



# BOARD MEETING

September 14, 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) Jester Park Nature Center Update
- 5) 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.

- 6) **Approving** August 2016 bill list.
- 7) **Approving** appointment of Katherine Mary Jones for the open committee position on the Trails and Greenways Advisory Committee for a two year term.
- 8) **Receive and File** proposed policy designed to manage and protect archeological resources within Polk County Conservation Board managed lands.
- 9) **Authorizing** commitment of Polk County Water and Land Legacy bond funds to leverage Natural Resources Conservation Service DNR 319 funds related to the Easter Lake watershed project.
- 10) **Approving** PCC to apply for a Water Recreation Access Cost- Share Program (WRAC) in the amount of \$22,481 from the Iowa Department of Natural Resources at Yellow Banks Park.
- 11) **Approving** purchase of two bridges from Custom Manufacturing for installation at Yellow Banks Park. - \$51,700.
- 12) **Approving** purchase in an amount not to exceed \$36,000 for six (6) digital display radar speed limit signs from Grainger Industrial Supply for installation at Chichaqua Bottoms Greenbelt, Easter Lake, Fort Des Moines, Jester, Thomas Mitchell and Yellow Banks parks
- 13) **Ratifying** action taken by poll vote of the PCCB authorizing execution of contract with RW Excavating for a 48 inch, 56 feet long culvert replacement along the Gay Lea Wilson Trail in an amount not to exceed \$24,486.
- 14) **Approving** reimbursable electrical installation from Mid American Energy and related work to bring electricity and water to the pasture on N.W. 107th Street for Equestrian Center operations. - \$15,000 estimated cost

### ACTION ITEMS

- 15) **Approving** staff seeking incorporation of the PCC Park Rangers into the Polk County Sheriff's Office Patrol Rifle Program and authorization to spend up to \$16,300 in initial costs and up to \$4,300 in recurring costs for equipment from existing budget.
- 16) **Approving** nomination(s) for PCCB Officer vacancy(ies).
- 17) **Receive and File** staff presentation on Jester Park Equestrian Center operations and provide direction regarding Guiding Principles; individual program/operation subsidies and implementation timeline.

### BOARD DISCUSSION

- 18) Director's Report
- 19) Board Chair and Members' Remarks

## **CLOSED SESSION**

20) Land Acquisition

## **ADJOURNMENT**

### **Upcoming Events**

September 18: Great Outdoors Foundation Rolling Adventure on the Chichaqua Valley Trail

September 24-25: Iowa Outdoor Expo, Des Moines Izaak Walton League

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](http://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](mailto:pccb_info@polkcountyiowa.gov)*

## 2015-2016 Revenue Budget

- as of 08/31/15 (16.67% of budget year expired)

| UNIT #                                     | UNIT                      | Revenue Budget      | Total Revenues Received | Balance Due         | % Received   |
|--|---------------------------|---------------------|-------------------------|---------------------|--------------|
| <b>General - Fund 1</b>                    |                           |                     |                         |                     |              |
| 0213                                       | Equipment                 | \$ 5,000            | \$ -                    | \$ 5,000            | 0.0%         |
| 6006                                       | Environmental Ed          | \$ 59,000           | \$ 4,622                | \$ 54,379           | 7.8%         |
| 6009                                       | Natural Resources         | \$ 78,710           | \$ 57                   | \$ 78,653           | 0.1%         |
| 6101                                       | Administration            | \$ 145,000          | \$ 14,546               | \$ 130,454          | 10.0%        |
| 6103                                       | Community Outreach        | \$ -                | \$ -                    | \$ -                | 0.0%         |
| 6104                                       | Conservation Grants       | \$ -                | \$ -                    | \$ -                | 0.0%         |
| 6110                                       | Parks Advocacy Unit       | \$ 409,100          | \$ 152,431              | \$ 256,669          | 37.3%        |
| 6119                                       | Construction/Maint.       | \$ 1,000            | \$ -                    | \$ 1,000            | 0.0%         |
| 6124                                       | Equestrian Center         | \$ 300,000          | \$ 48,387               | \$ 251,613          | 16.1%        |
| <b>Sub-Total - General Fund 1</b>          |                           | <b>\$ 997,810</b>   | <b>\$ 220,043</b>       | <b>\$ 777,767</b>   | <b>22.1%</b> |
| <b>REAP - Fund 26</b>                      |                           |                     |                         |                     |              |
| 0211                                       | Resource Enhancement      | \$ 156,400          | \$ 33                   | \$ 156,367          | 0.0%         |
| <b>Reserve - Fund 50</b>                   |                           |                     |                         |                     |              |
| 0210-0214                                  | Special Projects          | \$ -                | \$ -                    | \$ -                | 0.0%         |
| <b>Bond - Fund 51</b>                      |                           |                     |                         |                     |              |
| 0210                                       | Water & Land Dev & Trails | \$ 2,612,500        | \$ 235,324              | \$ 2,377,176        | 9.0%         |
| <b>Conservation Enterprises - Fund 286</b> |                           |                     |                         |                     |              |
| 6121                                       | Golf Course               | \$ 218,500          | \$ 68,032               | \$ 150,468          | 31.1%        |
| 6123                                       | JP Cabins                 | \$ 85,500           | \$ 17,565               | \$ 67,935           | 20.5%        |
| <b>Sub-Total - Enterprises Fund 286</b>    |                           | <b>\$ 304,000</b>   | <b>\$ 85,597</b>        | <b>\$ 218,403</b>   | <b>28.2%</b> |
| <b>Grand Total - Conservation</b>          |                           | <b>\$ 4,070,710</b> | <b>\$ 540,997</b>       | <b>\$ 3,529,713</b> | <b>13.3%</b> |

## 2015-2016 Expense Budget

- as of 08/31/15 (16.67% of budget year expired)

| UNIT #                                     | UNIT                           | Expense Budget       | Total Expended      | Balance Remaining    | % Expended   |
|--|--------------------------------|----------------------|---------------------|----------------------|--------------|
| <b>General - Fund 1</b>                    |                                |                      |                     |                      |              |
| 0213                                       | Equipment                      | \$ 188,500           | \$ 175,233          | \$ 13,267            | 93.0%        |
| 6006                                       | Environmental Ed               | \$ 407,974           | \$ 85,259           | \$ 322,715           | 20.9%        |
| 6009                                       | Natural Resources              | \$ 787,090           | \$ 145,292          | \$ 641,798           | 18.5%        |
| 6101                                       | Administration                 | \$ 1,054,907         | \$ 201,549          | \$ 853,358           | 19.1%        |
| 6103                                       | Community Outreach             | \$ 205,289           | \$ 31,302           | \$ 173,987           | 15.2%        |
| 6104                                       | Conservation Grants            | \$ -                 | \$ -                | \$ -                 | 0.0%         |
| 6110                                       | Parks Advocacy Unit            | \$ 1,039,639         | \$ 196,362          | \$ 843,277           | 18.9%        |
| 6119                                       | Construction/Maint.            | \$ 989,886           | \$ 228,637          | \$ 761,249           | 23.1%        |
| 6124                                       | Equestrian Center              | \$ 611,818           | \$ 150,162          | \$ 461,656           | 24.5%        |
| <b>Sub-Total - General Fund 1</b>          |                                | <b>\$ 5,285,103</b>  | <b>\$ 1,213,795</b> | <b>\$ 4,071,308</b>  | <b>23.0%</b> |
| <b>General Supplemental - Fund 2</b>       |                                |                      |                     |                      |              |
| All Units                                  | Benefits (PERS/FICA/Ins, Etc.) | \$ 1,163,201         | \$ 205,794          | \$ 957,407           | 17.7%        |
| <b>Risk Management - Fund 3</b>            |                                |                      |                     |                      |              |
| 6100                                       | Insurance, Med., Work. Comp.   | \$ 96,300            | \$ 35,096           | \$ 61,204            | 36.4%        |
| <b>REAP - Fund 26</b>                      |                                |                      |                     |                      |              |
| 0211                                       | Resource Enhancement           | \$ 160,175           | \$ 77,973           | \$ 82,202            | 48.7%        |
| <b>Reserve - Fund 50</b>                   |                                |                      |                     |                      |              |
| 0210-0214                                  | Trails, Special Projects       | \$ 520,000           | \$ -                | \$ 520,000           | 0.0%         |
| <b>Bond - Fund 51</b>                      |                                |                      |                     |                      |              |
| 0210                                       | Water & Land Dev & Trails      | \$ 12,470,000        | \$ 1,545,870        | \$ 10,924,130        | 12.4%        |
| <b>Conservation Enterprises - Fund 286</b> |                                |                      |                     |                      |              |
| 6121                                       | Golf Course                    | \$ 265,000           | \$ 1,481            | \$ 263,519           | 0.6%         |
| 6123                                       | JP Cabins                      | \$ 60,442            | \$ 11,968           | \$ 48,474            | 19.8%        |
| <b>Sub-Total - Enterprises Fund 286</b>    |                                | <b>\$ 325,442</b>    | <b>\$ 13,448</b>    | <b>\$ 311,994</b>    | <b>4.1%</b>  |
| <b>Grand Total - Conservation</b>          |                                | <b>\$ 20,020,221</b> | <b>\$ 3,091,976</b> | <b>\$ 16,928,245</b> | <b>15.4%</b> |

PCWLL EXPENDITURES AS OF :

