one fire)	
Medical Expense (Any one person)	\$ 5,000

(\$2,000,000 per occurrence single limit will meet the requirement)
7. **Automobile Liability:**

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
8. **Workers' Compensation:**

- Statutory Benefits	
- Employers' Liability (Coverage B)	\$ 500,000
9. **Excess Liability Umbrella** \$ 1,000,000

10. **Builders Risk**
  - a. Shall be equal to 100 per cent of replacement cost of construction.  
**(When Applicable)**
11. **Performance Bond**
  - a. For the faithful and timely completion of the entire proposal with a limit of 100 percent of the contract sum  
**(When Applicable)**
12. **Liquor Liability** **\$ 1,000,000**
  - a. Mandatory for contractors/vendors who serve alcohol for consumption
13. Policy numbers for all policies must be included
14. Policy effective dates for all policies must be included
15. Policy expiration dates must be included.
16. Description of Operations: The Project Name and Work Order Number must be shown. All contracts require **"POLK COUNTY CONSERVATION, POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns"** to be additionally insured.
17. **POLK COUNTY CONSERVATION AND POLK COUNTY GOVERNMENT** must clearly and explicitly be shown as the Certificate Holder.
18. The Cancellation Clause must read exactly as follows:  
**"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left."**
19. All certificates of insurance must be signed by an authorized representative.
20. In order to preserve the governmental immunities available as defenses to contractor (or Licensor) and its officials and employees, any insurance policy must contain an endorsement with the following language:

**"The Company and the Insured expressly agree and state that the purchase of this policy of insurance by the Insured does not provide coverage for torts specified in Iowa Code 670.4, and that the Insured does not waive any of the defenses of governmental immunity available to the Insured under Iowa Code 670.4 as it now exists and as it may be amended from time to time. The Company and the Insured further expressly agree and state that the Insured may, at any time, assert any of the governmental immunity defenses available to it without affecting the coverage afforded under this policy."**

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, May 13, 2015.  
The meeting was called to order at 5:30 p.m.

### #1a – Roll Call

Members Present: Johnson, Levis, Northway  
Members Absent: Smith, Cataldo

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

**MOTION:** Moved by Levis to approve the May 13, 2015 meeting minutes as written.

VOTE YEA: Levis, Johnson, Northway

### #2 – Public Comments

No comments.

### #3 & #8 – Employees, Recent Hires & Employee Introductions

New employee Clarke Johnson, Parks Superintendent, was introduced to the Board.

### #9 – Financial Reports

Information only.

### #4 - Consent Agenda Items

**MOTION:** Moved by Northway to approve the following consent agenda items:

- a) PCCB May 2015 bill list;
- b) staff publishing notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's July 2015 meeting on electric service easements to Mid-American Energy for electric service to three transformer locations in Fort Des Moines Park (Note: public hearing was not able to be held);
- c) directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's July 2015 meeting on the plans, specifications, cost estimate for the construction of new picnic shelters, restrooms, shade structures, outdoor classroom, park wide trail system and misc. utility and infrastructure improvements at Fort Des Moines Park.;

VOTE YEA: Northway, Levis, Johnson

### #7 - Jester Park Lodge, Request for Proposal Process

Doug Romig, Deputy Director, reviewed tentative Request for Proposal for Jester Park Lodge Guest Services Management and the proposed schedule for the process.

#6 - Jester Park Conservation Center, Campaign Management & Execution Request for Proposal

**MOTION:** Moved by Levis to approve entering into a contract with Funding Solutions, Inc. at an amount not to exceed \$125,000 for Campaign Management & Execution services associated with the Jester Park Conservation Center with a target goal of \$2-\$3M.

VOTE YEA: Northway, Levis, Johnson

#5 - Jester Park Conservation Center

Director Leopold presented information to the Board on different scenario planning and considerations related to the Jester Park Conservation Center.

