BOARD MEETING

March 13, 2013 - 5:30 p.m.

Polk County Administration Bldg.
Room 120
111 Court Avenue
Des Moines, IA 50309

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)** Oath of Office
- **c)** 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 February 2013 bill list.
- **b) Renewal of Contract Services: Portable Toilets; Septic Tank/Vault Toilet/Grease Trap Pumping; Refuse Disposal; Park Beverage Vending Machines; Cleaning:** approve the annual renewal of the three year contracts for portable toilets to Jim's Johns; septic tank/vault toilet/grease trap pumping to Effluent dba Bob's Septic Tank & Mobile Toilet; refuse disposal to Waste Management; Park Beverage Vending Machines to Dr. Pepper Snapple Group, Inc.
- **c) Grant: Fish Habitat, Jester Park Two Dam Pond & Thomas Mitchell Pond—Aeration Systems:** approve the Cooperative Agreement #13-02F with the Iowa Department of Natural Resources for Fish Habitat Stamp Funds for the installation of one diffused aeration system at Thomas Mitchell Pond with three diffusers and one diffused aeration system at Jester Park Two Dam Pond with four diffusers with a cost-share split of $11,971.10 (90%) for the Iowa Department of Natural Resource's portion and with PCCB's match to be at least $1,330.12 (10%); and the Board further approves Dennis Parker, Director, to sign said agreement.
- **d) Aeration Projects at Jester Park's Two Dam Pond and Thomas Mitchell's Pond:** approve Iowa Pond Guy for equipment purchase and installation of two aeration systems, one at Thomas Mitchell's Pond and one at Jester Park's Two Dam Pond at a cost of $10,630.
- **e) Grant: Wildlife Diversity, Reptile Habitat Improvement at Sand Hill, Chichaqua**

Bottoms Greenbelt: approve the acceptance of this Iowa Department of Natural Resources Wildlife Diversity Grant for reptile improvement at the Sand Hill Unit of Chichaqua Bottoms Greenbelt and further approve Dennis Parker, Director, to sign said grant.

f) **Grant: LAWCON:** approves the application for LAWCON Grant for the Fort Des Moines Outdoor Classroom and Improvements and authorizes the PCCB Chair to sign the resolution form and grant application.

g) **Jester Park Cabins, Publishing Notice of Public Hearing:** ratify action directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's March 13, 2013 (5:30 p.m.) meeting, on the plans, specifications, cost estimate, and form of contract for construction of four rental cabins at Jester Park: (1)-large cabin and (3)-small cabins, located in Section 32, T-81-N, R-25-W, Jefferson Township, Polk County, Iowa, otherwise known as Jester Park.

h) **Equipment Maintenance Building, Publishing Notice of Public Hearing:** approve directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's April 10, 2013 (5:30 p.m.) meeting, on the plans, specifications, cost estimate, and form of contract for construction of an Equipment Maintenance Building at Jester Park.

i) **Four Mile Creek – Streambank Stabilization, Professional Services:** ratifies action approving the PCCB Chair to sign a contract with Snyder and Associates for the design and construction services necessary to complete the stabilization of two stretches of streambank along Four Mile Creek, and thereby protect the new trail construction for a contract amount not to exceed $22,500.

j) **Vehicle Purchases**: approve the purchase of four (4) vehicles from the vendors quoted for the total package price not to exceed $115,762.61.

k) **Equipment Purchase: Stock Trailer:** approve the purchase of a stock trailer for the Jester Park Equestrian Center at a cost not to exceed $15,000.

l) **28E Agreement, Central Iowa Law Enforcement Agencies:** approves entering into a 28E Agreement with other Central Iowa Law Enforcement Agencies for the purpose of creating a Central Iowa Traffic Safety Task Force and authorizes the PCCB Chair to sign Agreement.

3) Public Hearing & Award of Bid: Chichaqua Bottoms Greenbelt, Well Enhancement Project
4) Public Hearing: Mid American Energy Easement, Chichaqua Bottoms Greebelt Well Enhancement Project
5) Public Hearing: Jester Park Cabins Project
6) Jester Park Cabins, S.I.P.S. . (Structural Insulated Panel's) Material & Installation Bid
7) Easter Lake Park, Trail Phases, Professional Services
8) Architectural/Engineering Services, Award of Contracts
9) PCCB Purchasing Policy
10) Employee Introductions
11) Closed Session, Land Acquisitions

PUBLIC COMMENTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

1) Opening Items

a) Roll Call

b) Oath of Office

The Oath of Office will be administered to Connie Johnson, newly appointed member to the PCCB.

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

The Polk County Conservation Board met in regular session on February 13, 2013. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

February 2013 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB February 2013 bill list.

b) Renewal of Contract Services: Portable Toilets; Septic Tank/Vault Toilet/Grease Trap Pumping; Refuse Disposal; Park Beverage Vending Machines; Cleaning

PCCB needs to take action on three year contracts with annual renewable terms. Therefore, we are asking that the PCCB approve the continuation of the three year contracts on the following items:

Portable Toilets – Vendor: Jim's Johns
Septic Tank/Vault Toilet/Grease Trap Pumping – Vendor: Effluent dba Bob's Septic Tank & Mobile Toilet
Refuse Disposal – Vendor: Waste Management
Park Beverage Vending Machines – Vendor: Dr. Pepper Snapple Group, Inc (Cadbury-Schweppes Bottling Group)

This is the third and final year for all of these contracts (term: 4/1/13-3/31/14).

STAFF RECOMMENDATION: That the PCCB approve the annual renewal of the three year contracts for portable toilets to Jim's Johns; septic tank/vault toilet/grease trap pumping to Effluent dba Bob's Septic Tank & Mobile Toilet; refuse disposal to Waste Management; Park Beverage Vending Machines to Dr. Pepper Snapple Group, Inc.

c) Grant: Fish Habitat, Jester Park Two Dam Pond & Thomas Mitchell Pond—Aeration Systems

On November 14, 2012 the Board Chair signed the Statement Resolution for a Fish Habitat Grant application for aeration systems at Jester Park Two Dam Pond and Thomas Mitchell Pond. Staff has received the grant award for a cost-share split of $11,971.10 (90%) for the DNR's portion with PCCB's match to be at least $1,330.12 (10%).

The project consists of the installation of one diffused aeration system at Thomas Mitchell Pond with three diffusers and one diffused aeration system at Jester Park Two Dam Pond with four diffusers.

- Carol Ann Carlson, Accountant

STAFF RECOMMENDATION: That the Board approve the Cooperative Agreement #13-02F with the Iowa Department of Natural Resources for Fish Habitat Stamp Funds for the installation of one diffused aeration system at Thomas Mitchell Pond with three diffusers and one diffused aeration system at Jester Park Two Dam Pond with four diffusers with a cost-share split of $11,971.10 (90%) for the Iowa Department of Natural Resource's portion and with PCCB's match to be at least $1,330.12 (10%); and the Board further approves Dennis Parker, Director, to sign said agreement.

d) Aeration Projects at Jester Park's Two Dam Pond and Thomas Mitchell's Pond

With the award of the Fish Habitat Grant (Agenda Item #2c) through the Iowa Department of Natural Resources (IDNR) to install two aeration systems, staff requests approval to purchase equipment and install the aeration systems.

Ben Dodd, IDNR Fisheries Biologist, provided the names of five contractors in the area that he has worked with and is familiar with. The following three companies provided bids that met the specifications. All three bidders used the same brand of products, and they are all located in Polk County; therefore, my recommendation is to use the lowest bidder, the Iowa Pond Guy, who also has a four year degree in Fisheries Habitat.

Contractor	Bid Amount
Mid Iowa Fountain Services	$11,916
Aqua Clear Lakes	$10,980
Iowa Pond Guy	$10,630

- James Dotzler, Assistant Ranger

STAFF RECOMMENDATION: That the Board approve Iowa Pond Guy for equipment purchase and installation of two aeration systems, one at Thomas Mitchell's Pond and one at Jester Park's Two Dam Pond at a cost of $10,630.

e) Grant: Wildlife Diversity, Reptile Habitat Improvement at Sand Hill, Chichaqua Bottoms Greenbelt

On February 22, 2013 the Polk County Conservation Board was notified that they were awarded a grant of $2,500 from the Iowa Department of Natural Resources for reptile habitat improvement at Sand Hill at Chichaqua Bottoms Greenbelt (CBG). There is no match required, however PCCB will be assisting with CBG haying revenues for supplies and labor for this project. These funds are protected and off budget.

The goal of this project is to protect and enhance existing habitat, and develop new habitat for reptiles at the Sand Hill Unit of the Chichaqua Bottoms Greenbelt.

- Carol Ann Carlson, Accountant

STAFF RECOMMENDATION: That the Board approve the acceptance of this Iowa Department of Natural Resources Wildlife Diversity Grant for reptile improvement at the Sand Hill Unit of Chichaqua Bottoms Greenbelt and further approve Dennis Parker, Director, to sign said grant.

f) Grant: LAWCON

Polk County Conservation Board (PCCB) is applying for a LAWCON grant for the Fort Des Moines (FDM) Outdoor Classroom and Improvements. This project is to develop the newly acquired 18.5 acres received from the Des Moines Independent Community School District (DSMICSD) for an outside classroom and other areas within FDM Park to connect to the classroom. A resolution from the PCCB is needed to make the application valid.

