



BOARD MEETING

July 13, 2016

Tour - 5:00 p.m.; Meeting - 6:00 p.m.
Easter Lake Park, Shelter #2
2883 E. Watrous, Des Moines

AGENDA

- 1) Roll Call
- 2) Public Comments
- 3) Financial Report
- 4) Water Trails and Greenways 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) **Approving** June 2016 bill list.
- 8) **Approving** State mandated revisions to Procurement Policy for Polk County Conservation.
- 9) **Approving** cost estimate for Fort Des Moines Park roads and parking areas asphalt paving overlay and repair; Fort Des Moines Park - \$150,000.
- 10) **Approving** Change Order No. 3 with Dredge America for Easter Lake dredging; Easter Lake Park - \$39,938.
- 11) **Approving** issuance of Golf RFP and potential for debt financing capital improvements; Jester Park Golf Course.
- 12) **Receive and File** Polk County Conservation Special Event Permit and Vendor fees changes and permitting process.
- 13) **Approving** sale of beer and wine within Jester Park for joint special event with the Great Outdoors Foundation.

ACTION ITEMS AGENDA

- 14) **Approving** pay scale for seasonal and intermittent Polk County Conservation positions; \$23,736.

BOARD DISCUSSION

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

ADJOURNMENT

Upcoming Events

July 22: Jazz in July, Jester Park Amphitheater (Bryan Schumaker Quartet)
September 4: Glow Wild
November 11: Buck Naked Need Dough - Locally Grown, Locally Brewed

For more information on agenda items or to receive an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, please contact Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. PCCB meeting 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@polkcountyjowa.gov

2015- 2016 Revenue Budget

- as of 06/29/16 (100% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 10,100	\$ 10,149	\$ (49)	100.5%
6006	Environmental Ed	\$ 62,800	\$ 57,653	\$ 5,147	91.8%
6009	Natural Resources	\$ 76,710	\$ 95,729	\$ (19,019)	124.8%
6101	Administration	\$ 142,550	\$ 141,630	\$ 920	99.4%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 10,000	\$ 11,610	\$ (1,610)	0.0%
6110	Parks Advocacy Unit	\$ 434,100	\$ 510,540	\$ (76,440)	117.6%
6119	Construction/Maint.	\$ 1,000	\$ 168	\$ 833	0.0%
6124	Equestrian Center	\$ 300,000	\$ 270,880	\$ 29,120	90.3%
Sub-Total - General Fund 1		\$ 1,037,260	\$ 1,098,358	\$ (61,098)	105.9%
REAP - Fund 26					
0211	Resource Enhancement	\$ 171,700	\$ 171,759	\$ (59)	100.0%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,612,500	\$ 767,095	\$ 1,845,405	29.4%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 215,100	\$ 213,868	\$ 1,232	99.4%
6123	JP Cabins	\$ 52,750	\$ 81,005	\$ (28,255)	153.6%
Sub-Total - Enterprises Fund 286		\$ 267,850	\$ 294,873	\$ (27,023)	110.1%
Grand Total - Conservation		\$ 4,089,310	\$ 2,332,085	\$ 1,757,225	57.0%

2015-2016 Expense Budget

- as of 06/29/16 (100% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 163,600	\$ 200,745	\$ (37,145)	122.7%
6006	Environmental Ed	\$ 409,465	\$ 414,982	\$ (5,517)	101.3%
6009	Natural Resources	\$ 674,688	\$ 685,124	\$ (10,436)	101.5%
6101	Administration	\$ 1,199,225	\$ 1,135,841	\$ 63,384	94.7%
6103	Community Outreach	\$ 225,863	\$ 219,177	\$ 6,686	97.0%
6104	Conservation Grants	\$ 10,000	\$ 11,610	\$ (1,610)	0.0%
6110	Parks Advocacy Unit	\$ 493,169	\$ 495,635	\$ (2,466)	100.5%
6119	Construction/Maint.	\$ 1,293,853	\$ 1,328,087	\$ (34,234)	102.6%
6124	Equestrian Center	\$ 654,303	\$ 641,947	\$ 12,356	98.1%
Sub-Total - General Fund 1		\$ 5,124,166	\$ 5,133,149	\$ (8,983)	100.2%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,087,384	\$ 1,038,675	\$ 48,709	95.5%
Risk Management - Fund 3					
6100	Insurance,Med., Work. Comp.	\$ 127,200	\$ 117,594	\$ 9,606	92.4%
REAP - Fund 26					
0211	Resource Enhancement	\$ 138,451	\$ 133,767	\$ 4,684	96.6%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ 520,000	\$ -	\$ 520,000	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 9,948,000	\$ 4,688,258	\$ 5,259,742	47.1%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 265,000	\$ 65,578	\$ 199,422	24.7%
6123	JP Cabins	\$ 59,412	\$ 95,696	\$ (36,184)	160.9%
Sub-Total - Enterprises Fund 286		\$ 324,412	\$ 161,174	\$ 163,238	49.7%
Grand Total - Conservation		\$ 17,269,613	\$ 11,272,616	\$ 5,996,997	65.3%

**PCWLL EXPENDITURES AS OF :
JUNE 29, 2016**

SUB- LEDGER PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS	CONTRACTED CONSTRUCTION EXPENDITURES	ENGINEERING & MISC. COSTS	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	MISCELLANEOUS 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	\$ 839,196	\$ 93,869	\$ -	\$ 175	\$ (788,024)	\$ 145,216	\$ (94,616)
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	\$ 1,954,413	\$ 131,607	\$ 131,607	\$ 131,607	\$ 7,262	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)
C12-6213 CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ 71,746	\$ 71,746	\$ -	\$ 150	\$ 150	\$ 1,963	\$ 1,963	\$ -	\$ 73,859	\$ 0
C12-6214 CBG OBSERVATION DECK	\$ 83,844	\$ 5,196	\$ -	\$ 77,840	\$ 11,200	\$ 11,200	\$ 11,200	\$ -	\$ -	\$ -	\$ 89,040	\$ (0)
C12-6218 JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 420,241	\$ -	\$ -	\$ 420,053	\$ -	\$ -	\$ 1,118	\$ -	\$ -	\$ -	\$ 420,053	\$ 188
C12-6219 EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 9,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,671	\$ 0
C12-6220 4-MILE CREEK BANK STABILIZATION	\$ 340,725	\$ 650,000	\$ -	\$ -	\$ 22,500	\$ 20,309	\$ 20,309	\$ -	\$ -	\$ -	\$ 20,309	\$ 970,416
C12-6221 JP NATURE CENTER	\$ 2,404,200	\$ 1,595,800	\$ -	\$ -	\$ 1,445,722	\$ -	\$ 987,535	\$ 66,651	\$ 66,651	\$ (760,549)	\$ 293,637	\$ 3,706,363
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	\$ 903,781	\$ 176,108	\$ 176,108	\$ 176,108	\$ 3,762	\$ 3,762	\$ -	\$ 1,083,651	\$ (0)
C12-6224 ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 187,922	\$ 227,871	\$ 1,043,238	\$ 1,066,959	\$ 205,658	\$ 218,505	\$ 218,505	\$ 15,457	\$ 15,457	\$ (560,000)	\$ 740,920	\$ (325,127)
C12-6225 ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ 498,000	\$ -	\$ -	\$ 159,534	\$ 11,238	\$ 103,177	\$ -	\$ -	\$ -	\$ 114,414	\$ 383,586
C12-6226 FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 854,903	\$ -	\$ 723,989	\$ 723,989	\$ 132,209	\$ 769,399	\$ 136,036	\$ 23,016	\$ 23,016	\$ (200,000)	\$ 728,451	\$ 126,452
C12-6227 FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 81,179	\$ 1,332,169	\$ -	\$ 474,926	\$ 59,245	\$ 474,926	\$ 178,442	\$ 147,506	\$ 147,506	\$ -	\$ 800,873	\$ 612,475
C12-6228 JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 410,000	\$ -	\$ 336,945	\$ 336,945	\$ 29,200	\$ 30,450	\$ 30,450	\$ 15,516	\$ 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	\$ 876,694	\$ 194,600	\$ 867,694	\$ 198,000	\$ 113	\$ 113	\$ -	\$ 1,065,807	\$ 31,658
C12-6231 TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 119,000	\$ 725,000	\$ -	\$ 19,784	\$ 57,630	\$ 19,784	\$ 57,553	\$ 226	\$ 226	\$ (1,205)	\$ 76,358	\$ 767,642
C12-6232 YB PARK IMPROVEMENTS	\$ 87,000	\$ 290,000	\$ -	\$ 8,043	\$ 173,450	\$ 8,043	\$ 47,640	\$ 113	\$ 113	\$ -	\$ 55,797	\$ 321,203
C12-6233 TRAIL IMPROVEMENTS ALL AREAS	\$ 100,000	\$ 350,000	\$ -	\$ 27,750	\$ 12,000	\$ 12,000	\$ 12,000	\$ 3	\$ 3	\$ -	\$ 39,753	\$ 410,247
C12-6234 JP ENTRANCE RELOCATION	\$ 586,000	\$ 660,000	\$ 279,839	\$ 319,689	\$ 73,050	\$ 319,689	\$ 80,235	\$ 3,649	\$ 3,649	\$ -	\$ 403,572	\$ 842,428
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,940	\$ -	\$ 170,940	\$ 84,060
C12-6238 CBG WETLANDS/DRAINAGE RESTORATION	\$ 104,476	\$ 350,000	\$ -	\$ -	\$ 103,626	\$ -	\$ 101,208	\$ 30	\$ 30	\$ -	\$ 101,238	\$ 353,238
C12-6239 YB DAM REPAIRS	\$ 797,000	\$ -	\$ 775,964	\$ 775,964	\$ 112,525	\$ 775,964	\$ 112,507	\$ 9,626	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 89,387	\$ 5,000	\$ 89,387	\$ 5,225	\$ 33,075	\$ 33,075	\$ -	\$ 127,686	\$ (36,986)
C12-6250 YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ (331,915)

