



BOARD MEETING

January 13, 2016

5:30 p.m.

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

AGENDA

- 1) Roll Call
- 2) Public Comments
- 3) Financial Reports
- 4) Walnut Creek Watershed Management Authority Presentation
- 5) Jester Park Nature Center Update
- 6) Action on the Minutes of the Previous Meeting(s)

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.

- 7) **Action on Bill List:** Approving December 2015 bill list
- 8) **PCCB Bylaws:** Receive and File existing Polk County Conservation Board's Bylaws with amendments for Board action at their February Board meeting.
- 9) **Fort Des Moines, Water Recreation Access Cost-Share Program Grant:** Approving Water Recreation Access Cost-Share Program Grant in the amount of \$21,450 from the Iowa Department of Natural Resources at Fort Des Moines Park.
- 10) **REAP-CEP Grant, Native Pollinator Gardens:** Approving Resource Enhancement and Protection Conservation Education Program (REAP-CEP) Grant in the amount of \$30,639 from the Iowa Department of Natural Resources to install native pollinator gardens at local places of worship.
- 11) **Jester Park Nature Center, Prairie Meadows Legacy Grant:** Authorizing Board Chair to sign a letter of support that will be included in a Prairie Meadows Legacy Grant application submitted by the Great Outdoors Foundation.
- 12) **Purchase - Vehicles:** Approving purchase of (4) vehicles from the PCCB Capital Outlay Operating Fund FY 2015-16 and FY 2016-17 from the State of Iowa contract. Vehicles to be assigned to the Parks Advocacy Unit.

ACTION ITEMS

- 13) **Great Western Trail, Land Transaction - City of West Des Moines:** Approving Land Transactions with the City of West Des Moines at the Great Western Trail
- 14) **Jester Park Nature Center, Marketing Strategy:** Authorization for staff to proceed with execution of the Jester Park Nature Center Strategic Marketing Plan during the 2016 calendar year for an amount not to exceed \$100,000.
- 15) **Director's Salary and 2016 Goals:** Consider salary adjustment for PCCB Director and 2016 goals.

BOARD DISCUSSION

- 16) Director's Report
- 17) Board Chair and Members' Remarks

CLOSED SESSION

18) Land Acquisition

ADJOURNMENT

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

2015- 2016 Revenue Budget

- as of 12/31/15 (50% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 5,000	\$ 10,149	\$ (5,149)	203.0%
6006	Environmental Ed	\$ 56,000	\$ 12,121	\$ 43,879	21.6%
6009	Natural Resources	\$ 76,710	\$ 45,709	\$ 31,001	59.6%
6101	Administration	\$ 142,550	\$ 91,211	\$ 51,339	64.0%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 416,100	\$ 255,664	\$ 160,437	61.4%
6119	Construction/Maint.	\$ 1,000	\$ 102	\$ 898	0.0%
6124	Equestrian Center	\$ 300,000	\$ 131,867	\$ 168,133	44.0%
Sub-Total - General Fund 1		\$ 997,360	\$ 546,821	\$ 450,539	54.8%
REAP - Fund 26					
0211	Resource Enhancement	\$ 156,400	\$ 153,773	\$ 2,627	98.3%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,612,500	\$ 106,270	\$ 2,506,230	4.1%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 215,100	\$ 143,145	\$ 71,955	66.5%
6123	JP Cabins	\$ 52,750	\$ 33,510	\$ 19,240	63.5%
Sub-Total - Enterprises Fund 286		\$ 267,850	\$ 176,655	\$ 91,195	66.0%
Grand Total - Conservation		\$ 4,034,110	\$ 983,520	\$ 3,050,590	24.4%

2015-2016 Expense Budget

- as of 12/31/15 (50% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 158,500	\$ 82,035	\$ 76,465	51.8%
6006	Environmental Ed	\$ 393,701	\$ 221,739	\$ 171,962	56.3%
6009	Natural Resources	\$ 679,434	\$ 367,660	\$ 311,774	54.1%
6101	Administration	\$ 1,067,052	\$ 569,891	\$ 497,161	53.4%
6103	Community Outreach	\$ 220,271	\$ 113,933	\$ 106,338	51.7%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 484,405	\$ 248,215	\$ 236,190	51.2%
6119	Construction/Maint.	\$ 1,277,837	\$ 697,169	\$ 580,668	54.6%
6124	Equestrian Center	\$ 448,161	\$ 347,783	\$ 100,378	77.6%
Sub-Total - General Fund 1		\$ 4,729,361	\$ 2,648,424	\$ 2,080,937	56.0%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,080,164	\$ 539,510	\$ 540,654	49.9%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 77,056	\$ 19,245	80.0%
REAP - Fund 26					
0211	Resource Enhancement	\$ 127,651	\$ 85,148	\$ 45,503	64.4%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ 520,000	\$ -	\$ 520,000	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 4,433,000	\$ 1,465,385	\$ 2,967,615	33.1%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 265,000	\$ 12,408	\$ 252,592	4.7%
6123	JP Cabins	\$ 59,412	\$ 25,713	\$ 33,699	43.3%
Sub-Total - Enterprises Fund 286		\$ 324,412	\$ 38,121	\$ 286,291	11.8%
Grand Total - Conservation		\$ 11,310,888	\$ 4,850,644	\$ 6,460,244	42.9%

PCWLL EXPENDITURES AS OF :

December 31, 2015

SUB-LEDGER PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS CONTRACTED	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	\$ -	\$ 885,171	\$ 94,419	\$ 760,697	\$ 77,032	\$ 175	\$ (788,024)	\$ 49,881	\$ 719
C06-6134 CBG SHAW ACQUISITION	\$ 432,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ 0
C08-6142 JESTER PARK CABINS	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 0
C11-6205 CVT CONNECTOR-BROADWAY TO BONDURANT	\$ 36,818	\$ 1,258,916	\$ 1,984,668	\$ 131,607	\$ 1,954,413	\$ 131,607	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)
C12-6213 CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ 71,746	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0
C12-6214 CBG OBSERVATION DECK	\$ 83,844	\$ 5,196	\$ -	\$ 11,200	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (0)
C12-6218 JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 420,241	\$ -	\$ -	\$ -	\$ 420,241	\$ -	\$ -	\$ -	\$ 420,241	\$ (0)
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	\$ -	\$ 827,512	\$ 11,494	\$ (412,825)	\$ 426,181	\$ 3,573,819
C12-6222 CBG MASTER PLAN	\$ 106,000	\$ -	\$ -	\$ 98,368	\$ -	\$ 118,269	\$ -	\$ -	\$ 118,269	\$ (12,269)
C12-6223 ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,083,651	\$ -	\$ 903,781	\$ 176,108	\$ 903,781	\$ 176,108	\$ 3,762	\$ -	\$ 1,083,651	\$ (0)
C12-6224 ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 187,922	\$ 227,871	\$ 1,043,238	\$ 205,658	\$ 1,036,696	\$ 218,505	\$ 15,457	\$ (532,000)	\$ 738,657	\$ (322,864)
C12-6225 ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ 498,000	\$ -	\$ 159,534	\$ 11,238	\$ 60,725	\$ -	\$ -	\$ 71,963	\$ 426,037
C12-6226 FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 854,903	\$ -	\$ 723,989	\$ 132,209	\$ 769,399	\$ 136,036	\$ 23,164	\$ (200,000)	\$ 728,599	\$ 126,304
C12-6227 FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 81,179	\$ 1,332,169	\$ -	\$ 59,245	\$ -	\$ 156,887	\$ 128,066	\$ -	\$ 284,953	\$ 1,128,395
C12-6228 JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 410,000	\$ -	\$ 336,945	\$ 29,200	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ 27,089
C12-6229 HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ -	\$ -	\$ 9,800	\$ -	\$ 11,204	\$ -	\$ -	\$ 11,204	\$ (1,404)
C12-6230 TM CAMP CREEK STABILIZATION	\$ 1,097,465	\$ -	\$ 876,665	\$ 194,600	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ 31,658
C12-6231 TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 119,000	\$ 725,000	\$ -	\$ 57,630	\$ -	\$ 57,553	\$ 226	\$ (1,205)	\$ 56,574	\$ 787,426
C12-6232 YB PARK IMPROVEMENTS	\$ 87,000	\$ 290,000	\$ -	\$ 173,450	\$ 8,043	\$ 47,640	\$ 113	\$ -	\$ 55,797	\$ 321,203
C12-6233 TRAIL IMPROVEMENTS ALL AREAS	\$ 100,000	\$ 350,000	\$ -	\$ 12,000	\$ 11,225	\$ 12,000	\$ 3	\$ -	\$ 23,228	\$ 426,772
C12-6234 JP ENTRANCE RELOCATION	\$ 586,000	\$ 660,000	\$ 279,839	\$ 73,050	\$ 279,839	\$ 80,235	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ 166,272	\$ -	\$ 166,272	\$ 88,728
C12-6238 CBG WETLANDS/DRAINAGE RESTORATION	\$ 104,476	\$ 350,000	\$ -	\$ 86,476	\$ -	\$ 90,828	\$ -	\$ -	\$ 90,828	\$ 363,648
C12-6239 YB DAM REPAIRS	\$ 797,000	\$ -	\$ 775,964	\$ 112,525	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ (101,097)
C12-6240 BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0
C12-6242 ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,000	\$ 830,000	\$ -	\$ -	\$ 200,237	\$ -	\$ -	\$ -	\$ 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	\$ 5,000	\$ 89,387	\$ 5,225	\$ 31,636	\$ -	\$ 126,247	\$ (35,547)
C12-6250 YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,640	\$ -	\$ 321,640	\$ (320,140)

PCWLL EXPENDITURES AS OF :
December 31, 2015

SUB-LEDGER PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS CONTRACTED	ENGINEERING & MISC. COSTS CONTRACTED	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C12-9999 MISC MINOR IMPROVEMENTS	\$ 78,633	\$ 150,000	\$ -	\$ -	\$ -	\$ 23,600	\$ 43	\$ -	\$ 23,643	\$ 204,990
C12-9999 CONSTRUCTION EQUIPMENT & SUPPLIES	\$ 291,367	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 320,426	\$ -	\$ 320,426	\$ 120,941
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	\$ -	\$ 94,351	\$ -	\$ 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	\$ 20,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ 3,791	\$ -	\$ 3,791	\$ (3,791)
C13-6258 NATURAL AREA RESTORATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 307,017	\$ -	\$ 54,384	\$ 76,659	\$ 22,715	\$ 10,544	\$ -	\$ 109,917	\$ 197,100
C13-6265 YB BANE PROPERTY	\$ 238,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (24,799)
C14-6268 EL DIKES/DREDGING/WATER QUALITY	\$ 25,000	\$ 1,400,000	\$ -	\$ 753,800	\$ -	\$ 578,582	\$ 37,787	\$ (220,440)	\$ 395,929	\$ 1,029,071
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	\$ -	\$ 56,920	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ 24,673	\$ (12,604)	\$ 12,069	\$ 7,931
C14-6274 CONSERVATION CORPS	\$ -	\$ 201,600	\$ 201,600	\$ -	\$ 115,666	\$ -	\$ 124,298	\$ -	\$ 124,298	\$ 77,302
C14-6275 GWT-BILL RILEY TRAIL/FEASIBILITY STUDY	\$ -	\$ 44,804	\$ -	\$ -	\$ -	\$ 34,535	\$ 44	\$ -	\$ 150,245	\$ (105,441)
C14-6276 CBG SMITH PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,425	\$ -	\$ 155,425	\$ (155,425)
C14-6277 WATER QUALITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,726	\$ -	\$ 2,726	\$ (2,726)
C15-6278 CBG HALE POND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226	\$ -	\$ -	\$ 226	\$ (226)
LAND ACQUISITIONS	\$ 71,946	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,071,946
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
	\$ 13,969,680	\$ 15,971,373	\$ 8,279,503	\$ 4,157,642	\$ 9,616,159	\$ 3,288,909	\$ 7,984,489	\$ (5,524,215)	\$ 15,365,343	\$ 14,575,710

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, December 9, 2015. The meeting was called to order at 5:30 p.m.