AUGUST 31, 2016

| SUB-<br>LEDGER | PROJECT   | DECEMBER<br>2013 BOND<br>ISSUANCE | JUNE<br>2015 BOND<br>ISSUANCE | CONSTRUCTION<br>COSTS | ENGINEERING<br>& MISC. COSTS | CONTRACTED | ACTUAL<br>CONSTRUCTION<br>EXPENDITURES | ACTUAL<br>ENGINEERING<br>EXPENDITURES | ACTUAL<br>MISCELLANEOUS<br>EXPENDITURES | ACTUAL<br>REVENUES AND<br>DONATIONS | ACTUAL<br>COSTS<br>TO DATE | ACTUAL<br>BALANCE<br>REMAINING |
|----------------|---|-----------------------------------|-------------------------------|-----------------------|------------------------------|------------|--|---------------------------------------|---|-------------------------------------|----------------------------|--------------------------------|
| C05-R003       | GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN)       | \$ 50,600                         | \$ -                          | \$ 885,171            | \$ 94,419                    | \$ -       | \$ 865,150                             | \$ 94,142                             | \$ 175                                  | \$ (788,024)                        | \$ 171,445                 | \$ (120,845)                   |
| 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                        | \$ -                          | \$ -                  | \$ -                         | \$ -       | \$ 420,053                             | \$ -                                  | \$ -                                    | \$ -                                | \$ 420,053                 | \$ 188                         |
| 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                 | \$ -       | \$ -                                   | \$ 1,045,190                          | \$ 96,041                               | \$ (981,539)                        | \$ 159,692                 | \$ 3,840,308                   |
| 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                               | \$ (560,000)                        | \$ 740,920                 | \$ (325,127)                   |
| C12-6225       | ACKELSON TRAIL PHASE III (fka EL Trail Phase III) | \$ -                              | \$ 498,000                    | \$ -                  | \$ 159,534                   | \$ -       | \$ 11,238                              | \$ 138,401                            | \$ -                                    | \$ -                                | \$ 149,638                 | \$ 348,362                     |
| C12-6226       | FDM POND IMPROVEMENTS & SEDIMENT BASIN            | \$ 854,903                        | \$ -                          | \$ 723,989            | \$ 132,209                   | \$ -       | \$ 769,399                             | \$ 136,036                            | \$ 23,016                               | \$ (200,000)                        | \$ 728,451                 | \$ 126,452                     |
| C12-6227       | FDM PARK IMPR-SHELTER/TRAILS/PENINSULA            | \$ 81,179                         | \$ 1,332,169                  | \$ -                  | \$ 59,245                    | \$ -       | \$ 744,245                             | \$ 187,159                            | \$ 181,922                              | \$ -                                | \$ 1,113,325               | \$ 300,023                     |
| 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                    | \$ -       | \$ 19,784                              | \$ 57,553                             | \$ 226                                  | \$ (1,205)                          | \$ 76,358                  | \$ 767,642                     |
| C12-6232       | YB PARK IMPROVEMENTS                              | \$ 87,000                         | \$ 290,000                    | \$ -                  | \$ 173,450                   | \$ -       | \$ 8,043                               | \$ 47,640                             | \$ 613                                  | \$ (5,000)                          | \$ 51,297                  | \$ 325,703                     |
| C12-6233       | TRAIL IMPROVEMENTS ALL AREAS                      | \$ 100,000                        | \$ 350,000                    | \$ -                  | \$ 12,000                    | \$ -       | \$ 27,750                              | \$ 12,000                             | \$ 3                                    | \$ -                                | \$ 39,753                  | \$ 410,247                     |
| C12-6234       | JP ENTRANCE RELOCATION                            | \$ 586,000                        | \$ 660,000                    | \$ 279,839            | \$ 73,050                    | \$ -       | \$ 439,192                             | \$ 80,235                             | \$ 3,649                                | \$ -                                | \$ 523,076                 | \$ 722,924                     |
| C12-6235       | CBG WOOSLEY PROPERTY-NO SALE                      | \$ 1,200                          | \$ -                          | \$ -                  | \$ -                         | \$ -       | \$ -                                   | \$ -                                  | \$ 3,075                                | \$ -                                | \$ 3,075                   | \$ (1,875)                     |
| 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                   | \$ -       | \$ 120,274                             | \$ 110,147                            | \$ 30                                   | \$ -                                | \$ 230,451                 | \$ 224,025                     |
| C12-6239       | YB DAM REPAIRS                                    | \$ 797,000                        | \$ -                          | \$ 775,964            | \$ 112,525                   | \$ -       | \$ 775,964                             | \$ 112,507                            | \$ 9,626                                | \$ -                                | \$ 898,097                 | \$ (101,097)                   |
| C12-6240       | BEAVER CREEK LAND ACQUISITION                     | \$ 93,469                         | \$ -                          | \$ -                  | \$ -                         | \$ -       | \$ -                                   | \$ 457                                | \$ 93,012                               | \$ -                                | \$ 93,469                  | \$ 0                           |
| C12-6242       | ROAD & PARKING LOT RESURFACING ALL AREAS          | \$ 200,000                        | \$ 830,000                    | \$ -                  | \$ -                         | \$ -       | \$ 278,527                             | \$ -                                  | \$ -                                    | \$ -                                | \$ 278,527                 | \$ 751,473                     |
| 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                              | \$ 33,075                               | \$ -                                | \$ 127,686                 | \$ (36,986)                    |
| C12-6250       | YB PREIST PROPERTY ACQUISITION                    | \$ 1,500                          | \$ -                          | \$ -                  | \$ -                         | \$ -       | \$ -                                   | \$ -                                  | \$ 333,415                              | \$ -                                | \$ 333,415                 | \$ (331,915)                   |
| C12-9999       | MISC MINOR IMPROVEMENTS & INTEREST                | \$ 78,633                         | \$ 150,000                    | \$ -                  | \$ -                         | \$ -       | \$ -                                   | \$ 23,600                             | \$ 99,215                               | \$ (47,221)                         | \$ 75,594                  | \$ 153,039                     |

PCWLL EXPENDITURES AS OF :

AUGUST 31, 2016

| SUB-<br>LEDGER PROJECT                          | DECEMBER<br>2013 BOND<br>ISSUANCE | JUNE<br>2015 BOND<br>ISSUANCE | CONSTRUCTION<br>COSTS | CONTRACTED<br>CONSTRUCTION<br>EXPENDITURES | ENGINEERING<br>& MISC. COSTS<br>CONTRACTED | ACTUAL<br>CONSTRUCTION<br>EXPENDITURES | ACTUAL<br>ENGINEERING<br>EXPENDITURES | ACTUAL<br>MISCELLANEOUS<br>EXPENDITURES | ACTUAL<br>REVENUES AND<br>DONATIONS | GRANT          | ACTUAL<br>COSTS<br>TO DATE | ACTUAL<br>BALANCE<br>REMAINING |
|---|-----------------------------------|-------------------------------|-----------------------|--|--|--|---------------------------------------|---|-------------------------------------|----------------|----------------------------|--------------------------------|
| C12-9999 CONSTRUCTION EQUIPMENT & SUPPLIES      | \$ 291,367                        | \$ 150,000                    | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 392,888                              | \$ -                                | \$ -           | \$ 392,888                 | \$ 48,479                      |
| C13-6251 OVERALL PROGRAM MANAGEMENT             | \$ 40,000                         | \$ -                          | \$ -                  | \$ -                                       | \$ 47,000                                  | \$ -                                   | \$ 43,095                             | \$ -                                    | \$ -                                | \$ -           | \$ 43,095                  | \$ (3,095)                     |
| C13-6252 EL LODGE CONSTRUCTION                  | \$ 35,000                         | \$ 365,000                    | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ -                                    | \$ -                                | \$ -           | \$ -                       | \$ 400,000                     |
| C13-6253 TM ACCESSIBLE TRAIL AROUND POND        | \$ 175,000                        | \$ -                          | \$ 90,357             | \$ -                                       | \$ -                                       | \$ 94,351                              | \$ -                                  | \$ 70,987                               | \$ -                                | \$ -           | \$ 165,338                 | \$ 9,662                       |
| C13-6254 TM OVERLIN PROPERTY ACQUISITION        | \$ 74,257                         | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 74,257                               | \$ -                                | \$ -           | \$ 74,257                  | \$ -                           |
| C13-6255 MALLY'S STREAMBANK STABILIZATION       | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ 400                                | \$ -                                    | \$ -                                | \$ -           | \$ 400                     | \$ (400)                       |
| C13-6256 PCWLL PUBLIC AWARENESS                 | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 4,329                                | \$ -                                | \$ -           | \$ 4,329                   | \$ (4,329)                     |
| 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 HITT 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                                  | \$ 87,283                              | \$ 49,957                             | \$ 10,544                               | \$ -                                | \$ -           | \$ 147,784                 | \$ 159,233                     |
| 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                  | \$ -                  | \$ 2,010,399                               | \$ 753,800                                 | \$ -                                   | \$ 725,457                            | \$ 41,340                               | \$ (468,268)                        | \$ -           | \$ 2,308,928               | \$ (883,928)                   |
| 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                     | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 28,874                               | \$ (22,478)                         | \$ -           | \$ 6,396                   | \$ 13,604                      |
| C14-6274 CONSERVATION CORPS                     | \$ -                              | \$ 201,600                    | \$ 201,600            | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 225,898                              | \$ -                                | \$ -           | \$ 225,898                 | \$ (24,298)                    |
| C14-6275 GWT-BILL RILEY TRAIL/FEASIBILITY STUDY | \$ -                              | \$ 44,804                     | \$ 136,783            | \$ 138,984                                 | \$ 35,750                                  | \$ -                                   | \$ 44,285                             | \$ 44                                   | \$ -                                | \$ -           | \$ 183,313                 | \$ (138,509)                   |
| C14-6276 CBG SMITH PROPERTY                     | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 159,425                              | \$ -                                | \$ -           | \$ 159,425                 | \$ (159,425)                   |
| C14-6277 WATER QUALITY                          | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 10,552                               | \$ -                                | \$ -           | \$ 10,552                  | \$ (10,552)                    |
| C15-6278 CBG HALE POND REPAIR                   | \$ -                              | \$ -                          | \$ -                  | \$ 36,825                                  | \$ -                                       | \$ -                                   | \$ 226                                | \$ -                                    | \$ -                                | \$ -           | \$ 37,051                  | \$ (37,051)                    |
| C15-6279 DNR WATER REC ACCESS GRANT-FDM         | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 18,896                               | \$ -                                | \$ -           | \$ 18,896                  | \$ (18,896)                    |
| C15-6281 TM STROSAHL                            | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ -                                   | \$ -                                  | \$ 355,502                              | \$ -                                | \$ -           | \$ 355,502                 | \$ (355,502)                   |
| C16-6282 4-MILE CREEK MASTER PLAN               | \$ -                              | \$ -                          | \$ -                  | \$ -                                       | \$ -                                       | \$ 32,000                              | \$ -                                  | \$ -                                    | \$ -                                | \$ -           | \$ 32,000                  | \$ (32,000)                    |
| 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                               | \$ 4,210,542                               | \$ 12,970,323                          | \$ 3,870,079                          | \$ 8,817,897                            | \$ (6,430,852)                      | \$ (6,430,852) | \$ 19,227,447              | \$ 10,713,605                  |

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, July 13, 2016. A tour of Easter Lake Park area took place at 5:00 p.m. The meeting was called to order at 6:16 p.m.