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C12-9999 MISC MINOR IMPROVEMENTS	\$ 78,633	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 23,600	\$ 23,600	\$ 8,082	\$ 8,082	\$ -	\$ 31,682	\$ 196,951
C12-9999 CONSTRUCTION EQUIPMENT & SUPPLIES	\$ 291,367	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357,672	\$ 357,672	\$ -	\$ 357,672	\$ 83,695
C13-6251 OVERALL PROGRAM MANAGEMENT	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 47,000	\$ 43,095	\$ 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	\$ 70,987	\$ -	\$ 165,338	\$ 9,662
C13-6254 TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ 74,257	\$ -	\$ 74,257	\$ -
C13-6255 MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ 400	\$ (400)
C13-6256 PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,329	\$ 4,329	\$ -	\$ 4,329	\$ (4,329)
C13-6258 NATURAL AREA RESTORATIONS	\$ 20,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ 8,481	\$ -	\$ 8,481	\$ 451,519
C13-6259 JP CAMP STORE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -	\$ 4,200	\$ (4,200)
C13-6261 ANKENY HTT EXTENSION TO DSM	\$ 28,566	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 19,981
C13-6262 EL J.C. WHITE PROPERTY	\$ 187,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,807	\$ 288,807	\$ (92,209)	\$ 196,598	\$ (8,913)
C13-6263 MALLY'S CVT & GLW TRAIL CONNECTOR	\$ -	\$ 307,017	\$ -	\$ -	\$ 87,283	\$ 54,384	\$ 46,989	\$ 46,989	\$ 10,544	\$ 10,544	\$ -	\$ 144,816	\$ 162,201
C13-6265 YB BANE PROPERTY	\$ 238,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263,124	\$ 263,124	\$ -	\$ 263,124	\$ (24,799)
C14-6268 EL DIKES/DREDGING/WATER QUALITY	\$ 25,000	\$ 1,400,000	\$ -	\$ -	\$ 1,826,077	\$ 753,800	\$ 699,633	\$ 699,633	\$ 40,750	\$ 40,750	\$ (468,268)	\$ 2,098,193	\$ (673,193)
C14-6269 FDM OUTDOOR CLASSROOM	\$ 11,201	\$ 100,000	\$ -	\$ -	\$ -	\$ 7,908	\$ -	\$ -	\$ 7,600	\$ 7,600	\$ -	\$ 7,600	\$ 103,601
C14-6270 EL COVERED BRIDGE IMPROVEMENTS	\$ 40,000	\$ -	\$ -	\$ -	\$ 56,920	\$ -	\$ -	\$ -	\$ 5,794	\$ 5,794	\$ -	\$ 62,714	\$ (22,714)
C14-6271 CBG KAL-DEN FARMS PROPERTY	\$ 143,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,590	\$ 143,590	\$ (43,500)	\$ 100,090	\$ 43,860
C14-6272 EL RAIN GARDENS	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,874	\$ 28,874	\$ (22,478)	\$ 6,396	\$ 13,604
C14-6274 CONSERVATION CORPS	\$ -	\$ 201,600	\$ 201,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,698	\$ 194,698	\$ -	\$ 194,698	\$ 6,902
C14-6275 GWT-BILL RILEY TRAIL/FEASIBILITY STUDY	\$ -	\$ 44,804	\$ 136,783	\$ -	\$ 127,458	\$ 35,750	\$ 44,285	\$ 44,285	\$ 44	\$ 44	\$ -	\$ 171,787	\$ (126,983)
C14-6276 CBG SMITH PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,425	\$ 159,425	\$ -	\$ 159,425	\$ (159,425)
C14-6277 WATER QUALITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,816	\$ 8,816	\$ -	\$ 8,816	\$ (8,816)
C15-6278 CBG HALE POND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ 33,825	\$ -	\$ 226	\$ 226	\$ -	\$ -	\$ -	\$ 34,051	\$ (34,051)
C15-6279 DNR WATER REC ACCESS GRANT-FDM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,896	\$ 18,896	\$ -	\$ 18,896	\$ (18,896)
C15-6281 TM PROPERTY #13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,475	\$ 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	\$ 12,158,135	\$ 3,698,480	\$ 3,698,480	\$ 8,255,814	\$ 17,954,789	\$ (6,157,641)	\$ 11,986,264		

Jester Park Nature Center Project Financial Report

	<u>Budget</u>	<u>May 2016</u>	<u>Actual Thru 5/31/2016</u>
<u>EXPENSE</u>			
Construction			
Building/site construction contract	6,710,000		0
Contingency @ 8.5%	565,000		0
Discovery stream & pond	0		0
Maintenance shed, trash containment, trans. pad	40,000		0
Landscaping, seeding, etc	142,000		0
Site Furnishings, monument	30,000		0
Utilities -septic, gas, elec, water, etc	500,000		0
Other minor construction/sitework	0		3,169
Subtotal Construction	<u>7,987,000</u>	0	<u>3,169</u>
Equipment & Demolition			
Furniture, Fixtures & Equip	260,000		0
Interpretive Exhibit- (Split Rock Studios)	450,000		40,149
Telecomm/Data system	35,000		0
Maintenance Bldg demolition	10,000		0
Subtotal Equip/Demolition	<u>755,000</u>	0	<u>40,149</u>
Other Costs			
Engineering/layout/site survey	35,000		15,743
Soil & concrete testing	25,000		7,170
Document printing, publication, other misc.	7,000		1,124
Design/Construction Adm-RDG Planning	1,050,000	39,136	683,119
Project Management-SPM	90,000	872	22,245
Other professional services	25,000		21,247
Other misc. charges	25,000		0
Marketing Campaign	100,000	8,806	32,290
Subtotal Other Costs	<u>1,357,000</u>	48,814	<u>782,938</u>
Fundraising			
Prelim fundraising services & assessment	51,000		58,658
Fundraising	135,000	6,656	80,159
Subtotal Fundraising	<u>186,000</u>	6,656	<u>138,817</u>
Non-construction contingency	90,000		0
Grand Total	<u>\$10,375,000</u>	\$55,470	<u>\$965,073</u>
<u>REVENUE SOURCES</u>			
Bond Proceeds	5,000,000		0
Government grants	1,000,000		65,253
Private Grants/donations	3,375,000	31,225	667,463
Other Financing	1,000,000		0
Total	<u>\$10,375,000</u>	\$31,225	<u>\$732,716</u>
Net Expense			232,356

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, June 8, 2016. A tour of Yellow Banks Park area took place at 5:00 p.m. The meeting was called to order at 6:09 p.m.

