



BOARD MEETING

April 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 Report
- 4) 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.

- 5) **Action on Bill List:** Approving March 2016 bill list
- 6) **Park/Park Facility Naming Policy:** Approving Park/Park Facility Naming Policy
- 7) **Four Mile Creek Master Plan, Contract for Services:** Approve the contract for the Four Mile Creek Master Plan through Snyder and Associates, Inc. in the amount of \$58,000.
- 8) **FY 2015-16 3rd Quarter Budget Amendment:** Approve the March 2016 3rd Quarter budget amendment as submitted to the Polk County Budget Staff for the fiscal year 2015-16.
- 9) **Ranger Vehicle Accessories:** Approval authorizing staff to purchase the necessary equipment to outfit the four new Park Ranger vehicles and one existing vehicle in an amount not to exceed \$60,000.
- 10) **Campground Host Agreements:** Authorizing Polk County Conservation's Parks Superintendent to execute Campground Host Agreements.

ACTION ITEMS AGENDA

- 11) **Position Review and Succession Planning:** Receive and File Board communication and staff presentation on position review and succession planning processes.

BOARD DISCUSSION

- 12) Director's Report
- 13) Board Chair and Members' Remarks

*Location of PCCB summer monthly meetings

ADJOURNMENT

Upcoming Events

April 15: Geocaching Challenge Kickoff
April 21: Jester Park Nature Center Launch Announcement
June 5: Great Outdoors Foundation Backwoods Challenge
June 15: Great Outdoors Foundation Annual Best Shot Golf Tournament
September 4: Glow Wild
November 11: Buck Naked Need Dough - Locally Grown, Locally Brewed

For more information on agenda items, please contact 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 www.leadingyououtdoors.org or request to receive meeting notices and agendas by email by calling the office or sending their request via email to pccb_info@polkcountyiowa.gov

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 03/31/16 (75% 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	\$ 49,399	\$ 6,601	88.2%
6009	Natural Resources	\$ 76,710	\$ 73,877	\$ 2,833	96.3%
6101	Administration	\$ 142,550	\$ 105,809	\$ 36,741	74.2%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 416,100	\$ 277,545	\$ 138,556	66.7%
6119	Construction/Maint.	\$ 1,000	\$ 102	\$ 898	0.0%
6124	Equestrian Center	\$ 300,000	\$ 185,783	\$ 114,217	61.9%
Sub-Total - General Fund 1		\$ 997,360	\$ 702,663	\$ 294,697	70.5%
REAP - Fund 26					
0211	Resource Enhancement	\$ 156,400	\$ 171,629	\$ (15,229)	109.7%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,612,500	\$ 385,503	\$ 2,226,997	14.8%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 215,100	\$ 179,556	\$ 35,544	83.5%
6123	JP Cabins	\$ 62,750	\$ 56,295	\$ (3,545)	106.7%
Sub-Total - Enterprises Fund 286		\$ 267,850	\$ 235,851	\$ 31,999	88.1%
Grand Total - Conservation		\$ 4,034,110	\$ 1,495,646	\$ 2,538,464	37.1%

2015-2016 Expense Budget

- as of 03/31/16 (75% 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	\$ 305,812	\$ 87,889	77.7%
6009	Natural Resources	\$ 679,434	\$ 486,508	\$ 192,926	71.6%
6101	Administration	\$ 1,067,052	\$ 887,312	\$ 179,740	83.2%
6103	Community Outreach	\$ 220,271	\$ 162,005	\$ 58,266	73.5%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 484,405	\$ 331,677	\$ 152,728	68.5%
6119	Construction/Maint.	\$ 1,277,837	\$ 1,029,258	\$ 248,579	80.5%
6124	Equestrian Center	\$ 448,161	\$ 487,219	\$ (39,058)	108.7%
Sub-Total - General Fund 1		\$ 4,729,361	\$ 3,771,826	\$ 957,535	79.8%
General Supplemental - Fund 2					
All Units	Benefits (PERS/FICA/Ins, Etc.)	\$ 1,080,164	\$ 781,751	\$ 298,413	72.4%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 100,457	\$ (4,157)	104.3%
REAP - Fund 26					
0211	Resource Enhancement	\$ 127,651	\$ 101,926	\$ 25,725	79.8%
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	\$ 3,022,404	\$ 1,410,596	68.2%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 265,000	\$ 54,062	\$ 210,938	20.4%
6123	JP Cabins	\$ 59,412	\$ 78,420	\$ (19,008)	132.0%
Sub-Total - Enterprises Fund 286		\$ 324,412	\$ 132,482	\$ 191,930	40.8%
Grand Total - Conservation		\$ 11,310,888	\$ 7,910,846	\$ 3,400,042	69.9%

PCWLL EXPENDITURES AS OF :

March 31, 2016

SUB-LEDGER PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS	ENGINEERING & MISC. COSTS	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	ACTUAL 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	\$ 828,048	\$ 93,869	\$ 175	\$ (788,024)	\$ 134,069	\$ (83,469)
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 NATURE CENTER	\$ 2,404,200	\$ 1,595,800	\$ -	\$ 1,445,722	\$ -	\$ 847,450	\$ 19,192	\$ (679,491)	\$ 187,150	\$ 3,812,850
C12-6222 CBG MASTER PLAN	\$ 106,000	\$ -	\$ -	\$ 98,368	\$ -	\$ 121,519	\$ -	\$ -	\$ 121,519	\$ (15,519)
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	\$ 1,066,959	\$ 218,505	\$ 15,457	\$ (532,000)	\$ 768,920	\$ (353,127)
C12-6225 ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ 498,000	\$ -	\$ 159,534	\$ 11,238	\$ 84,269	\$ -	\$ -	\$ 95,507	\$ 402,493
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	\$ 122,200	\$ 175,237	\$ 133,954	\$ -	\$ 431,392	\$ 981,956
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	\$ 25,725	\$ 12,000	\$ 3	\$ -	\$ 37,728	\$ 412,272
C12-6234 JP ENTRANCE RELOCATION	\$ 586,000	\$ 660,000	\$ 279,839	\$ 73,050	\$ 319,689	\$ 80,235	\$ 3,186	\$ -	\$ 403,109	\$ 842,891
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	\$ -	\$ -	\$ -	\$ -	\$ 168,960	\$ -	\$ 168,960	\$ 86,040
C12-6238 CBG WETLANDS/DRAINAGE RESTORATION	\$ 104,476	\$ 350,000	\$ -	\$ 103,626	\$ -	\$ 95,159	\$ 30	\$ -	\$ 95,189	\$ 359,287
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	\$ -	\$ -	\$ -	\$ 200,237	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0
C12-6242 ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,000	\$ 830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,237	\$ 829,763
C12-6243 CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,197	\$ -	\$ 342,197	\$ -
C12-6244 CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -
C12-6245 YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0
C12-6246 CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -
C12-6247 CBG AIRPORT 60 LAND ACQUISITION	\$ 238,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 246,099	\$ -	\$ 246,099	\$ (7,412)
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	\$ 33,221	\$ -	\$ 127,832	\$ (37,132)
C12-6250 YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ (331,915)