- #16-0701     Roll Call  
Members Present: Cataldo, Smith, Levis  
Members Absent: Northway
- #16-0702     Public Comments  
None
- #16-0703     Financial Reports.
- #16-0704     Teva Dawson, Des Moines Area Metropolitan Planning Organization, and Rick Tollakson, Hubbell Development & Chair of Greater Des Moines Water Trails and Greenways Steering Committee, were present to talk about the Greater Des Moines Water Trails and Greenways Master Plan.
- #16-0705     Mark Stevens, Project Manager, gave a brief update on the status of the Jester Park Nature Center project.
- #16-0706     **MOVED BY** Levis to approve the June 8, 2016 meeting minutes.  
**Vote Yea:** Levis, Smith, Cataldo

### CONSENT AGENDA

- #16-0707     Approve the June 2016 bill list.
- #16-0708     Approve the revised Polk County Conservation Procurement Policy, effective July 1, 2016.
- #16-0709     Approve 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.
- #16-0710     Approve 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.

- #16-0711 Approve authorizing staff to issue Golf Course Request for Proposal and pursue capital project financing including debt financing options.
- #16-0712 Receive and file Polk County Special Event Permit and Vendor applications and associated fee adjustments.
- #16-0713 Approve 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.

**LET THE RECORD SHOW** that it was moved by Smith to approve the consent agenda.

**Vote Yea:** Smith, Cataldo, Levis

#### ACTION ITEMS

- #16-0714 **MOVED BY** Levis to approve 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.  
**Vote Yea:** Cataldo, Levis, Smith

#### BOARD DISCUSSION

- #16-0715 Director's Report  
\*Brian Herrstrom received Izaak Walton League 2016 Outstanding Fish & Game Officer of the Year Award  
\*Breaking of Easter Lake dredge pipe  
\*Update on appointment of new Board Member
- #16-0716 Board Chair and Member's Remarks  
None

#### Adjournment

Meeting adjourned at 7:14 p.m.

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, August 10, 2016. A tour of Fort Des Moines Park area took place at 5:00 p.m. The meeting was called to order at 6:00 p.m.

- #16-0801     Roll Call  
Members Present: Northway, Baratta, Levis, Smith  
Members Absent: Cataldo
- #16-0802     Oath of office was administered to new Board Member Diana Baratta.
- #16-0803     Public Comments  
None
- #16-0804     Financial Reports.
- #16-0805     Sherri Carter, Polk County Conservation Water Quality Monitoring Extern, and Ginny Malcomson, Polk County Conservation Water Quality Monitoring Coordinator, spoke on the PCC's Water Quality Monitoring program.
- #16-0806     Rich Leopold gave an update on the Jester Park Nature Center project.
- #16-0807     Approval of the July 13, 2016 minutes was postponed to the September 2016 meeting.

### CONSENT AGENDA

- #16-0808     Approve the July 2016 bill list.
- #16-0809     Approve submittal and authorizing PCCB Chair to sign the 2016 REAP grant in the amount of \$200,000 for the Jester Park Nature Center Outdoor Streamscape.
- #16-0810     Approve accepting the bid of Bruce Carney for Unit One and Paul Overturff for Unit Four to harvest prairie hay at Chichaqua Bottoms Greenbelt on the specified units and authorize the Director to sign the Agreement to allow that harvest.

**LET THE RECORD SHOW** that it was moved by Smith to approve the consent agenda.  
**Vote Yea:** Baratta, Northway, Smith, Levis

BOARD DISCUSSION

- #16-0811 Director's Report  
\*Four Mile Creek  
\*Conservation Corps  
\*Reorganization
- #16-0812 Board Chair and Member's Remarks  
\*Extending Board Meetings - Work Sessions

CLOSED SESSION

#16-0813 **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, Baratta, Levis, Northway

**MOVED BY** Smith that the Board directs staff to take action on the three properties discussed in closed session and the price limitation agreed on for one of the properties.

**VOTE YEA:** Levis, Baratta, Smith, Northway

Adjournment

Meeting adjourned at 7:06 p.m.

|   |  |  |
|---|--|--|
|  | <b>Date</b>  | September 14, 2016   |
|   | <b>Item No.</b><br><b>Roll Call No.</b><br><b>Submitted by:</b><br><b>Title:</b> | <b>CONSENT</b><br><b>16- 0907</b><br><b>Loren Lown</b><br><b>Park &amp; Natural Area Planner</b> |

**AGENDA HEADING:**

Approving appointment of Katherine Mary Jones for the open committee position on the Trails and Greenways Advisory Committee for a two year term.

**INFORMATION:**

The City of Des Moines Park and Recreation Board and PCCB jointly established the Trails and Greenway committee over 10 years ago to gather citizen input on trail and greenways issues. The original committee was 5 appointees from each agency. Since that time six additional communities have joined and appoint one individual from each community. Committee members serve a two year appointment with a maximum of three terms. PCCB's appointees are Chris McCarthy, Alan Foster, Ginger Soleburg, and Jeff Cook. We currently have one opening resulting from Tamara Jurgemeyer resigning, as a result of a professional move.

We have an applicant for that opening. Katherine Mary Jones has asked to be appointed and staff has met with her and bring forward her application for approval. Katie is employed by the Iowa Department of Public Health as a Diabetes Primary Prevention Coordinator. She has a Masters of Public Health Degree and has served on the Parks and Recreation Commission in Iowa City prior to moving to Des Moines. She is an avid cyclist and trail user.

Staff met with Katie and believe her experience in the public health field, enthusiasm for our trails and greenway, and willingness to become involved in our community make her an excellent candidate for the position.

**FISCAL IMPACT: N/A**

Amount:

Funding Source:

**PREVIOUS BOARD ACTION(S): None**

**RECOMMENDATION:**

Approve appointment of Katherine Mary Jones for the open committee position on the Trails and Greenways Advisory Committee for a two year term.

|   |   |   |
|---|---|---|
|  | <b>Date</b>   | September 14, 2016  |
|   | <b>Item No.</b><br><b>Roll Call No.</b><br><b>Submitted by:</b> | <b>CONSENT</b><br><b>16-0908</b><br><b>Loren Lown</b><br><b>Parks and Natural Areas</b><br><b>Planner</b> |

**AGENDA HEADING:**

Receive and file proposed policy designed to manage and protect archeological resources within Polk County Conservation Board managed lands.

**INFORMATION:**

On past occasions, Polk County Conservation has inadvertently damaged archeological resources with our managed lands. Our actions have impacted habitation sites as well as one burial. Identification and protection of these sites is of cultural and historic importance. Recent survey of lands in the Jester Park complex show that many sites have remained undiscovered, The potential for loss as a result of inadequate or non-existent information is high.

Staff has worked with representatives of the State Historical Preservation Office and the Office of the State Archeologist to draft this policy for your consideration.

**FISCAL IMPACT:**

Amount: NA

Funding Source: NA

**PREVIOUS BOARD ACTION(S):** None

**RECOMMENDATION:**

Board receive and file proposed policy designed to manage and protect archeological resources within Polk County Conservation Board managed lands and to place this item on the October 2016 PCCB meeting agenda for approval.



DRAFT

# ***Polk County Conservation***

Archaeological Management and the Protection of Potential  
Archaeological Sites within PCC Managed Lands

2016

Polk County Conservation's manages over 14,000 acres of parkland in Polk County (2016). The majority is owned by the County and managed as natural area, parkland, and recreational facilities. A portion of the land is leased land from the US Army Corps of Engineers or the Iowa Department of Natural Resources and is adjacent to other County owned property.

Polk County Conservation mission is to provide the citizens of Polk County with quality outdoor recreation, conservation education, and long term protection of Polk County's natural heritage. The mission to educate and to protect the heritage of our land is inclusive of the history and culture of the peoples who inhabited the Iowa landscape for 13,000+ years prior to European settlement and those early settlers of the land which is now Iowa.

PCC managed properties contains dozens of recorded archeological sites and assuredly many unrecorded sites. These burial sites, mound sites, and habitation sites are indications of prehistoric and early historic lifeways; they are valuable resources that must be preserved and protected.

An archaeological management plan for PCC properties shall include areas of parkland that contain know archaeological resources, areas with potential for buried resources, and specific sites that contain culturally significant remains such as burials, mounds, and habitation sites.

The plan should contain well documented mapping, an inventory of known resources, and the procedures for managing and protecting any newly identified sites within PCC managed lands. It will be based on the Association of Iowa Archaeologist's Guidelines for Archaeological Investigation in Iowa.

### **Management Objectives**

1. Manage and protect known historical and archaeological resources within Polk County Conservation Managed lands.
  - A. Conduct no ground disturbance activities at undisturbed sites without proper consultation and the direction of professional archaeologists. Consultation should be made with the State Historical Preservation Office (SHPO), and, if mounds or human burial issues are involved, the Bioarchaeological Program at the OSA.
    1. Prior to construction projects on undisturbed land or projects with deep excavations PCC staff shall contract for a phase IA reconnaissance survey or a Phase I intensive geomorphological and archaeological investigation as per Association of Iowa Archaeologists guidelines.
    2. If the results indicate the presence of cultural resources which are potentially eligible for listing on the National Register of Historic Places (NRHP), the site

should be avoided or a Phase II (NRHP eligibility testing) shall be conducted before continuing.

3. If the Phase II testing is positive and the site is eligible for NRHP status, there is no practicable alternative site, and the project is to proceed on the site: a Phase III data recovery operation shall be undertaken prior to construction occurring.

- B. Monitor the condition of sites and features on a regular basis to measure impacts and threats to the resources.
2. Investigate the potential of and document sites on newly acquired properties when conditions indicate the areas may contain cultural resources and the continued documentation of original properties.
- A. Coordinate with the OSA, SHPO, and cooperating agencies, the recording of all sites within PCC managed properties. Whenever there exists a potential for disturbing cultural resources - archaeologically survey and clear all areas of planned ground disturbances prior to construction activities.
  - B. Coordinate with the OSA, Corps and appropriate agencies to assemble a comprehensive understanding of all previous surveys on or adjacent to PCC managed lands.
3. In cooperation with cultural resource and educational experts develop interpretive materials and resource protection protocols.
- A. Implement a collections management program with appropriate interpretive information.
4. Address the management of woody vegetation throughout the landscape and in particular at resource sites to promote stability of the sites. This may include removal of trees from some areas or actions required to arrest erosion.



Date

September 14, 2016

Item No.

CONSENT

Roll Call No.

16-0909

Submitted by:

Loren Lown

Parks & Natural Areas Planner

**AGENDA HEADING:**

Authorizing commitment of Polk County Water and Land Legacy bond funds to leverage Natural Resources Conservation Service DNR 319 funds related to the Easter Lake watershed project.