- #16-0601 Roll Call
Members Present: Cataldo, Johnson, Northway, Smith, Levis
- #16-0602 Public Comments
None
- #16-0603 Financial Reports.
- #16-0604 Doug Romig, Deputy Director, gave presentation to Board of proposed Jester Park Golf Course Improvements.
- #16-0605 Director Leopold gave brief update on status of the Jester Park Nature Center.
- #16-0606 **MOVED BY** Levis to approve the May 11, 2016 meeting minutes.
Vote Yea: Levis, Smith, Northway, Johnson
Vote Abstain: Cataldo

CONSENT AGENDA

- #16-0607 **MOVED BY** Smith to approve the May 2016 bill list.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway
- #16-0608 **MOVED BY** Smith to approve the cost estimate in the amount of \$13,750 from Sprayer Specialties, Inc., a contingency of \$687, for a total cost not to exceed \$14,437 to build and install a drive under 925 gallon tank unit for dust control on park campgrounds and pre-treat park roads for winter ice control, and authorizing the Board Chair to sign the cost estimate with Sprayer Specialties, Inc.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway
- #16-0609 **MOVED BY** Smith to approve Amendment 1 to the Independent Contractor Agreement with David M. McGhee for Easter Lake Restoration Management for up to 1,000 hours in an amount not to exceed \$70,000 and authorizing the Board Chair to sign said Amendment on behalf of the Board.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway

- #16-0610 **MOVED BY** Smith to approve the cost estimate in the amount of \$31,423 from Grimes Asphalt and Paving Corporation, a contingency of \$3,142, for a total cost not to exceed \$34,565 to construct speed tables at Jester Park, Easter Lake, and Yellow Banks park roads, and authorizing the Board Chair to sign the cost estimate with Grimes Asphalt and Paving Corporation.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway
- #16-0611 **MOVED BY** Smith that the Board determined that granting of said easements to the Wastewater Reclamation Authority (WRA) will not affect the use of the Four Mile Greenbelt for park purposes and recommends to the Board of Supervisors that they grant both temporary and permanent easements to the WRA for bank stabilization and maintenance purposes.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway
- #16-0612 **MOVED BY** Smith to approve accepting the land donated by the City of Des Moines (an in-holding of old road right-of-way within our property formerly known as the J.C. White Sand and Gravel operation) although it is already deeded to and recorded in Polk County's name.
Vote Yea: Smith, Johnson, Levis, Cataldo, Northway

ACTION ITEMS

- #16-0613 **MOVED BY** Cataldo to approve the cost estimate in the amount of \$119,503.50 from Grimes Asphalt and Paving Corporation, a contingency of \$5,975, for a total cost not to exceed \$125,478.50 to widen and pave turning lanes for the new Jester Park entrance road located at NW 128th St., and authorizing the Board Chair to sign the cost estimate with Grimes Asphalt and Paving Corporation.
Vote Yea: Cataldo, Levis, Northway, Johnson, Smith
- #16-0614 **MOVED BY** Northway to approve Cooperative Agreement, subject to Legal approval, by and between Polk County Conservation and the City of Des Moines for the design and construction of improvements for the Ackelson Trail, Evergreen Avenue, sidewalk connections to Easter Lake Park and parking lots and authorizing the Board Chair to sign said Agreement on behalf of the Board.
Vote Yea: Northway, Cataldo, Johnson, Smith, Levis
- #16-0615 **MOVED BY** Smith to approve accepting the \$120,000 grant from NAWCA funding through the Iowa Department of Natural Resources (IDNR) for \$20,000 toward the Kal-Den property (Swan Lake unit) acquisition and \$100,000 toward the development of the old Shaw farm both properties a part of Chichaqua Bottoms Greenbelt and authorize the Board Chair to sign the grant documents.
Vote Yea: Levis, Northway, Cataldo, Smith, Johnson

BOARD DISCUSSION

- #16-0616 Director's Report
 *Additional LAWCON Grant
 *Presented Connie Johnson a plaque for her service to the PCCB
 *Upcoming vacations
- #16-0617 Board Chair and Member's Remarks
 *Succession Planning
 *Johnson thanked staff and other Board Members for opportunity to help
 and to serve

Adjournment

Meeting adjourned at 7:06 p.m.

	Date	July 13, 2016
	Agenda Item No. Roll Call No. Submitted by:	CONSENT 16-0708 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving State mandated revisions to Procurement Policy for Polk County Conservation.

ADDITIONAL INFORMATION:

On September 9, 2015, the Polk County Conservation Board adopted a new Procurement Policy for Polk County Conservation. Recent changes in Iowa's Public Bidding Laws that become effective July 1, 2016 have been incorporated into the Procurement Policy. Specifically, notice to bidders must be issued not less than 13 days and not more than 45 days and notices must be placed in a relevant contractor plan room service such as the Master Builders of Iowa.

It is the staff recommendation that the Board adopts the revised Procurement Policy attached to this communication which establishes the purchasing threshold limits, identifies various processes based on type of procurement; authorizes key employees various procurement rights based on the cost of products or services; and establishes the Agency's disposition of used equipment and furnishings.

The Board Policy being requested for adoption is the first page of the packet. The following pages with the heading PROCUREMENT PROCESS is the procedure to further explain and provide examples for staff but is not a part of the policy being requested for Board approval.

FISCAL IMPACT: N/A

PREVIOUS BOARD ACTION(S):

Date: September 9, 2015

Roll Call Number: 15-0909

Action: Approved Procurement Policy (4 - Yeas; 1 - Absent)

Date: March 13, 2013

Roll Call Number: N/A

Action: Approved Revisions to the 2011 approved policy.

RECOMMENDATION:

Approving Polk County Conservation Procurement Policy effective July 1, 2016.

PROCUREMENT POLICY

PCC Approval 079/1309/156

Dollar Amount	Process	Authority
\$0.01-\$100.00	Petty Cash	Field staff approved by Unit Manager and Unit Managers
\$100-\$5,000	Direct Pay (Charge accounts), No Quotes Required	Field staff approved by Unit Manager and Unit Managers
\$5,000-\$10,000	Written or fax quotes -- three recommended (two are required)	Unit Manager with budget approval by Accountant
\$10,000 +	Informal Competitive Quotes for equipment, supplies and services Three formal quotes recommended (two are required)	Unit Manager approved by Deputy Director/Director
Public Improvements		
\$10,000 - \$93,000	Informal Competitive Quotes Three formal quotes recommended (two are required)	Unit Manager approved by Deputy Director/Director and PCCB approval.
\$93,001 - \$135,000	Formal Competitive Quotes (Sealed Bids) Three formal quotes recommended two are required)	Unit Manager approved by Deputy Director/Director and PCCB approval.
Over \$135,000	Formal Competitive Quotes (Sealed Bids) Three formal quotes recommended (two are required) May require bid bond Official Publication published 134 - 45 days from date of bid opening and placed on PCC website & Master Builders of Iowa Award of bid date shall be published and placed on PCCB agenda 4 - 20 days prior to the Board meeting date.	Unit Manager approved by Deputy Director/Director and PCCB approval. <u>Effective July 1, 2016</u>

Petty Cash:

Purchases using PCC cash on hand or personal funds with original receipt.

Direct Pay/No Quotes:

Supplies and materials less than \$5,000 purchased with PCC credit card or established charge account with original receipt.

Informal Competitive Quotes:

Use of Bid tabulation form detailing bid specifications, list of bidders and tabulation of returned bids with staff recommendation to Accountant.

