



BOARD MEETING

June 5, 2013 - 5:30 p.m.

Jester Park
11407 NW Jester Park Drive
Shelter #5
Granger, Iowa 50109

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

- a) Roll Call
- b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- a) **Action on Bill List:** approve the PCCB May 2013 bill list.
- b) **Jester Park, Camp Area #2 Improvements, Public Hearing Notice:** approve staff publish notice of public hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's July 2013 meeting on addition of electric camping pedestals and campsite improvements at Jester Park's Camp Area #2.
- c) **Credit Authorization:** authorize the Director, Deputy Director, Accountant, and Administrative Supervisor to be able to complete and sign credit applications, W-9s and Tax Exempt Forms on behalf of the PCCB. Those currently in these positions are Dennis Parker, Richard Leopold, Carol Ann Carlson, and Cynthia Lentz, respectively. Naming them by position enables employee turnover without having to go back to the Board for approval.
- d) **Purchase: Mowers:** approve purchase of two Ferris IS3100 72" mowers from Turfwerks - Johnston for a price not to exceed \$24,000.
- e) **Cleaning Services Contract, Cost Modification:** approve Stratus Building Solutions cost modification of \$322/month from \$295.50/month for cleaning services at the Jester Park Equestrian Center due to an increase in cleaning responsibilities.
- f) **Neal Smith Trail/High Trestle Trail Connector, Grant:** approves staff applying for the State Recreational Trail grant for the Neal Smith Trail/High Trestle Trail Connector and resolve that should the grant be successful the Board shall supply the matching monies required.
- g) **Purchase: CXT Vault Toilet:** approve purchase of a CXT vault toilet from CXT/LB Foster Company for placement at the Chichaqua Bottoms Greenbelt Wildlife Observation Deck site at a cost of \$17,000 with funds provided by the Polk County Water & Land Legacy Bond and approve the PCCB Chair signing proposal forms.



BOARD MEETING

- h) **Jester Park Equestrian Center, Equine Boarding Agreement:** approve the Jester Park Equestrian Center Equine Boarding Agreement as modified.
- i) **Salary Increase & Benefits Package, FY 2013-14:** approve the salary increase and benefit package for full-time and permanent part-time (part-time 24 & 32) staff as outlined above.
- 3) **Public Hearing: Chichaqua Bottoms Greenbelt, Power Lines Easement**
- 4) **Public Hearing & Award of Bid: Easter Lake Trail, Phase 1 Project**
- 5) **Public Hearing: Four Mile Creek Bank Stabilization Project**
- 6) **Naming of the Easter Lake Trail**
- 7) **Gay Lea Wilson Trail: Boundary Surveying, Staking and Fencing Project/Contract, Change Order**
- 8) **Employees, Recent Hires**
- 9) **Employee Introductions**
- 10) **Land Acquisition(s), Closed Session**

PUBLIC COMMENTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on May 8, 2013. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

May 2013 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB May 2013 bill list.

b) Jester Park, Camp Area #2 Improvements, Public Hearing Notice

At the Board's May 2013 meeting it was approved to publish notice of a Public Hearing to be held at this meeting to present information on the Jester Park Camp Area #2 project. Staff was hoping final plans and engineer's estimate would be ready for presentation at this meeting; however that information is not complete for this meeting.

With this in mind staff is requesting that a Public Hearing be held at the July 2013 PCCB meeting to present the addition of electric camping pedestals and camp site improvements planned for Jester Park Camp Area #2. Award of bid for this project will follow the public hearing.

STAFF RECOMMENDATION: That the Board approve staff publish notice of public hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's July 2013 meeting on addition of electric camping pedestals and campsite improvements at Jester Park's Camp Area #2.

c) Credit Authorization

We have been advised by Daniel Flaherty, Polk County Attorney's Office, that Polk County Conservation Board (PCCB) needs to put in place who has the authority to sign credit applications, W-9's, and Tax Exempt forms. In order to alleviate any concern on financial responsibility for debt we are asking the PCCB to authorize certain staff to be able to complete and sign these forms on behalf of the Board without personally becoming financially responsible for the debt.