Discussion led to Chair Johnson requesting that a work session of the entire Board be organized before the end of June for the Board to consider different options for moving forward with the Jester Park Conservation Center.

#10 – Director's Remarks

- Director Leopold had no comments
- Romig gave a brief report on his first month as Deputy Director

#11 - Board Chair and Member's Remarks

None.

#12 - Upcoming Events

- IACCB Fall Conference, Cedar Rapids, September 17-19, 2015
- GOF Golf Outing, June 17

#13 - Adjournment

Meeting adjourned at 6:40 p.m.

Prepared by: Cindy Lentz

Approved:

**POLK COUNTY CONSERVATION BOARD  
WORK SESSION MINUTES  
JUNE 23, 2015**

Board Members Present: Connie Johnson, Lance Northway, Mike Smith, Tom Levis, Jim Cataldo

Staff Members Present: Richard Leopold, Doug Romig, Clarke Johnson, Wayne Johnson, Kami Rankin,  
Patti Petersen-Keys, Lori Foresman-Kirpes, Cindy Lentz, Roger Kuhle

Guests: Mark Stevens

**Item I: Jester Park Conservation Center**

Director Leopold reviewed the Jester Park Conservation Center Scenario Planning and Considerations and the potential building cost reductions. Considerable work was done on exploring specific methods to reduce the overall project costs for the Jester Park Conservation Center. Involved were Mark Stevens, contract project manager, RDG staff, Wayne Johnson, and himself. To attain the desired \$2M in overall reductions to project costs, in order to meet the \$10M total project cost scenario, the initial "aim" was a \$2.5M reduction. This is because it was thought that during the review and redesign, a few minor items would likely be added in. A contract with RDG for re-design and re-engineering of current plans would also be needed. The \$8M scenarios would involve a nearly complete redesign, so "cost item" for this scenario was not needed; and the \$6M and the \$12M scenarios are not desirable.

Following discussions, Director Leopold will bring to the Board's July meeting a recommendation for formal approval based on the \$10M scenario. The Board asked for more concrete numbers on what can be cut from the project.

Meeting adjourned at 7:21 p.m

Minutes prepared by Cindy Lentz



**Date**

July 8, 2015

**Agenda Item No. 7**

**Roll Call No. 15-0707**

**Submitted by: Wayne Johnson  
Construction/Maintenance  
Operations Manager**

**AGENDA HEADING:**

Approving the purchase of a CXT Gunnison uni-sex vault toilet and associated costs for the north side of Easter Lake Park.

**SYNOPSIS:**

Authorizing the Board Chair to sign the purchase agreement for the CXT vault toilet from L.B. Foster and to approve all associated costs.

**FISCAL IMPACT:**

<u>Amount:</u>	<b><u>\$19,326.25</u></b>	<b>Total Not to Exceed</b>
	\$17,126.25	CXT vault toilet, crane, set, delivered
	\$ 2,200.00	Site prep, fill sand, re-bar, concrete, misc.

Funding Source: Polk County Water and Land Legacy Bond

**ADDITIONAL INFORMATION:**

Previously there was an old vault toilet located at the west end turn around on the north side of Easter Lake Park. With the construction of Phase II of the Mark C. Ackelson Trail the old vault toilet needed to be removed. Staff met on site and determined a better location for this vault toilet replacement would be at the west end of the current ADA fishing dock and covered fishing pier parking lot on the north side and more centrally located from the beach area to the west turn around. The benefit of a vault toilet also provides year around use.