Formal Competitive Quotes:

Sealed Bids/RFP's with deadline date and time; public bid opening and tabulation. May require architect/engineer specifications and bid bond. Published Notice and Public Hearing required for public improvements.

Threshold Adjustment:

Threshold limits shall be adjusted annually based on the Iowa Department of Transportation's *Bid and Quote Thresholds for Iowa Counties*.

Disposition of Real Property:

Disposal of real property shall be managed by Polk County Conservation employees following Polk County guidelines and reported to the Board on an as needed basis when disposition occurs.

PROCUREMENT PROCESS

Purpose

The purpose of this directive is to outline guidelines for employees for purchasing supplies, services, equipment, and for public improvements.

Applicability

This directive is applicable to any employee who is authorized to purchase supplies, services, equipment and public improvements for Polk County Conservation Board (PCCB) and complies with or exceeds requirements of State Code Statutes.

Definitions

Supplies: Supplies are consumable goods purchased to maintain operations on an annual basis.

Services/Contracts/Agreements: Services are work done or duty performed by outside source and Contracts/Agreements are the written documents that describe the terms for supplying services.

Equipment Purchases: Goods purchased for some purpose; i.e., to do repair or maintenance work, transportation, etc.

Public Improvements: means a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any other public or private agency, emergency work or repair or maintenance work performed by employees of a governmental entity.

Notice to Bidders: Notice of project name; agency name; project ID number; date, time and location Bids can be picked up; contact information for bid packets; date/time sealed bids are due; public letting of bid responses indicating that the bids will be read aloud; and date of public hearing by the PCCB Board for bid award. Additionally, PCC shall post all bid projects in excess of \$50,000 on its website.

Invitation to Bid (ITB): Invitation to vendors, through a bidding process, to submit a proposal on a specific project to be realized or product or service to be furnished.

Request for Proposal (RFP): Document that is posted to bring out bids from potential vendors for a product or service. An RFP is part of an organization's procurement process, which begins with an assessment of needs and ends with delivery and/or support of the finished product or service. RFP is typically used when competitive bidding is either not practicable or not advantageous to PCCB.

Request for Qualification (RFQ): RFQ is issued when exploring or seeking to retain the services of an architect, engineer, or other professional. These fees are not statutorily part of the competitive bid/quote process, however, may be used.

DOCUMENTATION REQUIREMENTS

- Quotes/bids shall be submitted to the Accountant. Quotes/bids shall be scanned and maintained for three years.
- Documentation of rationale used for selections shall be submitted to Accountant.

GRANTS

When working with grants all of the requirements identified in this policy apply unless the conditions outlined in the grant are more stringent in which case those conditions shall apply. Accountant shall be notified of all grant activity (application, approval notices, etc.)

IOWA & LOCAL PREFERENCE -

By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa. To qualify businesses with headquarters, or headquarters of its parent or holding company must reside within the corporate limits of Polk County, Iowa.

At the discretion of the PCCB, preference may be given to Polk County vendors who produce goods or maintain an office in Polk County. Notification of this preference will be included in quote/bid solicitation.

Further, it shall be policy to actively solicit and seek out local vendors of goods and services and to encourage local vendors to stock and supply Iowa-made products.

FEDERAL, STATE, COUNTY AND MUNICIPAL CONTRACTS

Existing contracts available through current Federal, State or County government agencies may be considered, if competitive.

SPLIT PURCHASING (IOWA CODE, CHAPTER 26)

Purchases are not to be broken into smaller quantities to avoid following purchasing guidelines.

TAX EXEMPT

When making any purchase, vendors shall be notified that PCCB is a tax exempt entity. Sales Tax Exemption Certificates may be obtained from the Administration office.

SOLE SOURCE PURCHASE

A purchase may be awarded without competition when the Director determines after a good faith review of available sources that there is only one source for the required goods or services. The basis of the determination shall be documented and maintained on file.

EMERGENCIES

In emergency situations (defined as immediate public health and welfare) the Director may spend up to \$25,000 as necessary to meet the needs of the emergency within 48 hours and inform the PCCB of any emergency spending as soon as possible.

Emergency expenses of \$5,000 to \$25,000 shall be reviewed by PCCB Accountant.

DISPOSAL OF COUNTY PROPERTY -

Unit Managers shall work with Equipment Maintenance Superintendent on equipment disposals. The Equipment Superintendent shall maintain a list of equipment that goes to County auction and shall submit the list of equipment to the Administrative Supervisor to update PCC's inventory.

Disposal of property other than equipment shall be coordinated between the Unit Manager and Deputy Director.

THRESHOLD LIMITS ESTABLISHMENT

The procurement threshold limits shall automatically adjust annually upon the published Bid and Quote Thresholds for Counties by the Iowa Department of Transportation.

SUPPLIES/EQUIPMENT

Amount Levels	Process #	Prior Approval Requirements			
		Unit Manager	Accountant	Deputy / Director	PCCB
\$5,000 or Less	S&E-1	X			
\$5,000 - 10,000	S&E-2	X	X	X	
Greater than \$10,000	S&E-3	X	X	X	X

The following are guidelines for the purchase of supplies:

#S&E-1: \$5,000 OR LESS

- No quotes required; however compare prices as a careful consumer.
- Employee's responsibility to get unit manager's approval prior to purchase.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase; employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment

Examples: hand tools; cameras; chainsaws; general office supplies; ladder; binoculars; tires; filters

#S&E-2: \$5,000 - \$10,000

- Obtaining three quotes recommended, two are required
- Bid requests shall be in written form (company letterhead/email/fax) Information about supply/equipment needs to be specific as it is the vendor's responsibility to quote accordingly.
- Request for purchase shall be made to the Accountant minimum of one week in advance of when purchase is made and shall include quote information
- Accountant shall present purchase request to Deputy Director/Director for approval and shall notify employee of action.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase; employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment
-

Examples: seed; chemicals; rock; some trailers; ATVs; snow blades

#S&E-3: Greater than \$10,000

- To get a particular quality or feature(s) for a product, use an Invitation to Bid (ITB). ITB's are not required but is recommended. Deputy Director shall make the determination.
- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax) Information about supply/equipment needs to be specific as it is the vendor's responsibility to quote accordingly.
- Request for purchase shall be made to the Accountant minimum of two weeks in advance of when purchase would like to be made and shall include quote information.
- Accountant shall present purchase request to Deputy Director/Director for approval and shall notify employee of action.
- Upon Deputy Director/Director approval, item will be placed on PCCB's next monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Upon PCCB approval, Unit Manager or their designee shall obtain purchase order (PO) if invoice is not obtainable at time of purchase.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.
- For equipment purchases, Unit Manager or their designee shall complete inventory sheet along with copy of invoice to Administrative Supervisor immediately following purchase.

Examples: playground soffall material; vehicles; tractors; trail maintenance equipment; chippers

SERVICES/CONTRACTS-AGREEMENTS (INCLUDES PROFESSIONAL CONSULTING SERVICES)

Services

For services that don't fall within service contracts and professional consulting services below, follow the same amount guidelines as identified for supplies/equipment. Examples: public speakers; pest control; repairs to equipment/buildings & grounds by outside sources

Service Contracts

An Invitation to Bidders may be issued and shall include a purchase description and all contractual terms and conditions applicable to the purchase.

A Public Notice in the newspaper is not required but may be done, if it is considered to be of special interest to vendors or the public. Deputy Director shall make the determination. Examples of services that might go through the bid process: haying ground; refuse disposal; cleaning services.

Contracts (Code of Iowa, 573.2)

Make sure truly independent contract. Be sure to not make the person(s) an employee(s). As an aid to determining whether an individual is an employee under the common law rules, 20 factors or elements have been identified as indicating whether sufficient control is present to establish an employer-employee relationship. Go to: <http://www.mdc.edu/hr/Operations/AFS/IRSFactorTest.pdf>

Contracts-Agreements (Includes Professional Consulting Services)

Less than \$10,000

- Request for professional consulting services shall be made to the Accountant a minimum of one week in advance of when services are needed along with documentation explaining rationale for selection.
- No Request For Qualifications or required.
- Accountant shall present request to Deputy Director/Director for approval and shall notify employee of action.
- Written contract required with Director's or their designee's signature.
- Original signed contract shall be submitted to Accountant.
- Invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting invoices promptly to Administration office for payment.

