



# BOARD MEETING

September 11, 2013 - 5:30 p.m.

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

## 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 August 2013 bill list.
- b) **Thomas Mitchell Park, Pond Trail:** direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled September meeting for the purposes of approving the plans, specifications, cost estimate and form of contract for Pond Improvements within Thomas Mitchell Park.
- c) **Fort Des Moines Park, Pond Improvements:** direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled September meeting for the purpose of approving the plans, specifications, cost estimate and form of contract for Pond Improvements within Fort Des Moines Park.
- d) **Jester Park, Entrance Road Relocation:** direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting for the purposes of approving the plans, specifications, cost estimate and form of contract for the entrance road relocation at Jester Park.
- e) **Great Western Trail, Permanent Easements:** direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting on the granting of permanent easements to the City of Des Moines for the construction of the new bridge over the Great Western Trail at Army Post Road.

### 3) Public Hearing & Award of Bid: Thomas Mitchell Park, Camp Creek Improvements

### 4) Thomas Mitchell Park, Camp Creek Improvements – Consultant Contract Amendment

### 5) Natural Resources Specialist Position Reclassification

### 6) Grant Applications

### 7) Employees, Recent Hires



# BOARD MEETING

## 8) Employee Introductions

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 August 14, 2013. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

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

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

### b) Thomas Mitchell Park, Pond Trail

At the Board's August 14, 2013 meeting staff requested permission to publish notice for a public hearing to be held at this meeting on the plans, specifications, cost estimate and form of contract for Pond Improvements within Thomas Mitchell Park. Based upon preliminary data staff realized follow-up inspections needed to be done. Those inspections weren't completed in time to allow us to go to bid for the project in time to have information for this meeting.

With this in mind, staff is requesting permission to publish notice for a public hearing to be held at the regularly scheduled October meeting of the Polk County Conservation Board on the plans, specifications, cost estimate and form of contract for Pond Improvements within Thomas Mitchell Park.

- Mark Dungan  
Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board resolve to direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting for the purposes of approving the plans, specifications, cost estimate and form of contract for Pond Improvements within Thomas Mitchell Park.

### c) Fort Des Moines Park, Pond Improvements

At the Board's August 14, 2013 meeting staff requested permission to publish notice for a public hearing to be held at this meeting on the plans, specifications, cost estimate and form of contract for Pond Improvements within Fort Des Moines Park. Based upon preliminary data staff realized follow-up inspections needed to be done. Those inspections weren't completed in time to allow us to go to bid for the project in time to have information for this meeting.

With this in mind, staff is requesting permission to publish notice for a public hearing to be held at the regularly scheduled October meeting of the Polk County Conservation Board on the plans, specifications, cost estimate and form of contract for Pond Improvements within Fort Des Moines Park.

- Mark Dungan  
Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board resolve to direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting for the purposes of approving the plans, specifications, cost estimate and form of contract for Pond Improvements within Fort Des Moines Park.

**d) Jester Park, Entrance Road Relocation**

Staff is requesting permission to publish notice for a public hearing to be held at the regularly scheduled October meeting of the Polk County Conservation Board on the plans, specifications, cost estimate and form of contract for entrance road relocation project at Jester Park. This will be for the preliminary road work to provide a gravel surface prior to a later bid for asphalt road surface and final completion.

- Wayne Johnson  
Const. Maint. Manager

**STAFF RECOMMENDATION:** That the Board resolve to direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting for the purposes of approving the plans, specifications, cost estimate and form of contract for entrance road relocation project at Jester Park.

**e) Great Western Trail, Permanent Easements**

The City of Des Moines is rebuilding the bridge that spans the Great Western Trail at Army Post Road. That trail will be rerouted under an agreement with the PCCB to a new trail tunnel constructed by the City. When the trail is rerouted, the City will then be able to reduce the height and length of the new bridge.

Staff has worked with the City to ensure that the trail remains open and functional throughout the construction process.

The PCCB and the Polk County Board of Supervisors have granted temporary construction easements for the project, but it is now time to grant permanent easements for the construction of the bridge. There are two easements .1 acres and .35 acre for a total easement area of .45 acre.

Staff asks permission to publish notification that a public hearing on granting the easements will be held at the regularly scheduled October meeting of the Polk County Conservation Board.