**PREVIOUS BOARD ACTION(S): N/A**

Date: N/A

Roll Call Number: N/A

Action: N/A

**RECOMMENDATION:**

That the Polk County Conservation Board approves the purchase of the CXT vault toilet for \$17,126.25 and the associated costs of \$2,200 dollars for a project cost not to exceed \$19,326.25 and authorize the Board Chair to sign the purchase agreement.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at [pcb\\_info@polkcountyiowa.gov](mailto:pcb_info@polkcountyiowa.gov) or request to receive meeting notices and agendas by email by calling the office or sending their request via email to [cynthia.lentz@polkcountyiowa.gov](mailto:cynthia.lentz@polkcountyiowa.gov)



<b>Date</b>	July 8, 2015
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<b>Agenda Item No. 8</b> <b>Roll Call No. 15-0708</b> <b>Submitted by: George M. Lentz</b> <b>Equipment Maintenance</b> <b>Superintendent</b>
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**AGENDA HEADING:**

Approving purchase of a used 2004 Yale GLP050 forklift

**SYNOPSIS:**

Authorizing the Polk County Conservation staff to purchase a used 2004 Yale forklift from Torrance.

**FISCAL IMPACT:**

Amount: \$13,950.00

Funding Source: Polk County Water and Land Legacy Bond

**ADDITIONAL INFORMATION:**

The last part of the Equipment Maintenance shop relocation was to purchase a used forklift for safe unloading of freight and assist in lifting and removal of large housings, castings, tracks, etc. in the equipment maintenance shop.

Staff found a 2004 Yale GLP050 from Torrance, 6545 NE 14<sup>th</sup> Street, Des Moines to meet our specifications and needs and is requesting approval to purchase this piece of equipment.

**PREVIOUS BOARD ACTION(S): N/A**

Date: N/A

Roll Call Number: N/A

Action: N/A

**RECOMMENDATION:**

That the Polk County Conservation Board approves the purchase of a used 2004 Yale GLP050 Forklift from Torrance, 6545 NE 14<sup>th</sup> Street, Des Moines for the purchase price not to exceed \$13,950.00.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at [pccb\\_info@polkcountyiowa.gov](mailto:pccb_info@polkcountyiowa.gov) or request to receive meeting notices and agendas by email by calling the office or sending their request via email to [cynthia.lentz@polkcountyiowa.gov](mailto:cynthia.lentz@polkcountyiowa.gov)



**Date**

July 8, 2015

**Agenda Item No. 9**

**Roll Call No. 15-0709**

**Submitted by: Wayne Johnson  
Construction/Maintenance  
Operations Manager**

**AGENDA HEADING:**

Setting date for a Public Hearing at the August 12, 2015 Board meeting for installation of a new Peat septic system that services the Jester Park Golf Course Clubhouse and Jester Park Administrative Office complex, to replace the current sand filter septic system and directing staff to publish an ITB for the systems.

**SYNOPSIS:**

Information will be provided at the August 12, 2015 on the plans and estimated costs associated with this project.

**FISCAL IMPACT:**

Amount: N/A

Funding Source: Polk County Board of Supervisors General Fund.

**ADDITIONAL INFORMATION:**

The current sand filter system located near the Jester Park Administrative office building serves all of the main complex, RV dump-station, and the Golf Course Clubhouse. This system needs to be replaced due to ground water infiltration into the 6” sewer line running from the clubhouse to the main complex sand filter; iron bacteria build up; and challenges with current system treatment capabilities.

**PREVIOUS BOARD ACTION(S):**

Date: N/A

Roll Call Number: N/A

Action: N/A

**RECOMMENDATION:**

The Board hereby approves and directs staff to publish a Notice of Public Hearing to be held August 12, 2015 regularly scheduled meeting of the Polk County Conservation Board and to prepare documents for said hearing.

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<b>Date</b>	July 8, 2015
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<b>Agenda Item No.</b>	<b>10</b>
<b>Roll Call No.</b>	<b>15-0710</b>
<b>Submitted by:</b>	<b>Wayne Johnson</b>
	<b>Const. Maint./Operations Manager</b>

**AGENDA HEADING:**

Setting date of Public Hearing August 12, 2015 Board meeting for electric easements to Mid-American Energy for electric service and setting three transformers needed for Fort Des Moines Park Improvements.