The DNR administers this grant program and the PCCB has been successful in the past in acquiring similar grants for the Jester Park Playscape and the Jester Park Bison/Elk Exhibit.

The project total is $781,500. We are asking that LAWCON fund the grant in the amount of $120,000. The remaining will be a cash match of $661,500. This cash match is made up of $258,000 for the value of the 18.5 acres donated by DSMICSD, $200,000 in cash from the Iowa DNR Urban Fishing Fund, and $203,500 in cash match from PCCB.

- Carol Ann Carlson, Accountant

RECOMMENDATION: That the Board approves the application for LAWCON Grant for the Fort Des Moines Outdoor Classroom and Improvements and authorizes the PCCB Chair to sign the resolution form and grant application.

g) Jester Park Cabins, Publishing Notice of Public Hearing

The Board was polled requesting approval to publish notice to hold a public hearing at your March 13, 2013 (5:30 p.m.) on the construction of four cabins at Jester Park. The Board needs to ratify this action.

STAFF RECOMMENDATION: That the Board ratify action directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's March 13, 2013 (5:30 p.m.) meeting, on the plans, specifications, cost estimate, and form of contract for construction of four rental cabins at Jester Park: (1)-large cabin and (3)-small cabins, located in Section 32, T-81-N, R-25-W, Jefferson Township, Polk County, Iowa, otherwise known as Jester Park.

h) Equipment Maintenance Building, Publishing Notice of Public Hearing

Staff is requesting permission to publish notice for a public hearing to be held at your regularly scheduled April Board meeting on the plans, specifications, cost estimate, and form of contract for the construction of a new Equipment Maintenance Building, to be located at Jester Park.

The Board may be asked to award the bid for the building shell, below grade plumbing, and concrete flatwork following the public hearing.

- Wayne Johnson, Construction/ Maintenance Manager

STAFF RECOMMENDATION: That the Board approve directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's April 10, 2013 (5:30 p.m.) meeting, on the plans, specifications, cost estimate, and form of contract for construction of an Equipment Maintenance Building at Jester Park.

i) Four Mile Creek – Streambank Stabilization, Professional Services

A phone poll of the Board was conducted to approve Snyder and Associates as the consultant for the work along the stream corridor adjacent to the planned Gay Lea Wilson Trail. It was necessary to move quickly so that the design and permitting could be completed in time to have the heavy construction completed prior to paving the trail between Aurora Avenue and Ankeny (construction afterwards would surely destroy newly paved trail). The PCCB Chair signed the contract, and it was returned to Snyder. They are currently working on the project.

This item is being returned to the Board for official ratification of the phone poll.

STAFF RECOMMENDATION: That the Board ratifies action approving the PCCB Chair to sign a contract with Snyder and Associates for the design and construction services necessary to complete the stabilization of two stretches of streambank along Four Mile Creek, and thereby protect the new trail construction for a contract amount not to exceed $22,500.

j) Vehicle Purchases

PCCB's FY 2013-14 budget includes replacement of three vehicles. With the recent approval of two new positions there is a need for two additional vehicles yet this year.

Funds are available to purchase the three vehicles proposed for FY 2013-14 and one additional vehicle to support the new positions in the FY 2012-13 budget (Conservation Reserve Fund). This would allow us to catch up on our vehicle replacement schedule that we have fallen behind on due to limited budgets.

Staff will recommend purchasing up to three additional vehicles in FY 2013-14 to continue to address our vehicle replacement needs. These additional vehicle purchases will be brought to the Board later this spring.

Staff researched the purchase of these vehicles from the current State of Iowa contracts with the Department of Administrative Services, Department of Transportation and Iowa Regents. The following vehicles were found on those contracts and meet our specifications.

	Description	Amount
1.	(1) 2013 or newer Ford F-250, 4X4, long box (Vendor: Stivers Ford) (1) 2013 Western 810 wide- out snowplow (Vendor: Truck Equipment) (1) Sprayed boxliner: (Vendor: Hawkeye Truck Equipment)	24,310.00 5,706.00 350.00
		$ 30,366.00
2.	(1 (1) 2013 or newer Chevy Silverado ½ T, 4X4, ext. cab, short box (Vendor: Karl Chevrolet) (1) Sprayed boxliner: (Vendor: Hawkeye Truck Equipment)	25,788.36 350.00
		$ 26,138.36
3.	(1) 2013 or newer Chevy Tahoe, 4X4, SSV (Vendor: Karl Chevrolet)	**$ 29,907.25**
4.	(1) 2013 or newer GMC Terrain (Vendor: Bob Brown GMC)	**$ 28,351.00**
	Sub-Total	**$114,762.61**
	Contingency for vehicle adds or changes	1,000.00
	TOTAL	**$115,762.61**

Delivery will be by June 1, 2013.

- George Lentz, Eqpt. Maint. Supt.

STAFF RECOMMENDATION: That the Board approve the purchase of four (4) vehicles from the vendors quoted for the total package price not to exceed $115,762.61.

k) Equipment Purchase: Stock Trailer

The Jester Park Equestrian Center has been making arrangements with employees to transport horses and equipment with personal trailers to meet the demands of the facility. A couple particular demands are to give elderly, handicapped, and interested parties a chance to see the High Trestle Trail bridge on a horse drawn wagon and for transporting stock to Chichaqua for the Prairie Festival. Staff feels this is not an appropriate arrangement for the PCCB for the safety and liability reasons

that may come with use of personal equipment for PCCB purposes. Staff would like to research the purchase of the following:

Basic specifications: 2013 stock trailer, GN, 7' wide, 7' tall, 16' long, Double 5200# axles with electric brakes

Delivery will be before June 15, 2013 with payment out of the FY 2012-13 REAP budget.

- George Lentz, Eqpt. Maint. Supt.

STAFF RECOMMENDATION: That the Board approve the purchase of a stock trailer for the Jester Park Equestrian Center at a cost not to exceed $15,000.

l) 28E Agreement, Central Iowa Law Enforcement Agencies

The Park Advocacy Unit (PAU) has been working on developing a better working relationship with the neighboring law enforcement communities. Staff would like to sign a 28E Agreement with other Central Iowa Law Enforcement Agencies for the purpose of creating a Central Iowa Traffic Safety Task Force (CITSTF). This Task Force monitors traffic compliance on the public roads and highways within the county. The officers that staff this Task Force are from the various law enforcement agencies throughout Central Iowa.

All operating expenses associated with each event are covered by grants awarded through the Governor's Traffic Safety Bureau (GTSB). The hours that the officer (ranger) will work on the Task Force will not affect their regularly assigned scheduled hours with the Conservation. The 28E Agreement will allow the hours (overtime) that the ranger works with the Task Force to be paid out by the agency conducting / sponsoring these compliance checks.

By signing this 28E Agreement; the majority of the compliance checks will be focused within our parks, occasionally assisting other municipalities. Attached is the 28E Agreement for your review.

STAFF RECOMMENDATION: That the Board approves entering into a 28E Agreement with other Central Iowa Law Enforcement Agencies for the purpose of creating a Central Iowa Traffic Safety Task Force and authorizes the PCCB Chair to sign Agreement.

3) Public Hearing and Award of Bid: Chichaqua Bottoms Greenbelt, Well Replacement

Public Hearing

A public hearing will be held at the PCCB's March 13, 2013 meeting on the plans, specifications, cost estimate and form of contract for the Chichaqua Bottoms Greenbelt (CBG) well enhancement project.

Award of Bid

Staff sent out a "Request for Proposal" (RFP) for well replacement at Chichaqua Bottoms Greenbelt (CBG). In this instance, well replacement will be a three–step

process. Exploratory wells will be dug to determine optimal location, the well will be installed and finally electric service will be provided. The cost for the electrical service is dependent on well location and that will be determined after well installation so it wasn't included in the RFP. Staff will work with Mid American Energy and local contractors to have electric installed to the well.

PCWLL funds have allocated $90,000 for well establishment at CBG. This money will cover the cost of all three steps of the well replacement as well as abandonment of existing well if that action is chosen.

RFP packets were sent to three local companies (those that have worked on well restoration at CBG) and a "Notice to Proposers" was published in the Des Moines Register. Bids will be received until March 6, 2013.

Staff will reconcile the proposals and bring a recommendation to the March 13 Board Meeting.

- Mark A. Dungan, Natural Resources Manager

4) Public Hearing: Mid American Energy Easement – Chichaqua Bottoms Greenbelt Well Enhancement Project

Following the award of bid for the Chichaqua Bottoms Greenbelt (CBG) Well Enhancement Project, work will begin on this project which includes determining the location of the well. Once the location of the well is determined staff can work with Mid American Energy to begin plans to bring electricity to the well which will likely result in a need for granting an easement. Granting of easements require holding a public hearing. Staff request that the Board approve staff publishing notice of a public hearing on an easement to Mid American Energy for electric service to the CBG well at either your April 10, 2013 (5:30 p.m.) meeting or May 8, 2013 (5:30 p.m.) meeting, whichever meeting will allow for adequate publishing of notice once specifics on the easement are finalized.