- #15-1201 Roll Call
Members Present: Levis, Smith, Johnson, Cataldo
Members Absent: Northway
- #15-1202 Public Comments
None
- #15-1203 Financial Reports
No comments
- #15-1204 **MOVED BY** Smith to approve the November 4, 2015 meeting minutes as written.
Vote Yea: Smith, Levis, Johnson
Vote Abstain: Cataldo

CONSENT AGENDA

- #15-1205 **MOVED BY** Levis to approve the PCCB November 2015 bill list.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1206 **MOVED BY** Levis to approve the Fiscal Year 2014-2015 Polk County Conservation Annual Report.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1207 **MOVED BY** Levis to approve passing a resolution authorizing matching funds for the 2020 project should the MPO award TAP funding for the project.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1208 **MOVED BY** Levis to approve accepting the offered easement and authorize the PCCB Chair to sign same and that the Board further instruct staff to file said easement and to return a signed copy to the Sterling Trace Homeowners Association.
Vote Yea: Cataldo, Smith, Levis, Johnson

- #15-1209 **MOVED BY** Levis to approve the Open Water Swim Permit to allow long-distance swimming within Polk County Conservation managed water areas.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1210 **MOVED BY** Levis to approve the Fee for Service Agreement with the Conservation Corps of Iowa and direct the Board Chair to execute said agreement.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1211 **MOVED BY** Levis to approve modified schedule for fees/charges for camping and facility rentals effective immediately; approve the modified schedule for fees/charges for equipment rentals and the Jester Park Equestrian Center effective January 1, 2016; approve Jester Lodge 2016 rates; and the Board further acknowledges receipt of the proposed rates changes at the Jester Park Golf Course from Green Golf Partners for the 2016 golfing season and acknowledges that the proposed prices are in conformance with pricing guidelines established by the Board.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1212 **MOVED BY** Levis to approve authorizing the use of approximately \$100,000 in Polk County Water and Land Legacy bond funds over the next three years to leverage DNR319 programs subject to annual grant awards.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1213 **MOVED BY** Levis to approve the five-year non-exclusive lease (January 1, 2016 - December 31, 2020) with Four Mile Little League for use of the ball fields at Yellow Banks Park.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1214 **MOVED BY** Levis to approve reappointment of Chris McCarthy and Ginger Soelberg for a second term and Jeff Cook for an initial term for the period from November 2015 to November 17 to the Trails and Greenway Committee.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1215 **MOVED BY** Levis to approve contract and designating lowest responsible bidder as RW Excavating & Dozing in an amount of \$36,825 plus a 10% contingency for Hale Drainage Improvements/Oxbow Rehydration at Chichaqua Bottoms Greenbelt and authorizing the Board Chair to sign said agreement upon approval by Legal as to form.
Vote Yea: Cataldo, Smith, Levis, Johnson

- #15-1216 **MOVED BY** Levis to approve contract and designating lowest responsible bidder RW Excavating & Dozing in an amount of \$117,582.24 plus a 10% contingency for Trail Construction (Limestone Trail) at Fort Des Moines Park and authorizing the Board Chair to sign said agreement upon approval by Legal as to form.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1217 **MOVED BY** Levis to approve awarding the Fort Des Moines Park grading, clearing, grubbing, for park roads, parking lots, building sites, HMA removal road and lot base construction contract to RW Excavating & Dozing for an amount not to exceed \$117,219 and a 10% contingency of \$11,721 for a total project amount not to exceed \$128,940 and authorizing the Board Chair to sign the contract document.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1218 **MOVED BY** Levis to approve contract and designating lowest responsible bidder RW Excavating & Dozing in an amount of \$14,500 plus a 10% contingency for flood debris removal and authorizing the Board Chair to sign said agreement upon approval by Legal as to form.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1219 **MOVED BY** Levis to approve the proposal from Energy Consultants for LED fixtures, retrofits, labor, of \$69,640 (after Mid-American rebate); approve 10% contingency of \$6,964 for a total project cost not to exceed \$76,604; and authorizing the Board Chair to sign said proposal.
Vote Yea: Cataldo, Smith, Levis, Johnson
- #15-1220 Number not used.

ACTION ITEMS

Public Hearing was held on awarding Guest Services Management contract. No one spoke for or against. Public Hearing closed.

- #15-1221 **MOVED BY** Cataldo to approve awarding the Jester Park Lodge Guest Service Management contract effective January 1, 2017 for a five year term with one five-year renewal option to Food With Flair, Inc. and authorizing the Board Chair to sign the contract upon Legal review and approval as to form.
Vote Yea: Smith, Cataldo, Johnson, Levis

#15-1222 **MOVED BY** Smith to approve authorizing an exception to the Procurement Policy and authorizes the Director to enter into contracts related to adopted master plan implementation approvals on behalf of the Board for contract costs over \$10,000 but under the published Iowa Department of Transportation Bid and Quote Thresholds for Iowa Counties that may change annually. Current amount is \$135,000
Vote Yea: Johnson, Levis, Cataldo, Smith

#15-1223 **MOVED BY** Levis to approve the Memorandum of Understanding (MOU) with the Great Outdoors Foundation and that the Board Chair is directed to execute said MOU.
Vote Yea: Levis, Johnson, Smith, Cataldo

Joe Corfits, GOF Board Chair, appeared before the Board on the MOU.

#15-1224 **MOVED BY** Cataldo to approve the Chichaqua Bottoms Master Plan.
Vote Yea: Cataldo, Smith, Levis, Johnson

#15-1225 **MOVED BY** Smith to approve the contracts with Dr. Keith Summerville and Drake University and direct the Board Chair to execute said contracts for the Land Use Management Plan for Chichaqua Bottoms Greenbelt.
Vote Yea: Smith, Cataldo, Johnson, Levis

#15-1226 **MOVED BY** Cataldo to approve the proposed FY 2016-17 Polk County Conservation operating budget and decision package to the Polk County Board of Supervisors.
Vote Yea: Johnson, Levis, Cataldo, Smith

#15-1227 **MOVED BY** Levis to approve the following nominations for PCCB Officers for the year 2016: Connie Johnson, Chair; Lance Northway, Vice-Chair; and Jim Cataldo, Secretary.
Vote Yea: Levis, Johnson, Smith, Cataldo

BOARD DISCUSSION

#15-1228 Director's Report
No comments

#15-1229 Board Chair and Member's Remarks

- Special Meeting by the Board, prior to holidays
- Olivia Apple was introduced – student from Merrell Middle School - attended meeting as part of school project

CLOSED SESSIONS

#15-1230 **MOVED BY** Smith that the Board go into closed session pursuant to Iowa Code Chapter 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

Vote Yea: Cataldo, Smith, Levis, Johnson

MOVED BY Cataldo to approve allowing staff to proceed pursuant to information discussed in closed session on the dollar amount for the Lakewood Properties LLC acquisition.

Vote Yea: Smith, Johnson, Levis, Cataldo

#15-1231 Richard Leopold, Director, made request for Closed Session.

MOVED BY Cataldo that the Board go into closed session pursuant to Iowa Code Chapter 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Vote Yea: Johnson, Cataldo, Levis, Smith

No further action was taken as result of discussion.

Adjournment

Meeting was adjourned at 7:30 p.m.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in special session on Wednesday, December 17, 2015. The meeting was called to order at 5:30 p.m.

Chair noted that Director Leopold absent. Deputy Director Romig present on Director's behalf.

#15-1201S Roll Call

Members Present: Cataldo, Levis, Johnson

Members Absent: Northway, Smith

ACTION ITEMS

Public Hearing was held on Easter Lake restoration project, Contract #2 Dredging. No one spoke for or against. Public Hearing closed.

#15-1202S MOVED BY Levis to approve plans, specifications, form of contract documents, engineer estimate (\$5,877,083) and designating lowest responsible bidder as Dredge America in the amount of \$5,165,526 (base bid) plus an amount not to exceed of \$711,577 for the add alternates and contingency for work as a part of Easter Lake Restoration Contract 2, dredging and authorizing the Board Chair to sign said agreement upon approval by Legal as to form.

Vote Yea: Johnson, Cataldo, Levis

#15-1203S MOVED BY Cataldo to approve RFP Review Committee's recommendation to award the Fundraising Assessment and Feasibility RFP to Amperage Fundraising Advisors in the amount of \$21,995 plus travel and final report production costs and authorizes the Director or his designee to sign the contract upon Legal review and approval.

Vote Yea: Levis, Johnson, Cataldo

Adjournment

Meeting was adjourned at 5:35 p.m.

	Date	January 13, 2016
	Item No. 8 CONSENT Roll Call No. 16-0108 Submitted by: Douglas C. Romig Deputy Director	

AGENDA HEADING:

Receive and File Polk County Conservation Board's Bylaws.

SYNOPSIS:

Receive and File existing Polk County Conservation Board's Bylaws with amendments for Board action at their February Board meeting.

FISCAL IMPACT: N/A

Amount:

Funding Source:

ADDITIONAL INFORMATION:

Every year Polk County Conservation is required to review its Bylaws for the administration, development, operations and management of its areas, its facilities and its employees and to make corrections, clarifications as needed to update said Bylaws. Upon review of the Board's existing Bylaws staff is recommending a few minor changes: updating initial Whereas clauses and a change to Article XI.

Article XI. That these Bylaws shall be reviewed annually by the Conservation Board ~~each year~~ at the first regular Board meeting in January. ~~Approval or~~ Amendment to the Bylaws may be proposed at any regular meeting but must be again considered at the next following regular meeting before adoption. Amendments shall require approval of at least three (3) Board Members.

This amendment will allow the Board to approve the Bylaws at one meeting if no changes are proposed to the Bylaws.

If no additional changes are requested by Board Members, said Bylaws will come before the Board at their February meeting for approval.

PREVIOUS BOARD ACTION(S):

Date: February 11, 2015

Roll Call: Item #3

Action: Approved Bylaws as presented from the January Board meeting.

RECOMMENDATION:

Receiving and Filing Bylaws of the Polk County Conservation Board as presented with amendments and bringing said Bylaws to PCCB's February 2016 meeting for approval as amended.

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 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

BYLAWS
~~AS AMENDED, FEBRUARY 11, 2015~~
~~GOVERNING THE ADMINISTRATION, THE DEVELOPMENT,~~
~~THE OPERATION AND MANAGEMENT OF THE~~
POLK COUNTY CONSERVATION BOARD
~~AND ITS FACILITIES~~

~~TO WHOM IT MAY CONCERN:~~

WHEREAS, the Bylaws governing the Polk County Conservation Board ~~were~~ originally adopted on the 8th day of January, 1958, and; ~~as amended at the beginning of each year thereafter by the Polk County Conservation Board for the administration, the development, and the operation and management of its areas, its facilities, and its employees, needs to be corrected and again updated, and~~

WHEREAS, the Polk County Conservation Board shall review its Bylaws annually to ensure functionality regarding the governance, administration and management of Polk County Conservation.