PCWLL EXPENDITURES AS OF :

March 31, 2016

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	ACTUAL GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C12-9999 MISC MINOR IMPROVEMENTS	\$ 78,633	\$ 150,000	\$ -	\$ -	\$ -	\$ 23,600	\$ 338	\$ -	\$ 23,938	\$ 204,695
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	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 74,257	\$ -	\$ 74,257	\$ -
C13-6255 MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ (400)
C13-6256 PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,356	\$ -	\$ 4,356	\$ (4,356)
C13-6258 NATURAL AREA RESTORATIONS	\$ 20,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ -	\$ 8,481	\$ 451,519
C13-6259 JP CAMP STORE	\$ -	\$ -	\$ -	\$ 4,250	\$ -	\$ 4,200	\$ -	\$ -	\$ 4,200	\$ (4,200)
C13-6261 ANKENY HTT EXTENSION TO DSM	\$ 28,566	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 19,981
C13-6262 EL J.C. WHITE PROPERTY	\$ 187,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,807	\$ (92,209)	\$ 196,598	\$ (8,913)
C13-6263 MALLY'S CVT & GLW TRAIL CONNECTOR	\$ -	\$ 307,017	\$ -	\$ 54,384	\$ 76,659	\$ 46,361	\$ 10,544	\$ -	\$ 133,563	\$ 173,454
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	\$ 996,576	\$ 645,402	\$ 37,863	\$ (220,440)	\$ 1,459,401	\$ (34,401)
C14-6269 FDM OUTDOOR CLASSROOM	\$ 11,201	\$ 100,000	\$ -	\$ 7,908	\$ -	\$ -	\$ 7,600	\$ -	\$ 7,600	\$ 103,601
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	\$ -	\$ -	\$ -	\$ 126,298	\$ -	\$ 126,298	\$ 75,302
C14-6275 GWT-BILL RILEY TRAIL/FEASIBILITY STUDY	\$ -	\$ 44,804	\$ 136,783	\$ 35,750	\$ 127,458	\$ 35,750	\$ 44	\$ -	\$ 163,252	\$ (118,448)
C14-6276 CBG SMITH PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,425	\$ -	\$ 159,425	\$ (159,425)
C14-6277 WATER QUALITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,731	\$ -	\$ 2,731	\$ (2,731)
C15-6278 CBG HALE POND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ 33,825	\$ 226	\$ -	\$ -	\$ 34,051	\$ (34,051)
C15-6281 TM PROPERTY #13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,475	\$ -	\$ 18,475	\$ (18,475)
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	\$ 8,416,286	\$ 4,210,542	\$ 10,932,516	\$ 3,466,839	\$ 8,047,221	\$ (5,790,881)	\$ 16,655,696	\$ 13,285,357

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, February 10, 2016. The meeting was called to order at 5:31 p.m.

- #16-0201 Roll Call
- Members Present: Levis, Cataldo, Northway
Members Absent: Smith, Johnson
- #16-0202 Public Comments
None
- #16-0203 Financial Reports
No comments.
- #16-0204 Doug Sheeley, Natural Resources Supervisor, and Lael Neal, Natural Resources Tech., gave a presentation to the Board on the seed collection process that occurs at Chichaqua Bottoms Greenbelt.
- #16-0205 Leopold gave update on Jester Park Nature Center and status of fundraising. He announced April 21 will be the launch date for the project.
- #16-0206 **MOVED BY** Levis to approve the January 13, 2016 meeting minutes.
Vote Yea: Cataldo, Levis, Northway

CONSENT AGENDA

- #16-0207 **MOVED BY** Cataldo to approve the January 2016 bill list.
Vote Yea: Northway, Cataldo, Levis
- #16-0208 **MOVED BY** Cataldo to approve the amended Bylaws of the Polk County Conservation Board.
Vote Yea: Northway, Cataldo, Levis
- #16-0209 **MOVED BY** Cataldo to approve the bid estimate in the amount of \$19,784, a contingency of \$1,978 for a total cost not to exceed \$21,762, and authorizing the Board Chair to sign the Bid Estimate with Rogers Septic LLC for septic system installation at Yellow Banks Park campground #2.
Vote Yea: Northway, Cataldo, Levis

- #16-0210 **MOVED BY** Cataldo to receive and file Polk County Conservation Equestrian Center Barn Rules.
 Vote Yea: Northway, Cataldo, Levis
- #16-0211 **MOVED BY** Cataldo to approve Consent to Easement with the U.S. Army Corps of Engineers for the installation, operation, and maintenance of the dredging pipe for Easter Lake and authorize the Board Chair to sign.
 Vote Yea: Northway, Cataldo, Levis

ACTION ITEMS

Public Hearing was held on Chichaqua Bottoms Greenbelt, Shaw East and West Wetland Restoration Project. No comments.

- #16-0212 **MOVED BY** Levis to approve award of contract for the Chichaqua Bottoms Greenbelt Shaw East and West Wetland Restoration project to McAninch Corporation with a base bid of \$198,077.58 and 25% contingency/change order of \$49,519.40 for a total amount not to exceed \$247,596.98 as recommended by our engineer and Board authorization for the Chair to sign same upon Legal review and approval.
 Vote Yea: Levis, Northway, Cataldo
- #16-0213 **MOVED BY** Cataldo to approve the employment offer to Michael Sledd for the Parks Superintendent position with a starting pay rate of \$73,989.60.
 Vote Yea: Cataldo, Levis, Northway
- #16-0214 **MOVED BY** Levis to approve the presented FY 2016/17 Equipment/ Vehicle Replacement Program and by this reference made a part hereof subject to the FY 2016/17 operating budget certification by the Board of Supervisors for the FY 2016/17 Polk County budget on or before March 15, 2016.
 Vote Yea: Northway, Cataldo, Levis

BOARD DISCUSSION

- #16-0215 Director's Report
- Budget Update
- #16-0216 Board Chair and Members' Remarks
 No comments

Adjournment

Meeting adjourned at 6:45 p.m.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, March 9, 2016. The meeting was called to order at 5:30 p.m.