**INFORMATION:**

On December 9, 2015 by Roll Call No. 15-1212, the Polk County Conservation Board approved contributing approximately \$100,000 over the next three years to the Polk County Soil and Water Conservation District to leverage DNR319 programs subject to annual grant awards. Polk County Soil and Water has requested a contribution of an additional \$17,000 annually over the next three years. This increase in contributions is due to their focus change from working with individual homeowners and will be moving towards a mix of housing and commercial targets, the latter of which will require additional funding.

The Iowa Department of Natural Resources through the Natural Resources Conservation Service (DNR 319 funding is Clean Water Act federal funding routed through the states) provides a percentage fund match for water quality best management practices (rainscapes). Polk County has been a benefactor of the DNR 319 generated funds for several projects relating to Easter Lake.

PCCB's financial commitment is to help fund positions, public education, and watershed projects, however PCC has been the recipient of project funding as well. Our commitment over the last three years has totaled \$100,000. That funding is part of the match required for 319 projects. We have received far more than that for projects we have undertaken. The sediment basin at the covered bridge alone has a \$100,000 grant and additional projects such as the rain gardens at the beach, and two on the south shore have been constructed through the program. This action continues our commitment of funds toward support of the Polk County Soil and Water Conservation District for an additional three years through the expected duration of the project.

**FISCAL IMPACT:**

Amount: \$51,000 over a three-year period (CY2016 - CY2019)

Funding Source: Polk County Water and Land Legacy Bond

**PREVIOUS BOARD ACTION(S):**

Date: December 9, 2015

Roll Call Number: 15-1212

Action: approve authorizing staff to commit the necessary funds toward the partnership grant application (319 funding) related to the Easter Lake watershed project and if the grant is successful, approve participation in the project at a three year commitment of approximately \$100,000. (4-Yea; 1-Absent)

**RECOMMENDATION:**

Authorizing commitment of Polk County Water and Land Legacy bond funds of up to an additional \$51,000 to leverage Natural Resources Conservation Service DNR 319 funds related to the Easter Lake watershed project, subject to annual grant awards.



Date

September 14, 2016

Item No. CONSENT  
Roll Call No. 16-0910  
Submitted by: Mark Dungan  
Natural Resources Manager

**AGENDA HEADING:**

Approving PCC to apply for a Water Recreation Access Cost- Share Program (WRAC) in the amount of \$22,481 from the Iowa Department of Natural Resources at Yellow Banks Park.

**INFORMATION:**

PCC is moving forward with planned amenities as approved in the YB Master Plan and accepted by PCCB at their February 9, 2011 meeting. PCC wants to offset costs associated with these amenities by applying for a Water Recreation Access Cost-Share Program (WRAC) grant in the amount of \$22,481 from the Iowa Department of Natural Resources. The grant is a 75%/25% match that will be used towards the purchase of a concrete boat ramp/planks and a boarding dock. The overall project cost is estimated at \$29,975; the remaining funding (\$7,494), plus 10% contingency (\$2,997) coming from the PCWLL.

**FISCAL IMPACT:**

Amount: \$10,491  
Cost Estimate: \$ 7,494  
10% Contingency: \$ 2,997

**Funding Source:** Bond Referendum

**PREVIOUS BOARD ACTION(S):**

Date: February 9, 2011

Roll Call Number: N/A

Action: Approved recommendation to officially approve the Master Plans for Yellow Banks and Thomas Mitchell Park. (4-Yea; 1-Absent)

**RECOMMENDATION:**

Authorizing director to apply for WRAC funding with overall PCCB funds not to exceed \$10,491 and authorize the Director to sign associated documents.

# Yellow Banks Park



Boat Ramp Planks

Boarding Dock

Concrete Boat Ramp

Fishing Pier by PCC

Parking Lot & Access Road  
Scheduled Paving in 2017

Accessible Trail by PCC





**Date**

September 14, 2016

**Item No.** CONSENT  
**Roll Call No.** 16-0911  
**Submitted by:** Mark Dungan  
Natural Resources Manager

**AGENDA HEADING:**

Approving purchase of two bridges from Custom Manufacturing for installation at Yellow Banks Park. - \$51,700.

**INFORMATION:**

PCC is moving forward with the trail recommendations approved in the Master Plan and accepted by PCCB at their February 9, 2011 meeting. PCC has solicited quotes from a sole source vendor to purchase the bridges. There are a few reasons for using a sole source vendor on this project but the primary reason is limited access to the site. PCC staff wanted to keep the remaining wooded areas mostly intact and by using the system designed by Custom Manufacturing Inc we are able to do so.

Additionally, three bridges of this type have been installed in Thomas Mitchell and Fort Des Moines Park and are performing as designed. The company has a great record of installing bridges in natural areas with minimal impact. The two bridges will be 8' wide, 50' long and have a 10,000# load capacity.

**FISCAL IMPACT:**

Amount: \$51,700  
Cost Estimate: \$47,000  
10% Contingency: \$ 4,700

**Funding Source:** Bond Referendum

**PREVIOUS BOARD ACTION(S):** Related actions previously taken by the Board (No more than 3) in chronological order (most recent first).

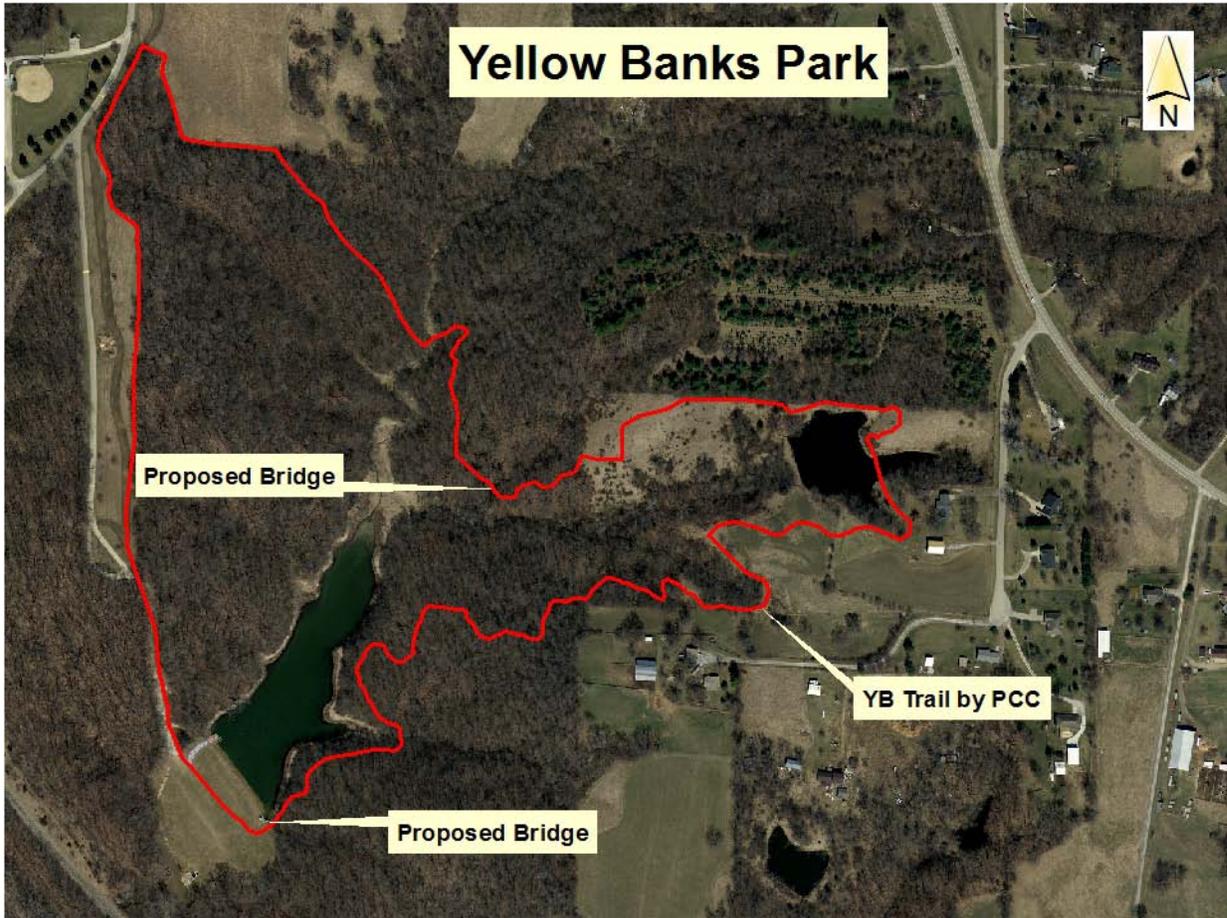
Date: February 9, 2011

Roll Call Number: N/A

Action: Approved recommendation to officially approve the Master Plans for Yellow Banks and Thomas Mitchell Park. (4-Yea; 1-Absent)

**RECOMMENDATION:**

Authorizing Director to sign quotation and purchase agreement for two bridges for the newly expanded trail system at Yellow Banks Park from Custom Manufacturing in an amount not to exceed \$51,700.



**Yellow Banks Park**

**Proposed Bridge**

**Proposed Bridge**

**YB Trail by PCC**





**Date**

September 14, 2016

**Item No.** CONSENT  
**Roll Call No.** 16-0912  
**Submitted by:** Michael Sledd  
Parks Superintendent

**AGENDA HEADING:**

Approving purchase in an amount not to exceed \$36,000 for six (6) digital display radar speed limit signs from Grainger Industrial Supply for installation at Chichaqua Bottoms Greenbelt, Easter Lake, Fort Des Moines, Jester, Thomas Mitchell and Yellow Banks parks, respectively.

**INFORMATION:**

Staff is requesting approval to purchase 6 digital display radar speed limit signs to install at Chichaqua Bottoms Greenbelt, Easter Lake Park, Fort Des Moines Park, Jester Park, Thomas Mitchell Park, and Yellow Banks Park to inform drivers of their speed relative to the speed limit in the park in an effort to limit excessive speed and increase the safety of park users.

Funding for this type of signage was placed in the Decision Package that was approved by the Polk County Board of Supervisors as a part of PCCB's adopted FY16/17 operating budget. The signs recommended to be purchased are on the State of Iowa's state procurement list and therefore available to other governmental entities.

**FISCAL IMPACT:**

Amount: \$36,000 Not to exceed

Funding Source: Parks Division - R&M Supplies

**PREVIOUS BOARD ACTION(S): None**

**RECOMMENDATION:**

Approve purchase of six (6) digital display speed limit signs in an amount not to exceed \$36,000 from Grainger Industrial Supply for installation at Chichaqua Bottoms Greenbelt, Easter Lake, Fort Des Moines, Jester, Thomas Mitchell and Yellow Banks parks, respectively.