~~WHEREAS, to expand, to clarify, and to make more effective certain portions of the Bylaws, amendments were proposed and considered and adopted as amended at the regular meeting of the Board on February 11, 2015.~~

NOW THEREFORE, We, the undersigned members of the Conservation Board, as duly appointed by the Polk County Board of Supervisors, and as authorized by Chapter 350, Code of Iowa, do so decree as follows:

ARTICLE I. That all the covenants and provisions of former Bylaws as amended and adopted by the Polk County Conservation Board prior to this date are here and now annulled, canceled, revoked, and of no consequence for effect in the administration, development or operation and management of its areas, its facilities, nor its employees.

ARTICLE II. That Chapter 350, Code of Iowa, is recognized as, and declared to be, the governing authority; and that the purpose, and the power and duties, as defined and set forth in said Chapter shall control the functions of the Conservation Board, its employees, and/or its facilities.

ARTICLE III. That there shall be selected preceding the first regular meeting of each calendar year, from its members, by its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the Board for the calendar year and/or until their successors are selected and qualify. In the event that the chairperson is absent, the vice-chair shall serve as the pro-tem chairperson. In the event that both the chairperson and vice-chairperson are absent, the secretary shall serve as the pro-tem chairperson and, if necessary, a temporary secretary shall be appointed. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the Board at the particular meeting.

ARTICLE IV. That this Board shall generally meet on the second Wednesday of each month at such time and place as may be designated by the chairperson, and said meeting shall be

known as the regular meeting of the Board. That Board Members shall be expected to make all reasonable efforts to attend all regularly scheduled meetings; absences in excess of 1/3 of the regularly scheduled meetings in a six-month period will subject the Board Member's appointment to review by the Board. Special meetings may be called by the chairperson, or a majority of the members, when necessary for specific purposes requiring Board action. A closed session may be held by affirmative vote of two-thirds of the members present in accordance with Chapter 21 of the Iowa Code.

ARTICLE V. That an executive officer shall be employed and shall be known as the Director. S/He shall be responsible to serve at the pleasure of the Conservation Board and the Board shall evaluate his/her performance annually by the month of December.

There shall be a Deputy Director employed who shall possess all the powers and perform all the duties prescribed for the Director in these Bylaws during the absence or disability of the Director or in the event of a vacancy in the office of Director; and shall perform such duties and exercise such powers as may be prescribed by the Director.

ARTICLE VI. That the principal duties of the Director shall include:

- a. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
- b. To annually outline and recommend to the Board a budget that includes a program of administration, development, maintenance and operation, for each budgetary year, including an estimated cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors. To present and explain amendments and modifications to the annual budget that may occur during the year to the Board prior to submission to the budget staff of the Board of Supervisors.
- c. The budget, or periodic budget amendments, as approved by the Conservation Board, shall be presented and explained by the director to the Board of Supervisors at each annual budget hearing or at periodic budget amendment hearings.
- d. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation and environmental education; on the design of park facilities and development; and in the preservation and rehabilitation of conservation areas; and shall periodically report to the Conservation Board the results of his/her research and investigation in these fields.
- e. S/He is authorized to deposit in his/her name as the director for the Polk County Conservation Board, at a local bank as selected and approved by the Conservation Board, miscellaneous monies collected from the operations of all revenue-producing facilities; and to draw from said deposit, over his/her signature as the director, or his/her duly appointed representatives of the Conservation Board, funds payable to the Polk County Treasurer for allocation to the General Fund of the County for the benefit of Polk County Conservation Board.
- f. S/He shall review and approve all expenditures and is authorized to requisition warrants from the County Auditors Office for the payment of duly acknowledged claims. S/He shall

submit to the Board monthly financial statements on the status of the conservation budget.

- g. As required by statute, s/he shall prepare an annual report covering each fiscal year as terminated and include, therein, his/her recommendations for future expansion and development.
- h. S/He will develop and maintain long range strategic plans as approved by the Conservation Board to provide guidance in the planning and implementation of programs and projects.

ARTICLE VII. That the Director, with the approval of the Conservation Board, is authorized to employ and fix the compensation of such assistants and employees as may be necessary for proper and efficient administration, for development of, and for the maintenance and operation for such property and facilities as may be acquired by the Conservation Board, and/or responsibilities assumed within the framework of statutory authority. The Director is authorized to employ seasonal/ intermittent employees as set forth in the Conservation Board's budget.

ARTICLE VIII. That the compensation for the Director, his/her assistants and employees, shall be determined by the Conservation Board and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations. Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees.

ARTICLE IX. That the Director, and any employees as s/he may designate, may be appointed peace officers as authorized by Section 350, and within the purview of Section 80B of the Code of Iowa.

ARTICLE X. That any single expenditure, or contract for services, purchase of equipment or material supplies, or to enter into rental agreements or construction contracts, shall conform to the following procedures:

- a. For the purchase of minor items and to provide for "change", a petty cash fund and change funds may be established not to exceed \$100 when authorized by the Director. Claims for reimbursement to the petty cash fund shall be submitted to the County Auditor as required and based on receipted amounts of each expenditure.
- b. Items of expenditure of \$5,000 or more shall, when possible and reasonable, be selected from at least three (3) quotations from qualified vendors and approved by the Director. No prior approval is required by the PCCB; however, PCCB ratifies monthly list of expenditures at each monthly regular meeting
- c. Items of expenditures up to \$10,000 shall require only approval of the Director. No prior approval is required by the PCCB; however, PCCB ratifies monthly list of expenditures at each monthly regular meeting. 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 Conservation Board of any emergency spending as soon as possible.

- d. Items of expenditures above \$10,000 shall be selected from at least three (3) quotations from qualified firms or supplies when applicable and the approval of at least three (3) Board Members before purchase. Members may be polled for approval. All quotations received shall be retained in the files for at least three (3) years.
- e. Contracts or purchases for public improvements as defined by Sections 26.2(3), 73A.1(3) and 573.1(4)(2011) shall conform to the requirements of said Chapters 26, 573 and 73A.
- f. The Director, or his/her duly appointed representative is authorized and empowered to act for the Board in receiving, opening, and recording bids. A public hearing, as set forth in Chapter 26 and 73A, Code of Iowa, must be held at a regular or special meeting of the Board for action on said bids.
- g. The acquisition of land (including easements) is excluded from the above requirements, but Land Purchase Options must be considered by the Conservation Board at a regular or special meeting and approved by at least three (3) Board Members for acceptance. Procedures for land acquisition shall conform to statutory requirements.
- h. The Director is authorized to apply for grants that fit within the mission of the Board. Final acceptance of grants awarded to Polk County Conservation will receive approval of the Board.
- i. The Director is authorized to negotiate mutual and cooperative agreements with final approval of agreements receiving approval of the Board.
- j. The Director is authorized to sign contractual documents on behalf of the Board, when authorized by a Board resolution, with the requirement that the resolution is documented as part of the signature.

ARTICLE XI. That these Bylaws shall be reviewed by the Conservation Board ~~each year~~ at the first regular Board meeting in January. ~~Approval or a~~ amendments may be proposed at any regular meeting but must be again considered at the next following regular meeting before adoption. Amendments shall require approval of at least three (3) Board Members.

MOTION BY _____, t That these Bylaws as ~~amended~~ adopted by Roll Call No. _____ ~~is hereby approved as of, be adopted this~~ February 11, 2015 by the Polk County Conservation Board.

Chair Board Member

Vice-Chair Board Member

Secretary

	Date	January 13, 2016
	Item No. 9 CONSENT Roll Call No. 16-0109 Submitted by: Douglas C. Romig Deputy Director	

AGENDA HEADING:

Approving Water Recreation Access Cost-Share Program Grant in the amount of \$21,450 from the Iowa Department of Natural Resources at Fort Des Moines Park.

SYNOPSIS:

Approving Water Recreation Access Cost-Share Program Grant from the Iowa Department of Natural Resources to construct an ADA accessible boat dock, fishing pier and boat launch at Fort Des Moines Park.

FISCAL IMPACT:

Amount: \$42,900.00
 \$21,450.00 IA Department of Natural Resources Grant award
 \$21,450.00 PCWLL Bond Funds

Funding Source: Iowa Department of Natural Resources Grant award deposited into Fort Des Moines PCWLL Bond improvement fund

ADDITIONAL INFORMATION:

Polk County Conservation Ranger staff submitted and received notice of award for a Water Recreation Access Cost-Share Program Grant from the Iowa Department of Natural Resources. This grant application will allow PCC staff to work on construction of an ADA accessible boat dock, fishing pier and boat launch at Fort Des Moines Park. As a part of this award, Polk County Conservation agrees to invest a like amount towards these improvements which are a part of the Fort Des Moines Park adopted master plan with funds appropriated for these improvements.

PREVIOUS BOARD ACTION(S): NONE

RECOMMENDATION:

Staff recommends that the Board approves the Iowa Department of Natural Resources' Water Recreation Access Cost-Share Program Grant in the amount of \$21,450 for water access improvements at Fort Des Moines Park and authorizes the Director to sign said grant award on behalf of the Polk County Conservation Board.

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 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

	Date	January 13, 2016
	Item No. 10 CONSENT Roll Call No. 16-0110 Submitted by: Douglas C. Romig Deputy Director	

AGENDA HEADING:

Approving Resource Enhancement and Protection Conservation Education Program (REAP-CEP) Grant in the amount of \$30,639 from the Iowa Department of Natural Resources to install native pollinator gardens at local places of worship.

SYNOPSIS:

Approving Resource Enhancement and Protection Conservation Education Program (REAP-CEP) Grant from the Iowa Department of Natural Resources to install native pollinator gardens in conjunction with area religious organizations at local places of worship.

FISCAL IMPACT:

Amount: \$30,639.00

Funding Source: Iowa Department of Natural Resources Grant award deposited into the REAP fund.

ADDITIONAL INFORMATION:

Polk County Conservation Environmental Education staff submitted and received notice of award of a REAP-CEP Grant from the Iowa Department of Natural Resources. The "Saving Pollinators One Garden at a Time" grant application will allow PCC staff to work with area religious organizations to install native pollinator gardens at their place of worship. In addition to providing garden designs and native plants, PCC staff will educate congregations about native pollinators and encourage them to plant native pollinator plants at home.

PREVIOUS BOARD ACTION(S): NONE

RECOMMENDATION:

Staff recommends that the Board approves the Iowa Department of Natural Resources' REAP grant award in the amount of \$30,639.00 and authorizes the Board Chair to sign said grant award on behalf of the Polk County Conservation Board.

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 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



Date	January 13, 2016
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Item No.	11	CONSENT
Roll Call No.	16-0111	
Submitted by:	Kami Rankin	
	Community Outreach	
	Supervisor	

AGENDA HEADING:

Authorizing Board Chair to sign a letter of support that will be included in a Prairie Meadows Legacy Grant application submitted by the Great Outdoors Foundation.

SYNOPSIS:

The Great Outdoors Foundation (GOF) will be working in conjunction with PCC in 2016 to raise the remaining funds needed to construct the Jester Park Nature Center. This process will involve private and public fundraising and grantsmanship. GOF will be submitting a Prairie Meadows Legacy Grant application in the amount of \$200,000 by their deadline of 1/29/16. They have requested a Letter of Support from our Board illustrating our partnership on this project.

