

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, March 13, 2013. The meeting was called to order at 5:34 p.m.

#1a – Roll Call

Board Present: Smith, Kurovski, Johnson, Levis (participated via telephone)
Board Absent: Cataldo

#1b –Oath of Office

Chair Smith administered the Oath of Office to Connie Johnson, newly appointed Member to the PCCB.

#1c - Action on the Minutes of the Previous Meeting(s)

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE FEBRUARY 13, 2013 MEETING MINUTES AS WRITTEN.

VOTE YEA: KUROVSKI, LEVIS, SMITH

VOTE ABSTAIN: JOHNSON

#2 – Consent Agenda

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE REMOVING ITEM L, 28E AGREEMENT, CENTRAL IOWA LAW ENFORCEMENT AGENCIES, FOR CONSIDERATION AT A FUTURE MEETING; AND APPROVES THE REMAINING CONSENT AGENDA ITEMS AS FOLLOWS:

A) APPROVE PCCB FEBRUARY 2013 BILL LIST;

B) 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) 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 RESOURCES' PORTION AND WITH PCCB'S MATCH TO BE AT LEAST \$1,330.12 (10%); AND THE BOARD FURTHER APPROVES PCCB DIRECTOR SIGNING SAID AGREEMENT;**
 - D) 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) APPROVE THE ACCEPTANCE OF IOWA DEPARTMENT OF NATURAL RESOURCES WILDLIFE DIVERSITY GRANT FOR REPTILE IMPROVEMENT AT THE SAND HILL UNIT OF CHICHAQUA BOTTOMS GREENBELT AND FURTHER APPROVE PCCB DIRECTOR TO SIGN SAID GRANT;**
 - F) 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) RATIFYING 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) 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 EQUIPMENT MAINTENANCE BUILDING AT JESTER PARK;**
 - I) RATIFYING 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) APPROVES AUTHORIZING THE PCCB CHAIR TO SIGN A RESOLUTION AUTHORIZING APPLICATION FOR TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT; APPROVING PCCB PROVIDING MATCHING**

FUNDS; AND APPROVING PCCB MAINTAINING THE TRAIL AFTER IT IS CONSTRUCTED;
K) APPROVE THE PURCHASE OF A STOCK TRAILER FOR THE JESTER PARK EQUESTRIAN CENTER AT A COST NOT TO EXCEED \$15,000;
VOTE YEA: JOHNSON, LEVIS, SMITH, KUROVSKI

#3 – Public Hearing & Award of Bid: Chichaqua Bottoms Greenbelt, Well Enhancement Project

Chair opened public hearing on plans, specifications, cost estimate and form of contract for the Chichaqua Bottoms Greenbelt well enhancement project.

Dungan, Natural Resources Manager, briefed Board on the project.

No comments.

Chair closed the public hearing.

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVES HIRING NORTHWAY WELL AND PUMP COMPANY TO INSTALL THE WELL AT CHICHAQUA BOTTOMS GREENBELT ACCORDING TO SPECIFICATIONS OUTLINED IN RFP #NR 2012-009 WELL REPLACEMENT AT CHICHAQUA BOTTOMS GREENBELT FOR A COST NOT TO EXCEED \$58,323 AND AUTHORIZE THE PCCB CHAIR TO SIGN CONTRACT WITH NORTHWAY WELL AND PUMP COMPANY.
VOTE YEA: LEVIS, KUROVSKI, JOHNSON, SMITH

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

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION 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 PM) MEETING OR MAY 8, 2013 (5:30 PM) MEETING, WHICHEVER WILL ALLOW FOR ADEQUATE PUBLISHING OF NOTICE.
VOTE YEA: SMITH, KUROVSKI, JOHNSON, LEVIS

#5 – Public Hearing: Jester Park Cabins Project

Chair Smith opened public hearing on the construction of four rental cabins at Jester Park.

Wayne Johnson, Cons. Maint. Manager, briefed the Board on the cabins project.

No comments.

Chair closed the public hearing.

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE 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.

VOTE YEA: LEVIS, KUROVSKI, JOHNSON, SMITH

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

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE BID AMOUNT AS PROVIDED BY PRESTIGE CARPENTRY OF \$101,276 FOR THE S.I.P.S. MATERIAL AND DELIVERY PACKAGE, AND ALSO APPROVE \$32,500 FOR THE INSTALLATION AND EQUIPMENT NEEDED TO INSTALL, IN A TOTAL AMOUNT NOT TO EXCEED \$133,776 FOR FOUR RENTAL CABINS AT JESTER PARK AND FUNDING FOR THIS PROJECT PROVIDED FROM THE POLK COUNTY WATER & LAND LEGACY BOND.

VOTE YEA: SMITH, JOHNSON, LEVIS, KUROVSKI

#7 – Easter Lake Park, Trail Phases, Professional Services

IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD ACCEPT 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.

VOTE YEA: KUROVSKI, JOHNSON, LEVIS, SMITH

#8 – Architectural/Engineering Services, Award of Contracts

IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE ARCHITECTURAL/ENGINEERING SERVICE CONTRACTS AS IDENTIFIED; AND FURTHER DIRECTS STAFF TO PROCEED WITH THE PLANNING AND DESIGN OF THE LISTED PROJECTS AND FUNDING

FOR THESE SERVICES PROVIDED BY THE POLK COUNTY WATER & LAND LEGACY BOND.

VOTE YEA: JOHNSON, LEVIS, KUROVSKI, SMITH

#9 – PCCB Purchasing Policy

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PCCB PURCHASING POLICY AS REVISED.

VOTE YEA: LEVIS, KUROVSKI, SMITH, JOHNSON

#10 – Vehicle Purchases

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PURCHASE OF FOUR VEHICLES FROM THE VENDORS IDENTIFIED FOR THE TOTAL PACKAGE PRICE NOT TO EXCEED \$115,762.61.

VOTE YEA: KUROVSKI, JOHNSON, SMITH, LEVIS

#11 - Employee Introductions

PCCB employees Brian Herrstrom, Park Ranger, and Heidi Anderson, Naturalist, introduced and told a little about themselves to the Board.

#12 – Closed Session, Land Acquisitions

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD MOVE INTO CLOSED SESSION (6:43 PM) PURSUANT TO IOWA CODE SECTION 21.5(1)(j) TO DISCUSS THE PURCHASE OF PARTICULAR REAL ESTATE (SPECIFICALLY FIVE PARCELS) BECAUSE PREMATURE DISCLOSURE COULD BE REASONABLY EXPECTED TO INCREASE THE PRICE THE PCCB WOULD HAVE TO PAY FOR THAT PROPERTY.

VOTE YEA: SMITH, LEVIS, JOHNSON, KUROVSKI

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD RETURN TO OPEN SESSION (7:15 PM).

VOTE YEA: LEVIS, KUROVSKI, JOHNSON, SMITH

Note: Conflicts of Interest discussed. Dan Flaherty, Asst. County Attorney, advised that he did not see any conflicts for Levis and Kurovski.

IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO PROCEED WITH NEGOTIATIONS ON FIVE PROPERTIES PURSUANT TO LIMITATIONS IDENTIFIED BY THE PCCB IN CLOSED SESSION.

VOTE YEA: JOHNSON, LEVIS, SMITH

VOTE ABSTAIN: KUROVSKI

PUBLIC COMMENTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

- Director Parker spoke on future land acquisitions
- Easter Lake Master Plan meeting, March 27
- Director Parker reported on status of recruitment for Deputy Director and Construction Maintenance Supervisor positions.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Prepared by: Cindy Lentz

Approved: 04/10/13