**Date**

September 14, 2016

**Item No.** CONSENT  
**Roll Call No.** 16-0913  
**Submitted by:** Wayne Johnson  
Construction & Maintenance  
Manager

**AGENDA HEADING:**

Ratifying action taken by poll vote of the PCCB authorizing execution of contract with RW Excavating for a 48 inch, 56 feet long culvert replacement along the Gay Lea Wilson Trail in an amount not to exceed \$24,486.

**INFORMATION:**

Staff is requesting approval to execute a contract with RW Excavating for replacement of a 48" concrete culvert, 56 feet long to go under the Gay Lea Wilson Trail. Staff priced out a steel structure which would cost approximately \$17,000 but could collapse due to the reduced ground coverage at the site location. The use of a concrete culvert will ensure greater stability for this replacement.

**FISCAL IMPACT:**

Amount:     **\$24,486** Not to exceed  
                  \$22,260 (base bid)  
                  \$ 2,260 (10% contingency)

Funding Source: Polk County Water & Land Legacy bonds (trails)

**PREVIOUS BOARD ACTION(S): N/A**

**RECOMMENDATION:**

Ratifying action taken by poll vote authorizing execution of contract with RW Excavating for a 48 inch, 56 feet long culvert replacement along the Gay Lea Wilson Trail in an amount not to exceed \$24,486, and authoring Director to sign said agreement.

|   |   |   |
|---|---|---|
|  | <b>Date</b>   | September 14, 2016  |
|   | <b>Item No.</b><br><b>Roll Call No.</b><br><b>Submitted by:</b> | <b>CONSENT</b><br><b>16-0914</b><br><b>Wayne Johnson</b><br><b>Construction/Maintenance</b><br><b>Manager</b> |

**AGENDA HEADING:**

Approving reimbursable electrical installation from Mid American Energy and related work to bring electricity and water to the pasture on N.W. 107th Street for Equestrian Center operations. - \$15,000 estimated cost

**INFORMATION:**

Staff is requesting approval to enter into a reimbursable electrical installation with Mid American Energy for the field along N.W. 107th Street to be used as a horse pasture for Equestrian Center operations. This site will be a winter out lot for Equestrian Center owned horses. In order to convert this site to be suitable for horses we must install electric and water to the site.

This plan was previously approved by the Army Corps of Engineers as this site is on Corps property but managed by Polk County Conservation. Polk County will be reimbursed overtime based on electrical usage to defray the upfront installation cost for the electric line and transformer. Additional work includes a water line, meter pit and hydrant in addition to on-site electrical service.

Upon completion of the electrical service an easement will be created and sent to the Polk County Board of Supervisors for approval.

**FISCAL IMPACT:**

Amount:     **\$15,000**  
                  \$10,381.78 (MidAmerican Energy)  
                  \$4,618,22 (Water service and on-site electrical service)

Funding Source:   Parks Division - R&M Supplies

**PREVIOUS BOARD ACTION(S): None**

**RECOMMENDATION:**

Approving reimbursable electrical installation from Mid American Energy and related work to bring electricity and water to the pasture on N.W. 107th Street for Equestrian Center operations in an amount not to exceed \$15,000 and authorize the Director to sign same.



**Date**

September 14, 2016

**Item No.**           **ACTION**  
**Roll Call No.**       **16-0915**  
**Submitted by:**   **Michael Sledd**  
                                  **Parks Superintendent**

**AGENDA HEADING:**

Approving staff seeking incorporation of the PCC Park Rangers into the Polk County Sheriff's Office Patrol Rifle Program and authorization to spend up to \$16,300 in initial costs and up to \$4,300 in recurring costs for equipment from existing budget.

**INFORMATION:**

Polk County Conservation is seeking to integrate its Park Rangers into the Polk County Sheriff's Office Patrol Rifle Program and to provide Rangers who successfully complete the training with patrol rifles so as to enable them to more safely interact with potentially heavily armed suspects and better assist outside agencies in the event of potential public safety emergencies such as mass shootings or terrorist attacks where an "all hands on deck" approach is necessitated. A comprehensive analysis regarding this recommendation is attached to this communication.

**FISCAL IMPACT:**

Amount: Up to \$16,300 initially and \$4,300 recurring

Funding Source: General Basic-Conservation-Parks Advocacy-Law Enforcement Supplies

**PREVIOUS BOARD ACTION(S):** N/A

**RECOMMENDATION:**

Approving staff seeking incorporation of the PCC Park Rangers into the Polk County Sheriff's Office Patrol Rifle Program and approve spending up to \$16,300 in initial costs and up to \$4,300 in recurring costs for related equipment including rifles, accessories required by the Polk County Sheriff's Office Patrol Rifle Program, and ammunition for equipment, training and recertification purposes.

# Request for Polk County Conservation Board Approval to Seek Incorporation of Park Rangers into the Polk County Sheriff's Office Patrol Rifle Program

**Submitted by**

Michael Sledd  
Parks Superintendent

September 2016

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## **Introduction**

Polk County Conservation (PCC) has historically been a leader in providing public safety through well-trained and equipped Park Rangers (Rangers) with law enforcement capabilities and responsibilities as part of its mission to provide quality outdoor recreation, conservation and long term protection of Polk County's natural heritage.

Maintaining this leadership position requires an organizational commitment to anticipating demographic, societal, and technological trends, and to proactively prepare for potential emergency events, rather than simply react in response.

One area where PCC currently risks falling behind compared to other similar agencies with law enforcement functions is in training and providing patrol rifles to its officers for use in situations where it is warranted and tactically advantageous.

Currently for firearms, Rangers are only approved to use and equipped with handguns. In situations where individuals are armed with rifles, including assault weapons, officers armed solely with handguns are placed at a distinct disadvantage in protecting the public and themselves.

Past and recent events both locally and beyond demonstrate the realistic likelihood of potential future scenarios where a Ranger's ability to immediately respond with an appropriately sufficient level of force could make a difference in lives lost, or individuals wounded.

It is thus vital that they are as well equipped and trained as possible relative to financial constraints, organizational capacity for response support, and the likelihood of event types. It is in light of this that the following proposal to incorporate the Rangers into the Polk County Sheriff's Office Patrol Rifle Program is being submitted for review to the Polk County Conservation Board (Board).

## Proposal Summary

### Proposal Part 1:

- Pursuit by PCC management of a formal agreement with the Polk County Sheriff's Office (Sheriff's Office) to train Rangers under the Sheriff's Office Patrol Rifle Program, and adoption of the Sheriff's Office Specialized Weapons policy;

### Proposal Part 2 (Contingent upon Board approval of Proposal Part 1, and agreement with the Sheriff's Office):

- Use of approximately 600 hours of staff time in the required trainings for the first year, and 280 hours each year after; and
- Use of funds for implementation from the existing operating budget in the amount of up to \$16,300 in initial equipment costs, and up to \$4,300/year in recurring equipment costs for training and qualifying purposes, as prescribed by the aforementioned Sheriff's Office Specialized Weapons policy.
  - An additional \$20,000 was already approved for safety and security in FY16/17 budget decision package, and would be more than sufficient to fund implementation and recurring costs.
  - Final costs may be lower depending on what arrangements may be made with the Sheriff's Office for the bulk purchase of ammunition and/or potentially other refurbished Sheriff's Office equipment.

### Service Need

Patrol rifles provide a variety of advantages to law enforcement officers in performing their duties of protecting the public safety and themselves. It is because of these factors that multiple comparable agencies, including State of Iowa Department of Natural Resources Conservation Officers, and other County Conservation organizations. A survey was conducted by email to all County Conservation Boards in the state, with 45 counties responding, 32 of which indicated they employed peace officers. Of those 32, 7 counties, or more than 20%, provide those officers with patrol rifles (**Table 1**).

**Table 1: Other County Conservation Boards w/ Patrol Rifle Programs**

| County     | In Conjunction w/ County Sheriff's Office? | Notes                        |
|------------|--|------------------------------|
| Adair      | Y  |                              |
| Clayton    | Y  |                              |
| Des Moines | Y  |                              |
| Fayette    | Y  |                              |
| Jones      | Y  | Officers purchase own rifles |
| Keokuk     | N  |                              |
| Monroe     | N  |                              |

The primary advantage of patrol rifles is that they provide increased protection against individuals with superior firepower and the ability to more quickly and safely subdue these individuals. (Baca et al.,71).

Rifle-armed assailants, including potentially terrorists and active shooters, place any police officer armed solely with handguns at a potentially fatal disadvantage, with most police handguns having a combat-effective range of approximately 25 yards, while rifles likely to be used by criminals may have effective range of up to 500 yards, with far higher stopping power, larger magazine capacity, considerably higher rate-of-fire capability, and the ability to penetrate standard-issue police body armor. (Baca et al., 71-73).

Beyond providing improved firepower to combat potentially heavily armed individuals, there is also the argument that patrol rifles are by their very nature safer than handguns or shotguns. The argument for this mostly rests on their greater accuracy and ease of use. Going further though, and somewhat counter-intuitively, a number of experts have even concluded that despite greater efficacy in penetrating body armor, the .223 caliber (5.56mm) ammunition used by most agency patrol rifles is actually less likely to penetrate walls or other obstacles and strike unintended targets when compared to standard issue handguns due to the high-velocity round's tendency to fragment when striking solid objects. (Baca et al., 74).

It should be noted that when considering advantages, various groups have voiced concerns regarding officers with patrol rifles. Beyond costs and training, these concerns primarily relate to potentially higher volumes of fire, travel distance of rounds, and penetration of objects beyond immediate targets. (Baca et al., 75). These concerns can in turn feed apprehensions based on political, ideological or emotional grounds. (Baca et al., 76).

Regarding shot volume and travel distances, these issues are best mitigated by more accurate weapons. Both .40-caliber pistol and .223-caliber rifle rounds travel relatively long distances, of up to 6,800ft. and 8,600ft, respectively. (Baca et al., 75). This difference in urban or suburban environments is largely irrelevant as missed shots will likely strike something long before reaching these distances. Rather, rifles being significantly more accurate limits missed shots, and thus also the number of rounds needing to be fired. (Baca et al., 75).

As for excessive penetration, this concern is mitigated both by .223-caliber rounds' tendency to fragment when striking solid objects, as well as by the increased accuracy of the rifle and lower likelihood to miss intended targets.

Lastly when considering pros and cons, it is important to remember that history has shown repeatedly that active shooters, terrorists, etc., will not stop until stopped, and that effective and rapid response are vital in minimizing bloodshed and loss of life. (Baca et al., 73).