STAFF RECOMMENDATION: That the Board approve staff publishing notice of public hearing on granting easement to Mid American Energy to bring electricity to the Chichaqua Bottoms Greenbelt well at the April 10, 2013 (5:30 p.m.) meeting or May 8, 2013 (5:30 p.m.) meeting, whichever will allow for adequate publishing of notice.

5) Public Hearing, Jester Park Cabins Project

A public hearing will be held on the construction of four rental cabins at Jester Park (a cabin rendering and an elevation plan are attached). Three cabins will be 24' x 24' with walk-out and one cabin will be 24' x 36' with walk-out. A site plan and cabin plans have been prepared by Walker Architects, P.C.

Estimated costs are as follows:

1. 4 – cabin structures---------- $388,000
2. Site and utilities---------- $ 74,000
3. Sewer systems---------- $ 38,000
4. 5% project contingency---------- $ 25,000

TOTAL ESTIMATED COST---------- $525,000

We will be finishing 3,888 square feet total so for comparison we are at $88 per square foot for the four structures.

STAFF RECOMMENDATION: That the Board approves the construction of four (4) rental cabins at Jester Park at the estimated costs of: 4-cabin structures, $388,000; site and utilities, $74,000; sewer systems, $38,000; and 5% project contingency, $25,000 for a total estimated cost of $525,000 with funding for this project coming from the Polk County Water & Land Legacy Bond.

6) Jester Park Cabins, S.I.P.S. (Structural Insulated Panel's) Material and Installation Bid

As a part of the Jester Park rental cabin project staff is recommending the use of S.I.P.S. type construction for the walk-out basements, upper floor exterior walls, and the roof systems. The over- all performance, construction time savings, and especially Energy Savings are a great benefit with this type of construction. For example the insulation R-Value in S.I.P.S. versus typical stick framing is increased from R-13 or R-19 on sidewalls to an R-23 with S.I.P.S. In the basement a typical 8" poured concrete wall R-Value is probably 5 - 8 at best. With S.I.P.S. construction we will have an R-Value of 38. Roof system will be R-50. This also allows for a much easier means of attaching cedar siding to the exposed side wall of the walk-out basement rather than painting the poured concrete wall or attaching firing strips and then siding. Notice to Bidders for the S.I.P.S. material package with an Add Alternate for labor and installation costs was published and the bid opening is scheduled for 10:05 a.m., March 11, 2013.

Results of this bid opening and a staff recommendation will be presented at your March 13 meeting.

- Wayne Johnson, Construction Maintenance Manager

7) Easter Lake Park, Trail Phases, Professional Services

In 2006 Snyder and Associates were selected as the consultant for the Easter Lake Trail through a competitive process. They were approved by the Department of Transportation (DOT) as the consultant at that time and have worked on preliminary plans and the development of construction phasing.

They are now ready to begin the plan production for the phases (3) that have been identified.

Staff is presenting a standard contract form for your consideration. It is similar in nature to past contracts for trail projects and has been reviewed by the Board's counsel.

Attached is the latest cost estimate for all three phases of the trail. This cost opinion does include both preliminary **and** construction engineering to give a better view of the anticipated final cost. Also attached is a trail map.

This contract proposal **does not** include construction engineering nor does it include some additional costs that will possibly be required, e.g., hydraulic analysis for bridge work. Those costs will be added by amendment prior to construction of each phase or contracted separately. (An additional trail segment will be added to phase 3 which will connect from Easter Lake Drive south through the Park to Peyton Avenue. That segment has no preliminary design work to date and no cost estimate.)

The proposed $293,200 contract represents approximately 8.5% of the accompanying cost opinion.

STAFF RECOMMENDATION: That the Board accepts the proposal from Snyder and Associates for professional services on the Easter Lake Trail phases at a cost of $293,200 and further authorizes the PCCB Chair to sign the Agreement.

8) Architectural and Engineering Services, Award of Contracts

Staff has met with several A&E firms to develop a scope of work and contract costs associated with providing planning and design services for a variety of projects in PCCB Parks. These projects have been approved as listed as a part of the Polk County Water and Land Legacy Bond Referendum, beginning in FY 2013. While these services will support some projects going forward in 2013, much of the actual work will be completed in 2014 or 15. We will benefit greatly from having more defined projects, recommended construction processes and cost estimates for the projects involved. Following is a list of the firms we have negotiated with and a brief description of the work to be performed and associated costs:

	Firms/Description	Contract Amount
1	**HR Green:** At Thomas Mitchell Park HR Green will address the bank stabilization of Camp Creek, and the low water vehicular crossing through the creek.	$178,800
2	**Shive-Hattery:** At Thomas Mitchell Park Shive-Hattery along with RDG, HR Green, and Jim Carroll, P.E., as sub-consultants will address recreational and facility aspects of the over-all park. Specifically campground improvements/expansion, sewer lagoon removal and alternate treatment options, as well as other items listed in the Park Master Plan. The work with Shive-Hattery will take us through the schematic design phase providing more defined projects leading into the final design and bid documents preparation phases.	$52,200
3	**Stanley Consultants:** At Fort Des Moines Park Stanley Consultants will address the pond quality improvement through a series of ditch checks, rock sills, dredging, and other practices to improve water quality.	$93,314
4	**Shive-Hattery:** At Fort Des Moines Park with the addition of the new school property, items listed on the Master Plan, and from a recently held public meeting, Shive-Hattery along with RDG as a sub-consultant will plan for recreational as well as Environmental Education improvements and facilities in the park. The work with Shive-Hattery will take us through the schematic design phase providing more defined projects leading into the final design and bid documents preparation phases.	$56,600
5	**Shive-Hattery:** At Yellow Banks Park Shive-Hattery will address items that relate to recreation and associated facilities. Future	

	improvements to the pond dam structure will allow for better use of this scenic area. The work with Shive-Hattery will take us through the schematic design phase providing more defined projects leading into the final design and bid documents preparation phases.	$37,000
6	**RDG Planning and Design:** At Yellow Banks Park RDG will conduct Community Workshops and planning meetings as it relates to the Master Plan for the park.	$8,650
7	**RDG Planning and Design:** At Jester Park RDG along with Shive-Hattery, and Charles Saul, working as partners will begin the planning and design for the new Conservation Center. Also in this scope of work the new entrance road, as well as an internal and external traffic study plan will be developed. Included in this scope is the location of an RV dump station and adding electric camping sites at camp area #2.	$283,200
8	**HR Green:** At Chichaqua Bottoms Greenbelt HR Green will develop a Master Plan for the park. With the size of this park as well as the need for ecological, hydrologic, and cultural resources this will be a rather extensive plan. RDG will serve as a sub-consultant on this project.	$74,700

Total, All Contracts	$784,464

- Wayne Johnson, Construction/Maintenance Manager

STAFF RECOMMENDATION: The Board approves the A&E contracts listed and direct staff to proceed with the planning and design of the listed projects. Funding for these services will be provided by the Polk County Water and Land Legacy Bond Referendum.

9) PCCB Purchasing Policy

The attached copy of the PCCB's Purchasing Policy identifies the modified language (red text) to the Public Improvements Section of the Policy. The main purpose for these modifications was to allow for some streamlining of public improvement projects costing between $50,000 - $100,000. Staff met with County Public Works and General Services staff to discuss our proposed modifications in comparison to their processes for public improvements.

Other modifications made to the Policy resulted from changes in accounts payable processes since the implementation of this Policy, 10/12/11. These changes, which are minor in nature, are already incorporated in the attached copy of the Policy.

STAFF RECOMMENDATION: That the Board approve the PCCB Purchasing Policy as revised.

10) Employee Introductions

11) Closed Session, Land Acquisitions

Polk County Conservation Board
Polk County Administration Bldg.
111 Court Avenue, Room 120
Des Moines, IA

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, February 13, 2013. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

Board Present: Levis, Smith, Cataldo, Kurovski

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

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE JANUARY 9, 2013 MEETING MINUTES AS WRITTEN.
VOTE YEA: SMITH, LEVIS, CATALDO
VOTE ABSTAIN: KUROVSKI

#2 – Consent Agenda

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:
A) PCCB JANUARY 2013 LIST OF EXPENDITURES;
B) ADOPTING THE PCCB BYLAWS AS AMENDED;
C) APPROVE PURCHASE OF A 200 GALLON SKID-MOUNTED SPRAYER FROM MINNESOTA WANNER COMPANY AT A COST OF $14,969;
D) PURCHASE OF A FERRIS IS3100 72" MOWER FROM TURFWERKS – JOHNSTON AT A COST NOT TO EXCEED $11,225;
E) PURCHASE OF A JOHN DEERE XUV 825I GATOR FROM THE VAN WALL GROUP FOR A PRICE NOT TO EXCEED $13,784.27;
F) DIRECTING STAFF TO PUBLISH NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD ON MARCH 13, 2013, 5:30 P.M. AT THE PCCB'S MEETING ON THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR THE CHICHAQUA BOTTOMS GREENBELT WELL ENHANCEMENT;

G) ACKNOWLEDGING RECEIPT OF AND APPROVES THE PROPOSED FOOD AND BEVERAGE COST INCREASES AT THE JESTER PARK GOLF COURSE AS IDENTIFIED.
VOTE YEA: CATALDO, SMITH, KUROVSKI, LEVIS,

#3 – Public Hearing: Great Western Trail, Temporary Construction Easement

Chair Smith opened public hearing on granting a temporary construction easement to the City of Des Moines to reconstruct the bridge where the Great Western Trail crosses under Army Post Road.