#16-0301 Roll Call

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

#16-0302 Public Comments
None

#16-0303 Financial Reports.

#16-0304 Patrice Petersen-Keys, Environmental Education Coordinator, did a brief overview of the 2014-15 Environmental Education Annual Report.

#16-0305 Discussion on E-bikes was led by Loren Lown, Parks & Natural Areas Planning Administrator, The Board asked Lown to keep them updated on this matter.

#16-0306 Leopold gave update on Jester Park Nature Center, briefly reviewed the redesign of the facility, and reviewed events scheduled in 2016 for the project.

#16-0307 **MOVED BY** Levis to table approval of February 10, 2016 meeting minutes until the April meeting.
Vote Yea: Smith, Levis, Johnson

A moment was taken to introduce Michael Sledd, new Parks Superintendent for Polk County Conservation.

CONSENT AGENDA

#16-0308 **MOVED BY** Smith to approve the February 2016 bill list.
Vote Yea: Levis, Johnson, Smith

#16-0309 **MOVED BY** Smith to approve submission of a Land and Water Conservation (LAWCON) fund grant for the Jester Park Nature Center Streamscape.
Vote Yea: Levis, Johnson, Smith

- #16-0310 **MOVED BY** Smith to approve ratifying boiler and water heater replacement at Priest Property, 4290 S.E. 76th Street, Runnells (Yellow Banks Park).
Vote Yea: Levis, Johnson, Smith
- #16-0311 **MOVED BY** Smith to approve reappointment of Ginger Soelburg and Chris McCarthy to an additional term on the Trails and Greenways Advisory Committee.
Vote Yea: Levis, Johnson, Smith
- #16-0312 **MOVED BY** Smith to approve Temporary Right-Of-Entry Agreement for Easter Lake dredge pipe installation onto Des Moines Metropolitan Wastewater Reclamation Authority property.
Vote Yea: Levis, Johnson, Smith
- #16-0313 **MOVED BY** Smith to approve sponsorship opportunities and amounts for the Jester Park Nature Center.
Vote Yea: Levis, Johnson, Smith

ACTION ITEMS

- #16-0314 **MOVED BY** Smith to receive and file general overview of process for Jester Park Golf Course Requests For Proposals and appointed Board Member Cataldo to serve on the evaluation committee.
Vote Yea: Johnson, Smith, Levis
- #16-0315 **MOVED BY** Levis to receive and file draft Park/Park Facility Naming Policy for Board action at the PCCB's April 13, 2016 meeting.
Vote Yea: Smith, Levis, Johnson
- #16-0316 **MOVED BY** Levis to approve a Cooperative Agreement between Polk County Conservation and the Iowa Department of Natural Resources for a term of up to five years for an amount not to exceed \$85,000 annually and authorize the PCCB Chair to sign said Agreement on behalf of the Polk County Conservation Board upon review and approval by County Attorney's Office.
Vote Yea: Levis, Johnson, Smith
- #16-0317 **MOVED BY** Levis to approve contract with Rebekah Beall for grant writing services effective March 25, 2016 for an amount not to exceed \$20,000 pending review and approval of contract by County Attorney's Office.
Vote Yea: Johnson, Smith, Levis

BOARD DISCUSSION

- #16-0318 Director's Report
- Trail from Cownie to Easter Lake connection
 - Budget
 - Lown will serve as Interim Director while Director and Deputy Director are on vacation
 - County Conservation Boards in recent study were identified trusted source of natural resource management
 - Great Western Trail connection, Alluvion site
- #16-0319 Board Chair and Members' Remarks
- Volunteer banquet, March 13
 - Summer schedule for meetings
 - PCCB logoed attire for April 21 launch

CLOSED SESSION

- #16-0320 **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: Smith, Levis, Johnson

MOVED BY Smith to authorize the PCC Director or Parks & Natural Areas Planning Administrator to pursue property discussed in closed session at the price discussed in closed session.

Vote Yea: Smith, Johnson, Levis

Adjournment

Meeting adjourned at 7:09 p.m.

	Date	April 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0406 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving Park/Park Facility Naming Policy

SYNOPSIS:

Approval of policy for Polk County Conservation Board regarding process and authority to name parks and park facilities.

FISCAL IMPACT: N/A

ADDITIONAL INFORMATION:

On March 9, 2016, by Roll Call No. 16-0315, the Polk County Conservation Board received and filed the draft policy regarding park and park facility naming policy. During the Board discussion questions were raised about restricting some usage such as alcohol and tobacco products. An addition addressing this concern was incorporated under the exception section as follows: *C) Naming or renaming of parks and facilities shall not promote/recognize alcohol, tobacco, adult entertainment or similar related products, companies or places of business.*

With recent and future actions by the Polk County Conservation Board regarding the acquisition of lands and development of park amenities within existing parks, Polk County Conservation has an opportunity to provide naming rights. A policy regarding the process to establish naming rights for parks and/or park amenities has been created for the Board's consideration. A copy of this policy is attached to this communication for Board approval.

PREVIOUS BOARD ACTION(S):

Date: March 9, 2016

Roll Call: 16-0315

Action: Received and filed Park/Park Naming Policy.

RECOMMENDATION:

Approving Naming Policy for parks and park facilities.

PARK/PARK FACILITY NAMING POLICY

Issued By: **Polk County Conservation Board**

Issue Date: **April 13, 2016**

I. General

The Polk County Conservation Board retains the exclusive right to name or rename Polk County Conservation managed land and facilities in accordance with this policy. Naming rights allow for the potential to generate revenues to Polk County Conservation for this right.

II. Procedure

Consideration of a proposal for the naming or renaming of Polk County Conservation managed land or facilities shall be submitted as follows:

A) Public-Initiated Requests:

A letter of request must first be submitted to the Polk County Conservation Board. The letter of request shall state the reason for the request and supply specific information regarding the proposed name(s), site location, and other relevant information. The letter of request shall include a brief explanation or biography of the person(s) or event to be honored and a justification of why the park or facility is being recommended for specific naming or renaming. Upon receipt of the letter of request the matter will be placed on the subsequent Board agenda as a Receive and File item and refer back to the Director for consideration and a formal recommendation to the Board at their next regularly scheduled meeting.