FISCAL IMPACT:

Amount: N/A

Funding Source: N/A

ADDITIONAL INFORMATION: NONE

PREVIOUS BOARD ACTION(S):

Date: December 9, 2015

Roll Call: 15-1223

Action: Approved Memorandum of Understanding by and between Polk County Conservation and the Great Outdoors Foundation. (4 - Yeas; 1 - Absent)

RECOMMENDATION:

Authorizing Board Chair to sign a letter of support that will be included in a Prairie Meadows Legacy Grant application submitted by the Great Outdoors Foundation.

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 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

January 5, 2016

Prairie Meadows Board of Directors
Prairie Meadows Legacy Grant Program
1 Prairie Meadows Drive
Altoona, Iowa 50009

RE: Letter of support for Jester Park Nature Center

Dear Prairie Meadows Board of Directors:

I am privileged to submit this letter of support for the Jester Park Nature Center on behalf of the entire Polk County Conservation Board. The Great Outdoors Foundation and Polk County Conservation Board are partners in this regionally significant educational facility.

Plans for the Jester Park Nature Center have been in process for more than seven years following a 2009 year-long public master planning process for Jester Park that led to the nature center being identified as a high priority project. Following the passage of the Polk County Water and Land Legacy bond referendum in 2012, this key project has gained significant momentum.

The wheels have been in constant motion for staff, consultants and the public to work on plans, designs, and fundraising for the center. This exciting public process has resulted in the plans for a facility that will symbolize the importance of conservation education and outdoor recreation in Central Iowa.

This center will educate, inform and inspire thousands of schoolchildren, educators, families and tourists annually. While education is the primary purpose of the Jester Park Nature Center, programming and services offered will address all four of Prairie Meadows focus areas including arts and culture, economic development and health and human services.

Community support and interest for the nature center has been fabulous. Please accept this letter of support for a Prairie Meadows Legacy Grant from Tom Levis, Lance Northway, Mike Smith, Jim Cataldo and me – your Polk County Conservation Board members.

Sincerely,

Connie Johnson, Polk County Conservation Board Chair

	Date	January 13, 2016
	Item No. 12 CONSENT Roll Call No. 16-0112 Submitted by: George Lentz Equipment Maintenance Supt.	

AGENDA HEADING:

Approving purchase of (4) vehicles from the PCCB Capital Outlay Operating Fund FY 2015-16 and FY 2016-17 from the State of Iowa contract. Vehicles to be assigned to the Parks Advocacy Unit.

SYNOPSIS:

Approval to purchase four (4) 2016 Dodge Ram 1500 4X4 SSV trucks to replace depreciated Chevy Colorado's used by Park Rangers from Stew Hansen Dodge under the State of Iowa's state contract.

FISCAL IMPACT:

<u>Amount:</u>	\$120,452.00
Vehicles	\$118,452.00 (\$29,613/ea.)
Contingency	\$ 2,000.00 (\$ 5,000/ea.)

Funding Source: PCCB Capital Outlay 0213 Operating Fund FY 2015-16 and FY 2016-17

ADDITIONAL INFORMATION:

Every year the PCC looks at the State of Iowa vehicle contracts to see if any vehicles meet our needs and specifications which saves a considerable amount of money. Staff has found vehicles in the Iowa Department of Administrative Services 2106 Vehicle Contract that meet our needs and specifications for Park Ranger duties. The (4) new Dodge Ram 1500 4X4 SSV trucks will replace (1) 2006 Chevy Colorado truck and (3) 2007 Chevy Colorado trucks. These vehicles are identified to be replaced in the current Polk County Conservation 5 Year Vehicle and Equipment Replacement Schedule. Due to the organizational changes in creation of the Parks Division, Park Rangers will have varying duties above and beyond patrol and security. The Dodge Ram 1500 4X4 SSV trucks will aid in day-to-day maintenance activities (hauling materials/supplies and towing) while also allowing containment of individuals for separation or transportation due to illegal activities.

The order placement for all (4) PAU vehicles at this time is because of a 180 day production time wait. The PCCB is not obligated to purchase the (2) FY 2016-17 vehicles until after the Polk County budget certification by the Board of Supervisors on or before the March 15, 2016 and payment would not be made till after July 1, 2016. Additional expenses will be incurred to outfit each vehicle with the appropriate patrol equipment (light bars, dash camera's, etc.) and will include a holding cell for separating and/or transportation individuals due to illegal activities.

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Approving purchase of (4) 2016 Dodge Ram 1500 pickups from Stew Hansen's Dodge under the State of Iowa state contract in an amount not to exceed \$120,452.00. Payments of (2) vehicles coming out of budget FY 2015-16 and (2) coming out of FY 2016-17 budget upon certification by the Board of Supervisor's of the FY 2016-17 Polk County budget on or before March 15, 2016.

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 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

	Date	January 13, 2016
	Item No. 13 ACTION Roll Call No. 16-0113 Submitted by: Loren Lown Parks and Natural Area Administrator	

AGENDA HEADING:

Land Transactions with the City of West Des Moines at the Great Western Trail

SYNOPSIS:

The City of West Des Moines is facilitating the construction of the Alluvion Site (Microsoft) and the infrastructure needed will require utility relocation, road construction, and relocation of the Great Western Trail at Pine and SW 72nd Ave. Staff is negotiating details of the land transfers that will allow development while preserving the public's right to an uninterrupted trail corridor with appropriate trail easement considerations.

FISCAL IMPACT:

Amount: NA
Funding Source: NA

ADDITIONAL INFORMATION:

This is a difficult series of land transfers and easements. It is multifaceted and somewhat confusing as there have been previous Board actions concerned with the relocation of the trail at the SE corner of this intersection to allow the development of the West Lakes LLC property and the extension of Maffitt Road. There are several easements and transfers that are related to that project where the City will build an underpass tunnel and install sewer and water. The details of that transaction were approved by previous Board action and should be forwarded to the Board of Supervisors for action. (attached)

One item is a housecleaning item that goes back to the construction by the DOT of the SW Connector interchange. At that time, a portion of unused ROW adjacent to SW 72nd Ave was transferred to Polk County instead of the City of West Des Moines. That land needs to be transferred to the correct agency. (attached)

The final items are all adjacent to Pine Ave and the Hwy 5 bypass west of 72nd Ave. I have labeled the survey plats and the accompanying site map to identify the parcels.

- 1) A permanent sewer easement to service the Alluvion site. This is a "public need" item and should be granted as requested.

- 2) A request from West Des Moines to vacate our trail easement on a parcel that is planned to be an extension of SW 72nd Ave to the North. Staffs position is that the road extension needs to be accommodated but PCC needs to retain an easement for the trail to ensure a continuous uninterrupted trail corridor into the future. Details on this section need to be worked out before recommendations are sent on to the Supervisors.

3) There are two parcels of land adjacent to each other, "A and B". A belongs to the City of West Des Moines and is mostly rail surface or edge. B belongs to Polk County and contains both trail and the ROW for 72nd Ave. These properties should be exchanged. The transfer to West Des Moines will require that the portion of B where the trail exists retain an easement for the trail.

4) There have been discussions concerning a trailhead to the west of the intersection. West Des Moines presented two options for discussion and the one shown here is the staff recommendation. Details concerning ownership of the property underlying where the trailhead would be built and who participates in the construction are being negotiated.

The detailed negotiations and proposed time frame for construction may require quick action. It is staffs' intention to bring all items back to the full Board for their concurrence. However, if time and construction schedules require more immediate action, staff would request that the Director be allowed to poll the Board and request authority to forward the item to the Supervisors for action prior to a full Board meeting.

PREVIOUS BOARD ACTION(S):

Date: January 14, 2015

Roll Call Number: 15-0110

Action: Determined that granting of the easements to the City of West Des Moines for constructing a water main to serve the Alluvion project and for the extension of Maffitt Lake Road, crossing the Great Western Trail in the E 1/2, NE 1/4, SW 1/4 of Section 34-78-25 (area is located SE of the Veteran's Parkway/Highway 5 intersection) will not interfere with the use of the land for park purposes and requests that the Board of Supervisors grant said easements. (5 - Yeas)

Date: December 10, 2014

Roll Call Number: Item #7

Action: Approved directing staff to work with Polk County staff to facilitate a license through the Board of Supervisors for the water main and tunnel beneath the new Maffitt Road extension projects related to the Great Western Trail; and the Board further directs staff to communicate with the City of West Des Moines that unless the request arises from an emergency situation, all future requests for an easement like "license" will not be considered outside of the legal easement framework. (3 - Yeas; 2 - Absent)

Date: October 8, 2014

Roll Call Number: Item #5

Action: Approved recommending to the Board of Supervisors that they grant an easement to the City of West Des Moines for the construction and permanent maintenance of the Alluvion Sanitary Sewer Extension beneath the Great Western Trail and that the Board further determine that the construction and maintenance of said sewer will not interfere with the use of the trail for park purposes. (5-Yeas)

Date: September 4, 2014

Roll Call Number: Item #4

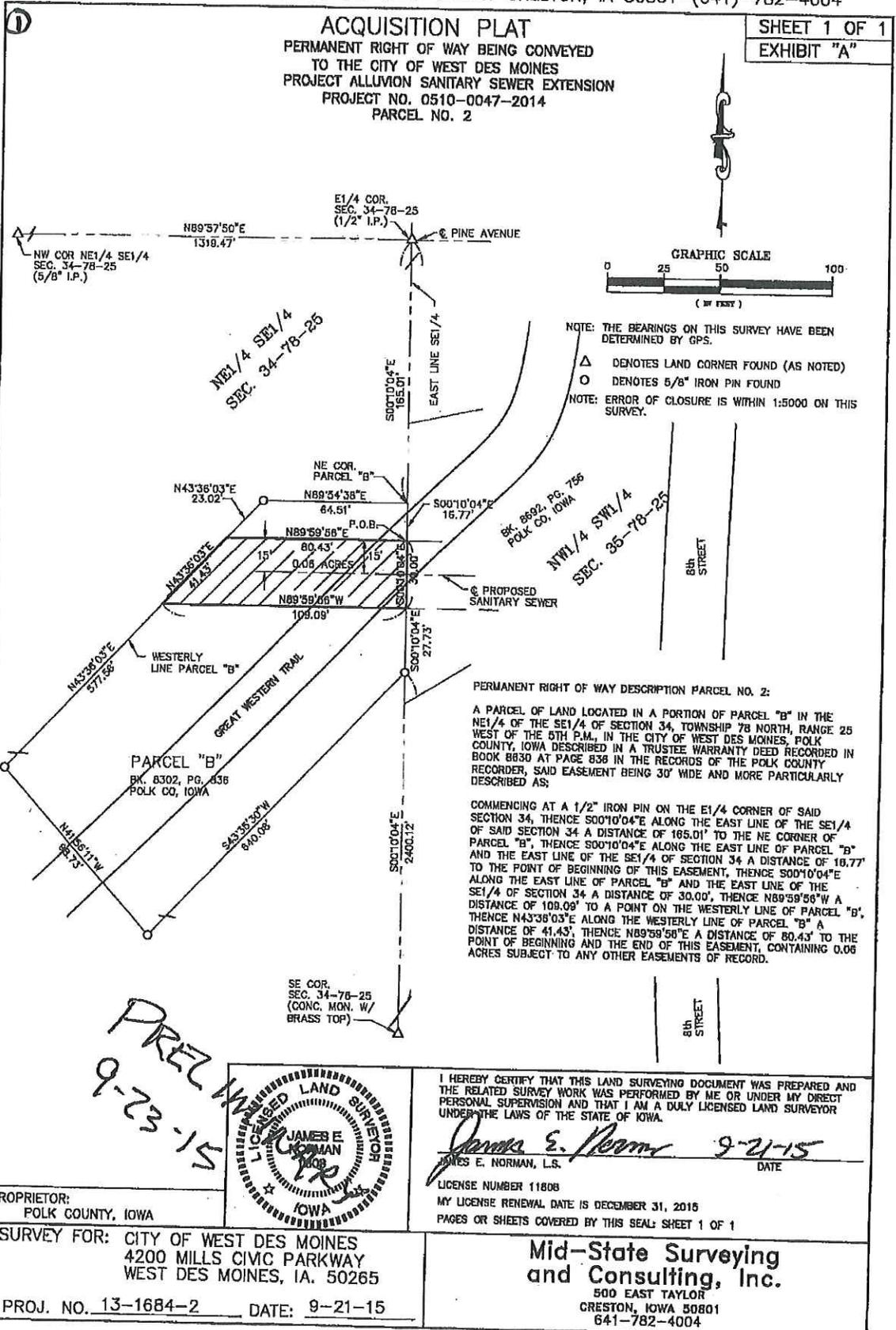
Action: Resolved the granting of a temporary easement to the City of West Des Moines for the purpose of supplying electricity and water to the Microsoft construction site south of Pine Avenue, beneath the Great Western Trail, will not interfere with the use of the property for park purposes and recommends to the Polk County Board of Supervisors that they grant the