STAFF RECOMMENDATION: That the Board authorize the Director, Deputy Director, Accountant, and Administrative Supervisor to be able to complete and sign credit applications, W-9s and Tax Exempt Forms on behalf of the PCCB. Those currently in these positions are Dennis Parker, Richard Leopold, Carol Ann Carlson, and Cynthia

Lentz, respectively. Naming them by position enables employee turnover without having to go back to the Board for approval.

d) Purchase: Mowers

The FY 2013-14 capital outlay budget includes \$24,000 to purchase two mowers, replacing a 1997 Toro 325D Groundsmaster.

Staff researched the purchase of a mower from the current State of Iowa DOT Grounds Care Equipment contract 4425-5 and found the Ferris IS3100 meets our needs and specifications. We purchased a new Ferris IS3100 in the FY 2012/13 budget, and it has proven to be dependable and cost effective. We are able to purchase the new Ferris mowers for half the price of a new Toro Groundsmaster commercial outfront mower. This will help tremendously in mower replacement without giving up quality.

(2) 2013 Ferris IS3100 72" mowers	\$23,750
Possible Contingency	<u>250</u>
(Vendor: Turfwerks - Johnston)	
TOTAL COST	\$24,000

Delivery date for the two Ferris IS3100 mowers shall be made after July 1st and payment from the 2013/2014 budget.

- George Lentz, Eqpt. Maint. Supt.

STAFF RECOMMENDATION: That the Board approve purchase of two Ferris IS3100 72" mowers from Turfwerks – Johnston for a price not to exceed \$24,000.

e) Cleaning Services Contract, Cost Modification

Renovation of the offices at the Jester Park Equestrian Center added additional cleaning responsibilities for Stratus Building Solutions, current contracted vendor for cleaning services at the PCCB office and the Equestrian Center. The original bid for cleaning services at the Equestrian Center is \$295.50/month. Stratus Building Solutions is requesting that cost be increased \$26.50 for a modified monthly cost of \$322/month.

Staff feel the cost modification is fair with the added cleaning responsibilities at the Equestrian Center.

STAFF RECOMMENDATION: That the Board approve Stratus Building Solutions cost modification of \$322/month from \$295.50/month for cleaning services at the Jester Park Equestrian Center due to an increase in cleaning responsibilities.

f) Neal Smith/High Trestle Trail Connector, Grant

For the last 20 years while agencies and trail groups have been planning trails in Central Iowa, there have been many trails on the "wish list" but one trail on everybody's list has been the short (2.25 mile) connecting link from the northern terminus of the Neal Smith Trail at Big Creek Lake - eastward to what is now the High

Trestle Trail. Prior to the High Trestle Trail, there was no urgency to “connect the dots” but now that the main link from the Heart of Iowa Trail south to Ankeny is complete there are compelling reasons to complete the link. (map attached)

The American Discovery Trail (coast to coast trail) has always been designed to use this route. The last unfinished section in Polk County is between Big Creek Lake and the High Trestle Trail. This connector trail would also make a loop trail of over 30 miles from Des Moines traveling through Polk City and returning through Ankeny.

Snyder and Associates is under contract to design this trail and we expect to have the design by late this year or early next year.

The State budget was recently completed and there are funds dedicated to the State Recreational Trails Grant Program (SRT) during this coming fiscal year. In order to apply for the grant in July, we will need permission of the Board to apply for the grant and to supply matching funds should the grant be successful. The SRT program requires a 25% match for all SRT grants awarded.

STAFF RECOMMENDATION: That the Board approves staff applying for the State Recreational Trail grant for the Neal Smith Trail/High Trestle Trail Connector and resolve that should the grant be successful the Board shall supply the matching monies required.

g) Purchase: CXT Vault Toilet

As a part of the Chichaqua Bottoms Greenbelt Wildlife Observation Viewing Deck Site project along the Hwy. 65 By-Pass, staff is planning to place a unisex CXT vault toilet rather than a typical plastic portable toilet.