Beyond identifying where patrol rifles are beneficial, it is important to consider the probability of such occurrences. Polk County's population grew 8.6% from 2010 to 2015, more than twice the rate of the U.S. as a whole, and over three times the rate of the State of Iowa. (U. S. Census Bureau). With an increasing population comes an inherent increase of users in the parks, and with that an increased potential of Ranger/user interactions.

Additionally, the most recent available statistics for the Des Moines-West Des Moines Metropolitan Statistical Area (MSA) show the violent crime rate increased 18% in 2014 from 2013, and was the highest rate since 2008 (**Table 2**). (Federal Bureau of Investigation)

**Table 2: Des Moines-West Des Moines MSA Violent Crimes Rate/100,000 Inhabitants**

| Year | Violent Crime | Murder and Non-negligent Manslaughter | Rape | Robbery | Aggravated Assault |
|------|---------------|---------------------------------------|------|---------|--------------------|
| 2008 | 333.0         | 2.9                                   | 44.9 | 68.3    | 216.9              |
| 2009 | 275.3         | 1.2                                   | 41.8 | 52.1    | 180.2              |
| 2010 | 288.9         | 1.6                                   | 34.1 | 47.1    | 206.1              |
| 2011 | 277.7         | 1.6                                   | 30.9 | 44.4    | 200.8              |
| 2012 | 289.3         | 1.4                                   | 30.6 | 48.8    | 208.6              |
| 2013 | 267.8         | 2.3                                   | 26.7 | 41.4    | 197.4              |
| 2014 | 316.8         | 1.8                                   | 32.2 | 49.2    | 233.6              |

While more recent data for the MSA is not yet available, this trend has continued for at least the City of Des Moines regarding murder and non-negligent manslaughter in 2015, having recorded the highest number and rate since at least 1995, and on pace through August 2016 to be among the highest totals over that time as well (**Table 3**).

**Table 3: City of Des Moines Murder and Non-Negligent Manslaughter Totals and Rates**

| Year                                 | Total              | Rate                          |
|--------------------------------------|--------------------|-------------------------------|
| 1995 <sup>1</sup>                    | 19                 | 9.8                           |
| 1996 <sup>1</sup>                    | 19                 | 9.7                           |
| 1997 <sup>1</sup>                    | 11                 | 5.6                           |
| 1998 <sup>1</sup>                    | 15                 | 7.7                           |
| 1999 <sup>1</sup>                    | 13                 | 6.8                           |
| 2000 <sup>1</sup>                    | 14                 | 7.0                           |
| 2001 <sup>1</sup>                    | 11                 | 5.5                           |
| 2002 <sup>1</sup>                    | 9                  | 4.5                           |
| 2003 <sup>1</sup>                    | 8                  | 4.0                           |
| 2004 <sup>1</sup>                    | 8                  | 4.1                           |
| 2005 <sup>1</sup>                    | 6                  | 3.1                           |
| 2006 <sup>1</sup>                    | 6                  | 3.1                           |
| 2007 <sup>1</sup>                    | 4                  | 2.1                           |
| 2008 <sup>1</sup>                    | 12                 | 6.1                           |
| 2009 <sup>1</sup>                    | 6                  | 3.0                           |
| 2010 <sup>1</sup>                    | 5                  | 2.5                           |
| 2011 <sup>1</sup>                    | 8                  | 3.9                           |
| 2012 <sup>1</sup>                    | 7                  | 3.4                           |
| 2013 <sup>1</sup>                    | 11                 | 5.3                           |
| 2014 <sup>1</sup>                    | 9                  | 4.3                           |
| 2015 <sup>2</sup>                    | 21                 | 10.0 (estimated) <sup>4</sup> |
| 2016 (Jan. 1 - Aug. 31) <sup>3</sup> | 9 (On pace for 14) | N/A                           |

<sup>1</sup> Federal Bureau of Investigation

<sup>2</sup> Tauscheck

<sup>3</sup> Haley and Elmer

<sup>4</sup> Estimated based on United States Census Bureau Population Estimate for July 1, 2015

Finally with regard to the likelihood of a situation occurring where a patrol rifle could mean a difference in lives lost or saved, according to 2014 research by the Harvard Injury Control Research Center, mass shootings occurred an average of every 200 days between 1982 and 2011, while from 2011 to 2014, they occurred an average of every 64 days, a more than three-fold increase in frequency. (Cohen et al.).

Although the Rangers have so far not had to respond to a mass shooting or other major event, they have either responded to reports of, or in fact interacted and confronted armed individuals in the parks multiple times just over the last several years. Quick evidence of this can readily be

seen in pictures from actual incidents responded to by Rangers (**Images 1-4**). A more somber reminder can also be seen in the 2005 shooting in PCC's own Easter Lake Park that left an off-duty Sheriff's Office deputy permanently paralyzed, and which could have just as easily been a Park Ranger under different circumstances.

The Rangers are sworn law enforcement officers tasked primarily with patrolling PCC controlled property and enforcing laws and regulations in those areas. While maintaining the safety and security of these areas are their major functions, and Rangers do not typically enforce outside those areas except for as provided by Iowa Code §350.5, they are expected to respond when outside law enforcement agencies request their assistance due to the severity of the situation.

Ultimately, the argument could be made that it is not a matter of *if*, but *when* a Ranger will be placed in a situation where having a patrol rifle available for use means the difference between life and death for members of the public and themselves, which is unequivocally the highest form of public service that can be provided. It is in light of this identified service need that this proposal is presented.

**Image 1 - Weapon in Suspect's Possession During Drug Related Arrest at Sycamore Trail**





**Image 2 - Weapons in Suspect's Possession During Drug/Alcohol Related Arrest at Jester Park**



**Image 3 - Weapons in Suspects' Possession During Hunting/Shooting Related Stop at Chichaqua Bottoms Greenbelt**



**Image 4 - Sampling of 7.62 x 39mm (Likely AK-47 or SKS assault weapon) & 9mm Pistol Rounds Recovered at Chichaqua Bottoms Greenbelt After Report of Weapons Fire in Area**



### Proposed Implementation Steps and Details of Request for Approval

The first proposed implementation step is that, rather than create its own new patrol rifle program, PCC management would pursue a formal agreement with the Sheriff's Office to accept Rangers into training under the Sheriff's Office Patrol Rifle Program. As part of this proposal, the Ranger unit would then adopt the Sheriff's Office policy concerning Specialized Weapons (**Attachment 1**), with Rangers operating under the same guidelines as members of the Sheriff's Office Patrol Rifle Team regarding weapons, training/qualifications, issued equipment, storage and maintenance, deployment of rifles, and shooting review policy.

There are at least two major benefits of this option versus implementing a stand-alone Ranger program. The first is that it saves costs related to certifying, and maintaining certification of an instructor internally, and the logistics of then coordinating certification and training of the remaining Rangers. Additionally, it provides an already proven, strenuous, training program, and ensures identical training and use standards between the different County law enforcement officers.

It should be noted that informal support for incorporation of the Rangers into the Sheriff's Office Patrol Rifle Program has already expressed by several Sheriff's Office leadership staff members via email and during informal discussions concerning patrol rifles for Rangers.

If this first proposal is approved and a formal agreement with the Sheriff's Office can be reached, the second proposed implementation step for which approval is requested would be use of staff time in the required trainings (**Table 4**), and allocating funding for equipment needs as prescribed by the aforementioned Sheriff's Office Specialized Weapons policy (**Table 5**). Funding would be from the existing approved budget.

In considering the costs, the amounts listed are based on retail estimates. If approved, PCC staff would seek to minimize costs as much as possible through utilizing bulk ammunition purchasing through Sheriff's Office, as well as potentially purchasing quality refurbished equipment from the Sheriff's Office depending on availability.

**Table 4: PSCO Specialized Weapons Policy Patrol Rifle Team Training Requirements**

| Training Description                          | Hours/Ranger | Total Staff Hours |
|---|--------------|-------------------|
| Sheriff's Office Patrol Rifle School          | 64           | 320 (First year)  |
| Bi-monthly Training Sessions                  | 48           | 240 (Recurring)   |
| Quarterly NRA & ILEA Qualifying               | 8            | 40 (Recurring)    |
| <b>Total Staff Hours First Year</b>           |              | <b>600</b>        |
| <b>Total Staff Hours Recurring Afterwards</b> |              | <b>280</b>        |

**Table 5: PSCO Specialized Weapons Policy Patrol Rifle Team Equipment Requirements**

| <b>Equipment Description</b>                  | <b>Quantity Needed/Ranger</b>  | <b>Total Quantity Needed</b>            | <b>Estimated Cost/Ranger</b>                  | <b>Estimated Extended Cost</b>                    |
|---|--|---|---|---|
| Colt AR-15/M16 A2 Carbine                     | 1  | 5                                       | \$999.99                                      | \$4,999.95 (First year)                           |
| ACOG Optics (2x20)                            | 1  | 5                                       | \$914.14                                      | \$4,570.70 (First year)                           |
| Surefire 500a or similar weapon mounted light | 1  | 5                                       | \$111.60                                      | \$558.00 (First year)                             |
| 30 Round Magazines                            | 4  | 20                                      | \$51.16                                       | \$255.80 (First year)                             |
| Winchester 69 grain BTHP match ammunition     | 120 rounds for duty (First year only)<br>1,320 rounds for training and qualification (Recurring) | 7,200 (First year)<br>6,600 (Recurring) | \$920.88 (First year)<br>\$844.14 (Recurring) | \$4,604.40 (First year)<br>\$4,220.70 (Recurring) |
| Sling   | 1  | 5                                       | \$66.99                                       | \$334.95 (First year)                             |
| Vehicle mounted locking rack                  | 1  | 5                                       | \$186.96                                      | \$934.80 (First year)                             |
| <b>Total Costs First Year</b>                 |  |   |   | <b>\$16,228.60</b>                                |
| <b>Total Costs Recurring</b>                  |  |   |   | <b>\$4,220.70</b>                                 |

In conclusion, should the Board approve these proposals, necessary Conservation staff will seek to enter discussions with the Sheriff's Office as soon as possible to implement an agreement, with a goal of completing training and purchasing and issuing patrol rifles to Rangers who successfully pass by the beginning of next camping season in April 2017.