easement as requested by the City of West Des Moines; and further directed staff to work with the City of West Des Moines to have installation work done on a date that would have lowest interruption of the trail, preferably a Thursday. (4 - Yeas; 1 - Absent)

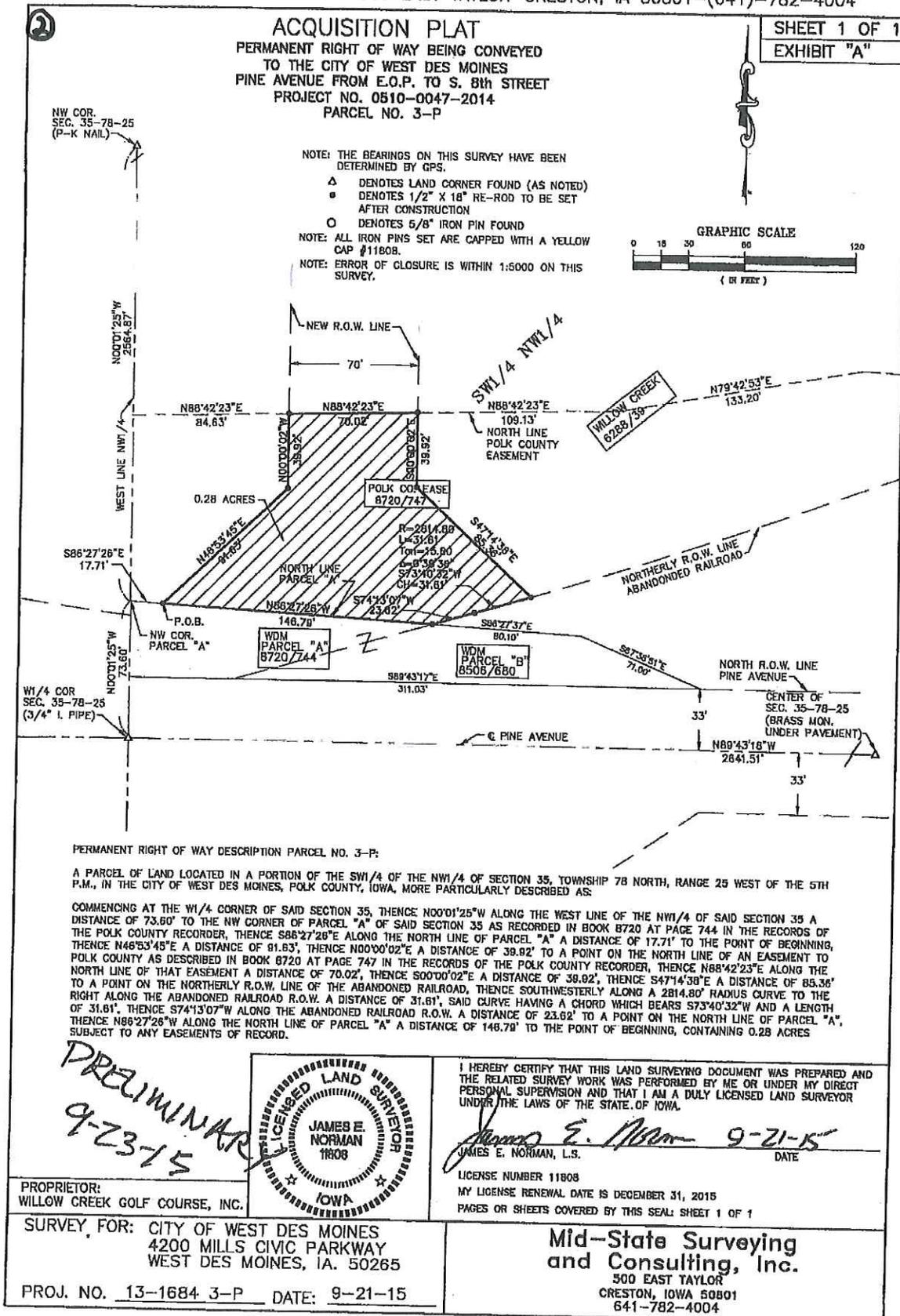
RECOMMENDATION:

- 1) Staff is directed to negotiate the appropriate easements and land transfers at the NE quadrant of Hwy 5 and Veterans Parkway that will protect the trail corridor, consolidate ownership of key properties, and to bring those items to the PCCB for their consideration.
- 2) That the Board directs staff to forward a recommendation to the Board of Supervisors to grant the easements (3) and land transfer required for the Maffitt Road extension to the City of West Des Moines.
- 3) Staff recommends that if immediate action is requested for any transfer or easement that the Director be authorized to forward the item to the Board of Supervisors for action.

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 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



PREPARED BY: JAMES E. NORMAN-500 EAST TAYLOR-CRESTON, IA 50801-(641)-782-4004



PRELIMINARY
9-23-15

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

James E. Norman 9-21-15
JAMES E. NORMAN, L.S. DATE

LICENSE NUMBER 11808
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2015
PAGES OR SHEETS COVERED BY THIS SEAL: SHEET 1 OF 1

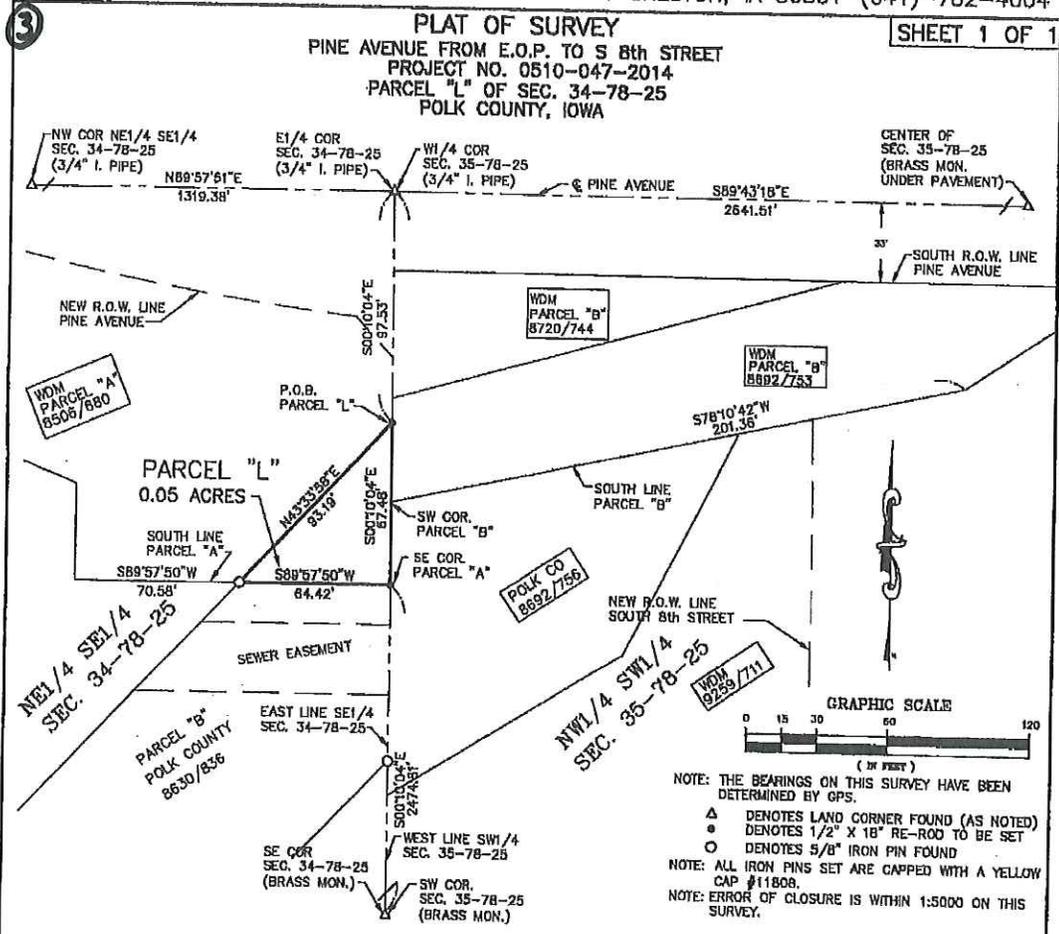
PROPRIETOR:
WILLOW CREEK GOLF COURSE, INC.

SURVEY FOR: CITY OF WEST DES MOINES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IA. 50265

PROJ. NO. 13-1684 3-P DATE: 9-21-15

**Mid-State Surveying
and Consulting, Inc.**
500 EAST TAYLOR
CRESTON, IOWA 50801
641-782-4004

PREPARED BY: JAMES E. NORMAN-500 EAST TAYLOR-CRESTON, IA 50801-(641)-782-4004

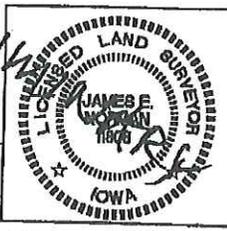


DESCRIPTION PARCEL "L" OF SEC. 34-78-25:

A PARCEL OF LAND LOCATED IN A PORTION OF THE NE1/4 OF THE SE1/4 SECTION 34, BEING PART OF PARCEL "A" OF SECTION 34 AS RECORDED IN BOOK 8506 AT PAGE 680 IN THE RECORDS OF THE POLK COUNTY RECORDER IN TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P.M., IN THE CITY OF WEST DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT A 3/4" IRON PIPE ON THE EAST 1/4 CORNER OF SAID SECTION 34, THENCE S00°10'04"E ALONG THE EAST LINE OF THE SE1/4 OF SAID SECTION 34 A DISTANCE OF 97.53' TO THE POINT OF BEGINNING, THENCE S00°10'04"E ALONG THE EAST LINE OF THE SE1/4 OF SAID SECTION 34 A DISTANCE OF 67.48' TO THE SOUTHEAST CORNER OF PARCEL "A", THENCE S89°57'50"W ALONG THE SOUTH LINE OF PARCEL "A" A DISTANCE OF 64.42', THENCE N43°33'58"E A DISTANCE OF 93.10' TO THE POINT OF BEGINNING, CONTAINING 0.05 ACRES SUBJECT TO ANY EASEMENTS OF RECORD.