**SYNOPSIS:**

The Polk County Board of Supervisors are the owners of this Park land which is needed to be conveyed by easement to Mid-American Energy. Staff will provide an easement contract agreement with Mid-American Energy and associated costs.

**FISCAL IMPACT: N/A**

Amount: N/A

Funding Source: N/A

**ADDITIONAL INFORMATION:**

Currently there is no electric service in Fort Des Moines Park. With the planned Improvements in the park these electric easements will need to be provided at 3 locations near the project sites. This will provide utility service for existing and planned shelters and restrooms.

**NOTE:** Polk County Conservation Board approved Setting date of the Public Hearing at the July meeting but information from Mid-American Energy was not available therefore the need to publish notice for the August 12, 2015 meeting regarding these easements.

**PREVIOUS BOARD ACTION(S):**

Date: June 10, 2015

Roll Call Number: N/A

Action:

Staff was directed to request electric easements required by Mid-American Energy for electric service in Fort Des Moines Park and for a Public Hearing to be held at July 8, 2015 regularly scheduled meeting of the Polk County Conservation Board.

**RECOMMENDATION:**

Setting date of Public Hearing regarding easements to MidAmerican Energy at Fort Des Moines Park for August 12, 2015.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at [pccb\\_info@polkcountyowa.gov](mailto:pccb_info@polkcountyowa.gov) or request to receive meeting notices and agendas by email by calling the office or sending their request via email to [cynthia.lentz@polkcountyowa.gov](mailto:cynthia.lentz@polkcountyowa.gov)



**Date**

July 8, 2015

**Agenda Item No. 11**

**Roll Call No. 15-0711**

**Submitted by: Wayne Johnson  
Construction/Maintenance  
Operations Manager**

**AGENDA HEADING:**

Public Hearing for approving Fort Des Moines Park Master Plan and estimated costs.

**SYNOPSIS:**

Presentation of Fort Des Moines Park Master Plan, estimated project costs and related improvements based on available resources.

**FISCAL IMPACT:**

Amount: \$2.5 million cost estimate from Shive Hattery Architecture + Engineering  
\$1.6 million available for future improvements

Funding Source: N/A

**ADDITIONAL INFORMATION:**

With the completion of the pond dredging, shore line work, rock sill installment and fish stocking; the Fort Des Moines pond is back to its normal pool elevation, and all affected areas have been restored. Through a series of public meetings with area residents, staff and Polk County Conservation Board members the following priorities were established:

- 1) School connections and outdoor classrooms;
- 2) Trail enhancements, circulation and access;
- 2) Fence removal throughout park;
- 3) New boat access and parking area;
- 4) Kiosks (interpretation and informational);
- 5) Entrance improvements and connections;

Additionally, the Polk County Conservation Board wanted to see improved visibility and security within the park master plan improvements. Upon adoption of the park master plan, staff will begin developing plans and specifications for some of the park master plan elements. At this time funds are not allocated nor identified to implement the full master plan. Specific elements recommended for construction include:

- 1 – 30’ x 64’ steel gable end 3-season picnic shelter with masonry fireplace and partial wrap around.
- 2 – 30’ x 64’ steel gable end picnic shelters.
- 3 – Steel shade structures.
- 3 – CXT men’s and women’s flush toilets
- 1 – CXT uni-sex vault toilet
- Outdoor Classroom
- Expanded trail system, hard surface, granular, and mowed.
- Additional park road paving, new and expanded parking lots, and sidewalks.
- Information kiosk, and misc. signage.
- Bio-cell/Rain-garden

Infrastructure improvements (electric service, water, and sewer).  
Contracted services (engineering, testing, electric, plumbing, roads, grading, and demolition).

**PREVIOUS BOARD ACTION(S):**

Date: June 10, 2015

Agenda Item Number: N/A

Action:

Staff directed to advertise for a public hearing to be held at the July 8, 2015 Board meeting for Improvements at Fort Des Moines Park.