B) Board/Staff-Initiated Requests:

The Director or a Board Member may place or sponsor a request for naming or renaming on the Board agenda in accordance with the procedural rules of the Polk County Conservation Board in order for the Board to consider. Referrals shall supply specific information regarding the proposed name(s), site location, and other relevant information, and shall include a brief explanation or biography of the person(s) or event to be honored and a justification of why the park or facility is being recommended for specific naming or renaming.

C) Staff Review and Verification:

Within thirty (30) days of Board referral, staff as designated by the Director will research and verify all information submitted in the request in accordance with the naming considerations and criteria set forth below in Section III.

Within ninety (90) days of Board referral, the Director shall submit staff's findings and extent of public support for, and public opposition to, the proposed name, and will make a recommendation regarding the request and place said item on the Board agenda for consideration and approval or denial of the request.

D) Public Participation:

Public notice (non-published) will be given and the item will be placed on the Board's agenda for the naming or renaming proposal at the scheduled Board meeting. Notice of said naming will be provided a minimum of ten (10) days prior to the Board meeting.

E) Approval; Installing or Replacing Signage:

If the naming or renaming request is approved, the cost of producing, installing, maintaining and replacing the signs with the new name may be required to be paid for

by the person or organization requesting the name change prior to such work being undertaken by Polk County Conservation. If required, the maintenance funding shall be provided by donation to Polk County Conservation of a maintenance fund in an amount established by Polk County Conservation to be necessary for maintaining said sign for at least ten (10) years. All signage is subject to Board approval and must conform with Polk County Conservation's integrated signage program.

III. Naming Options; Considerations and Criteria for Naming:

The naming or renaming of Polk County Conservation managed parks or facilities may be, but is not limited to, in honor of individuals, living or deceased, who have made significant and outstanding contributions of services, land, funds or goods to conservation, Polk County, nation, world; and persons, places, or events of historical or cultural significance. Naming recognition is subject to future change/reconsideration by the Board in the event that the recognition becomes damaging to Polk County Conservation's reputation, or contradictory to applicable law, as determined by Polk County. When evaluating naming or renaming requests, consideration should be given to the following criteria:

- Overall benefit to Polk County Conservation
- Positive reflection on Polk County
- Purpose and Mission of Polk County Conservation
- Proposed name is well known to all citizens and/or acknowledged by other national, state or local community organizations for lasting significance
- Citizen input and support for name change/commemoration
- No duplication of names or repeated recognition of a specific person or group

In addition, in the event of naming or renaming requests related to significant donations of funds, services or land, a written gift and naming agreement shall be entered into between the Polk County Conservation Board and honored donor, or person or entity providing the donation, prior to or upon approval of the naming request. Such agreement shall state that naming recognition is subject to future change/consideration by Polk County Conservation in the event that the recognition becomes damaging to Polk County Conservation reputation, or contradictory to applicable law, as determined by Polk County. The written agreement may also include an appropriate time limitation on the honorary donor naming, and may set minimum condition amount guidelines for naming purposes.

IV. Exceptions:

- A) Parks and facilities shall not be named or renamed in honor of any Polk County employee, Board of Supervisor or Polk County Conservation Board member until at least two years following the end of their employment/term with the County.
- B) This policy of naming or renaming parks and facilities shall not preclude the appropriate acknowledgement of assistance, financial or otherwise, from organizations or individuals in the construction, operation or maintenance of Polk County Conservation managed lands and facilities, such as placing plaques or signs identifying the organization or individual who made a donation to the project or naming of a minor component of a structure, for example one room of a facility, or a non-fixture component of a facility, for example, a bench, tree, or playground, etc.
- C) Naming or renaming of parks and facilities shall not promote/recognize alcohol, tobacco, adult entertainment or similar related products, companies or places of business.



Date

April 13, 2016

Agenda Item No. CONSENT
Roll Call No. 16-0407
Submitted by: Richard Leopold
Director

AGENDA HEADING:

Approving contract for Four Mile Creek Master Plan through Snyder and Associates.

SYNOPSIS:

The Four Mile Creek Watershed Management Authority is interested in creation of a greenbelt based on the 500-year floodplain. Snyder and Associates would identify possible water quality improvement practices and outdoor recreational opportunities.

FISCAL IMPACT:

Amount: \$58,000

Funding Source: \$20,000 Polk County Water and Land Legacy; \$20,000 City of Des Moines, \$10,000 City of Pleasant Hill, \$8,000 Polk County Public Works.

ADDITIONAL INFORMATION:

The Four Mile Creek Watershed Management Authority (WMA) has completed two studies on behalf of the Four Mile Creek WMA, the first pertaining to water quantity and the second pertaining to water quality. Now, there is a need to integrate gathered information, prepare site analysis, and prioritize projects along the Four Mile Creek Greenbelt from the confluence with the Des Moines River north to the confluence of Muchinock Creek (area includes parts of Pleasant Hill, Des Moines, and Polk County.) As with the previous studies, Snyder and Associates, Inc. is the professional services contractor that will incorporate the collected data and work with the contributing partners to develop a watershed plan.

PREVIOUS BOARD ACTION(S): None

Date:

Roll Call Number:

Action:

RECOMMENDATION:

Approve the professional services contract for the Four Mile Creek Master Plan through Snyder and Associates, Inc. in the amount of \$58,000.



STANDARD PROFESSIONAL SERVICES AGREEMENT (Short Form)

NOW ON THIS ____ day of _____, 20__, Snyder & Associates, Inc., 2727 SW Snyder Boulevard., Ankeny, IA 50023 (hereinafter, Professional), and Polk County Conservation Board (Attn: Rich Leopold) (hereinafter, Client) do hereby agree as follows:

- PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: Fourmile Creek Master Plan
- SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
- TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
- STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
- INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
- RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
- ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
- OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services
Exhibit B Schedule of Rates

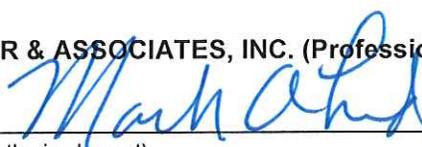
Polk County Conservation Board (Client)

By: _____
 (Authorized agent)

 (Printed or typed signature)

Exhibit
Exhibit

SNYDER & ASSOCIATES, INC. (Professional)

By:  _____
 (Authorized agent)

Mark A. Land, P.E.
 (Printed or typed signature)

Route executed copy to: Mark A. Land, P.E.