- Loren Lown  
Natural Resources Specialist

**STAFF RECOMMENDATION:** That the Board resolve to direct staff to publish notice of hearing pursuant to Iowa Code 331.305 that a Public Hearing be held at the PCCB's regularly scheduled October meeting on the granting of permanent easements to the City of Des Moines for the construction of the new bridge over the Great Western Trail at Army Post Road.

### **3) Public Hearing and Award of Bid: Thomas Mitchell Park - Camp Creek Improvements**

A public hearing will be held on the plans, specifications, cost estimate and form of contract for Camp Creek Improvements within Thomas Mitchell Park.

**STAFF RECOMMENDATION:** That the Board approve the plans, specifications, cost estimate and form of contract for Camp Creek Improvements within Thomas Mitchell Park.

#### Award of Bid

Sealed bids for the project are due on September 9, 2013 at which time they will be opened and recorded. Staff and consultants will review the bids and bring a recommendation to the Board at the meeting.

- Mark Dungan  
Natural Resources Manager

### **4) Thomas Mitchell Park, Camp Creek Improvements - Consultant Contract Amendment**

At the Thomas Mitchell Camp Creek final design review meeting with HR Green, PCC asked them to provide construction staking for the Camp Creek – Thomas Mitchell project through an amendment to our professional services contract. HR Greens plans to use Mid-State Surveying again, the same crew that did our topographic/design survey for the project. HR Green requested a quote from Mid-State Surveying for staking. Amendment to contract attached.

- Mark Dungan  
Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board authorizes the PCCB Director to sign an amendment with HR Green authorizing Mid-State Surveying to complete construction staking for Camp Creek Improvements at a cost not to exceed \$13,800.

### **5) Natural Resources Specialist Position Reclassification**

The current position of Natural Resources Specialist has changed substantially in scope and duties. We have conducted a review of this position in concert with Pam Veach of Polk County. These proposed changes came from a number of sources, including

interviews with current employee in this position and a completed Position Classification Questionnaire (Loren Lown), review of duties by Polk County Conservation Director Dennis Parker, Deputy Director Richard Leopold, and Administrative Supervisor Cindy Lentz, and a review of similar positions from within the region and nationally. This review has resulted in the recommended changes to the position description, under the new title of "Parks and Natural Areas Planning Administrator." (proposed job description attached)

If the Board approves this reclassification, it will then go to the Board of Supervisors for their approval.

**STAFF RECOMMENDATION:** That the Board approve the reclassification of the Natural Resources Specialist position, Grade 19, to Parks and Natural Areas Planning Administrator, Grade 22 and present same to Polk County Board of Supervisors.

## 6) Grant Applications

PCC is considering applying for grants for several projects. Nearly all grants require a percentage of financial commitment from the applicant.

These grants are no exception.

WIRB grants are due October 15 and require a 25% match.

Federal Recreational Trail grants are due October 1 and require a 20% match.

Transportation Alternative Program grants are due October 1 and require a 20% match.

It is anticipated that the WIRB grant for stabilization will cost \$100 to \$125 per foot. I believe that 1,000 feet should be our minimum distance for a project of this type. The exact parameters of the project are still fluid. We will very likely want to add bioengineering to the hard structure engineering. A grant funding request is estimated to be in the range of \$125,000 to \$200,000 for the project. That would require a \$31,250 to \$50,000 commitment, should we receive the grant.

The Federal Recreational Trail Grant is for the High Trestle Trail connector from Ankeny into Des Moines. We should be asking for the maximum amount normally received. We were successful with the CVT connector when we entered a \$1,000,000 asking and received \$750,000 for acquisition. That would require a \$250,000 commitment.

The Transportation Alternative Program is now split between local projects and those of statewide significance. For this round of applications we will apply for the statewide category on the High Trestle to Neal Smith Connector. I believe a \$500,000 asking is appropriate on a \$1.4 million project. Should we be successful it would require a \$150,000 commitment. We currently have an asking of \$750,000 pending through the State Recreational Trail Grant on this project.

- Loren Lown  
Natural Resources Specialist

**STAFF RECOMMENDATION:** That the Board authorizes staff to apply for the above referenced grants and resolves to provide the matching funds for the grants should the

applications be successful, and the Board further authorizes the Director to sign said applications.