**RECOMMENDATION:**

Approve and accept Fort Des Moines Master Plan, budget estimates and scope of work.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at [pccb\\_info@polkcountyiowa.gov](mailto:pccb_info@polkcountyiowa.gov) or request to receive meeting notices and agendas by email by calling the office or sending their request via email to [cynthia.lentz@polkcountyiowa.gov](mailto:cynthia.lentz@polkcountyiowa.gov)



**Date** July 8, 2015

**Agenda Item No.** 11-A  
**Roll Call No.** 15-0711A  
**Submitted by:** Wayne Johnson  
Construction/Maintenance  
Operations Manager

**AGENDA HEADING:**

Approving Fort Des Moines Park Capital Improvement Plan

**SYNOPSIS:**

Authorizing PCC staff to proceed with Fort Des Moines infrastructure development related to the adopted Fort Des Moines Park Improvements Master Plan.

**FISCAL IMPACT:**

Amount: \$1,510,927 estimated for future improvements.

To date \$868,525 has been expended on some park and the pond improvements which will bring the total investment at Fort Des Moines Park to \$2,379,452.

Funding Source: Polk County Water and Land Legacy Bond: \$1,407,490  
Land and Water Conservation Fund Grant: \$ 103,437  
**Total Available Funding: \$1,510,927**

**ADDITIONAL INFORMATION:**

With the passage of the Polk County Water and Land Legacy Bond, Polk County Conservation worked to produce a series of projects important to water quality improvement and habitat protection, education initiatives, park enhancements and trail connections. The Fort Des Moines Park planning process begun in 2011 through a series of public meetings between area residents, staff and Polk County Conservation Board Members.

During this process the Polk County Water and Land Legacy Bond was passed, thereby providing a funding stream for the related park improvements. Work has been completed regarding the pond restoration and some trail/park improvements with \$868,525 already invested into Fort Des Moines Park. The remaining park improvements as identified in the park master plan are estimated to cost approximately \$2.5 million based on a cost estimate opinion from Shive Hattery Architecture + Engineering.

Within the identified bond funds plus a \$111,201 Land and Water Conservation Grant, Polk County Conservation has a available fund allocation of approximately \$1.51 million for future improvements. Based on public and Board Member comments the following elements were recommended in priority order:

- 1) School connections and outdoor classrooms;
- 2) Trail enhancements, circulation and access;
- 2) Fence removal throughout park;
- 3) New boat access and parking area;
- 4) Kiosks (interpretation and informational);
- 5) Entrance improvements and connections;

Staff is seeking approval to proceed with the implementation of the Fort Des Moines park master plan elements in priority order based on available funding streams.

**PREVIOUS BOARD ACTION(S):**

Date: July 8, 2015

Roll Call Number: 15-07-11

Action: Adoption of Fort Des Moines Park Master Plan, budget estimates and scope of work.

Date: May 13, 2015

Roll Call Number:

Action: Accepting Fort Des Moines Park pedestrian trail bridge connections.

**RECOMMENDATION:**

Authorizing staff to implement the Fort Des Moines Park master plan elements as identified in priority order subject to identified funding sources in a total amount not to exceed \$1,510,927.

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<b>Date</b>	July 8, 2015
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<b>Agenda Item No. 12</b> <b>Roll Call No. 15-0712</b> <b>Submitted by: Richard Leopold</b> <b>Director</b>
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**AGENDA HEADING:**

Authorizing Director to develop financial plan and building design changes for the Jester Park Conservation Center.

**SYNOPSIS:**

Authorizing the Polk County Conservation Director to proceed with the cost reductions, fund-raising, alternative funding and building redesign options for the construction and development of the Jester Park Conservation Center.