PRELIMINARY
9-23-15



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

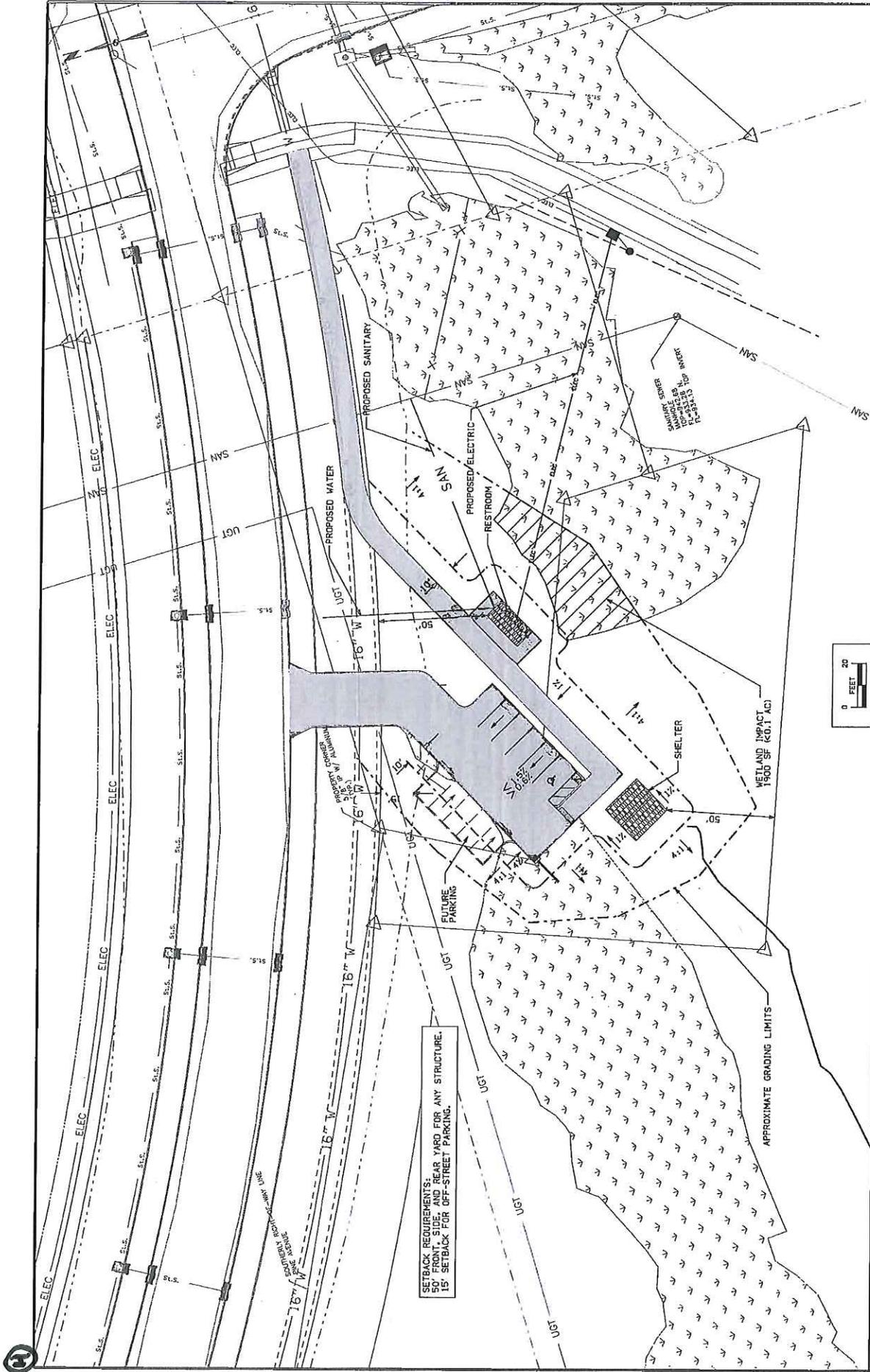
James E. Norman 9-21-15
JAMES E. NORMAN, L.S. DATE

PROPRIETOR:
CITY OF WEST DES MOINES

LICENSE NUMBER 11808
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2015
PAGES OR SHEETS COVERED BY THIS SEAL: SHEET 1 OF 1

SURVEY FOR: CITY OF WEST DES MOINES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IA. 50265
13-1684
PROJ. NO. WDM TO CO. DATE: 9-21-15

Mid-State Surveying and Consulting, Inc.
500 EAST TAYLOR
CRESTON, IOWA 50801
641-782-4004



SETBACK REQUIREMENTS:
 50' SETBACK FROM ADJACENT PROPERTY LINE
 15' SETBACK FOR OFF-STREET PARKING.



SHEET NO. G-02

GENERAL SITE PLAN - ALTERNATIVE B

PINE AVENUE TRAILHEAD
 GREAT WESTERN TRAIL
 WEST DES MOINES, IOWA

HRGreen.com
 HRGreen

NO.	DATE	BY	REVISION DESCRIPTION

DRAWN BY: []	JOB DATE: []	EST. NO.: []
CHECKED BY: []	DATE: 10/8/2015	2:45:08 PM
DWG FILE: ...CAD\Projects\ESTR0004.dwg		

Property that should have been transferred to West Des Moines by the DOT

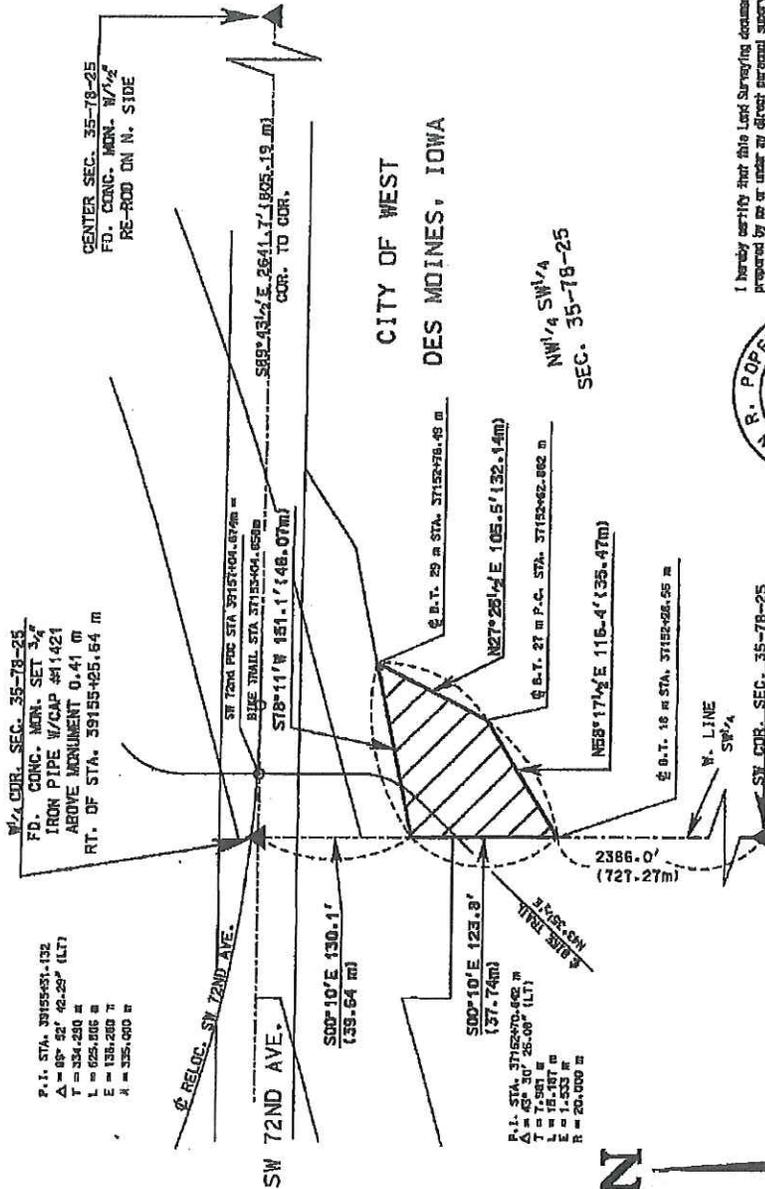
IOWA DEPARTMENT OF TRANSPORTATION



ACQUISITION PLAT EXHIBIT "A"

COUNTY POLK STATE CONTROL NO. 48-00
 PROJECT NO. NHNS-500-1(67)-2R-77 PARCEL NO. 115
 SECTION 35 TOWNSHIP 78N RANGE 25W
 ROW - FEE 0-28 AC, EASE _____ AC, QUIT CLAIM _____ AC
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ MAIN LINE _____ SIDE _____
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ SIDE ROAD _____ SIDE _____
 ACQUIRED FROM Helena H. Smith Estate

ACQUIRED IN THE NAME OF POLK COUNTY, IOWA



I hereby certify that this Land Surveying document was prepared by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa.

John B. Popelka 2/7/00
 John B. Popelka Lic. No. 11556 Date
 My license renewal date is December 31, 2008.



P.I. STA. 371525451.132
 $\Delta = 89^\circ 32' 42.25''$ (LT)
 $T = 334.250$ m
 $L = 625.006$ m
 $E = 136.260$ m
 $A = 335.000$ m

P.I. STA. 3715270.662 m
 $\Delta = 49^\circ 30' 25.09''$ (LT)
 $T = 16.591$ m
 $L = 1.533$ m
 $R = 20.000$ m



BK 8692 Pg 756

DATE DRAWN JAA 2/26/1999
 REVISION 10/5/1999 jca
 REVISION 2/4/2000 jca

Book: 8692 Page: 756

Maffit Road Extension Items

PREPARED BY AND RETURN TO: SHIVE-HATTERY, INC., 4125 WESTOWN PARKWAY, SUITE 100, WEST DES MOINES, IOWA 50266-6748

ACQUISITION PLAT

FEE SIMPLE RIGHT-OF-WAY
 MAFFITT LAKE ROAD
 EXTENSION

SOUTHWEST 1/4
 SEC. 34-73-25

RIGHT-OF-WAY LINE
 FOR VETERANS
 PARKWAY AS NOW
 ESTABLISHED

RIGHT-OF-WAY LINE
 FOR VETERANS
 PARKWAY AS NOW
 ESTABLISHED

RIGHT-OF-WAY LINE
 FOR VETERANS
 PARKWAY AS NOW
 ESTABLISHED

VETERANS
 PARKWAY

WEST LAKE
 PROPERTIES L.C.

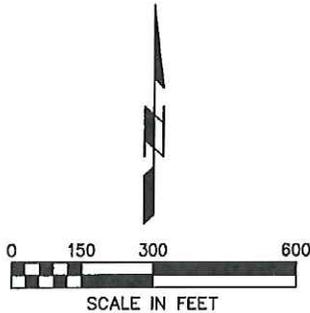
WEST LAKE
 PROPERTIES L.C.