EXHIBIT A – SCOPE OF SERVICES

I. NAME OF PROJECT MANAGER

- A. The PROFESSIONAL shall assign Mark A. Land, P.E. as PROJECT MANAGER of the PROJECT.
- B. Changes in Project Manager.

The CLIENT has the right to approve or disapprove any proposed change from the individuals named in Article I(A). The CLIENT shall be provided with a resume and qualifications of any proposed substitute and shall be given the opportunity to interview the proposed substitute prior to final acceptance or rejection.

II. PROJECT DESCRIPTION

The PROFESSIONAL shall provide Professional Services as required to complete the preparation and assembly of the PROJECT as described hereinafter as follows:

- A. Greenway area of Fourmile Creek from the Des Moines River north to the confluence of Muchikinock Creek located in Pleasant Hill, Des Moines and Polk County, Iowa.

III. SCOPE OF WORK

A. Task 1 – Site Analysis, Precedent Studies and Needs Assessment

Task 1.1 Project Start - An initial meeting with the steering committee will be held to discuss the project history, establish goals and objectives, and review the project approach.

Task 1.2 Development of a Site Analysis Summary Presentation

- a. Watershed Management Plan Coordination: This includes coordination with the Fourmile Creek Watershed Management Authority and the watershed management planning process. An updated watershed and issues assessment is being provided as part of the watershed management plan. This analysis and the needs assessment will include a review of this assessment as it relates to this particular portion of the watershed. The greenway boundaries developed from the watershed planning process will be utilized for this process.
- b. Base Map: utilize base map with aerial photography, LIDAR topography and information collected as part of the Fourmile Creek Watershed Management Planning process. The base map will be utilized for the creation of concept planning and the preparation of the final master plan.

- c. Site Visit: Along with the information above, a site visit will be conducted by the project team to better familiarize themselves with the existing conditions.
- d. Site Analysis: Preparation of a site analysis summarizing the key factors affecting the type of potential improvements along the greenway corridor; such as, steep slopes, vegetation, views, flooding potential, public access, etc.

Task 1.3 Steering Committee Meeting: An initial kickoff meeting with the steering committee made up of representatives from Polk County, Polk County Conservation Board, City of Des Moines, City of Pleasant Hill, and the Polk Soil and Water Conservation District will be held upon completion of the initial inventory and precedence studies. The project team will meet with the steering committee to review the findings. This will assist with helping all members gain an understanding of the project site conditions, proposed greenway boundaries, input from the Watershed Management Authority, potential concerns/possible solutions, and provide general input. During this meeting, the project team will gather feedback on the project boundaries and develop a schedule of needs and set of goals that should be addressed during the master planning process.

Task 1.4 Prepare a Needs Assessment - The project team will then prepare an assessment of needs and desired improvements for the project site.

B. Task 2 - Concept Plan and Preliminary Master Plan Development

Task 2.1 Concept Plan Development - Based upon the information gathered from the steering committee meeting, the project team will prepare a concept plan to include distinct emphasis areas such as recreation, restoration, and best management practices. This will graphically show proposed improvements. The concept shall address short-term and long term improvements.

Meeting: A meeting with the steering committee will be held to review the concept plan. The color rendered concept plan drawings, photo examples and precedent images will be presented to the committee to gather further feedback and direction. The project team will provide input on options/recommendations and the committee will have a chance to comment on the impact of options/recommendations on their individual area of experience.

Task 2.2 Preliminary Master Plan Development - Based upon the information gathered from the steering committee meeting, the project team will prepare a preliminary master plan which further defines the proposed improvements. More detailed color rendered concept plan would be provided for key locations identified along the greenway. The goal of the master plan will be to integrate input from each group to create a plan with the greatest opportunity for steering committee support.

- Task 2.4 Fourmile Creek Watershed Management Authority (WMA) Meeting – The preliminary master plan would be revised to address steering committee comments. The updated plan would then be presented to the WMA for their review and comment.

Task 3 – Blue Print for the Future: Action Plan for Achieving Goals

- Task 3.1 Final Master Plan - Based upon the input gathered from the WMA and the steering committee, the project team will develop a final master plan.
- Task 3.2 Action Plan - Develop an action plan, summarized in a report document that addresses the following items:
- a. Maintenance and Operations Plan - The project team will assist with an overall program identifying management goals and responsibilities for the project site.
 - b. Budget Opinion –The project team will prepare a budgetary cost opinion for the Master Plan improvements to assist with planning and potential funding opportunities.
 - c. Phasing- Based upon the total cost opinion for full development of the Master Plan and input received, the project team will provide an assessment of grant opportunities and outline a list prioritizing the desired improvements which may be implemented over a period of time.
- Task 3.3 Presentation of Final Master Plan and Action Plan for Approval.
- a. Present to the Steering Committee for their review and approval.
 - b. Public Meeting – The final master plan will be revised to address steering committee comments. The goal is to provide a brief overview of the project history including the site analysis and concept design process. Then present the final master plan to the public. This meeting will be in an open house format.
 - c. Fourmile Creek Watershed Management Authority (WMA) Meeting – The final master plan will be presented to the WMA for their endorsement.
 - d. City of Des Moines Park Board Meeting – The final master plan will be presented to the City of Des Moines Park Board.
 - e. Des Moines City Council – The final master plan will be presented to the Des Moines City Council at a council work session.

IV. RESPONSIBILITY OF THE CLIENT

At its own expense, the CLIENT shall have the following responsibilities regarding the execution of the Contract by the PROFESSIONAL.

A. PROJECT OFFICER

The CLIENT shall name a Project Officer to act as the CLIENT's representative with respect to the work performed under this Agreement. All correspondence with CLIENT relating to PROJECT shall be directed to the Project Officer and the

Project Officer shall be invited to all progress meetings and other meetings called during the PROJECT.

B. PROMPT RESPONSE

To prevent an unreasonable delay in the PROFESSIONAL's work, the CLIENT will examine all reports, drawings, specifications, and other documents and will provide authorizations in writing to the PROFESSIONAL to proceed with work within a reasonable time period.