**FISCAL IMPACT: \$11,695,722**

<u>Amount:</u>	A & E:	\$1,265,308
	Fund-raising:	\$ 175,800
	Misc Expenses:	<u>\$ 4,614</u>
	<b>Funds committed to date:</b>	<b>\$1,445,722</b>
	Construction:	\$9,200,000
	Contingency/General Conditions:	\$ 800,000
	A & E:	\$ 350,000
	Fund-raising contract extension:	<u>\$ 25,000</u>
	<b>Total Future Estimated Costs:</b>	<b>\$10,375,000 (Not to exceed)</b>

<u>Funding Source:</u>	Polk County Water and Land Legacy Bond	\$4,000,000
	Vision Iowa	\$ 970,000
	Corporate	\$ 530,000
	Private Donations	\$ 339,845
	Local Government	\$ 260,000
	Other Grants	<u>\$ 150,000</u>
	<b>Total Committed to Date:</b>	<b>\$6,249,845</b>

<u>Future Needs:</u>	Additional Private Fund-raising:	\$2,125,155
	Enterprise Funds (Admin Offices, other)*	\$1,000,000
	Additional Bond Proceeds (if needed)*	<u>\$1,000,000</u>
	<b>Future Needs:</b>	<b>\$4,125,155</b>

\* The use of Enterprise funds with the exception of the administrative office expenses and additional use of bond funds shall only be utilized if additional private funds cannot be secured by Funding Solutions, Inc.

**ADDITIONAL INFORMATION:**

At the special Polk County Conservation (PCC) Board meeting on June 23, 2015, the PCC staff addressed the following concerns raised by the Board at their regular June 10, 2015 Board meeting regarding the future of the Polk County Conservation Center. The items discussed included the following:

- Prepare scenario planning of different construction estimates including pros and cons for each option;
- Identify potential need of additional bond funding and impacts of future projects;
- Justify need for administrative offices as a part of Conservation Center development;

Discussion centered on establishing project "givens": 1) The conservation center will get built and it will be fabulous; 2) The current project budget is \$12.0 million; 3) The current available funding is \$6.25 million; and 3) The Feasibility/Development study indicated that the market could bear an additional \$2.0 million in private funding for this endeavor.

Through Board discussions and staff evaluations, we are recommending that the following combination of efforts be approved in order to maintain the functionality of the center while also allowing for administrative offices and future expansion of the development site. Staff is recommending that a \$10,375,000 not to exceed budget be approved for the Conservation Center and that the Director is authorized and directed to complete the following:

**Building Redesign:**

- Eliminate Board Room and replace with exterior deck;
- Reduce depth of building by eight feet;
- Convert SIPS roof and wall systems with traditional wood structures;
- Revise floor structural system and storm shelter reinforcement;
- Convert office area roof trusses and reduce ceiling height to ten feet;
- Eliminate amphitheater from plan;
- Reduce paving by 20% from existing plan;
- Discovery pond and stream to be an add alternate to final plans and specifications;
- Convert exterior stone wall cladding with stone veneer;
- Identify other savings that do not impact functional use of space or architectural aesthetics on the interior of the center.

The cost savings from the above changes is estimated to reduce the overall project costs by \$2,476,000 bringing the revised cost estimate which includes additional fund-raising expenses, FY17 construction start date, etc. to \$10,375,00.

**Additional Funding Required:**

In order to meet this budget gap, staff is recommending that the Board authorizes the use of Enterprise funds to pay for the administrative offices and increase Funding Solutions, Inc. fund-raising goal to \$4.0 million. Should the private fund-raising campaign fall short, staff recommends that the Board obligates Polk County Water & Land Legacy bond funds as the last money in to this project.

The Jester Park Conservation Center was identified as a key element of the Polk County Water & Land Legacy bond with an identified \$4.0 million designated towards this effort. Upon local engagement with area business and civic leaders it was affirmed that a Nature Center is needed within Polk County and

initial fund-raising efforts were started with current commitments of approximately \$2.25 million secured to date.