Greater than \$10,000

- Request for professional consulting services shall be made to the Accountant a minimum of two weeks in advance of when services are needed.
- Request For Qualifications (RFQ) may be issued - Deputy Director shall make the determination.
- Individuals with known qualifications may be sent a copy of the RFQ or notified in some other manner.
- Public notice in the newspaper is not required, but may be done if it is considered to be of special interest to vendors or the public - Deputy Director shall make the determination.
- Document rationale for selection and submit to Accountant.
- Upon Deputy Director/Director approval, item will be placed on PCCB's next monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting. Contract or agreement should be included if available.
- Unit Manager shall provide Accountant with contract/agreement prior to Board meeting when possible.

- PCCB Chair shall sign contracts or agreements unless Board authorizes designee through Board action.
- Original signed contract shall be submitted to Accountant

Examples of Contracts/Agreements include: project design work; FEMA consulting; master planning

Contracts (Code of Iowa, 573.2)

Make sure truly independent contract. Be sure to not make the person(s) an employee(s). As an aid to determining whether an individual is an employee under the common law rules, 20 factors or elements have been identified as indicating whether sufficient control is present to establish an employer-employee relationship. Go to:

<http://www.mdc.edu/hr/Operations/AFS/IRSFactorTest.pdf>

PUBLIC IMPROVEMENTS (Chapter 26 and Chapter 573, Code of Iowa)

Procurement thresholds shall be updated annually and shall be based on the published Iowa Department of Transportation Bid and Quote Thresholds for Iowa Counties.

2015 Thresholds		Prior Approval Requirements			
Amount Levels	Process #	Unit Manager	Accountant	Deputy / Director	PCCB
Less than \$10,000	PI-1	X	X		
\$10,000 - \$93,000	PI-2	X	X	X	X
\$93,001 - \$135,000	PI-3	X	X	X	X
Greater than \$135,000	PI-4	X	X	X	X

#PI-1: LESS THAN \$10,000 (Informal Competitive Quotes)

- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax). Information about public improvement needs to be specific as it is the contractor's responsibility to quote accordingly.
- Request for use of funds for public improvement(s) shall be made to the Accountant minimum of two weeks in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase(s); employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.
-

Examples: interpretive/informational signs; utility hookups; reroofing

#PI-2: \$10,000 - \$93,000 (Informal Competitive Quotes)

- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax). Information about public improvement needs to be specific as it is the contractor's responsibility to quote accordingly.
- Request for use of funds for public improvement(s) shall be made to the Accountant minimum of one month in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.
- Upon Deputy Director/Director approval, project will be placed on PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.

- Performance bond and payment bond necessary for projects over \$25,000.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

Examples: picnic shelters; vault toilets; campground electrification

#PI-3: \$93,001 – \$135,000 (Formal Competitive Quotes - Sealed Bid)

- Obtaining three formal quotes recommended, two are required.
- Contractor's shall provide quotes based on description of work to be performed provided by PCCB, including the plans and specifications prepared by a licensed architect, landscape architect, or engineer, if applicable.
- Designate the time, place, and manner for filing quote.
- All bid projects in excess of \$50,000 shall be posted on the PCC's website.
- Projects proposed to be completed "in house" over #67,000 should be competitively bid.
- Request for use of funds for public improvement(s) shall be made to the Accountant a minimum of two months in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.
- Upon Deputy Director/Director approval, project will be placed on PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Performance bond and payment bond necessary for projects over \$25,000
- Retainage up to 5% of work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

Examples: larger shelters; shower buildings; trail bridge

#PI-4: Greater than \$135,000 (Formal Competitive Quotes - Sealed Bid)

- Licensed engineer, landscape architect or architect shall prepare plans, specs, and establish the estimated cost of the project.
- A Request for Qualifications (RFQ) may be issued when seeking these services, but is not required. Deputy Director shall make this determination.
- These fees are not statutorily part of the competitive bid/quote. Rationale for making selection shall be documented and submitted to Accountant.
- Deputy Director/Director approval of licensed engineer, landscape architect, or architect required. If approved, selection will be placed on the PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Upon completion of the plans and specifications an Official Publication shall be published for the Request for Proposal (RFP) or ITB not less than 134 days nor more than 45 days from date sealed bids are due. Notification of intent to procure deliverables shall also be placed on the PCC website, Master Builders of Iowa and when possible direct delivered to potential responders via U.S. Postal Service or email.
- Awarding of bid date and date of public hearing shall be placed in the Official Publication.

- Contract award shall be held through a Public Hearing at a PCCB meeting. The Board will approve plans, specifications, form of contract documents and the engineer/architect's estimate and designating lowest responsible bidder.
- Notice of Public Hearing shall be published 4 to 20 days prior to the date of Board meeting.
- Public hearing and award of bid will be placed on the PCCB's monthly meeting agenda.
- Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Performance bond and payment bond necessary for projects over \$25,000 for amount of project.
- Retainage of 5% of work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Minimum of 5% Bid Bond is required (not to exceed 10%)
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

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

Lease of Public Facilities:

Under Iowa Code 331.361 (2): In disposing of an interest in real property by sale or exchange, by lease for a term of more than three years, or by gift, the following procedures shall be followed, except as otherwise provided by state law:

- a) The board shall set forth its proposal in a resolution and shall publish notice of the time and place of a public hearing on the proposal, in accordance with section 331.305;
- b) After the public hearing, the board may make a final determination on the proposal by resolution.

Summary: State law, County and administrative policies combine and interact to create a sometimes, complex procurement system. Divisions are not expected to completely know or understand that system, and should rely on the PCC Accountant or Deputy Director for help. Feel free to contact Carol Ann at (515) 323-5368 or Doug Romig at (515) 323-5355.

	Date	July 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0709 Wayne Johnson Construction Maintenance Manager

AGENDA HEADING:

Approving cost estimate for Fort Des Moines Park roads and parking areas asphalt paving overlay and repair; Fort Des Moines Park - \$150,000.

INFORMATION:

Asphalt repair and overlay is needed on approximately 22' x 1,700' of the existing Fort Des Moines Park road in various areas. Also there are 2 small gravel pull off parking lot areas that need paved as well as install 2 speed tables.

Grimes Asphalt and Paving Corp. is currently under contract with Polk County Secondary Roads for County wide road paving work so this has gone through an accepted bid process and PCCB can use the approved bid quantity amounts for this work. The funding for this work is coming from the Polk County Water & Land Legacy bonds (Park Roads) fund and is separate from the Board approved master plan improvements to Fort Des Moines Park.

FISCAL IMPACT:

Amount: \$150,000

Funding Source: Polk County Water and Land Legacy Bond

PREVIOUS BOARD ACTION(S):

Date: January 9, 2013

Roll Call Number: NA

Action: Approved PCWLL 3 Year Implementation Plan. (3 - Yeas; 1 - Absent)

RECOMMENDATION:

Approving a cost estimate of \$150,000 for Fort Des Moines Park roads, parking areas, and speed table work, and work with Polk County Secondary Roads and Grimes Asphalt to complete the work.

	Date	July 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0710 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving Change Order No. 3 with Dredge America for Easter Lake dredging; Easter Lake Park - \$39,938.

INFORMATION:

On December 17, 2015, by Roll Call No. 15-1202, the Polk County Conservation Board approved the contract for dredging operations at Easter Lake with Dredge America. In order to complete the wet dredging, piping needed to be installed between Easter Lake and the deposit site across the Des Moines River.

Staff worked with the Des Moines Waster Water Reclamation Authority to utilize an easement they had across a private landowner's property. During the placing of the pipe, the landowner requested that Polk County Conservation purchase their land in order to access the deposit site as they did not want to provide a temporary easement. The cost for acquisition was prohibitive and a low water crossing along Yeader Creek was designed to address this need.