The purchase process is on a GSA Contract and with CXT/LB Foster Company. The GSA Schedule Contract is #GS-07F-0602N so three bids are not required.

Cost breakdown:

CXT Gunnison ADA unisex vault toilet-----	\$12,002.66
Contractor – delivery, installation, and crane service-----	3,981.75
PCC – rock, equip. rental, site prep and finish-----	<u>1,015.59</u>
TOTAL-----	\$17,000.00

- Wayne Johnson, Const. Maint. Manager

STAFF RECOMMENDATION: That the Board approve purchase of a CXT vault toilet from CXT/LB Foster Company for placement at the Chichaqua Bottoms Greenbelt Wildlife Observation Deck site at a cost of \$17,000 with funds provided by the Polk County Water & Land Legacy Bond and approve the PCCB Chair signing proposal forms.

h) Jester Park Equestrian Center, Equine Boarding Agreement

Staff has been working with Dan Flaherty, Polk County Attorney’s Office, on modifying the current Equine Boarding Agreement used at the Jester Park Equestrian Center. Modifications primarily included formatting the Agreement to

make it easier to gather required information from "Boarders" on their horse as well as making the annual renewal of information easier for both the PCCB and the Owner of the horse boarded.

Attached is the modified Equine Boarding Agreement.

STAFF RECOMMENDATION: That the Board approve the Jester Park Equestrian Center Equine Boarding Agreement as modified.

i) Salary Increases & Benefits Package, FY 2013-14

For pay and benefit purposes, Polk County Conservation Employees are considered "Management and Excluded" employees.

The Board of Supervisors approved extending a 2% base salary increase (effective July 1, 2013) to Management/Supervisory, Excluded employees, and Department Heads on March 19, 2013.

A salary increase was not approved for seasonal employees.

On May 7, 2013 the Polk County Board of Supervisors approved a resolution approving benefit changes to the health and dental plans. These changes to the health and dental benefits are as follows:

Dental – Increase the maximum payment limits to \$1,250 (per calendar year) for combined services and \$1,500 (per lifetime) for orthodontia.

Health – Increase the calendar year out-of-pocket maximum to \$1,000/\$2,000, the calendar year deductible to \$250/\$500, co-payments to \$30 for office visits to a medical specialist, and eliminate over-the-counter medication to be filled as a pharmacy benefit.

There was no change in the premium costs associated with the benefits package.

STAFF RECOMMENDATION: That the PCCB approve the salary increase and benefit package for full-time and permanent part-time (part-time 24 & 32) staff as outlined above.

3) Public Hearing: Chichaqua Bottoms Greenbelt, Power Lines Easement

A public hearing will be held on the granting of power line easements to Iowa Transmission Company Midwest (ITC) at Chichaqua Bottoms Greenbelt.

The original electrical line was constructed across the Skunk River floodplain prior to the lands beneath the power lines being incorporated into the Chichaqua Bottoms Greenbelt. It was originally built by an investor owned utility. Recently most transmission lines have been sold to private companies including this line, which was sold to ITC.

The easements, as written, do not allow the movement of poles and lines for maintenance purposes and have some limitations that the new investors wish to remedy by purchasing new easements.

It appears that they are asking for what a current easement request would entail. They are offering additional payment for the new easement.

Loren Lown, Natural Resources Specialist

STAFF RECOMMENDATION: That the Board resolve to request that the Polk County Board of Supervisors grant the requested easements for an electrical transmission line to Iowa Transmission Company Midwest where the line crosses the Chichaqua Bottoms Greenbelt.

4) **Public Hearing & Award of Bid: Easter Lake Trail, Phase 1 Project**

Public Hearing

A public hearing will be held on the plans, specifications, form of contract and cost estimate for the Easter Lake – Phase 1 project. Attached is a cost estimate for all three phases of the trail project.

STAFF RECOMMENDATION: That the Board approve the plans, specifications, form of contract, and cost estimate for Easter Lake Trail Phase 1.