**7) Employee Recent Hires**

The following individuals have been hired for employment with PCCB:

<b>Start Date</b>	<b>Employee</b>	<b>Position</b>	<b>Rate of Pay</b>
9/21/13	Deanne Mundt	Eq. Program Specialist	Grade 13, Entry Step
8/12/13	Lance Queck	Cons. Lbr (NR-CBG)	\$10.41
8/22/13	Ashley Shepard	Cons. Lbr (NR-CBG)	\$10.41
9/2013	Melody Cline	Stable Laborer	\$ 9.25
9/2013	Hannah Kyle	Stable Laborer	\$ 9.25
9/2013	Kim Bassett	Stable Attendant	\$ 7.73

Information only.

**8) Employee Introductions**

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, August 14, 2013. The meeting was called to order at 5:43 p.m.

### #1 – Roll Call

Board Present: Kurovski, Johnson, Smith  
Board Absent: Cataldo, Levis

### #1b – Action on the Minutes of the Previous Meeting(s)

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE JULY 10, 2013 MEETING MINUTES AS WRITTEN.  
VOTE YEA: JOHNSON, SMITH, KUROVSKI**

### #2 – Consent Agenda

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:**

- A) PCCB JULY 2013 BILL LIST;**
- B) STAFF PUBLISHING NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD AT THE PCCB'S SEPTEMBER 2013 MEETING FOR THE PURPOSE OF APPROVING THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR CAMP CREEK IMPROVEMENTS WITHIN THOMAS MITCHELL PARK;**
- C) STAFF PUBLISHING NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD AT THE PCCB'S SEPTEMBER 2013 MEETING FOR THE PURPOSE OF APPROVING THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR POND IMPROVEMENTS WITHIN THOMAS MITCHELL PARK;**
- D) STAFF PUBLISHING NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD AT THE PCCB'S SEPTEMBER 2013 MEETING FOR THE PURPOSE OF APPROVING THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR POND IMPROVEMENTS WITHIN FORT DES MOINES PARK;**
- E) ACCEPTING BID FROM PAUL OVERTURFF FOR THE HARVEST OF STANDING PRAIRIE HAY FROM CHICHAQUA BOTTOMS GREENBELT AS DETAILED IN THE INVITATION TO BID # NR 2013-004 AND FURTHER AUTHORIZES THE PCCB DIRECTOR TO SIGN BID/PROPOSAL FORMS;**

- F) STAFF PUBLISHING NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305, THAT A PUBLIC HEARING WILL BE HELD AT THE PCCB'S SEPTEMBER 2013 MEETING FOR THE PURPOSE OF ADOPTING A RULE/REGULATION ON THE PROHIBITION OF IMPORTATION OF FIREWOOD (NOTE - A PUBLIC HEARING WAS NOT NECESSARY DUE TO IT DETERMINED THAT PCCB ALREADY HAS EXISTING AUTHORITY);**
- G) PURCHASE OF A 2014 MODEL 4010 KAWASAKI MULE 4X4 FROM ADAMS CYCLES, 631 WEST LINCOLN HWY., NEVADA, IOWA, FOR A PRICE NOT TO EXCEED \$12,852;**
- H) ACCEPTING THE PROPOSAL FOR CHANGE ORDER #1 FROM ELDER CONSTRUCTION FOR \$89,955.20 FOR ADDITIONAL WORK RELATED TO THE CONSTRUCTION OF THE GAY LEA WILSON TRAIL (BETWEEN AURORA AVENUE AND ANKENY) AND AUTHORIZE THE PCCB CHAIR TO SIGN THE CHANGE ORDER AND FUNDING FOR PROJECT WILL BE PAID WITH GRANT FUNDS AND BALANCE PAID WITH PCWLL FUNDS;**
- I) ACCEPTING THE PROPOSAL FROM POLK COUNTY HEATING & COOLING, INC. FOR THE MATERIALS AND INSTALLATION OF THE TWO SEPTIC SYSTEMS FOR THE JESTER PARK CABINS AT A COST NOT TO EXCEED \$23,948 AND FUNDING FOR PROJECT WILL BE PAID WITH PCWLL FUNDS;**
- J) ACCEPTING THE PROPOSAL FROM RCI BUILDERS FOR THE LABOR FOR ROOFING OF THE CABINS AND THE DECK CONSTRUCTION AT A COST NOT TO EXCEED \$23,948 AND FUNDING FOR PROJECT WILL BE PAID WITH PCWLL FUNDS;**
- K) WORKING WITH POLK COUNTY SECONDARY ROADS TO HIRE DES MOINES ASPHALT TO COMPLETE THE PARKING LOT AT THE CHICHAQUA BOTTOMS GREENBELT WILDLIFE OBSERVATION VIEWING DECK FOR A COST NOT TO EXCEED \$54,849 AND FUNDING FOR THE PROJECT WILL BE PAID WITH PCWLL FUNDS;**
- L) HIRING STANLEY CONSULTANTS TO PROVIDE INITIAL ENGINEERING SERVICES TO ADDRESS POND IMPROVEMENTS AT YELLOW BANKS PARK THROUGH FINAL DESIGN & CONTRACT DOCUMENTS FOR A FEE NOT TO EXCEED \$59,400 AND AUTHORIZES THE PCCB CHAIR TO SIGN CONTRACT AND FUNDING FOR PROJECT WILL BE PAID WITH PCWLL FUNDS;**
- M) ACCEPTING THE SUPPLEMENTAL SERVICES PROPOSAL FROM SNYDER AND ASSOCIATES FOR THE MARK C. ACKELSON TRAIL PROJECT, AS DETAILED IN THE PROPOSAL, IN AN AMOUNT NOT TO EXCEED \$154,500 AND AUTHORIZES THE PCCB CHAIR TO SIGN SAME AND FUNDING FOR PROJECT WILL BE PAID WITH PCWLL FUNDS;**
- N) AUTHORIZING STAFF TO SUBMIT A CHICHAQUA BOTTOMS GREENBELT NORTH MARSH ADDITIONS REAP GRANT APPLICATION AND THE PCCB CHAIR TO SIGN THE APPLICATION.**