As there were no comments, Chair Smith closed the public hearing.

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE CITY OF DES MOINES' REQUEST FOR TEMPORARY CONSTRUCTION EASEMENT TO RECONSTRUCT THE BRIDGE WHERE THE GREAT WESTERN TRAIL CROSSES UNDER ARMY POST ROAD, PROPERTY DESCRIBED AS A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER SECTION 25, AND THE NORTHWEST QUARTER OF SECTION 36, ALL IN TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE OF THE FIFTH PRINCIPAL MERIDIAN, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 25, THENCE NORTH 00º 18' 08" WEST, 12.51 FEET ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 25 TO THE NORTH RIGHT-OF-WAY LINE OF VACATED CHICAGO, ST. PAUL AND KANSAS CITY RAILWAY COMPANY; THENCE NORTH 67º 31' 00" EAST, 593.50 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF VACATED CHICAGO, ST. PAUL AND KANSAS CITY RAILWAY COMPANY; THENCE SOUTH 22º 29' 00" EAST, 100.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF VACATED CHICAGO, ST. PAUL AND KANSAS CITY RAILWAY COMPANY; THENCE SOUTH 67º 31' 00" WEST, 634.64 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF VACATED CHICAGO, ST. PAUL AND KANSAS CITY RAILWAY COMPANY TO THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 36; THENCE NORTH 00º 06' 01" WEST, 95.62 FEET ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 36 TO THE POINT OF BEGINNING, CONTAINING 61,404 SQUARE FEET OR 1.41 ACRES MORE OR LESS; AND TO REQUEST TO THE POLK COUNTY BOARD OF SUPERVISORS THE CONVEYANCE OF TEMPORARY CONSTRUCTION EASEMENT TO THE CITY OF DES MOINES.
VOTE YEA: KUROVSKI, LEVIS, SMITH CATALDO

#4 – Consultant Approval

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD AUTHORIZES THE DIRECTOR TO NEGOTIATE THE CONTRACT TERMS WITH THE SELECTED ARCHITECTURAL AND ENGINEERING FIRMS AS IDENTIFIED AND AUTHORIZES THE PCCB DIRECTOR TO SIGN CONTRACTS COSTING UNDER $10,000 AND BRINGING CONTRACTS COSTING OVER $10,000 TO THE PCCB FOR APPROVAL.
VOTE YEA: CATALDO, KUROVSKI, LEVIS, SMITH

#5 – Land Acquisition: Property Near Beaver Creek Greenbelt

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD RATIFY THEIR DECISION DIRECTING STAFF TO PURSUE ACQUISITION OF THE PROPERTY ALONG BEAVER CREEK AND FURTHER INSTRUCT STAFF TO CONTINUE EFFORTS TO ACQUIRE THE PROPERTY EITHER INDEPENDENTLY OR IN CONCERT WITH THE CITY OF GRIMES.
VOTE YEA: LEVIS, SMITH, KUROVSKI, CATALDO

#6 – PCCB Purchasing Policy

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD MOVES FOR CONTINUANCE OF THE PCCB PURCHASING POLICY.
VOTE YEA: CATALDO, KUROVSKI, SMITH, LEVIS

#7 – Land Acquisition, Chichaqua Bottoms Greenbelt – Shaw Property From INHF

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO EXPEND WATER AND LAND LEGACY BOND REVENUES UP TO THE AMOUNT OF $450,000 TO PURCHASE THE FORMER SHAW FARM FROM THE IOWA NATURAL HERITAGE FOUNDATION.
VOTE YEA: SMITH, KUROVSKI, CATALDO, LEVIS

#8 – PCCB Position Modifications

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO BEGIN RECRUITMENT FOR THE DEPUTY DIRECTOR AND CONSTRUCTION/MAINTENANCE SUPERVISOR POSITIONS AND APPROVE THE ESTIMATED COSTS OF $45,323 FOR FY 2012-13 AND $183,337 FOR FY 2013-14, RESULTING FROM THE ORGANIZATIONAL RESTRUCTURING, BEING FUNDED FROM PCCB FUNDS.
VOTE YEA: CATALDO, LEVIS, SMITH KUROVSKI

#9 – Donation Reimbursement

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE REFUNDING HOWARD MESSERER HIS DONATION TOWARDS INSTALLATION OF A NEW WELL AT THE CONTROLLED MARSH AT CHICHAQUA BOTTOMS GREENBELT IN THE AMOUNT OF $500.00
VOTE YEA: KUROVSKI, CATALDO, SMITH LEVIS

#10 – Employee Introductions

PCCB employees Ron Ugolini, Natural Resources Technician, and Carrie Spain, Equestrian Center Manager, introduced and told a little about themselves to the Board.

PUBLIC COMMENTS
FINANCIAL REPORTS
DISCUSSION & REMARKS

- Board reminded of Volunteer Banquet, March 3

ADJOURNMENT
The meeting was adjourned at 6:14 p.m.

Prepared by: Cindy Lentz

AGREEMENT BETWEEN CENTRAL IOWA LAW ENFORCEMENT AGENCIES FOR TRAFFIC ENFORCEMENT CHAPTER 28E

THIS AGREEMENT is entered into pursuant to Chapter 28E of the Iowa Code between multiple municipalities located within Polk County, Iowa and Dallas County, Iowa; (hereinafter the designated counties) and with the designated counties.

1. **Purpose.** This Agreement is for the purpose of creating the Central Iowa Traffic Safety Task Force. (hereinafter "CITSTF" or "Task Force") No new entity is created by this 28E agreement. Rather, this arranges a collaborative joint targeted law enforcement group. Collaborative joint targeted enforcement actions provide an opportunity for improved public education and enforcement of traffic laws in Central Iowa. Task Force activities are staffed by personnel from various member law enforcement agencies. This Agreement does not preclude other cooperative law enforcement activities.

2. **Membership.** Any signatory municipality within the designated counties may designate one voting member of the Task Force. The following non-municipal entities may designate one voting member of the task force: the Iowa Department of Natural Resources, the Iowa State Patrol, Iowa Department of Transportation, the GTSB and the Iowa National Guard. Municipalities outside of the designated counties may assist with Task Force work.

3. **Operating expenses.** The initial operating expenses of the Task Force are covered by a grant from the Governor's Traffic Safety Bureau. Any funds are held in escrow by the City of Polk City. Voting members will determine how funds are to be allocated for Task Force expenses.

4. **Personnel.** Any participating member may supply personnel to the Task Force. The employing agency or office remains liable for worker's compensation, other job benefits, and disability payments for the participating peace officer. The employing agency or office is responsible for payment and any overtime which may be incurred, including any court time. Each participating member assumes responsibility for its employee's actions and will defend its employees under Chapter 670.

5. **Jurisdiction.** Except as set out in this paragraph, the prosecuting authority over violations occurring within the designated counties shall be determined by the location of the violation without regard to the agency that employs the officer who initiated the charge. For the purposes of this Agreement, the County Attorneys of the participating designated counties delegate to the City Attorney of a participating municipality, the authority to prosecute state traffic and simple misdemeanor charges which arise during a targeted enforcement action within that municipality, unless the person charged is also charged with an indictable

offense in which case the respective County Attorney's Office will retain jurisdiction over any simple misdemeanor charge. Prosecutors from the participating designated counties and municipalities agree to evaluate and prosecute any offenses charged by Task Force Members based on the merit of the charge and not on the identity of the peace officer's employer. For unincorporated areas or if the city attorney is unable to prosecute charges for any reason, the County Attorney will prosecute charges filed by the Task Force.

6. **Activities.** Initially the Task Force will intensely monitor traffic compliance in particular targeted areas within the designated counties. The interstate roadways commonly known as I-235, I-35 and I-80 in Polk County, Iowa will be designated as continuing targeted enforcement areas under this agreement. All enforcement on these designated targeted enforcement roadways will be governed by each department's policies and procedures. Periodic target areas will be selected by agreement among the members as determined in the by-laws. Targeted activities will be approved by the County Attorney or designee, chief law enforcement officer or designee, and prosecuting city attorney, if any, for each particular event. The chief law enforcement officer may notify other local elected officials as appropriate.