**RECOMMENDATION:**

The Polk County Conservation Board hereby approves redesigning the Jester Park Conservation Center as detailed above for an amount not to exceed \$10,375,000 including change orders and authorizes and directs the Polk County Conservation Director to:

- 1) Enter into a design modification Agreement with RDG to reduce construction costs by a minimum of \$2.5 million;
- 2) Direct Funding Solutions, Inc. to expand their fund-raising goal to \$4.0 million for an amount not to exceed \$25,000 for the private funding goal increase;
- 3) Encumber or debt finance up to \$1.0 million from the PCC Enterprise Fund, if needed;
- 4) Authorizes the use of an additional \$2.25 million in Polk County Water & Land Legacy bond funding, if needed, and as the last monies into the project.
- 5) Provides regular updates to the Board regarding expense reductions, fund-raising efforts and use of additional Enterprise or Bond funding as approved by this action.

**PREVIOUS BOARD ACTION(S):** Related actions previously taken by the Board

Date: June 10, 2015

Roll Call Number: N/A

Action: Approved contract with Funding Solutions, Inc. for campaign management and execution services associated with the Jester Park Conservation Center with a target goal of \$2.0 - \$3.0 million for an amount not to exceed \$125,000.

Date: May 13, 2015

Roll Call Number: N/A

Action: Acceptance of Feasibility/Development Analysis Report completed by Jerold Panas, Linzy and Associates on Jester Park Conservation Center project fund-raising.

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**Date**

July 8, 2015

**Agenda Item No. 13**

**Roll Call No. 15-0713**

**Submitted by: Wayne Johnson  
Construction /Maintenance  
Operations Manager**

**AGENDA HEADING:**

Authorizing Board Chair to sign a Change Order from Polk County Engineers with Corell Contractors, Inc. for the construction of turning lanes at the new Jester Park entrance road.

**SYNOPSIS:**

Authorizing PCC staff to work with Polk County Engineers and Corell Contractors, Inc. for the construction of turning lanes on NW 118<sup>th</sup> St. for the new relocated entrance to Jester Park.

**FISCAL IMPACT:**

Amount:        **\$43,834.45**        (Not to exceed) - Estimate  
                         \$39,849.50        Construction  
                         \$ 3,984.95        10% Contingency

Funding Source:        Polk County Water and Land Legacy Bond

**ADDITIONAL INFORMATION:**

As part of the Jester Park, entrance road relocation staff worked with Shive-Hattery Engineers, and Polk County Engineers for the turning lanes needed on NW 128 St. After both parties conducted traffic studies they determined the safest access into and out of the new park entrance road would be to provide these turning lanes. Polk County Engineers currently are under contract with Corell Contractor, Inc. for this type of work. Polk County Engineers have agreed to provide us with a change order for this work as well as assist with inspections and project administration. This project will be similar to the new entrance road work and will not be paved at this time which will allow the site go through at least one freeze and thaw cycle and will be paved along with the new entrance road at a later date.

**PREVIOUS BOARD ACTION(S):**

Date: October 9, 2013

Roll Call Number: N/A

Action:

Approved Jester Park Entrance Road Relocation project including plans, specs, cost estimate, and form of contract. **5 - Yeas / 0 - Nays.**

**RECOMMENDATION:**

That the Polk County Conservation Board approves the change order for the Entrance Road Turning Lanes as detailed above in the amount of \$39,849.50 and a 10% contingency amount of \$3,984.95 for an amount not to exceed \$43,834.45 and authorizes the Board Chair to sign the change order document and ratify the Director's action on June 25, 2015.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at [pccb\\_info@polkcountyiowa.gov](mailto:pccb_info@polkcountyiowa.gov) or request to receive meeting notices and agendas by email by calling the office or sending their request via email to [cynthia.lentz@polkcountyiowa.gov](mailto:cynthia.lentz@polkcountyiowa.gov)