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**Attachment 1: Polk County Sheriff's Office Specialized Weapon Policy**

|   |  |  |                 |                         |
|---|--|--|-----------------|-------------------------|
|  | <p><b>POLK COUNTY SHERIFF'S OFFICE</b></p> <p>2309 Euclid<br/>Des Moines, Iowa 50310</p> <p><b>AGENCY GENERAL ORDERS</b></p> | NUMBER<br>11001.3                                  | PAGES<br>1 of 4 | EFFECTIVE<br>03/28/2011 |
|   |  | Revision date:<br>Revision date:<br>Revision date: |                 |                         |
| EQUIPMENT   | RELATED CODE OF IOWA   |  |                 |                         |
| SPECIALIZED WEAPONS   |  |  |                 |                         |

**I. POLICY:**

During the performance of their job, employees may encounter situations in which they must deploy with their rifle. Examples of these situations include, but are not limited to: active shooter situations, barricaded suspects, hostage situations.

The authorization for the duty carry of high powered rifles is limited to those employees who have successfully completed a 64-hour course and have qualified with a minimum score.

**II. WEAPONS:**

There are three different teams of people within the Sheriff's Office who are issued rifles:

- A. Patrol Rifle Team;
  - Colt AR-15/ M16 A2 carbine.
- B. Entry Team;
  - Colt M4/ M16 carbine.
- C. Marksman / Observer Team;
  - 1. Colt AR-15/ M16 A3 carbine;
  - 2. Remington 700P bolt action rifle

**III. TRAINING/QUALIFICATIONS:**

- A. Patrol Rifle Team:

Polk County Sheriff's Office employees who are issued a rifle must attend and successfully complete an eight (8)-day Patrol Rifle School sponsored by the Sheriff's Office or Metro Star and continue to attend bi-monthly training sessions (8 hours). Failure to successfully complete the school or attend bi-monthly training sessions will result in removal from the Patrol Rifle Program. Patrol Rifle Team members will qualify quarterly on the N.R.A. and I.L.E.A. courses of fire with a minimum of 70%. There will be six (6) rifle training sessions per year. Anyone who misses more than two trainings without make-up sessions

### 11001.3 SPECIALIZED WEAPONS

will be removed from the team.

#### B. Entry Team:

Members selected to the Entry Team will train twice a month with the Metro Star team. Members of the Entry Team will qualify quarterly on the N.R.A and I.L.E.A. courses of fire with a minimum of 70% in addition to training specific to their job duties.

#### C. Marksman/Observer Team:

Members selected to the Marksman/Observer Team will train twice a month with the Metro Star team. Members of the Marksman/Observer Team will qualify quarterly on the N.R.A. and I.L.E.A. courses of fire with a minimum of 70% in addition to training specific to their job duties.

### IV. ISSUED EQUIPMENT:

A. All rifles carried by Polk County Sheriff's Office employees will be issued by the Sheriff's Office. The only exception to this will be members of the Metro Star Marksman/Observer Team.

#### B. All rifles will have the following equipment:

1. ACOG optics (either 1.5 x 24, 2 x 20, or 4 x 32);
2. Surefire 500a or similar weapon mounted light;
3. Four 30 round magazines;
4. 120 rounds of duty ammunition (Winchester 69 grain BTHP Match);
5. Sling; and
6. Vehicle mounted locking rack.

All rifles issued to the Patrol Rifle Team and Entry Team will be in the cab of the vehicle secured in the locking rack. Marksman/Observer Team members shall have the rack installed in the trunk of their issued vehicle.

C. No alterations will be made to any issued weapon without the permission of the Chief of Field Operations and a qualified armorer. All approved alterations will be made by departmental armorers.

### V. STORAGE AND MAINTENANCE:

#### A. All issued weapons will be carried in the following configuration:

1. Magazine loaded with duty ammunition (not in the chamber);

### 11001.3 SPECIALIZED WEAPONS

2. Chamber empty, either bolt closed on an empty chamber or safety flag inserted into the chamber.

3. Weapon will be secured in one of two ways: in the cab of the vehicle or the trunk, both in a secure rack.

B. When the Sheriff's Office employee is not on duty, the rifle may be kept locked in their issued vehicle or removed into the deputy's home and kept in a locked and secure location and must not be accessible to any unauthorized persons (i.e. children).

C. If for any reason your vehicle is left unattended and/or not monitored for an extended period of time, for security purposes, you shall:

1. Secure your long gun(s) at patrol headquarters in a safe; or

2. Secure your rifle(s) at home in a safe manner. The Sheriff's Office will provide to you when asked, a "life-jacket" to secure the weapon.

D. Weapons will be maintained by the Sheriff's Office employee that they are issued to. Weapons will be properly cleaned and lubricated after each training session. All weapons will be inspected by departmental armorers yearly to replace worn parts and check function.

### VI. DEPLOYMENT OF RIFLE:

Deployment of issued rifles will be at the discretion of the deputy in any situation(s) that they deem necessary.

### VII. SHOOTING REVIEW POLICY:

The division head or his/her designee will review incidents in which an employee has used force involving the use of a weapon, specifically;

A. Intentional or accidental discharge of a firearm not involving the use of deadly force:

1. The employee will file a written report detailing the discharge of the weapon.

2. The employee's immediate supervisor, division head, or his/her designee will investigate such incidents.

3. Following the investigation, the findings will be forwarded to the Sheriff's designee for review.

4. Following the review, the Sheriff's designee will determine if the Office of Professional Standards should review the case.

5. If warranted, the Sheriff's designee will determine the appropriate disciplinary action.

### 11001.3 SPECIALIZED WEAPONS

6. The employee may be required to undergo firearms certification again, if the shot(s) was the result of negligence.

B. Cases involving the use of deadly force resulting in serious injury or death will be investigated by the Office of Professional Standards unit. The Office of Professional Standards investigations and general order #3005, will govern the investigation and disposition of the case.

C. A detailed report of findings will be forwarded to the Sheriff which involves the discharge of a firearm in an application of force. The report shall contain relevant facts and circumstances surrounding the incident, and a conclusion of the fact as to whether the discharge violates an agency directive.

D. A deputy sheriff may discharge a weapon under the following circumstances:

1. During range practice or competitive sporting events;
2. To destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured, but the deputy must obtain authorization from a shift supervisor when practical. The supervisor may or may not respond to the scene.
3. As outlined in the use of force general order # 4005.
4. Any use of a weapon or discharge, other than recreational use will require immediate notification of the employee's immediate supervisor. A detailed written report will follow the oral notification.
5. **No warning shots are permitted!**
6. If a situation arises in which an employee's weapon has been confiscated pertaining to an investigation, a replacement weapon will be issued immediately.



**Date**

September 14, 2016

**Item No.** ACTION  
**Roll Call No.** 16-0916  
**Submitted by:** Cindy Lentz  
Administrative Supervisor

**AGENDA HEADING:**

Approving nomination(s) for PCCB Officer vacancy(ies).

**INFORMATION:**

Former Board Member Connie Johnson was nominated to serve as the Board's Chair for 2016. With the resignation of Connie Johnson from the Board there is a need to officially nominate and approve a Board Chair. Vice Chair Lance Northway has been the acting Chair until Connie's vacancy on the PCCB was filled. Since that vacancy has now been filled it is time to officially nominate a new Chair of the Board.

If the Chair position is filled by a Board Member currently holding the Vice Chair or the Secretary position, it will be necessary to make nominations to fill that vacancy as well.

**FISCAL IMPACT: N/A**

**PREVIOUS BOARD ACTION(S):**

Date: 12/09/2015

Roll Call Number: #15-1227

Action: Approve the following nominations for PCCB Officers for the year 2016: Connie Johnson, Chair; Lance Northway, Vice-Chair; and Jim Cataldo, Secretary. (4-Years; 1-Absent)

**RECOMMENDATION:**

Approve nominations for PCCB Officer vacancy(ies) as necessary.



**Date**

September 14, 2016

**Item No.**

**ACTION**

**Roll Call No.**

**16-0917**

**Submitted by:**

**Lela Mullen**

**Equestrian Center Manager**

**AGENDA HEADING:**

Receive and File staff presentation and provide direction regarding Guiding Principles; individual program/operation subsidies and implementation timeline.

**INFORMATION:**

Staff will be presenting a comprehensive overview of the Jester Park Equestrian Center operations that will include recommendations to reduce expenses and increase revenues in an effort to reduce the overall subsidy of the Equestrian Center operations.

Staff will be seeking guidance from the Polk County Conservation Board in providing general direction to staff on how they want the agency to proceed regarding the management, operations and services provided at the Equestrian Center. While the Equestrian Center has gone through significant challenges over the past several years, we are beginning to better understand the overall scope to manage a quality facility with excellent programs.

There is still a lot of work to do over the next several years in order to reduce the operating subsidy, but staff believes that while we cannot make the Equestrian Center self-sustaining, we can reduce the annual subsidy. We will be seeking Board Members opinions on establishing Guiding Principles, individual program/operation subsidy goals and a timeline to meet the stated objectives recommended by either the staff or the Board.

**FISCAL IMPACT: N/A**

**PREVIOUS BOARD ACTION(S):**

**RECOMMENDATION:**

Receive and File staff presentation and provide direction regarding Guiding Principles; individual program/operation subsidies and implementation timeline.



2015

# Strategic Plan



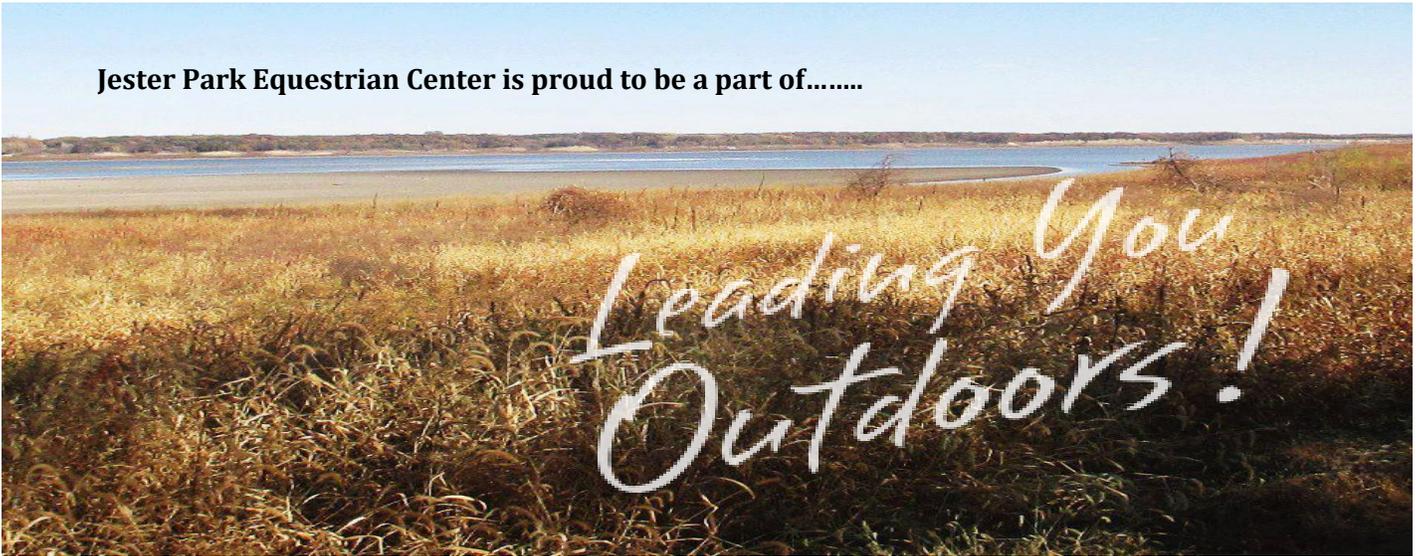
**The Jester Park Equestrian Center's mission is to educate people of all ages, abilities, and backgrounds about horses, the natural environment, and themselves.**