POINT-OF-BEGINNING

24803 SQ. FT.
 0.569 ACRES

LEGEND:

- MONUMENT FOUND AS NOTED ●
- PROPOSED MONUMENT ○
- SECTION LINE _____
- EXISTING ROW LINE PREVIOUS _____
- ROW LINE TEMPORARY - - - - -
- EASEMENT LINE - · - · -
- LOT LINES - · - · -
- ACQUISITION AREA ▨



CLIENT: CITY OF WEST DES MOINES
 4200 MILLS CIVIC PARKWAY
 WEST DES MOINES, IA 50265
 (515) 222-3620



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: _____ DATE: _____
 NAME: MURRAY B. BERTING
 LICENSE NUMBER: 13148
 MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2016
 PAGES, SHEETS OR DIVISIONS COVERED BY THIS SEAL: 10F2
2 OF 2

SHIVEHATTERY
 ARCHITECTURE + ENGINEERING
 Iowa | Illinois | Indiana | Missouri <http://www.shive-hattery.com>

ACQUISITION PARCEL 3
 POLK COUNTY CONSERVATION BOARD
 WEST DES MOINES, IOWA

PROJECT NO.
 4143110
 WDM NO.
 0510-048-2014

DATE	09/12/2015	SCALE	1"=100'
DRAWN	JWW	FIELD BOOK	
APPROVED	MBB	REVISION	

SHEET NO.
1 OF 2

PREPARED BY AND RETURN TO: SHIVE-HATTERY, INC., 4125 WESTOWN PARKWAY, SUITE 100, WEST DES MOINES, IA 50266-6748

ACQUISITION PLAT

FEE SIMPLE RIGHT-OF-WAY MAFFITT LAKE ROAD EXTENSION

PARCEL 3 - FEE SIMPLE RIGHT-OF-WAY DESCRIPTION:

A PARCEL OF LAND LYING ENTIRELY WITHIN AND FORMING A PART OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P. M. NOW IN AND FORMING A PART OF THE CITY OF WEST DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST 1/4;

THENCE SOUTH 00°10'18" EAST, ALONG THE EAST LINE OF SAID SOUTHWEST 1/4, FOR A DISTANCE OF 211.29 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF VETERANS PARKWAY AS PRESENTLY ESTABLISHED;

THENCE SOUTH 67°58'38" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 137.61 FEET;

THENCE SOUTH 32°33'44" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 895.18 FEET;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 296.82 FEET, TO A POINT ON THE NORTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY THE **POINT-OF-BEGINNING**;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 165.40 FEET TO A POINT ON THE SOUTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 58°34'30" WEST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 165.52 FEET;

THENCE NORTH 56°25'55" WEST, FOR A DISTANCE OF 165.31 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE NORTH 58°32'49" EAST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 165.48 FEET TO THE **POINT-OF-BEGINNING**.

CONTAINING 24,803 SQUARE FEET (0.569 ACRES) MORE OR LESS.

CLIENT: CITY OF WEST DES MOINES
 4200 MILLS CIVIC PARKWAY
 WEST DES MOINES, IA 50265
 (515) 222-3620

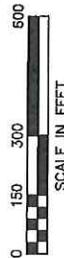
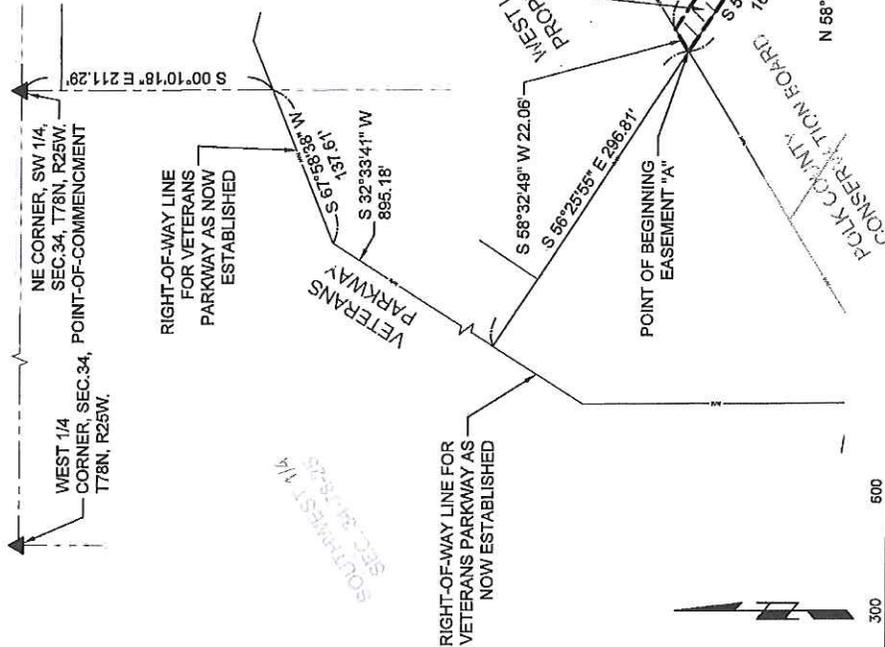
SHIVE-HATTERY
 ARCHITECTURE + ENGINEERING
 Iowa | Illinois | Indiana | Missouri <http://www.shive-hattery.com>

ACQUISITION PARCEL 3 POLK COUNTY CONSERVATION BOARD WEST DES MOINES, IOWA		
DATE	09/21/2015	SCALE
DRAWN	JWW	FIELD BOOK
APPROVED	MBB	REVISION

PROJECT NO.
4143110
WDM NO.
0510-046-2014
SHEET NO.
2 OF 2

TEMPORARY EASEMENT

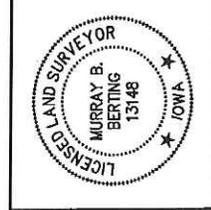
TEMPORARY CONSTRUCTION
EASEMENT MAFFITT LAKE
ROAD EXTENSION



CLIENT:
CITY OF WEST DES MOINES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IA 50265
(515) 222-3620

LEGEND:

- MONUMENT FOUND AS NOTED
- SECTION LINE
- EXISTING ROW LINE PREVIOUS
- EASEMENT LINE
- LOT LINES
- EASEMENT AREA



I HEREBY CERTIFY THAT THIS PLAN, SURVEYING INSTRUMENTS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: MURRAY B. BERTING
DATE: 13/14/18
LICENSE NUMBER: 13148
BY LICENSE EXPIRES: DECEMBER 31, 2016
PAGE, SHEETS OR DIVISIONS COVERED BY THIS SCALE: 1 OF 1

DATE	08/22/2016	SCALE	1"=300'
PROJECT NO.	08/22/2016	FIELD BOOK	
WDM NO.		REVISION	
0510-046-2014			
SHEET NO.			
1 OF 1			

LEGAL DESCRIPTION

PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT "A" DESCRIPTION:

A PARCEL OF LAND LYING ENTIRELY WITHIN AND FORMING A PART OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P. M. NOW IN AND FORMING A PART OF THE CITY OF WEST DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST 1/4;

THENCE SOUTH 00°10'18" EAST, ALONG THE EAST LINE OF SAID SOUTHWEST 1/4, FOR A DISTANCE OF 211.29 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE FOR VETERANS PARKWAY AS PRESENTLY ESTABLISHED;

THENCE SOUTH 67°58'38" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 137.61 FEET;

THENCE SOUTH 32°33'41" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 895.18 FEET;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 296.81 FEET, TO A POINT ON THE NORTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY THE POINT-OF-BEGINNING;

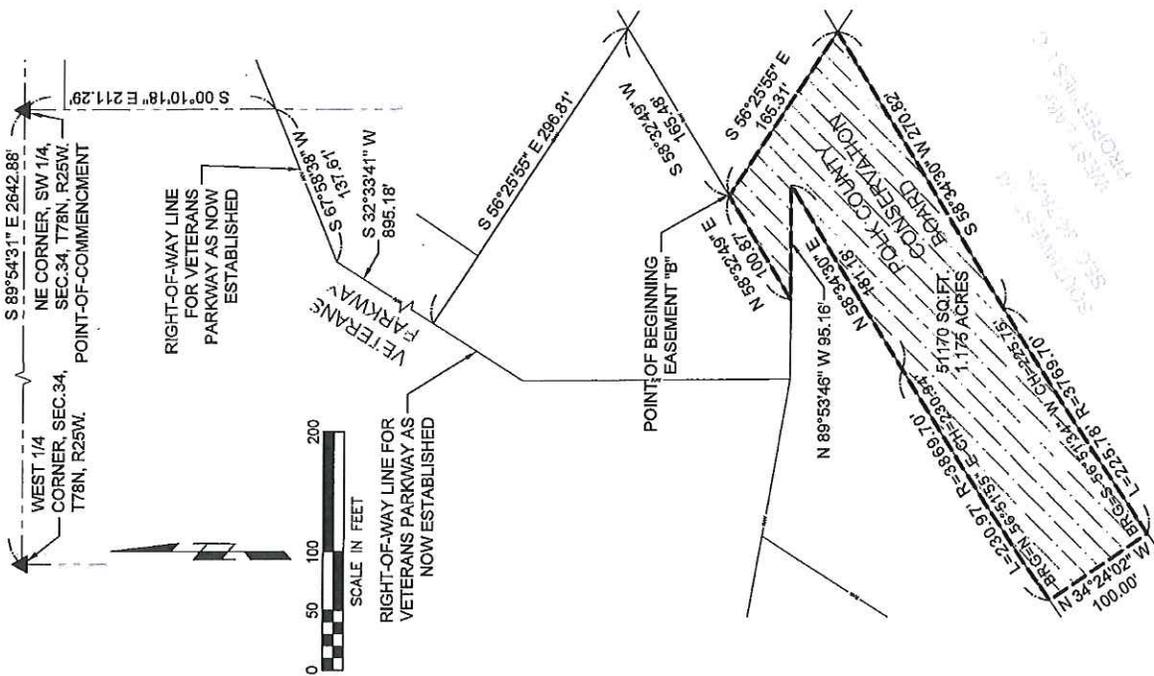
THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 165.40 FEET TO A POINT ON THE SOUTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE NORTH 58°34'30" EAST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 22.07 FEET;

THENCE NORTH 56°25'55" WEST, FOR A DISTANCE OF 165.41 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 58°32'49" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 22.06 FEET TO THE POINT-OF-BEGINNING.

CONTAINING 3,308 SQUARE FEET (0.076 ACRES) MORE OR LESS.