V. WORK SCHEDULE

The PROJECT, shall be performed by the PROFESSIONAL in accordance with a schedule mutually developed by the CLIENT and PROFESSIONAL. Generally, the schedule for the PROJECT is described as follows:

A. Assuming the Notice to Proceed is obtained on or about April 13, 2016, the following tasks will be complete as follows:

Task 1	July 15, 2016
Task 2	September 15, 2016
Task 3	November 1, 2016

B. The PROFESSIONAL shall not be responsible for delays in the schedule which are beyond the PROFESSIONAL's control.

VI. COMPENSATION AND TERMS OF PAYMENT

The CLIENT shall pay the PROFESSIONAL in accordance with the terms and conditions of this Agreement.

A. BASIC SERVICES

As set forth in Article III (A – C) the professional fee shall be on the basis of a maximum fixed fee on hourly rates and fixed expenses as outlined in the PROFESSIONAL'S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit "B". Total fees of services shall not exceed the following amounts without approval of the CLIENT.

<u>Item</u>	<u>Amount</u>
1. Task 1	\$12,500
2. Task 2	\$19,500
3. Task 3	<u>\$26,000</u>
	\$58,000

Anytime the PROFESSIONAL anticipates that actual engineering costs will exceed estimated engineering costs, he shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject same.

EXHIBIT B

SNYDER & ASSOCIATES, INC.
2016-17
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>		
Principal	\$190.00	/hour
Principal	\$179.00	/hour
Senior	\$161.00	/hour
VIII	\$148.00	/hour
VII	\$141.00	/hour
VI	\$136.00	/hour
V	\$127.00	/hour
IV	\$115.00	/hour
III	\$107.00	/hour
II	\$97.00	/hour
I	\$83.00	/hour
Technical		
<i>Technicians--CADD, Survey, Construction Observation</i>		
Lead	\$113.00	/hour
Senior	\$109.00	/hour
VIII	\$102.00	/hour
VII	\$94.00	/hour
VI	\$83.00	/hour
V	\$75.00	/hour
IV	\$69.00	/hour
III	\$58.00	/hour
II	\$50.00	/hour
I	\$44.00	/hour
Administrative		
II	\$58.00	/hour
I	\$47.00	/hour
Reimbursables		
Mileage	<i>current IRS standard rate</i>	
Outside Services	<i>As Invoiced</i>	



Date	April 13, 2016
-------------	----------------

Item No.	CONSENT
Roll Call No.	16- 0408
Submitted by:	Carol Ann Carlson
	Accountant

AGENDA HEADING:

FY2015-16 3rd Quarter Budget Amendment

SYNOPSIS:

On March 29, 2016, the final budget amendment for the current fiscal year was forwarded to the Polk County Budget Staff for consideration by the Board of Supervisors. The following is a recap of the 3rd Quarter Amendment.

FISCAL IMPACT:

Amount: None

Funding Source: N/A

ADDITIONAL INFORMATION:

Amendment processes (that occur in August and April of each fiscal year) give Polk County Conservation an opportunity to adjust revenues and expenses in the various funds based on more current financial data than when the initial budget for the fiscal year is prepared in November of the preceding year.

PCWLL Fund:

Expenditures were increased by \$5,515,000. Funds were added to assure adequate appropriation for the statutory fund requirements per Iowa Code. These are to cover anticipated Easter Lake dredging and restoration costs.

General Fund:

Expenditures were increased by \$357,500.

We paid MidAmerican Energy \$109,500 for a Refundable Advance for the power they brought into Fort Des Moines Park for to all the upgrades we are doing in the park with Bond Proceeds. We won't see any of the refunds until we start using the electricity in the shelters, restrooms, etc. and after working with the Polk County Budget Staff it was determined to expense it out of operations since the revenue won't come back to us for a few years and it covers a 6 year period once we start using the electricity. We didn't want to muddle up the bond account with these future refunds.

For the new process of firewood sales we have an increase of \$35,000. We have a Memorandum of Understanding with the Great Outdoors Foundation and they purchase all the split firewood for us and our camp hosts sell it. The revenues come back to us but we pay the Great Outdoors Foundation for the wood when they purchase it. It will be a wash in our budget.

The Equestrian Center budget was increased by \$213,000 to cover anticipated expenses thru June 30, 2016. This will be covered by our enterprise fund at year end. Polk County Budget Staff is aware of this and we will adjust the transfer based on actual expenses.

Revenues were increased by \$10,000 for an Easter Lake Timber Stand Improvement Grant.

PREVIOUS BOARD ACTION(S):

Date: November 12, 2014

Roll Call Number: Item #8

Action: Approved FY2015-16 budget as presented for submittal to the Polk County Board of Supervisors **(4 Yeas and 1 Absent)**

RECOMMENDATION:

Approve the March 2016 3rd Quarter budget amendment as submitted to the Polk County Budget Staff for the fiscal year 2015-2016.

	Date	April 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0409 Douglas C. Romig Deputy Director

AGENDA HEADING:

Authorizing Polk County Conservation to procure Ranger Vehicle accessories in an amount not to exceed \$60,000 (\$12,000 per vehicle estimated).

SYNOPSIS:

Authorizing staff to procure accessories to outfit one existing and four new Ranger vehicles as necessary for them to perform their responsibilities.

FISCAL IMPACT:

Amount: \$60,000 (Not to exceed)

Funding Source: Park Advocacy Unit operating budget and Equipment/Vehicle Replacement Fund

ADDITIONAL INFORMATION:

On January 13, 2016, by Roll Call No. 16-0112, the Polk County Conservation Board approved the purchase of four pick-up trucks to be used by the Park Rangers for law enforcement purposes. Within the Board Communication, staff identified the need to outfit each vehicle with the appropriate patrol equipment (light bars, dash camera's, decals, etc.) and a holding cell for separating and/or transportation of individuals due to illegal activities.

Staff is finalizing the procurement process through the use of State contracts and/or competitive bidding based on the accessories required to outfit the four new vehicles and one existing vehicle for use by the Park Rangers.

PREVIOUS BOARD ACTION(S):

Date: January 13, 2016

Roll Call No.: 16-0112

Action: 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.

RECOMMENDATION:

Approval authorizing staff to purchase the necessary equipment to outfit the four new Park Ranger vehicles and one existing vehicle in an amount not to exceed \$60,000.

	Date	April 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0410 Douglas C. Romig Deputy Director

AGENDA HEADING:

Authorizing Polk County Conservation's Parks Superintendent to execute Campground Host Agreements.

SYNOPSIS:

Approval to have Parks Superintendent to execute Campground Host Agreements for individuals/couples desiring to provide maintenance and guest services at Polk County Conservations various campgrounds.