The cost associated for this required access has been reviewed and approved by the Iowa Department of Natural Resources who is cost-sharing on this project at a 75% to 25% ratio.

FISCAL IMPACT:

Amount: \$39,938 and associated maintenance costs for low water crossing

Funding Source: Authorized project budget

PREVIOUS BOARD ACTION(S):

Date: December 17, 2015

Roll Call Number: 15-1202

Action: Approved plans, specifications, form of contract documents, engineer estimates and designating lowest responsible bidder as Dredge America in the amount of \$5,165,5267 (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. (3 - Yeas; 2 - Absent)

RECOMMENDATION:

Approving Change Order No 3. with Dredge America in the amount of \$39,938 plus maintenance costs for a low water crossing along Yeader Creek and authorizing the Board Chair to sign said Change Order.

	Date	July 13, 2016
	Agenda Item No. Roll Call No. Submitted by:	CONSENT 16-0711 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving issuance of Golf RFP and potential for debt financing capital improvements; Jester Park Golf Course.

INFORMATION:

During the June, 8, 2016 Board meeting staff presented capital renovation plans that would relocate the Jester Park Golf Course Practice and Learning Center from its current location to be incorporated within the 9-hole par 3 course along with other golf course related improvements. By relocating the Practice and Learning Center, this 15 acre space would be restored to wetland and tall grass prairie as an extension to the Jester Park Nature Center.

Upon consultation with the Polk County Finance Director, a funding plan for the proposed capital improvements is in development. One funding mechanism would be to have Polk County Conservation debt finance these improvements through a loan from Polk County and bond financing as part of an Urban Renewal Area. Polk County Water and Land Legacy bonds would fund the clubhouse and road improvements as published. A copy of the debt financing plan is attached to this communication. An alternative option that will be incorporated into the RFP would be for the Golf Course operator to debt finance all of the improvements.

Staff plans to finalize the Golf Course RFP by the end of July with issuance in late July or early August and proposals being due in early/mid September with formal action by the Board at their November Board meeting. The RFP Steering Committee shall be comprised of Jim Cataldo, Board Member; Jessica Kramer, Women's League Chair; John Webb, Men's League Chair; Steve Smith, Johnston H.S. Golf Coach, and Doug Romig, Deputy Director. Assistance will also be provided by Carol Ann Carlson and Polk County Finance Department (fiscal analysis).

FISCAL IMPACT: N/A

PREVIOUS BOARD ACTION(S):

Date: June 8, 2016

Roll Call Number: 16-0604

Action: Golf Course/Nature Center improvement presentation

Date: September 17, 2007

Roll Call Number: N/A

Action: Approved Golf Course Management Agreement with H.G. Golf Properties, LLC (4 - Yeas)

RECOMMENDATION:

Authorize staff to issue Golf Course RFP and pursue capital project financing including debt financing options.

Jester Park Golf Course Capital Projects

Sources	Annual	20-yr Total	Notes	
Golf Enterprise	\$180,000	\$3,600,000	Funding based on use of 90% of contract proceeds	
Golf Surcharge	\$50,000	\$1,000,000	Funding based on 100% pass-through	
REAP	\$87,000	\$870,000	Funding based on 60% of past 2-year average (10-yrs)	
Total Sources	\$317,000	\$5,470,000	Any additional funding will retire County loan & REAP funds	
Project Elements				
Reconstruction of Par 3 Course		Cost Est.	Funding Source	
Work includes construction of all 9 greens and tees, sand bunkers, earthwork and grassing		\$1,121,000	Bonds	
Construction of new Practice Area				
Work includes construction of new 20-station practice tee, new chipping green and bunker, fairway target greens, cart parking, earthwork and grassing		\$413,000	Bonds	
Hole no. 11 and 17				
Includes construction of new tees on hole no. 11 to convert hole to a par 4. Work on hole no. 17 includes new green, new cart path, clearing, existing green removal, and grassing		\$206,500	Bonds	
Irrigation				
This includes new, double row irrigation system with pump station. If needed, pond dredging and deep well situation may need to be analyzed.		\$2,000,000	\$1.0mm County \$1.0mm Bond	
Road Removal				
Includes removal of NW Jester Park Drive at the fork and interal park road up to the Ranger residence.				
Road Removal - 15,600 sq. yd. (.25 miles) @ \$7.00 / sq. yd. Includes NW Jester		\$129,800	Public Works	
Clubhouse Renovations				
Includes upgrading kitchen area for a more robust menu and potential expansion for larger indoor seating, merchandise area.		\$250,000	PCWLL bond	
Demolition & Road reconstruction - Jester Park Entrance				
Realignment of Jester Park Admin road entrance; demolition of Equipment Maintenance Building		\$150,000	PCWLL bond	
Project costs contain 8% A&E and 10% Contingency except irrigation system and clubhouse				
Sub Total Estimated Costs:		\$3,740,500		
Total Project Costs:		\$4,270,300		
Uses	Total	Annual Payment	Term	Interest
County Loan	\$1,000,000	\$ 125,000	8 years	0%
Bonds	\$2,750,000	\$ 175,000	20 years	2.50%
Total Uses	\$3,750,000	\$ 300,000		
Debt financing will cover the Sub Total costs (\$3,740,500). Use of funds from Public Works and the Polk County Water & Land Legacy bond will cover the clubhouse renovations, road construction and Equipment Maintenance demolition (\$529,800).				

	Date	July 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0712 Douglas C. Romig Deputy Director

AGENDA HEADING:

Receive and File Polk County Conservation Special Event Permit and Vendor fees changes and permitting process.

INFORMATION:

Polk County Conservation has a Special Event Permit Application and fee schedule related to use of County parks and trails for private/public events. The fees and charges associated with use of Polk County Parks has not been adjusted in over 5 years. In addition, there has not been a provision to secure fees from vendors associated with special events held on County parkland.

With the recent cooperative agreement with the Great Outdoors Foundation, several special events are being planned within the County's park system. Additionally, completion of the Ackelson Trail at Easter Lake and interest in hosting concerts at Jester Park has elevated the need to address this issue.

The specific changes would include adding a park use fee that would cost \$10.00 per hour for park use events that didn't impact the general public access to these spaces or \$250.00 one-day fee for events that restricted general public access. One example would be a timed athletic event that has a paid registration and closes a section of trail or park area for the race. Larger events/festivals would be negotiated on a case by case basis. Other changes include adjustments to equipment/staff use fees.

The Vendor Application would allow for the use of public lands for the sale of goods and services of or on Polk County managed property. This could range from harvesting of acorns to selling of food and beverages at a special event on park property. Fees would be based on the sale of goods or services of items less than \$10.00 with a varying fee structure based on the number of attendees to the event. For example an event expected to draw less than 500 people, each vendor would be charged \$25.00 for the right to sell their goods/services whereas an event drawing over 5,000 people each vendor would pay \$350.00 for that right.

Attached to this communication is a DRAFT Special Event Permit and Vendor Application along with recommended fee adjustments. Staff will reach out to our existing annual park event users to share with them the recommended changes in this process that would come back to the Board this fall with an implementation of January 1, 2017.

FISCAL IMPACT: TBD

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION:

Receiving and Filing Polk County Conservation Special Event Permit and Vendor applications and associated fee adjustments.

SPECIAL EVENT PERMIT APPLICATION

**Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109
515.323.5300 Phone
515.323.5354 Fax**

**For specific park information regarding
your event, contact:**

Jester Park – 515.249.3229
Thomas Mitchell Park – 515.249.1753
Easter Lake Park – 515.249.1543
Yellow Banks Park – 515.250.1031
Chichaqua Bottoms Greenbelt – 515.249.2515
Ft. Des Moines Park – 515.249.1543

*In order to determine if your event will require a Special Event Permit from the Polk County Conservation Board, you must begin the application process at least a minimum of 45 days prior to the requested date of the event. **Advertising your event prior to receiving a signed Special Event Permit is not allowed.** This application must be completed in its entirety before a permit will be issued.*

1. EVENT INFORMATION:

NAME OF EVENT (Example: Smith/Doe Wedding, ABC Company Annual Picnic, etc.)