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Jester Park Equestrian Center is honored to be an affiliated unit of Polk County Conservation. Polk County Conservation Board (PCCB) serves a mission *to provide the citizens of Polk County with quality outdoor recreation, conservation education, and the long-term protection of Polk County's natural heritage.*

Jester Park Equestrian Center (JPEC) and its mission strive to fulfill the overall mission of PCCB by providing quality outdoor recreational opportunities through public interactions and community services involving horses. Additionally, JPEC is committed to promoting other areas of the PCCB mission pertaining to conservation education and protection of Polk County's natural heritage by working in conjunction with other departments within PCC on projects and offered services.

**Jester Park Equestrian Center is proud to be a part of.....**



Dear Polk County Citizens and Equestrian Center Supporters:

Jester Park Equestrian Center proudly presents this 3-Year Strategic Plan that reflects the input of stakeholders, staff, public, and PCC management planning efforts. This plan is intended to clearly outline the initiatives and goals of JPEC, while allowing for flexibility and adjustments with the ever changing landscape of the equine and conservation industries.

Realistic and measurable outcomes will be identified for each strategic priority. A team effort to make progressive strides for each priority will be one of our top responsibilities. The five initiatives for this strategic plan are outdoor recreation, fiscal sustainability, community service, educational programming, and facility utilization. These areas of focus, along with policy for implementation and action, will be top priorities for the Equestrian Center during the duration of this plan.

Strategic planning is critical to meet the needs of the stakeholders of the Equestrian Center, as well as the members of Polk County as a whole. Questions and comments about this plan can be directed to Lela Mullen, Equestrian Center Facility Manager, at [lela.mullen@polkcountyiowa.gov](mailto:lela.mullen@polkcountyiowa.gov), or by calling 515-999-2818.

Thank you-

Lela Mullen

Jester Park Equestrian Center Manager, Polk County Conservation



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On November 10, 2014, the JPEC management team held a strategic planning session. During this session, key areas were isolated for solidification of planning initiatives. These initiatives were the result of a series of meetings with Equestrian Center stakeholders, staff, and members of the community. Additionally, these initiatives were supported thru meetings with the PCC Director, Richard Leopold, and in cooperation with the Jester Park Equestrian Center Team Charter.

## Jester Park Equestrian Center Team Charter

In October of 2014, JPEC staff and stakeholders came together to finalize a formatted Team Charter. The Team Charter included several key items that helped to shape the landscape for this strategic plan. These items included the mission of JPEC, a vision statement for JPEC, the ideal culture at JPEC, goals for fiscal year '14-'15, and measurements for team performance. This strategic plan and the five initiatives were formulated around the JPEC mission, as well as the vision statement below.

### **Vision Statement:**

**The Jester Park Equestrian Center is the standard for excellence for public equestrian facilities nationwide.**

The five initiatives were ranked in order of importance for the scope of this strategic plan for the Polk County Conservation Board. The Jester Park Equestrian Center will continue with existing programs and operational standards of excellence, with the scope of this strategic plan looking toward future expansion and growth.

- Outdoor Recreation
- Fiscal Sustainability
- Community Service
- Educational Programming
- Facility Utilization

### *Keys to Success*

For each initiative, icons are used to express degree of magnitude to successfully accomplish the initiative. Icons and bullet points are in order of priority.



COST



COMPLETION TIME



PERSONNEL



DIFFICULTY



## Outdoor Recreation

**Goal:** Jester Park Equestrian Center will be an leader in the equine industry for providing quality, horse-oriented outdoor recreational opportunities.



- Perform a complete review and update of all existing Equestrian Center protocols and policies.
- Receive CHA (Certified Horsemanship Association) accreditation for all recreational programs.
- Establish reporting modules for more accurate tracking of services at the Equestrian Center.
- Increase staff training for recreational programs such as Public Trail Rides and Wagon Rides.
- Evaluate all current recreational programs annually for areas of improvement and areas of excellence.
- Complete a yearly Calendar of Events with a balance of various horse-related recreational activities and events.
- Establish relationships with user groups and special interest entities to further enhance the services utilized at the Equestrian Center.
- Develop and implement one new program per year that emphasizes quality outdoor recreational experiences.
- Conduct yearly planning with PCC management to further enhance existing equestrian trail system, and to outline opportunities for expansion.
- Support the further development of Jester Park Campground 6 for increased amenities for equestrian usage.



JPEC Wagon Rides served over 50 Special Interest groups in 2014.



JPEC Public Trail Rides from May- November garner over 3500 visitors per year.



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## Fiscal Sustainability

Goal: Jester Park Equestrian Center will continue to promote fiscal responsibility by successfully bridge the gap between revenue and expenses.



- Increase revenue intake by 5% each year for the next three years.
- Decrease budgeted expenses by 10% over the next three years.
- Complete a realistic, feasible budget for the Equestrian Center by November of each fiscal year.
- Each year, complete a cost/benefit analysis of all recreational revenue streams for last two fiscal years and make recommendations for areas to improve to PCCB.
- Promote further grant research to attain additional funding streams for service-based programs.
- Increase usage of alternative sources for manpower hours needed to supplement personnel budget.
- Improve efforts for sponsorships and donation campaigns.
- Annually evaluate service providers and vendors to ascertain price points and methods for saving on costs.
- Organize and implement two large-scale fundraising events to benefit the service programs of the Equestrian Center.
- Develop one new program or event per year that is revenue driven.
- Continue to isolate alternative revenue sources, such as dog show groups and corporate rentals, to increase revenue in "off season" months.
- Conduct market research to isolate underutilized target groups to market services offered.
- Increase marketing and social media campaigns to further promote revenue-generating programs at the Equestrian Center.





## Community Service

Goal: Jester Park Equestrian Center will increase community service programs, both to individuals and outreach groups, and provide quality services to these entities.



- Improve relationships with area service providers, and offer more opportunity for activities at JPEC.
- Increase recruitment efforts for program volunteers and continue to improve training process.
- Develop two new community-based service programs over the three year period.
- Enhance Therapeutic Horsemanship Program, with a goal of serving 60 students per week.
- Work with JPEC Program Specialist to increase the number of program offerings for At Risk Youth.
- Work in conjunction with other equine programs on offering joint community service events such as Special Olympics of Iowa.
- Develop a program to serve area youth thru mentorship and horsemanship.
- Organize and implement an internship program at the Equestrian Center for college students emerging into the agricultural and equine industries.
- Develop and implement a summer camp for special needs riders.
- Work with Wounded Warriors to implement a new program to provide therapeutic horsemanship to military veterans.
- Plan and develop a program to assist terminally ill patients thru equine interaction.
- Increase social awareness in community of the services offered at JPEC.



JPEC served over 40 At Risk students in 2014.



Special Olympics at JPEC in 2013.

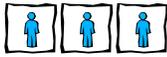


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## Educational Programming

Goal: Jester Park Equestrian Center will be a leader in providing and expanding public equine programming that is educational for all visitors to and members of Polk County.



- Establish an implementation plan and plan of action for all JPEC programming.
- Establish protocols for certification (CHA) process for all riding instructors, and help current instructors to become certified.
- Update and improve all program handbooks and policies/procedures.
- Implement a trail riding program that features aspects of nature and conservation on guided trail tours for the public.
- Increase coordination on special groups and events involving PCCB's Environmental Education group and the Equestrian Center.
- Conduct program planning to focus on educational aspects of the Equestrian Center for school groups.
- Conduct staff training and planning sessions to expand the educational aspects of camp programming at JPEC.
- Offer two educational seminars per year for the horse enthusiast.
- Participate in "Time to Ride" program offered by AQHA and CHA that promotes increasing awareness for the horse industry by staging public events geared towards non-horse members of the public.
- Create educational center at the Jester Park Equestrian Center for children to interact and learn about horses at fun activity stations.
- Develop a plan for a "farm barn" area, where the public can learn more about farm crops, animals, and local wildlife.
- Search out speaking engagements, booth areas, or seminars to participate and promote JPEC and the benefits of equine education (such as the Iowa Horse Fair, or the Iowa Trail Summit).
- JPEC management staff will continue to participate in professional development, such as training seminars and conferences, that promote the goal of increased public equine education.



Camps at JPEC offer educational experiences with horses to over 150 kids per year.



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## Facility Utilization

Goal: Jester Park Equestrian Center will promote facility upkeep and standards of excellence that will allow for maximum facility usage.



- Attain CHA (Certified Horsemanship Association) Site Accreditation for facility in 2015.
- Develop standards and protocols for facility upkeep, maintenance, and operations.
- Develop a yearly facility project list for operations.
- Develop a long-term manure management plan.
- Conduct a twice yearly inspection of the Equestrian Center overall to ascertain any potential areas of concern.
- Continue to promote facility upkeep thru organization and staff training sessions.
- Establish a permanent mounting and safety check area for public trail ride operations..
- Improve and re-level horse turnout area.
- Cover outdoor arena to create a year-round recreational use area.
- Conduct analysis on potential for possible pasture areas for horses at JPEC.
- Establish protocols for incoming horses for weekend events.
- Reconfigure therapeutic riding area and mounting ramp to best serve program and facility needs.
- Improve and revamp show office for facility usage in 2015.
- Develop a picnic area for recreational trail riders.
- Re-level and re-foot indoor arena in 2016.
- Ascertain best usage of 12 acre hay field with assistance of other PCC departments
- Further develop pony trail for birthday party and therapeutic horsemanship lesson usage.



JPEC's 100X200 Indoor Arena hosts over 50 events yearly.



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