TEMPORARY EASEMENT

TEMPORARY CONSTRUCTION EASEMENT MAFFITT LAKE ROAD EXTENSION

LEGAL DESCRIPTION

PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT "B" DESCRIPTION:

A PARCEL OF LAND LYING ENTIRELY WITHIN AND FORMING A PART OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P. M. NOW IN AND FORMING A PART OF THE CITY OF WEST DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST 1/4;

THENCE SOUTH 00°10'18" EAST, ALONG THE EAST LINE OF SAID SOUTHWEST 1/4, FOR A DISTANCE OF 211.29 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE FOR VETERANS PARKWAY AS PRESENTLY ESTABLISHED;

THENCE SOUTH 67°58'38" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 137.61 FEET;

THENCE SOUTH 32°33'41" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 896.18 FEET;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 296.81 FEET, TO A POINT ON THE NORTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 58°32'49" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 166.48 FEET TO THE POINT-OF-BEGINNING;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 166.31 FEET TO A POINT ON THE SOUTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 58°34'30" WEST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 270.82 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 3768.70 FEET;

THENCE ALONG SAID CURVE FOR A DISTANCE OF 225.78 FEET, SAID CURVE HAVING A CHORD BEARING OF SOUTH 56°51'34" WEST AND A CHORD DISTANCE OF 225.75 FEET;

THENCE NORTH 34°24'02" WEST, FOR A DISTANCE OF 100.00 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF THE FORMER RAILROAD TANGENT CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 3868.70 FEET;

THENCE ALONG SAID CURVE FOR A DISTANCE OF 230.97 FEET, SAID CURVE HAVING A CHORD BEARING OF NORTH 56°51'55" EAST AND A CHORD DISTANCE OF 230.94 FEET;

THENCE NORTH 58°34'30" EAST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 181.18 FEET;

THENCE NORTH 89°53'46" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 96.16 FEET;

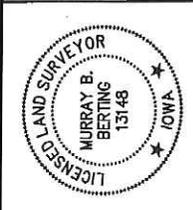
THENCE NORTH 58°32'49" EAST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 100.87 FEET TO THE POINT-OF-BEGINNING.

CONTAINING 51,170 SQUARE FEET (1.175 ACRES) MORE OR LESS.

CLIENT: CITY OF WEST DES MOINES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IA 50285
(515) 222-3620

LEGEND:

- MONUMENT FOUND AS NOTED
- SECTION LINE
- EXISTING ROW LINE PREVIOUS
- EASEMENT LINE
- LOT LINES
- EASEMENT AREA



I HEREBY CERTIFY THAT THE LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 177, IOWA CODE, AND THAT I AM A FULLY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: MURRAY B. BERTING
DATE: 12/14/2015
LICENSE NUMBER: 13148
MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2016
PLEASE PRINT OR PRINTING COVERED BY THIS SEAL: 1 OF 1

DATE	09/22/2015	SCALE	1"=300'
DRAWN	MBS	FIELD BOOK	
APPROVED		REVISION	

TEMPORARY CONSTRUCTION EASEMENT B
POLK COUNTY CONSERVATION BOARD
WEST DES MOINES, IOWA

TEMPORARY EASEMENT

TEMPORARY CONSTRUCTION EASEMENT MAFFITT LAKE ROAD EXTENSION

LEGAL DESCRIPTION

PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT ADDITIONAL DESCRIPTION:

A PARCEL OF LAND LYING ENTIRELY WITHIN AND FORMING A PART OF THE SOUTHWEST 1/4 AND A PART OF THE SOUTHEAST 1/4 OF SECTION 34, TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P. M. NOW IN AND FORMING A PART OF THE CITY OF WEST DES MOINES, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST 1/4;

THENCE SOUTH 00°10'18" EAST, ALONG THE EAST LINE OF SAID SOUTHWEST 1/4, FOR A DISTANCE OF 211.29 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE FOR VETERANS PARKWAY AS PRESENTLY ESTABLISHED;

THENCE SOUTH 67°58'38" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 137.61 FEET;

THENCE SOUTH 32°33'41" WEST, ALONG SAID RIGHT-OF-WAY LINE, FOR A DISTANCE OF 895.18 FEET;

THENCE SOUTH 56°25'55" EAST, FOR A DISTANCE OF 296.81 FEET, TO A POINT ON THE NORTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE NORTH 58°32'49" EAST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 22.06 FEET TO THE POINT-OF-BEGINNING;

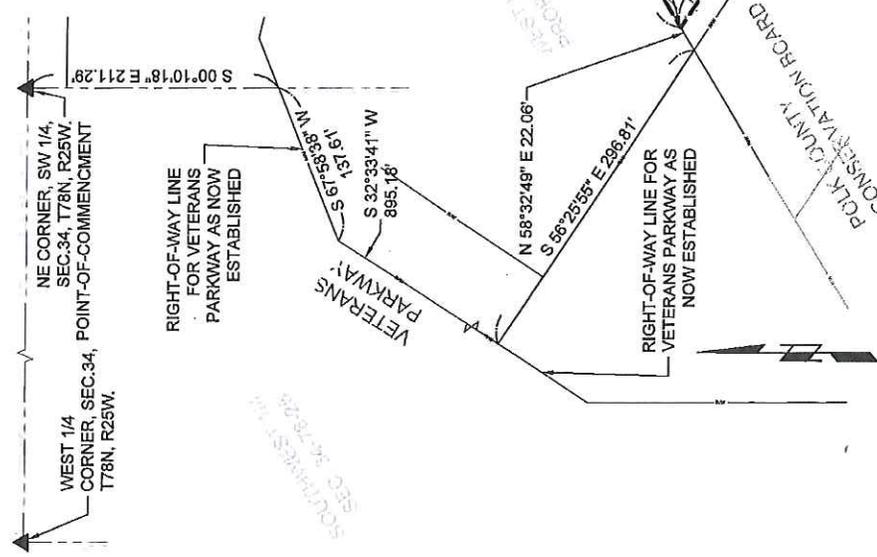
THENCE CONTINUING NORTH 58°32'49" EAST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 450.17 FEET;

THENCE SOUTH 31°25'30" EAST, FOR A DISTANCE OF 150.13 FEET TO A POINT ON THE SOUTHERLY LINE OF THE FORMER RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 58°34'30" WEST, ALONG SAID RIGHT-OF-WAY, FOR A DISTANCE OF 380.24 FEET;

THENCE NORTH 56°25'55" WEST FOR A DISTANCE OF 165.41 FEET TO THE POINT-OF-BEGINNING.

CONTAINING 62,291 SQUARE FEET (1.430 ACRES) MORE OR LESS.



LEGEND:

- MONUMENT FOUND AS NOTED
- SECTION LINE
- EXISTING ROW LINE PREVIOUS
- EASEMENT LINE
- LOT LINES
- EASEMENT AREA



UNLESS SPECIFICALLY NOTED OTHERWISE, THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE PLATS THEREON WERE CHECKED AND APPROVED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT THE SCALE OF THIS PLAT IS:

SIGNATURE: _____ DATE: _____

NAME: MURRAY B. BERING LICENSE NUMBER: 13148 MY LICENSE EXPIRES ON: DECEMBER 31, 2018

PAGES: SHEETS OF DRAWING COVERED BY THIS SCALE: 1 OF 1 0510-048-2014



CLIENT: CITY OF WEST DES MOINES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IA 50265
(515) 222-3620

DATE	09/22/2015
DRAWN	MJB
APPROVED	REVISION
SCALE	1"=300'
FIELD BOOK	

PROJECT NO. 443310
WEST DES MOINES, IOWA
0510-048-2014
SHEET NO. 1 OF 1

	Date	January 13, 2016
	Item No. 14 ACTION Roll Call No. 16-0114 Submitted by: Kami Rankin Community Outreach Supervisor	

AGENDA HEADING:

Authorization staff to proceed with execution of the Jester Park Nature Center Strategic Marketing Plan during the 2016 calendar year for an amount not to exceed \$100,000.

SYNOPSIS:

To assist with fundraising and visibility efforts associated with the Jester Park Nature Center, as identified in the Feasibility Study, staff requests authorization to move forward with a multi-dimensional strategic marketing plan not to exceed an amount of \$100,000.

FISCAL IMPACT:

Amount: Not to exceed: \$100,000*
 \$11,900-Digital/Online
 \$14,400-Cable Television
 \$5,961-Radio
 \$29,070- Billboard
 \$16,400-Print
 \$12,402-Direct Mail
 \$90,133- TOTAL

* Exact costs will fluctuate to some degree based on final contracts set up with each media outlet. Staff does reserve the right to discontinue advertising efforts if fundraising goals have been met or if they are not achieving desirable results. Staff also can expand specific advertising methods that are working well for the campaign.

Funding Source: PCWLL Bond Funds

ADDITIONAL INFORMATION:

Consultant Tamara Kenworthy with On Point Strategies has provided her professional expertise to help staff develop the Jester Park Nature Center comprehensive fundraising marketing plan. Staff will be using digital marketing, cable television, radio, billboard, print, and direct mail advertising methods to achieve the marketing plan goals. Staff requests the Board waive the Procurement Policy and authorize the Director or his designee to enter into agreements that exceed the \$10,000.00 procurement threshold.

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION:

Approval to proceed with execution of the Jester Park Nature Center Strategic Marketing Plan during the 2016 calendar year for an amount not exceeding \$100,000. Approval from the Board to waive the Procurement Policy and authorize the Director or his designee to enter into agreements that exceed the \$10,000.00 procurement threshold.



Jester Park Nature Center Integrated Marketing Plan

An integrated marketing plan for the Jester Park Nature Center has been developed by key staff and On Point Strategies to achieve two primary goals in 2016:

- ❖ Well position Polk County Conservation and the Great Outdoors Foundation for their final phase of fundraising efforts.
- ❖ Elevate and enhance awareness and exposure for Jester Park and the nature center project via integrated marketing communications.

The following strategies and tactics will be used to execute this marketing plan.

- Personal Marketing (to ensure that staff are serving as unified brand ambassadors)
- Advertising (focus on Metro Des Moines with reach of golden circle)
 - Digital-website & search engine optimization, Facebook advertising, programmatic & social media targeting)
 - Outdoor- billboard displays
 - Television- cable/satellite
 - Radio-WOI and Iowa Public Radio station focus
 - Print- Business Record, DSM Magazine, Des Moines Register, IA Momentum, Cityview
- Social Media (enhance individual engagement)
 - Facebook
 - Twitter
 - Pinterest
 - YouTube
 - Blog
- Direct Mail (effective tool for segmentation with key messaging and a call to action)
- Marketing Communications
 - Website development and enhancement
 - Database growth and action ideas
 - Quarterly Newsletter/Monthly E-newsletter enhancement & growth
 - Community calendar inclusion & growth
- Public Relations
 - Media Relations
 - Speaker's Bureau
- Special Events (to support fundraising and awareness building)
 - 3-5 events held in conjunction with Great Outdoors Foundation
- Partnerships & Sponsorships
 - Cross-promotions with various groups (esp. science-related organizations/projects)
 - Convention & Visitors Bureau
 - Boy Scouts/Girl Scouts

The strategies and tactics that will be implemented were determined based on key audiences, budget, available resources, and the projected campaign timeline. Staff will spend approximately \$90-\$100K executing this plan.

	Date	January 13, 2016
	Item No. 15 ACTION Roll Call No. 16-0115 Submitted by: Connie Johnson Board Chair	

AGENDA HEADING:

Board to consider salary adjustment for PCCB Director and 2016 goals.

SYNOPSIS:

The Board conducted the PCCB Director's evaluation in closed session at the December 9, 2015 meeting. Discussion on salary adjustment was to be considered at the January 2016 meeting of the Board.

FISCAL IMPACT:

Amount: To be determined by the PCCB

Funding Source: PCCB's Operations Budget

ADDITIONAL INFORMATION:

PREVIOUS BOARD ACTION(S):

Date: December 9, 2015

Roll Call Number: 12-1231

Action: Conducted Director evaluation in closed session. No action occurred upon returning to open session.

RECOMMENDATION:

To be determined by the PCCB.

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 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