DATE OF EVENT: _____ **LOCATION:** _____

(Example: Jester Park, Shelter #1)

STARTING TIME: _____ **ENDING TIME:** _____

TYPE OF EVENT:

A) Ceremony _____

B) Company Activity _____

C) Bike Event _____

D) Race Event _____

E) Golf Outing _____

F) Fund Raiser _____

G) Cultural Event _____

H) Other _____

(Please List)

DESCRIBE ACTIVITIES AT THE EVENT:

2. CONTACT INFORMATION:

PERSON RESPONSIBLE FOR APPLICATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT TELEPHONE NUMBER: DAY _____ **EVENING** _____

FAX: _____ **EMAIL:** _____

ALTERNATE CONTACT PERSON: _____

ALTERNATE CONTACT NUMBERS: DAY _____ **EVENING** _____

3. EVENT DETAILS:

A. PARTICIPANTS:

- Number of People _____
- Number of Vehicles _____
- Invited Guests Only _____ Yes _____ No
- Open to General Public _____ Yes _____ No
- Organization/Club Members Only _____ Yes _____ No
- Registered Participants Only _____ Yes _____ No

B. VENDOR PARTICIPANTS (Appropriate vendor permits are required and must be posted at each vendor site on the day of the event):

- Number of Vendors _____
- List of Vendors:

_____	_____
_____	_____
_____	_____
_____	_____

C. SPECIAL CIRCUMSTANCES (Describe if any of the items listed below will be brought in by the user for the event. All items brought in must be removed immediately following the event otherwise maintenance staff fees may be assessed. Insurance coverage may be required for some activities listed below):

- Tents _____ Yes _____ No _____ Qty.
 - If yes, describe tent, size, number and location _____
- Inflatable Bounce Houses/Toys/Slides _____ Yes _____ No
 - If yes, describe type, number and location _____
- Amplified Music _____ Yes _____ No
 - If yes, describe use of _____
- Banners* _____ Yes _____ No
 - If yes, describe use of _____

* Banners may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Signs* _____ Yes _____ No
 - If yes, describe use of _____

* Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Trash Containers _____ Yes _____ No
 - Date Brought In: _____ Date Removed: _____

- Portable Toilets _____ Yes _____ No _____ Qty.
 - Date Brought In: _____ Date Removed: _____
- Alcoholic Beverages to be Served? _____ Yes _____ No _____ Qty.
(Intoxicating liquors are not allowed; beer and wine only. Sec. 27 – Polk County Conservation Rules and Regulations)

D. INSURANCE - Polk County Conservation’s liability insurance excludes the use of aircraft on park property including hot-air ballons, planes, helicopters, ultra-lights and parachutes. Applicants of special events may be required to furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting Polk County, the Polk County Conservation Board, its officers, elected officials, and employees, agents and assigns from any and all claims which may result from or in connection to the special event. Polk County and the Polk County Conservation Board must be named as “Additional Insureds” on the certificate. Applicants must, if required by the Polk County Conservation Board, produce a copy of the policy with all endorsements. Polk County Conservation must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The Polk County Risk Manager will determine all specific limits and types of insurance appropriate for the special event. Proof of insurance (if applicable) must be received by Polk County Conservation before a Special Event Permit will be issued.

E. SPECIAL PROVISIONS (Need for items provided by Polk County Conservation staff):

- Extra Picnic Tables (\$20 for each additional added to area) _____ Yes _____ No
 - Number of extra tables requested _____
- Ranger/Security Staff (\$40/hour per staff person) _____ Yes _____ No
 - Number of staff requested _____
- Maintenance Staff (\$75/hour per staff person) _____ Yes _____ No
- Other (Describe) _____

**Events serving alcohol shall require one Park Ranger to be on-site during said event.*

F. TRAFFIC & EMERGENCY SAFETY

- Access to Event – Do you anticipate that your event will interfere with non-participating vehicle traffic, crowd and/or traffic control _____ Yes _____ No _____ unsure
- Emergency Preparedness --Do you anticipate the need for first aid booths, fire/rescue units present during your event? _____ Yes _____ No _____ unsure

G. FEES/CHARGES/DEPOSITS – All fees, charges and deposits must be paid before a Special Event Permit will be issued.

- **Rental Charges** – Associated rental facility fees and damage deposits shall apply should a facility within the PCC jurisdiction be used in conjunction with the event.
- **Administration Fee** – A \$50.00 administration fee will be charged to process the Special Event Application and must be received by PCC before permit will be issued.
- **Damage Deposit** – A damage deposit (amount determined by PCC staff) may be required. Following the event, PCC staff will inspect the area and if the area is not left in the condition prior to the event, the damage deposit will be forfeited. If the dollar amount for any repair/clean-up exceeds the deposit, additional fees at \$75/hr/maintenance person will apply. The party shall be billed for the balance and shall be paid in full no more than 30 days from the billing date.

PCC looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application, enclosed appropriate fees and understand the conditions under which it is issued and agree to comply with these conditions for this event.

Signature: _____ Date: _____

Print Name: _____

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the Polk County Conservation Board. The names and addresses of those who obtain the permit are not reported, but are kept on file at the Conservation Board office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of permit. Failure to meet the terms of this Special Event Application may prompt additional fees to be charged at a rate to be determined by the Polk County Conservation Board.

OFFICE USE ONLY:

(PCC Staff: Please complete this section in case this sheet gets separated from original application).

Date of Event: _____ Location: _____

Name of Event: _____

Contact: _____

Address: _____

	Street	City	State	Zip Code
Verification of Fees:	<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total</u>
	Park Use Fee	\$250.00 (if public use is restricted) Or \$10.00 per hour	_____	_____
	Ranger/Security Staff	\$40.00/Hr.	_____	_____
	Picnic Tables	\$20.00 Ea.	_____	_____
	Maintenance Staff	\$75.00/Hr./Person	_____	_____
	Vendor Fees:	\$25.00/ea.	_____	_____
	Administration Fee:	\$50.00	_____	_____
	Other Fees:		_____	_____

Damage Deposit Recommended: Amount \$ _____

(Continued on next page.)

Special Considerations and Conditions:

Initials: _____

Approved by Park Ranger: _____ Date: _____

Approved by PCCB Deputy Director: _____ Date: _____

SPECIAL EVENT PERMIT

Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109
515.323.5300 Phone
515.323.5354 Fax



Special Event Permit #: _____

PERMIT GRANTED TO: _____

DATE OF EVENT: _____ **LOCATION:** _____

The issuance of this permit is subject to the following terms, conditions and fees (if applicable).

***FEES:**

<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total Item Fee</u>
Park Use Fee	\$250.00 (if public use is restricted) Or \$10.00 per hour	_____	_____
Ranger/Security Staff	\$40.00/Hour	_____	_____
Picnic Tables	\$20.00 Each	_____	_____
Maintenance Staff	\$75.00/Hour/Person	_____	_____
Administration Fee	\$50.00	_____	_____
Deposit:	\$ _____	Less deposit (_____)	

Total Fees for Event: \$ _____

* Additional fees may be incurred for any changes during the application process and issuance of the Special Event Permit.

Terms/Conditions:

- A. This document and the Special Events Application shall constitute the Special Events Permit and shall be used to interpret any conflicts of information herein.
- B. That the proposed use of the land shall be without cost, expense or obligation on the part of the Polk County Conservation Board;
- C. That no permanent facilities or structures of any kind will be constructed, erected or maintained;
- D. Proof of insurance may be required for your event. If applicable, permittee agrees to indemnify and hold the Polk County Conservation Board, Polk County Government, Elected Officials, Agents and Assigns harmless from liability for all claims for damages to or injury

Vendor Application Instructions



Polk County Conservation allows for the use of public lands for the sale of goods and services, environmental enhancements, educational purposes, etc. subject to the following terms and conditions. The sale of goods and services include but are not limited to: food, beverage and novelty items less than \$10.00 each.