7. **Protocols.** When an area is selected for targeted intense traffic enforcement by the Task Force, the following protocols will be used:
    a. Citation forms of the jurisdiction in which the violation occurs will be used by all officers regardless of their employing jurisdiction. Officers should note on all traffic or criminal charges filed during an enforcement project "CITSTF" to indicate the violation occurred during a CITSTF enforcement project.
    b. Prosecution will be by the prosecuting attorney of the targeted jurisdiction.
    c. Regardless of employer, sworn peace officers of any participating member are authorized to write tickets for the targeted enforcement. A roster of participating officers or deputies will be created for each event.
    d. The employer of each participating officer supplies the vehicle, equipment, weapons, uniform and any other necessary materials for the enforcement or educational project from the employing jurisdiction according to that department's policies.
    e. Fines generated from the targeted enforcement of city ordinances will go to the jurisdiction in which the violation occurs, regardless of the peace officer making the stop.
    f. All officers participating in a targeted enforcement project will abide by that officer's departmental policies and procedures for enforcement activity.

8. **Adding and removing members.** Any municipality within the designated counties who agrees to the terms of this Agreement is invited to participate by executing a signature page, signed by that jurisdiction's Mayor, Police Chief and City Clerk . Such a municipality will be deemed to be a participating member

when such a signature page is filed with the Iowa Secretary of State in accordance with the requirements of Chapter 28E of the Iowa Code. To withdraw from participation, a municipality, jurisdiction or agency who has previously signed this Agreement must notify the chairperson in writing of their withdrawal and the effective date of the withdrawal, and file a Notice of Withdrawal with the Iowa Secretary of State in accordance with the requirements of Chapter 28E of the Iowa Code. In the event of such a withdraw, any commitments, delegations, and/or authorizations made by that municipality, jurisdiction and/or agency under this agreement will be terminated as of the date of the withdrawal, except any employing agency or office is responsible and remains responsible for their employees as set out in paragraph 4 above. Any prosecution of charges originating in targeted enforcement actions that precede the withdrawal will take place according to this agreement.

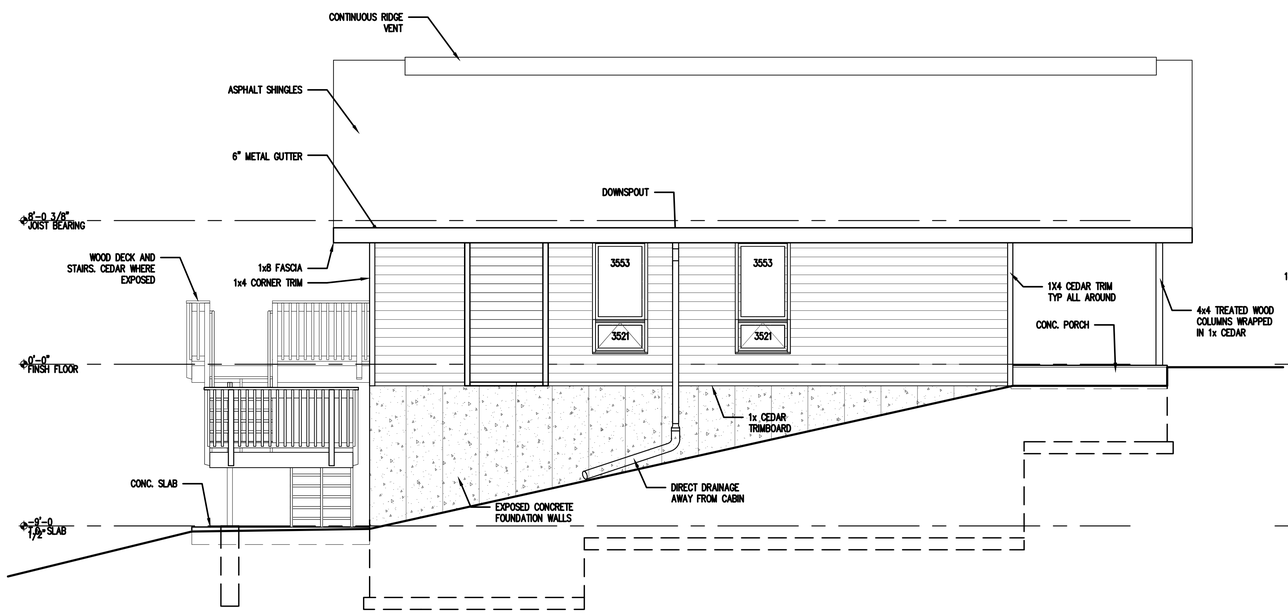
9. **Delegation and its effect.** In order for an enforcement action to occur within a municipality, the chief law enforcement officer and the governing body for that municipality must sign this agreement. By signing this agreement, the chief law enforcement officer thereby authorizes peace officers from other participating agencies to issue tickets within that municipality during a task force enforcement action.

10. **Equipment.** Any equipment used by the Task Force will be retained by the participating jurisdictions.

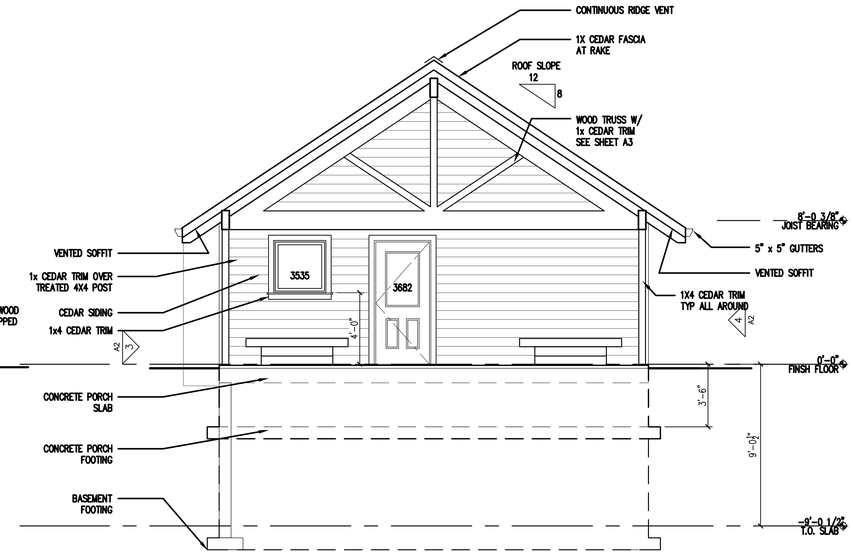
11. **Duration.** This Agreement is effective as to its signatories when it has been executed by the Sheriff, the County Attorney and the Board of Supervisors from at least two of the designated counties and filed with the Iowa Secretary of State in accordance with the requirements of Chapter 28E of the Iowa Code. This agreement shall be terminated with respect to individual members upon giving of the Notice of Withdrawal as set out above. This agreement is terminated in total when it has been replaced and/or abolished upon a majority vote of the membership at such time.

12. **Amendments.** All proposed changes or amendments to this 28E will be brought to the Task Force for consideration. The amendment(s) will be reviewed at no less than two monthly Task Force meetings. Once the amendment(s) have been reviewed two or more times the Task Force will put the amendment to a vote. The amendment will be adopted if it receives a majority of the Task Force members' votes favor the amendment.