FISCAL IMPACT:

Amount: \$5,400
 Funding Source: Park Advocacy Unit operating budget

ADDITIONAL INFORMATION:

Polk County Conservation has utilized paid Campground Attendants and volunteer Campground Hosts to coordinate the guest services and custodial care of the Agency's campgrounds. In evaluating the various systems, staff is recommending the creation of the Campground Host Agreement whereby all campground host's would be contracted employees and not employees of Polk County Conservation.

A Campground Host Contract For Services Agreement has been created and approved by Polk County's Legal Department and is currently under review by the County's Risk Management Department. Upon approval as to coverage by the Risk Management Department, Polk County Conservation is seeking approval from the Polk County Conservation Board to authorize the Parks Superintendent to execute all Campground Host Contract For Services agreements on behalf of the Polk County Conservation Board.

All contracted workers would be required to pass criminal background check and would be provided free camping; \$100.00 per week stipend at all campgrounds with the exception of Jester Park which shall be \$200.00 per week; and \$1.00 for each bundle of firewood sold at their respective campground locations. For the above consideration, Campground Hosts shall assist with campground registrations, guest services, trash collection, shower house cleaning, distribution of marketing materials, etc. For the last fiscal year Polk County Conservation spent approximately \$11,000 for the paid Campground Attendants. Under this new model, staff estimates an annual expense of \$16,400 for the services being provided.

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Approval authorizing Polk County Conservation's Parks Superintendent to execute Campground Host Contract For Services agreements on behalf of the Polk County Conservation Board.

CAMPGROUND HOST – CONTRACT FOR SERVICES

This contract is between the Polk County Conservation Board (“Polk County Conservation”) and the Campground Host (“Contractor”) who is named

Each person who will serve as a Contractor must be named individually on this contract, must each sign the contract, and must each comply with all terms of the contract. It is contemplated that a couple may jointly provide the services described in this contract. If that occurs, both persons must comply with the terms of the contract. The consideration for services provided may be the same for a couple as it would be for one individual contractor.

WHEREAS, Polk County Conservation owns and manages parks and campgrounds at various locations throughout Polk County, Iowa; and

WHEREAS, Polk County Conservation wishes to contract for the provision of general services as described in this contract to manage the campgrounds and related park facilities with the Contractors; and

NOW, THEREFORE, the parties agree to the following terms and conditions set forth regarding the provision of general services within Polk County Conservation managed parks.

1. **TERM.** The term of the agreement shall be from the date executed by Polk County Conservation and the Contractors for the duration of one camping season, terminating no later than December 31st of the year said agreement is executed. The typical campground season is April 1 – December 15, weather dependant.

2. **CONSIDERATION FOR SERVICES PROVIDED.** The following considerations shall be provided for the Contractor for performance of the responsibilities identified in Section 3 of this agreement. Satisfactory performance of said responsibilities shall entitle the Contractor to the following consideration:

- A. One free campsite during the camping season at the Contractor’s campground location.
- B. One Hundred Dollars (\$100.00) per week paid for the preceding week’s services with the exception of Jester Park which shall be Two Hundred Dollars (\$200.00) per week.
- C. One Dollar (\$1.00) for each bundle of firewood sold to campground participants, paid in cash at time of receipt collection by the Park Ranger, not less than once per month.

3. **RESPONSIBILITIES OF CONTRACTOR.** The following service shall be provided by the Contractor and/or their designee upon background checks of any designee prior to any work being performed on Polk County Conservation managed properties:

- A. Collection of campground registrations as determined by the area Park Ranger.
- B. Greeting guests and providing friendly customer service Contractor shall at all times promote a positive, professional image of themselves whenever dealing with the public.
- C. Contractor shall submit written records and/or reports of problems and incidents including, but not limited to, the following:
 - 1. Notification of damaged, vandalized and/or malfunctioning facilities, utilities, fixtures, equipment and general area maintenance needs.
 - 2. Maintain daily maintenance logs of campground rounds.
 - 3. The number of vehicles, people and/or reservations turned away when the campground is full.
 - 4. Visitor complaint and comment forms.
 - 5. A log of the bundles of firewood sold and delivered.
- D. Placement of reserved placards as needed
- E. Check and/or reset campsite electrical circuit breakers.
- F. Pick up litter and collect trash in campground area.
- G. Clean shower house.
- H. Replace campsite signage as needed.
- I. Sell bundles of firewood to campground participants.
- J. Conduct a minimum of four daily rounds of the entire campground.
- K. Distribute Polk County Conservation marketing and promotional materials to each campsite.
- L. Maintenance of campground site in a clean and presentable condition.
- M. Communication to Polk County Conservation Park Rangers about campground issues such as maintenance, security, repairs, and other similar issues.
- N. Other responsibilities as requested.

4. **CONTRACTURAL RELATIONSHIP.** The relationship between Polk County Conservation and the Contractor shall be contractual relationship and not one of employer and employee. The Contractor understands that the Contractor will perform his or her duties as an independent contractor and not as an employee of Polk County Conservation. The Contractor is not entitled to County employee benefits. The County shall not withhold federal, state, or local income tax, or payroll tax of any kind. The Contractor understands that he or she is solely responsible to pay all taxes of any kind.

5. **INDEMNIFICATION, HOLD HARMLESS, AND INSURANCE.** The Contractor agrees to indemnify and hold harmless Polk County Conservation Board, Polk County, its elected officials, its agents and employees and its assigns from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any persons or property because of any act, omission, or neglect in safeguarding or performing the work described herein or through use of unacceptable materials in constructing the work.

- A. If any litigation on account of such claims shall be commenced against the contracting authority, Board of Supervisors, elected officials, employees, agents, or assigns the Contractor, upon notice thereof from Polk County Conservation, shall defend Polk County Conservation and Polk County, Iowa at Contractor's cost and expense.
- B. If the Contractor is required to maintain appropriate insurance, the insurance and certificate requirements are specified in Attachment A which becomes an integral portion of this contract.
- C. The Polk County Conservation and the Contractor agree to release each other from liability for damage to both real and personal property to the extent that these properties are insured under the respective property insurance policies.

6. **BUSINESS RELATIONSHIPS.** This contract is not assignable. This contract may not be performed by subcontractors.

7. **RATES.** The PCC has the sole authority to set all rates for all goods and services provided to campground guests. The Contractor shall not vary the rates or the amount charged for any goods or services.