- I. Use of public managed lands for programs, services or other benefits may be allowed by permit.
- II. Sales of goods or services are allowed when in conjunction with a special event for a limited time period (timed athletic event, one-day special event, etc.). Any concession exceeding more than six events during a calendar year shall be negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee.
- III. Temporary Concession Fees shall be established as follows:

Number of Attendees/Participants	Fee
Less than 500	\$25.00
500 - 999	\$100.00
1,000 - 1,999	\$150.00
2,000 - 2,999	\$200.00
3,000 - 3,999	\$250.00
4,000 - 4,999	\$300.00
5,000 - 5,999	\$350.00
6,000 - 6,999	\$400.00
7,000 - 7,999	\$450.00
8,000 - 8,999	\$500.00
9,000 - 9,999	\$550.00
10,000 +	\$600.00

- IV. Commercial harvest of or production of product for sale using publically owned or managed property is prohibited under this permitting process, however, special requests for commercial production of commodities may be evaluated and negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee. Items may include but are not limited to wood, acorns, honey, etc. Such requests may require a competitive bidding process to ensure an equal and fair opportunity for all interested parties and may include the award of multiple permits.
- V. Interested parties shall complete the Vendor Application Permit Form for review and evaluation by Polk County Conservation regarding the validity of the request and determination of the type of permit required and associated fees subject to the nature of the request.

Vendor Application Permit Form



Event Information:

Event Name _____

Event Location _____

Event Contact: Cell Phone _____ Email _____

Vendor Information: *(Please print legibly)*

Business Name _____

Products/Services Offered _____
(Please provide a complete list of products/services and pricing that will be charged at this event. Provide a separate sheet if needed and include the name of the event and your business name.)

Contact Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Website _____

Your signature below indicates your agreement with the following policies:

- We shall only provide the products/services listed on this application or in the attachment which by this reference is a made a part hereof.
- All information, both written and verbal, will be presented in a way that does not denigrate any belief or lifestyle.
- Enclose payment of \$ _____ made payable to Polk County Conservation for this right.

Signature _____ Date _____

You can return this form electronically to Polk County Conservation at PCCB_info@polkcountyiowa.gov or mail to:

Polk County Conservation
11407 N.W. Jester Park Drive
Granger, IA 50109

Approved _____ Date _____
Authorized Representative of Polk County Conservation

Map attached _____

	Date	July 13, 2016
	Item No. Roll Call No. Submitted by:	CONSENT 16-0713 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving sale of beer and wine within Jester Park for joint special event with the Great Outdoors Foundation.

INFORMATION:

On December 9, 2015, by Roll Call No. 15-1223, the Polk County Conservation Board approved a Memorandum of Understanding with the Great Outdoors Foundation (GOF) to aid in managing four to six annual special events to support the Jester Park Nature Center and ongoing park operations.

On Sunday, September 4, 2016, Polk County Conservation and the GOF will be jointly hosting an event entitled "Glow Wild" a family friendly environmental education and participatory activities (pony rides, crafts, children's maze) with the night capping off with a live band and bonfire. As a part of this event the Great Outdoors Foundation would like to acquire a liquor license for the sale of beer and wine. We will have non-alcoholic beverages and food vendors on-site as well.

Staff is supportive of this request and Board approval is required in order for the GOF to obtain their liquor license.

FISCAL IMPACT:

Amount: \$20,000 estimate

Funding Source: Revenues from event to support Nature Center.

PREVIOUS BOARD ACTION(S):

Date: December 9, 2015

Roll Call Number: 15-1223

Action: Approved Memorandum of Understanding with the Great Outdoors Foundation. (4 - Yeas; 1 - Absent)

RECOMMENDATION:

Approving the sale of beer and wine within Jester Park on Sunday, September 4, 2016 for the Glow Wild event jointly sponsored by the Great Outdoors Foundation.



Date July 13, 2016

Item No. ACTION
 Roll Call No. 16-0714
 Submitted by: Douglas C. Romig
 Deputy Director

AGENDA HEADING:

Approving pay scale for seasonal and intermittent Polk County Conservation positions; \$23,736.

INFORMATION:

Polk County Conservation's seasonal and intermittent employees pay rate has been static for over five-years. In addition to these pay rates not being adjusted to reflect market conditions, there has only been a single pay rate for each job classification. This past year (FY14/15), Polk County increased Polk County Conservations seasonal salary line item with a four percent increase.

In visiting with Polk County's Human Resources Department they have informed us that since the wages for our seasonal and intermittent employees comes out of our operating budget that the Polk County Conservation Board has the authority to establish the pay rates and any form of seasonal increase to address this need. In evaluating the current positions held by Polk County Conservation's seasonal and intermittent employees compared to Polk County's and the City of Des Moines seasonal pay rates, staff has developed a seasonal pay scale that would provide returning employees an opportunity to receive a pay increase upon their return the next season or at 1,040 for intermittent employees. The benefits to Polk County Conservation include attracting and retaining quality employees by increasing the base pay in addition to having the ability to provide pay increases to returning employees who don't have to be re-trained to complete their assigned tasks.

The following table illustrates the recommended pay scale for Polk County Conservation's seasonal and intermittent positions:

Position	Current	Season 1	Season 2	Season 3	Season 4	Season 5
Park Assistant	\$ 7.47	Eliminate job classification				
Stable Attendant	\$ 7.73	\$ 9.50	\$ 9.69	\$ 9.88	\$ 10.08	\$ 10.28
Stable Laborer I	\$ 9.25	\$10.00	\$10.20	\$ 10.40	\$ 10.61	\$ 10.82
Clerk	\$ 10.08	\$10.15	\$10.35	\$ 10.56	\$ 10.77	\$ 10.99
Campground Attendant	\$ 10.41	\$10.50	\$10.71	\$ 10.92	\$ 11.14	\$ 11.37
Conservation Laborer I	\$ 10.41	\$10.50	\$10.71	\$ 10.92	\$ 11.14	\$ 11.37
Conservation Laborer II	\$ 11.14	\$11.25	\$11.48	\$ 11.70	\$ 11.94	\$ 12.18
Service Technician/Mechanic	\$ 11.14	\$11.25	\$11.48	\$ 11.70	\$ 11.94	\$ 12.18
Cabin Attendant	\$ 11.14	\$11.25	\$11.48	\$ 11.70	\$ 11.94	\$ 12.18
Assistant Riding Instructor	\$ 11.33	\$11.50	\$11.73	\$ 11.96	\$ 12.20	\$ 12.45
Work Crew Transporter/Sup.	\$ 13.37	\$13.50	\$13.77	\$ 14.05	\$ 14.33	\$ 14.61
Assistant Naturalist*	\$ 12.00	\$14.00	\$14.28	\$ 14.57	\$ 14.86	\$ 15.15

Outreach Technician*	\$ 12.00	\$14.00	\$14.28	\$ 14.57	\$ 14.86	\$ 15.15
Horticulturalist	\$ 17.24	\$17.25	\$17.60	\$ 7.95	\$ 8.31	\$ 8.67
Park Officer	\$ 20.49	\$21.00	\$21.42	\$ 21.85	\$ 22.29	\$ 22.73

Suggested pay rates for seasonal/intermittent positions. Pay raises would be available to returning employees that received a favorable end of season evaluation or at 1,040 hours worked.

* Positions require Bachelor's degree.

FISCAL IMPACT:

<u>Amount:</u>	<u>\$23,736</u>
Administration	\$ 236
Community Outreach	\$ 2,330
Construction Maintenance	\$ 807
Environmental Education	\$ 4,237
Equestrian Center	\$14,083
Jester Park Cabins	\$ 129
Natural Resources	\$ 1,085
Park Advocacy Unit	\$ 829

Funding Source: Polk County Conservation operating budgets listed above under the "Extra Help" line item.

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION:

Approving the adjustment in base pay and five-step pay scale for Polk County Conservation's seasonal and intermittent job positions effective July 1, 2016 and directing staff to re-evaluate said pay scale in 2019 for any market adjustments subject to Polk County Board of Supervisors approval,