**VOTE YEA: JOHNSON, SMITH, KUROVSKI**

#3 – Budget Amendment Update FY 2013-14

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE AUGUST 2013 PROPOSED BUDGET AMENDMENT AS SUBMITTED FOR FY 2013-14.**

**VOTE YEA: SMITH, JOHNSON, KUROVSKI**

#4 – Chichaqua Bottoms Greenbelt, Well Replacement Electric

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD APPROVE HIRING NORTHWAY WELL AND PUMP COMPANY TO PROVIDE BASE ELECTRIC SERVICES TO THE NEW WELL AT A COST NOT TO EXCEED \$11,047.50 AND AUTHORIZES STAFF TO PURCHASE ADDITIONAL SERVICES WHICH INCLUDES INSTALLING A SUBMERSIBLE LEVEL TRANSDUCER AND SURGE ARRESTOR FOR A COST NOT TO EXCEED \$2,375 AND TOTAL COST OF THE PROJECT NOT TO EXCEED \$13,422.50.**

**VOTE YEA: JOHNSON, SMITH**

**VOTE NAY: KUROVSKI**

#5 – Gay Lea Wilson Trail, Trash Dump

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE A CHANGE ORDER WITH ELDER CORPORATION TO DISPOSE OF DEBRIS BURIED BENEATH THE GROUND ON THE GAY LEA WILSON TRAIL RIGHT OF WAY AND REPAIR OF THE SITE FOR A COST NOT TO EXCEED \$65,310 AND AUTHORIZE THE PCCB CHAIR OR DIRECTOR TO SIGN THE APPROPRIATE CHANGE ORDER AND FUNDING FOR THE PROJECT WILL BE PAID WITH GRANT FUNDS AND BALANCE PAID WITH PCWLL FUNDS.**

**VOTE YEA: KUROVSKI, JOHNSON, SMITH**

#6 – Public Hearing: Fort Des Moines – Sewer Easement

Chair Smith declared the meeting to be a public hearing on granting of easements at Fort Des Moines Park for a sanitary sewer connection to the Wastewater Reclamation Authority public sewer system as a part of a Planned Urban Development just west of Studebaker Elementary School on County Line Road.

As there were no comments, Chair Smith closed the public hearing.

Flaherty, County Asst. Attorney, indicated that the temporary easement needs to be conveyed to the City of Des Moines.