8. Prior the implementation of this contract, the Contractor authorizes the PCC to perform a complete background check, including a comprehensive criminal history analysis, on the Contractor. The results of that investigation may be used to determine whether or not to enter into and implement this contract with the Contractor. That decision is solely within the authority of the PCC and the Contractor agrees that it has no ability to challenge whatever decision is made based upon that investigation.

9. **AGREEMENT FOR SERVICES.** This contract is an agreement for services and is not a lease.

10. The identity, cell phone number and email address of the responsible parties are as follows:

For Polk County Conservation, the responsible party is:

Conservation Park Ranger Name

Phone Number

E-mail Address

For the Contractor, the responsible party is:

Contractor Name

Phone Number of each Contractor

E-mail address of each Contractor

11. **EXECUTION OF AGREEMENT.**

Agreed to on this _____ day of _____, 2016.

CONTRACTOR(S)

POLK COUNTY CONSERVATION

Michael Sledd, Parks Superintendent

	Date	April 13, 2016
	Item No. Roll Call No. Submitted by:	ACTION 16-0411 Douglas C. Romig Deputy Director

AGENDA HEADING:

Receiving and Filing Polk County Conservation's position review and succession planning process.

SYNOPSIS:

Receipt and file Board communication and presentation on Polk County Conservation position review and succession planning process.

FISCAL IMPACT: TBD

ADDITIONAL INFORMATION:

Polk County Conservation staff is currently working with Polk County's Human Resources and Finance Departments to evaluate existing positions, establish new job classifications and determine the fiscal impact regarding organizational changes to place Polk County Conservation in the best position to be successful in managing our parklands, facilities and programs. This effort is being accomplished through the County's position review process and development of an internal succession plan that will allow employees to be compensated equal to the work they are performing and identification of internal candidates that will be offered training in an effort to promote from within the organization as management/supervisory vacancies occur.

Position Review Process:

Polk County has a form employees complete called a Position Classification Questionnaire (PCQ) that allows them to analyze the key work functions of positions in order to determine compensation levels. The Administrative team has been working on organizational and succession planning strategies to address current and future operational needs of the Agency due to the increase in responsibilities. Job descriptions and PCQ's have been submitted to Polk County's Human Resources Department based on changes in responsibilities and/or specific requests from employees themselves.

The initial round of requests have been reviewed and the following changes are being recommended by the Human Resources Department to the Polk County Board of Supervisors:

- Accountant to Senior Accountant
- Creation of a single Conservation Park Ranger classification. This action would consolidate the existing multiple "Ranger" classifications into one classification since the work being performed is identical throughout the County.
- Natural Resource Worker to Natural Resource Technician

In addition to the above job classifications that have been reviewed, Polk County Conservation also has several other PCO's under review in addition to the creation of two new positions (Conservation Ecologist and Park Planner). These latter two positions, once approved, would be filled to begin the transition of the Agency's Park and Natural Area Planner in order to transfer the extensive knowledge of this individual prior to their retirement. While a retirement date has not been provided, staff anticipates at least three growing seasons to transfer this individuals profound knowledge of the County's ecological systems.

Succession Planning:

Polk County Conservation has a workforce with extensive longevity in its administrative and supervisory positions. Currently seven of the Agency's twelve supervisory staff are eligible for retirement with an average of 30 years of employment with Polk County Conservation. Staff anticipates that within the next five-years, seven administrative/supervisory positions will need to be filled. Additionally, Polk County Conservation has 11 front-line staff with an average of 29 years of employment that will also be eligible for retirement within the next five-years. With the future loss of this institutional knowledge, Polk County Conservation has established the following succession planning process in an effort to identify rising stars within the organization and the transfer of institutional knowledge amongst the workforce.

While there is sometimes value from hiring outside an organization (new ideas, specialized skill sets, etc.), Polk County Conservation is desirous to promote from within when qualified internal candidates apply for promotional positions within the organization. In order to develop the next generation of leaders, Polk County Conservation shall invest in providing a Management Training Program through the State of Iowa's Department of Administrative Services. The succession planning process will be managed as follows:

I. Identification of Rising Stars. This will be a combination of Division Manager interviews with Administrative staff to identify employees that show the capacity to become a division manager with additional training and education.

II. Application and Interview Process. While Division Managers and Administrative staff will identify internal applicants, this process will be open to all full-time employees desiring to advance within the organization. Interested candidates shall complete an application which shall include an essay on why they want to pursue this training and advance professionally. Upon review of the applications by the Administrative staff, interviews shall be conducted in order to select one to two candidates each year to complete the Management Training Program.

III. Selection and Training. As noted in the opening paragraph of this section, the selected individual(s) shall be enrolled in the State of Iowa's Management Training Program, paid by Polk County Conservation. Additionally, Polk County Conservation shall strive to provide expanded opportunities to these individuals in the workplace to utilize the skills learned thereby providing practical experience from their educational endeavors.

Under the current structure of Polk County Conservation there are several key positions with profound knowledge of various aspects of the Agency's operations, ecosystems and infrastructure. In order to plan for the future, it is being recommended that key positions be filled prior to the departure of the incumbent. For example, the Parks and Natural Area Planner has knowledge of specific plant species and environmentally sensitive ecosystems managed by Polk County Conservation. In an effort to transfer knowledge this individuals' replacement would be hired prior to their anticipated departure or the retiring employee would be hired on

a contractual basis to transfer their knowledge, allowing for multiple seasons knowledge transfer (spring, summer, fall, winter). While this is the extreme case, there will be a need for training/knowledge transfer for key positions throughout the organization. The expenses incurred from the early hiring of these positions for transfer of knowledge shall be borne by Polk County Conservation until retirement of the incumbent. Based on the anticipated vacancies the following cross-training timeline is being recommended:

Park and Natural Area Planner -	2 - 3 years
Natural Resources Manager -	1 - 2 years
Construction Maintenance Manager -	1 - 2 years
Administrative Supervisor -	3 - 6 months
Accountant -	3 - 6 months
Equipment Maintenance Superintendent -	2 - 4 months
Construction Maintenance Supervisor -	2 - 4 months

For operational positions, unless there is a specific knowledge/skill set needed, there should be other similar employees in these positions in addition to the unit manager that the normal hiring process would occur with the new candidate starting their assignment upon the official retirement of the incumbent.

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION:

Receive and File Board communication and staff presentation on position review and succession planning processes.