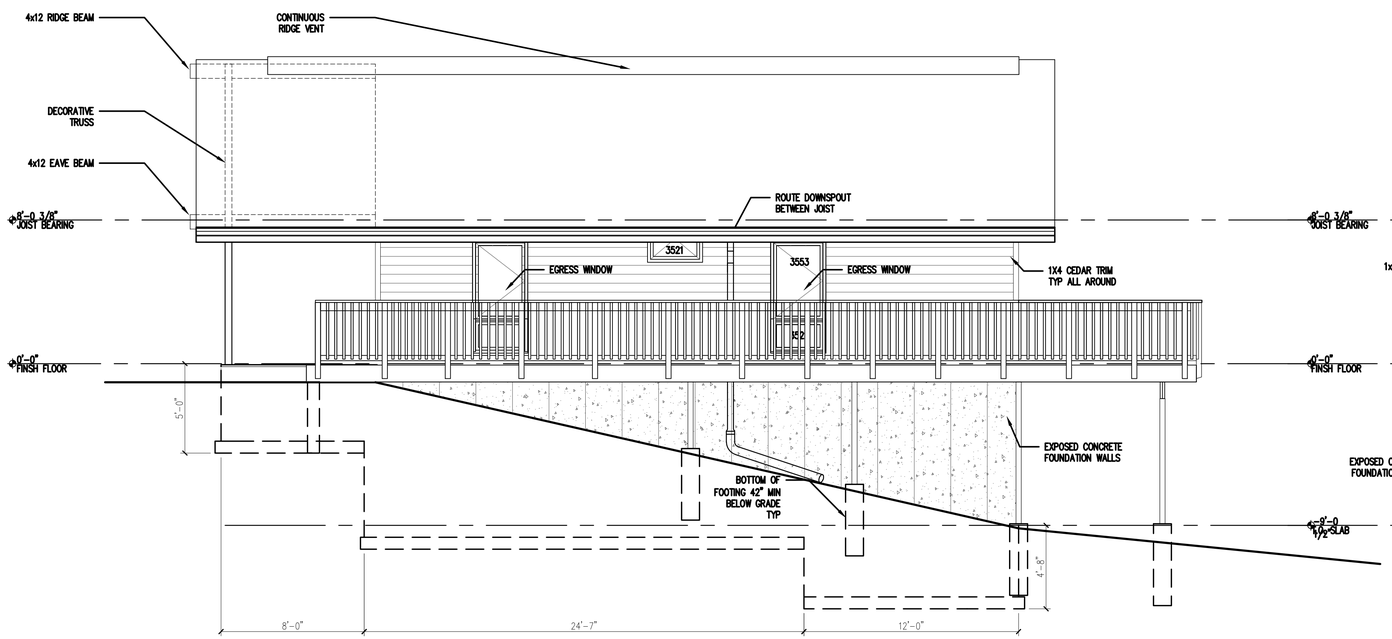
walker architects pc



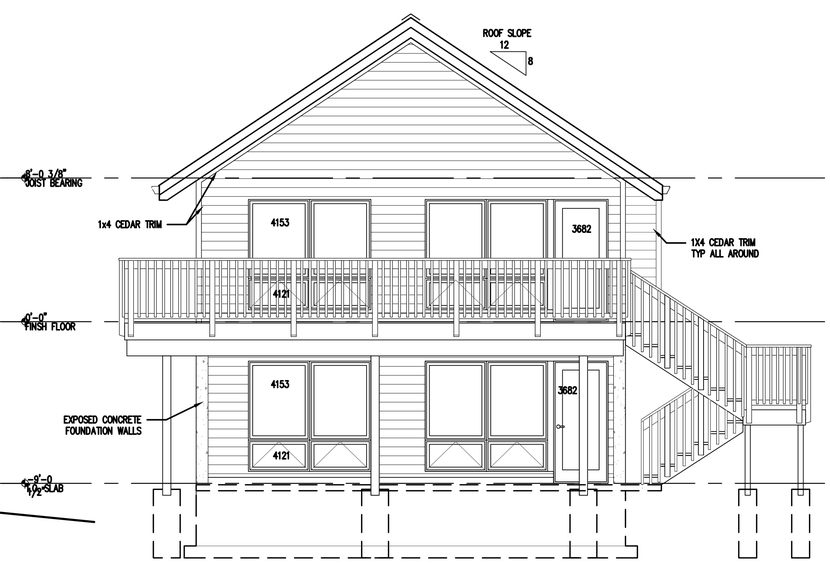
3 LEFT ELEVATION – BIG CABIN
1/4" = 1'-0"



1 FRONT ELEVATION – BIG CABIN
1/4" = 1'-0"



4 RIGHT ELEVATION
1/4" = 1'-0"



2 BACK ELEVATION
1/4" = 1'-0"

PROJECT NO.
11-097

walker architects pc
3706 ingersoll avenue
des moines, iowa 50312
t. 515.279.8818
f. 515.279.8822

JESTER PARK CABINS

JESTER PARK

IOWA

PROJECT NO.	
11-097	
DATE:	2011 AUG
DRAW. BY	APL
REVISED:	9/21/2011

SHEET
A2.1

ELEVATIONS
BIG CABIN

Engineer's Opinion of Probable Construction Cost

Polk County Conservation - Easter Lake Trail

Des Moines, Iowa

01/23/13

			TRAIL LENGTH (FT)=		10,210	TRAIL LENGTH (FT)=		6,150	TRAIL LENGTH (FT)=		1,710
			PH 1(PCCB)			**Ph 2 (PCCB)**			**Ph 2 (DSM)**		
Item No.	Item Description	Unit	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total
1	CLEARING AND GRUBBING	LS	$5,000.00	1	$ 5,000.00	$5,000.00	1	$ 5,000.00	$2,500.00	1	$ 2,500.00
2	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	$10.00	4,200	$ 42,000.00	$10.00	4,000	$ 40,000.00	$10.00	1,100	$ 11,000.00
3	TOPSOIL, STRIP, SALVAGE AND SPREAD	CY	$8.00	4160	$ 33,280.00	$8.00	2510	$ 20,080.00	$8.00	700	$ 5,600.00
4	SUBGRADE PREPARATION	SY	$3.00	15,890	$ 47,670.00	$3.00	9,570	$ 28,710.00	$3.00	2,660	$ 7,980.00
5	CULVERT, CMP, 15"	LF	$35.00	100	$ 3,500.00	$35.00	100	$ 3,500.00	$35.00	25	$ 875.00
6	CULVERT, CMP, 24"	LF	$45.00	60	$ 2,700.00	$45.00	30	$ 1,350.00	$45.00	0	$ -
7	APRON, CMP, 15"	EACH	$350.00	8	$ 2,800.00	$350.00	8	$ 2,800.00	$350.00	2	$ 700.00
8	APRON, CMP, 24"	EACH	$550.00	4	$ 2,200.00	$550.00	2	$ 1,100.00	$550.00	0	$ -
9	PCC SIDEWALK, 5"	SY	$30.00	48	$ 1,440.00	$30.00	16	$ 480.00	$30.00	0	$ -
10	DETECTABLE WARNINGS	SF	$40.00	72	$ 2,880.00	$40.00	24	$ 960.00	$40.00	0	$ -
11	RECREATIONAL TRAIL PAVEMENT	SY	$31.00	13,620	$ 422,220.00	$31.00	8,200	$ 254,200.00	$31.00	2,280	$ 70,680.00
12	BRIDGES AND STRUCTURES	SF	$110.00	700	$ 77,000.00	$110.00	0	$ -	$110.00	0	$ -
13	BOARDWALK	SF	$50.00	0	$ -	$50.00	0	$ -	$50.00	0	$ -
14	CONCRETE BARRIER WALL	LF	$90.00	0	$ -	$90.00	1,345	$ 121,050.00	$90.00	0	$ -
15	EROSION CONTROL	LS	$5,000.00	1	$ 5,000.00	$3,000.00	1	$ 3,000.00	$1,500.00	1	$ 1,500.00
16	HYDROSEEDING	ACRE	$3,500.00	2.82	$ 9,870.00	$3,500.00	1.70	$ 5,950.00	$3,500.00	0.48	$ 1,680.00
17	HYDROMULCHING	ACRE	$2,500.00	2.82	$ 7,050.00	$2,500.00	1.70	$ 4,250.00	$2,500.00	0.48	$ 1,200.00
18	MOBILIZATION (4%)	LS	$26,600.00	1	$ 26,600.00	$19,700.00	1	$ 19,700.00	$4,200.00	1	$ 4,200.00
Note: This estimate includes all segments shown in the attached figure.											
		Total			$691,210.00			$512,130.00			$107,915.00
		Contingencies (10%+-)			$69,200.00			$51,300.00			$10,800.00
		Total Construction Costs			**$760,400.00**			**$563,400.00**			**$118,700.00**
		Preliminary and Construction Engineering			*$136,900.00*			*$122,800.00*			
		Total 2013 Project Costs			**$897,300.00**			**$686,200.00**			**$118,700.00**
Total Project Costs by Phase			**$897,300.00**			**$804,900.00**					