Easter Lake Trail Phase 1 is scheduled to be bid at 10:00 a.m., June 4th. The results of that bid letting and staff recommendation will be presented at this June meeting.

STAFF RECOMMENDATION: Presented at the meeting.

5) **Public Hearing: Four Mile Creek Bank Stabilization Project**

A public hearing will be held on the plans, specifications, form of contract and cost estimate for the Four Mile Creek Bank Stabilization Project. (Cost estimate and construction plans attached)

The Four Mile Creek is a dynamic Rural/Urban interface stream. Hydrologic changes within the watershed are causing extensive bed and bank erosion. It is common to have 15 foot tall or more cut-banks that are actively eroding along the stream from Ankeny to the Des Moines River.

This erosion is seriously affecting water quality and infrastructure within the stream corridor.

Staff identified two locations where it is imperative that the bank be stabilized in order to protect the planned Gay Lea Wilson Trail project. These sections are where our property narrows and the trail is designed to be relatively close to the active stream bank.

The design is similar to the successful, completed project at Mally's Park.

We had hoped to construct the stabilization prior to the trail construction but delays in acquiring the necessary 401 and 404 permits (floodplain and Clean Water Act

permits) may delay construction until after the trail is constructed. To accommodate for the delay, the construction the estimate includes the removal and replacement of 725 SY of trail. It is hoped that replacement will not be required but it is included in the estimate.

This is a scheduled 2013 PCWLL project. Award of bid is anticipated at the Board's July 2013 meeting.

STAFF RECOMMENDATION: That the Board approve the plans, specifications, and cost estimate for the Four Mile Creek Bank Stabilization project.

6) Naming of the Easter Lake Trail

Suggested name (s) for the planned trail will be brought to the Board at the June meeting for discussion and action.

Loren Lown, Natural Resources Specialist

STAFF RECOMMENDATION: Presented at the meeting.

7) Gay Lea Wilson Trail: Boundary Surveying, Staking and Fencing Project/Contract, Change Order

Boundary Surveying, Staking and Fencing Project

Since the time of purchase there have been numerous encroachments and trespass along the 4 Mile Creek corridor between Des Moines and Mally's Park. Some have been incidental but others are more serious e.g. neighboring landowner installed an electric fence and grazed his horses on public land.

We have frequent problems with ATV's and illegal dumping all along the corridor.

Staff solicited a bid from Snyder and Associates to establish a legal boundary on the western side of the property. Many tracts apparently have not been surveyed since the late 1800 - early 1900's. It is necessary for us to be able to define our property and establish a fence line to protect the public's investment.

The cost estimates for boundary retracement, boundary stacking, and for construction administration to be done at the time the trail is being constructed is \$19,300. There are opportunities to reduce that cost by using previously surveyed parcel information. (Preliminary estimate for construction of the actual fence, during the time the trail is being constructed, is \$27,900 for 9,300' of fence.)

STAFF RECOMMENDATION: That the Board authorizes staff to negotiate a contract price not to exceed \$20,000 for the work required to survey, stake, and oversee the construction of a fence on the western boundary of the 4 Mile Greenbelt between Des Moines and Berwick and for the Director to sign that contract.

A & E Contract Change Order

A second item related to the construction of the trail is the need for additional construction staking and supervision that was not initially included in the consultants' contract. There is an estimated additional \$14,400 worth of construction services involved in the trail construction process that requires a contract adjustment.

STAFF RECOMMENDATION: That the Board authorizes staff to negotiate a contract change order with Snyder and Associates for necessary construction staking and construction services on the Gay Lea Wilson Trail not to exceed \$14,400 and authorize the Director to sign that change order.

8) Employee Recent Hires

The following individuals have been hired for employment with PCCB:

Start Date	Employee	Position	Rate of Pay
05/25/13	Ellen Westhoff	Stables Attendant	\$7.73

Information only.

9) Employee Introductions

10) Land Acquisition(s), Closed Session