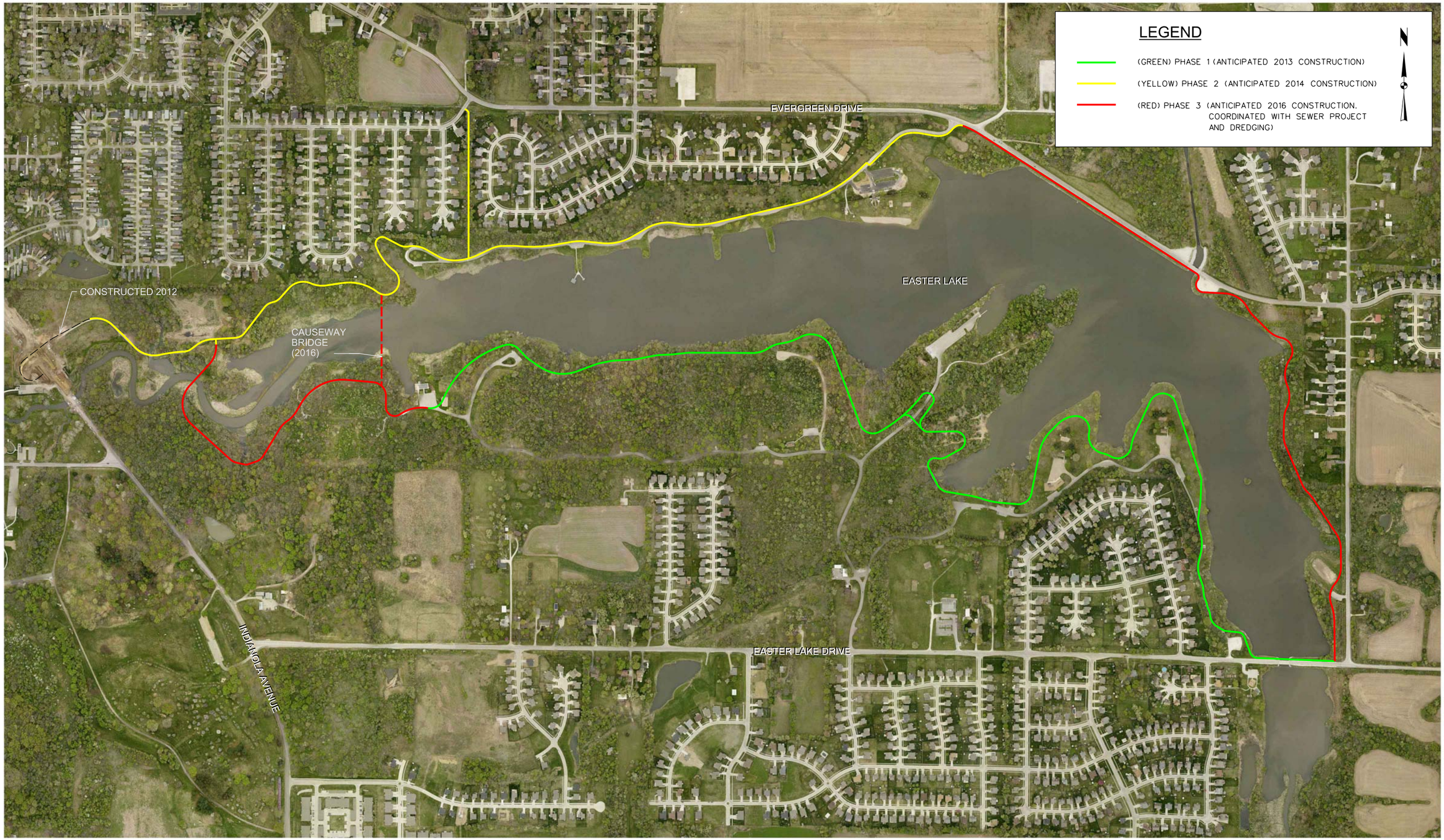
Engineer's Opinion of Probable Construction Cost

Polk County Conservation - Easter Lake Trail

Des Moines, Iowa

01/23/13

			TRAIL LENGTH (FT)=		7,430	TRAIL LENGTH (FT)=		1,370	TRAIL LENGTH (FT)=		26,870
			Ph 3 (PCCB)			**Ph 3 (DSM)**			**TOTAL**		
Item No.	Item Description	Unit	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total
1	CLEARING AND GRUBBING	LS	$4,000.00	1	$ 4,000.00	$2,500.00	1	$ 2,500.00	$19,000.00	1	$ 19,000.00
2	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	$10.00	3,500	$ 35,000.00	$10.00	1,600	$ 16,000.00	$10.00	14,400	$ 144,000.00
3	TOPSOIL, STRIP, SALVAGE AND SPREAD	CY	$8.00	3030	$ 24,240.00	$8.00	560	$ 4,480.00	$8.00	10,960	$ 87,680.00
4	SUBGRADE PREPARATION	SY	$3.00	11,560	$ 34,680.00	$3.00	2,140	$ 6,420.00	$3.00	41,820	$ 125,460.00
5	CULVERT, CMP, 15"	LF	$35.00	100	$ 3,500.00	$35.00	25	$ 875.00	$35.00	350	$ 12,250.00
6	CULVERT, CMP, 24"	LF	$45.00	30	$ 1,350.00	$45.00	0	$ -	$45.00	120	$ 5,400.00
7	APRON, CMP, 15"	EACH	$350.00	8	$ 2,800.00	$350.00	2	$ 700.00	$350.00	28	$ 9,800.00
8	APRON, CMP, 24"	EACH	$550.00	1	$ 550.00	$550.00	0	$ -	$550.00	7	$ 3,850.00
9	PCC SIDEWALK, 5"	SY	$30.00	32	$ 960.00	$30.00	33	$ 1,000.00	$30.00	129	$ 3,880.00
10	DETECTABLE WARNINGS	SF	$40.00	48	$ 1,920.00	$40.00	60	$ 2,400.00	$40.00	204	$ 8,160.00
11	RECREATIONAL TRAIL PAVEMENT	SY	$31.00	9,910	$ 307,210.00	$31.00	1,830	$ 56,730.00	$31.00	35,840	$ 1,111,040.00
12	BRIDGES AND STRUCTURES	SF	$110.00	3,360	$ 369,600.00	$110.00	3,080	$ 338,800.00	$110.00	7,140	$ 785,400.00
13	BOARDWALK	SF	$50.00	0	$ -	$50.00	1,440	$ 72,000.00	$50.00	1,440	$ 72,000.00
14	CONCRETE BARRIER WALL	LF	$90.00	0	$ -	$90.00	0	$ -	$90.00	1,345	$ 121,050.00
15	EROSION CONTROL	LS	$3,500.00	1	$ 3,500.00	$1,500.00	1	$ 1,500.00	$14,500.00	1	$ 14,500.00
16	HYDROSEEDING	ACRE	$3,500.00	2.05	$ 7,175.00	$3,500.00	0.38	$ 1,330.00	$3,500.00	7	$ 26,005.00
17	HYDROMULCHING	ACRE	$2,500.00	2.05	$ 5,125.00	$2,500.00	0.38	$ 950.00	$2,500.00	7	$ 18,575.00
18	MOBILIZATION (4%)	LS	$32,100.00	1	$ 32,100.00	$20,300.00	1	$ 20,300.00	$102,900.00	1	$ 102,900.00
Note: This estimate includes all segments shown in the attached figure.											
		Total			$833,710.00			$525,985.00			$2,670,950.00
		Contingencies (10%+-)			$83,400.00			$52,600.00			$267,300.00
		Total Construction Costs			**$917,100.00**			**$578,600.00**			**$2,938,300.00**
		Preliminary and Construction Engineering			*$269,300.00*						*$529,000.00*
		Total 2013 Project Costs			**$1,186,400.00**			**$578,600.00**			**$3,467,300.00**
Total Project Costs by Phase			**$1,765,000.00**								



EASTER LAKE TRAIL
PRELIMINARY ALIGNMENT
PHASING MAP

SNYDER & ASSOCIATES
Engineers and Planners

01-08-13

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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

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
- Quotes/bids shall be submitted to the Accountant. Quotes/bids shall be scanned and maintained for three years.
- Documentation of rationale used for selections shall be submitted to Accountant.
- 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**	**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.
- It is the employee's responsibility to get unit manager's approval prior to purchase.
- In cases where an invoice is not obtainable at the time of purchase, it is the employee's responsibility to get a purchase order number (PO #) for that purchase.
- Invoices must be submitted to the supervisor or his/her designee for approval and for proper expense coding.
- Supervisor or his/her designee is responsible for submitting invoice promptly to Administration office for payment.
- No prior 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 bidding procedure is required; however, compare prices as a careful consumer.
- Request for purchase shall be made to the Accountant a minimum of one day in advance of when purchase would like to be made.
- Invoice(s) must be submitted to Administration office for payment.
- No prior 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 in written form, either by letter or email. It is the vendor's responsibility to quote according to the PCCB's request so information about the supply to be quoted needs to be specific.
- Request for purchase shall be made to the Accountant a minimum of one week in advance of when purchase would like to be made. Quote information shall be submitted to Accountant at the time of request.
- Accountant shall present purchase request to Director for approval and shall notify employee of Director's action.
- Invoice(s) must be submitted to Administration office for payment.
- No prior 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 vendor's responsibility to quote according to the PCCB's request so information about the supply to be quoted needs to be specific.
- Request for purchase shall be made to the Accountant a minimum of two weeks in advance of when purchase would like to be made. Quote information shall be submitted to Accountant at the time of request.
- Accountant shall present purchase request to Director for approval and shall notify employee of Director's action.
- Upon Director approval purchase request will then be placed on agenda of PCCB's next monthly meeting for PCCB approval. 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.
- Invoice(s) shall be submitted to Administration office for payment.

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; 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 a minimum of one week in advance of when services are needed. Documentation explaining rationale for selection shall be submitted at the time of request.
- Accountant shall present request to Director for approval and shall notify employee of Director's action.
- 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 a minimum of two weeks in advance of when services are needed.
- 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 is considered to be of special interest to vendors or the public. Director shall make this determination.
- Document rationale for selection and submit to Accountant.
- Upon Director approval 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, written contract is 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**	**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.
- It is the employee's responsibility to get unit manager's approval prior to purchase.
- In cases where an invoice is not obtainable at the time of purchase, it is the employee's responsibility to get a PO # for that purchase.
- Invoice(s) must be submitted to the supervisor or his/her designee for approval and for proper expense coding.
- Supervisor or his/her designee is responsible for submitting invoice(s) promptly to Administration office for payment
- 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 prior 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 in written form, either by letter or email. It is the vendor's responsibility to quote according to the PCCB's request so information about the equipment to be quoted needs to be specific.
- Request for purchase shall be made to the Accountant a minimum of one week in advance of when purchase would like to be made. Quote information shall be submitted to Accountant at the time of request.
- Accountant shall present purchase request to Director for approval and shall notify employee of Director's action.
- Invoice(s) shall be submitted to Administration office for payment.
- Inventory sheet shall be completed by unit manager. Inventory sheet shall be submitted to Administrative Supervisor immediately after purchase.
- No prior 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 and shall be in written form, either by letter or email. It is the vendor's responsibility to quote according to the PCCB's request so information about the equipment to be quoted needs to be specific.
- Request for purchase shall be to the Accountant a minimum of two weeks in advance of when purchase would like to be made. Quote information shall be submitted to Accountant at the time of request.
- Accountant shall present request to Director for approval and shall notify employee of Director's action.
- Upon Director approval purchase request will then be placed on agenda of PCCB's next monthly meeting for PCCB approval. 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.
- Invoice(s) shall be submitted to Administration office for payment.
- 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**	**Director**	**PCCB**
Less than $10,000	PI-1	X	X	X	
$10,000 - $67,000	PI-2	X	X	X	X
$67,000 - $100,000	PI 3	X	X	X	X
Greater than $100,000	PI-4	X	X	X	X

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

- Three quotes are recommended (minimum of two required), when possible and reasonable they should be in written form, either by letter or email. It is the contractor's responsibility to quote according to the PCCB's request so information about the project to be quoted needs to be specific.
- Request for use of funds for public improvement(s) shall be made to the Accountant a minimum of two weeks in advance of start of project and quote information shall be submitted at time of request.
- Accountant shall present request to Director for approval and shall notify employee of Director's action.
- Invoice(s) shall be submitted to Administration office for payment.
- No prior approval required by PCCB.

Examples: interpretive/informational signs; utility hookups; reroofing

#PI-2: $10,000 - $67,000

- Three quotes are recommended (minimum of two required), when possible and reasonable they should be in written form, either by letter or email. It is the contractor's responsibility to quote according to the PCCB's request so information about the project to be quoted needs to be specific.
- Request for use of funds for public improvement(s) shall be made to the Accountant a minimum of one month in advance of start of project and quote information shall be submitted to Accountant at time of request.
- Accountant shall present request to Director for approval and shall notify employee of Director's action.
- A performance bond and payment bond are necessary for all projects over $25,000 for amount of project.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project
- Upon Director approval purchase request will then be placed on agenda of PCCB's next monthly meeting for PCCB approval. 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.
- Invoice(s) shall be submitted to Administration office for payment.

Examples: picnic shelters; vault toilets; campground electrification

#PI-3: $67,000 – $100,000

- Three formal quotes are recommended (minimum of two required).
- Contractor's shall provide quotes based on description of work to be performed provided by PCCB, including the plans and specifications prepared by a licensed architect, landscape architect, or engineer, if applicable.
- Designate the time, place, and manner for filing quotes.
- Projects proposed to be completed "in house" over $67,000 should be competitively bid.
- Request for use of funds for public improvement(s) shall be made to the Accountant a minimum of two months in advance of start of project and quote information shall be submitted to Accountant.at time of request.
- Accountant shall present request to Director for approval and shall notify employee of Director's action.
- Upon Director approval request will then be placed on agenda of PCCB's next monthly meeting for PCCB approval. 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.
- 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.
- Invoice(s) shall be submitted to Administration office for payment.

Examples: larger shelters; shower buildings; trail bridge

#PI-4: Greater than $100,000

- Licensed engineer, landscape architect, or architect shall prepare plans, specs and establish the estimated cost of the project. 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 and submitted to Accountant.
- Director approval of licensed engineer, landscape architect, 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.
- Upon completion of the plans, and specifications, an Official Publication shall be published for the Request for Proposal (RFP) or ITB not less than 4 days nor more than 45 days from date sealed bids are due.
- Bid information must be submitted to Accountant to retain with project information.

- 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.
  * A request for PCCB to hold a public hearing on the project must be approved by the PCCB. The PCCB motion should include the date and time of the meeting the public hearing will be held.
  * 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 is to be held.
  * Awarding of the contract/bid may occur at the same meeting the public hearing is held.
- 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 minimum of 5% Bid Bond is required (not to exceed 10%).
- Invoice(s) shall be submitted to Administration office for payment.

Examples: administration buildings; bridges; trails; lake/river stabilization

Public Improvements Solicitation
(Chapter 26 & 573 – Iowa Code)

Less than $10,000	Informal Competitive Quotes	• Three quotes recommended (minimum of two) • Written form (letter or email)
$10,000 - $67,000	Informal Competitive Quotes	• Three quotes recommended (minimum of two) • Written form (letter or email) • Performance bond and payment bond necessary for projects over $25,000
$67,000 - $100,000	Formal Competitive Quotes	• Three formal quotes recommended (minimum of two) • Quotes provided based on description of work to be performed as provided by PCCB including plans and spec prepared by licensed architect, if applicable • Designate time, place and manner for filing quotes. • In-house work may be required to compete. • Performance bond and payment bond necessary for projects over $25,000 • Retainage up to 5% of work completed
Greater than $100,000	Formal Competitive Bids	• Licensed engineer, landscape architect or architect shall prepare plans, specs, etc. • Official Publication published 4 days nor more than 45 days from date sealed bids are due • Public Hearing held at PCCB mtg. on plans, specs, etc • Awarding of bid may occur following public hearing (at the same meeting) • Performance bond and payment bond necessary for projects over $25,000 • Retainage of 5% of work completed • Minimum of 5% Bid Bond is required (not to exceed 10%)

PCCB Approved: 10/12/11
Revised: 03/13/13

2012- 2013 Revenue Budget

- as of 02/28/13 (66.67% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	$ 3,000	$ 11,040	$ (8,040)	368.0%
6006	Environmental Ed	$ 55,800	$ 46,068	$ 9,732	82.6%
6009	Natural Resources	$ 109,922	$ 45,984	$ 63,939	41.8%
6101	Administration	$ 99,820	$ 74,859	$ 24,961	75.0%
6103	Community Outreach	$ -	$ -	$ -	0.0%
6104	Conservation Grants	$ 500,993	$ 243,523	$ 257,470	48.6%
6110	Parks Advocacy Unit	$ 383,100	$ 189,822	$ 193,278	49.5%
6119	Construction/Maint.	$ 5,000	$ 155	$ 4,845	3.1%
6124	Equestrian Center	$ 325,500	$ 177,454	$ 148,046	54.5%
Sub-Total - General Fund 1		**$ 1,483,135**	**$ 788,905**	**$ 694,230**	**53.2%**
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 103,000**	**$ 102,776**	**$ 224**	**99.8%**
Reserve - Fund 50					
0210-0214	**Special Projects**	**$ 2,129,300**	**$ 298,792**	**$ 1,830,508**	**14.0%**
Bond - Fund 51					
0210	**Water & Land Dev & Trails**	**$ -**	**$ -**	**$ -**	**0.0%**
Grand Total - Conservation		**$ 3,715,435**	**$ 1,190,473**	**$ 2,524,962**	**32.0%**

2012- 2013 Expense Budget

- as of 02/28/13 (66.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	$ 126,616	$ 94,157	$ 32,459	74.4%
6006	Environmental Ed	$ 360,707	$ 239,811	$ 120,896	66.5%
6009	Natural Resources	$ 688,628	$ 435,846	$ 252,782	63.3%
6101	Administration	$ 758,867	$ 507,848	$ 251,019	66.9%
6103	Community Outreach	$ 198,621	$ 129,212	$ 69,409	65.1%
6104	Conservation Grants	$ 768,285	$ 596,768	$ 171,517	77.7%
6110	Parks Advocacy Unit	$ 453,343	$ 296,506	$ 156,837	65.4%
6119	Construction/Maint.	$ 958,813	$ 661,694	$ 297,119	69.0%
6124	Equestrian Center	$ 382,149	$ 280,066	$ 102,084	73.3%
Sub-Total - General Fund 1		**$ 4,696,029**	**$ 3,241,906**	**$ 1,454,123**	**69.0%**
General Supplemental - Fund 2					
All Units	**Benefits (IPERS/FICA/Ins, Etc.)**	**$ 938,826**	**$ 608,769**	**$ 330,057**	64.8%
Risk Management - Fund 3					
6100	**Insurance,Med., Work. Comp.**	**$ 96,300**	**$ 104,423**	**$ (8,123)**	108.4%
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 102,167**	**$ 108,900**	**$ (6,733)**	**106.6%**
Reserve - Fund 50					
0210-0214	**Trails, Special Projects**	**$ 2,763,200**	**$ 401,401**	**$ 2,361,799**	**14.5%**
Bond - Fund 51					
0210	**Water & Land Dev & Trails**	**$ -**	**$ 3,416**	**$ (3,416)**	**0.0%**
Grand Total - Conservation		**$ 8,596,522**	**$ 4,468,816**	**$ 4,131,122**	**52.0%**