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD DETERMINES THE PROPERTIES DESCRIBED FOR EASEMENT AT FORT DES MOINES PARK WILL NOT INTERFERE WITH PARK PURPOSES AND FORWARDING THE SAME ON TO THE POLK COUNTY BOARD OF SUPERVISORS FOR THE CONVEYANCE OF TEMPORARY AND PERMANENT EASEMENTS TO CITY OF DES MOINES FOR THE PURPOSE OF INSTALLING A SANITARY SEWER CONNECTION TO THE WASTEWATER RECLAMATION AUTHORITY PUBLIC SEWER SYSTEM AS A PART OF A PLANNED URBAN DEVELOPMENT JUST WEST OF STUDEBAKER ELEMENTARY SCHOOL ON COUNTY LINE ROAD.**

**VOTE YEA: JOHNSON, SMITH, KUROVSKI**

#7 – Polk County Conservation, Program Management

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVES AUTHORIZING THE PCCB CHAIR TO SIGN A CONTRACT WITH SHIVE HATTERY TO COMPLETE THE WORK OUTLINED IN THE PROFESSIONAL SERVICES AGREEMENT FOR A FEE NOT TO EXCEED \$20,000 AND FUNDING FOR THE PROJECT WILL BE PAID WITH PCWLL FUNDS.**

**VOTE YEA: KUROVSKI, JOHNSON, SMITH**

#8 – Equipment Purchase: Dump Truck and Forestry Mower

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD APPROVE ACQUIRING A DUMP TRUCK AND FORESTRY MOWER AT A COST NOT TO EXCEED \$270,000 UTILIZING PCWLL FUNDS.**

**VOTE YEA: SMITH, JOHNSON, KUROVSKI**

#9 – Employee Recent Hires

INFORMATION ONLY.

#10 – Employee Introduction

PCCB Employees Chris Lunan, Natural Resources Technician, and Mark Dungan, Natural Resources Manager, introduced and told a little about themselves to the Board.

Recent new hires Lela Mullen, Equestrian Center Manager; Bryan Fix, Barn Supervisor; and Gary Halbersma, Construction Maintenance Supervisor were introduced to the Board.

#11 – Closed Session, Land Acquisition(s)

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD MOVE INTO CLOSED SESSION (7:26 P.M.) PURSUANT TO IOWA CODE SECTION 21.5(1)(j) TO DISCUSS THE PURCHASE OF PARTICULAR REAL ESTATE BECAUSE PREMATURE DISCLOSURE COULD BE REASONABLY EXPECTED TO INCREASE THE PRICE THE PCCB WOULD HAVE TO PAY FOR PROPERTIES.**

**VOTE YEA: JOHNSON, KUROVSKI, SMITH**

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD APPROVE STAFF MOVING FORWARD ON THREE SEPARATE PROPERTIES AS DISCUSSED IN CLOSED SESSION.**

**VOTE YEA: JOHNSON, SMITH, KUROVSKI**

PUBLIC COMMENTS  
FINANCIAL REPORTS

DISCUSSION & REMARKS

- IACCB Fall Conference Reminder
- September 12 Open House – Conservation Center Reminder

ADJOURNNMENT

The meeting was adjourned at 8:10 p.m.

Prepared by: Cindy Lentz



**HR GREEN, INC.**  
**PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 40130019-2**

THIS AMENDMENT, made this 21st day of August 2013 by and between Polk County Conservation Board, the CLIENT, and HR GREEN, INC. (hereafter "COMPANY"), for professional services concerning:

Camp Creek Stabilization & Vehicular Crossing (Thomas Mitchell Park)

hereby amends the original Professional Services Agreement dated March 8, 2013 as follows:

The CLIENT and COMPANY agree to amend the Scope of Services of the original Professional Services Agreement and previous amendments as follows:

Addition of construction staking services as described in the following excerpt from the project specifications:

- 15.2.1 Horizontal and Vertical Control  
Locate and maintain all horizontal control points and vertical benchmarks as listed on the plan sheets that may be destroyed by the planned construction.
- 15.2.2 Removal Limits  
Locate removals for pavement, sidewalks, drives, structure. Removals not authorized or outside of removal limits shall be at Contractor expense.
- 15.2.3 Pavement  
Set graded offset stakes on 25' intervals and breaks. Stakes will include radius points and quarter points of returns.  
  
Grades to be to finish grade (top of slab).
- 15.2.4 Storm Sewer and Culverts  
Set graded offset stakes for intake and manhole structures at the location station for each type of structure.  
  
Set graded offset for pipe runs at 50 foot interval.
- 15.2.5 Stream Stabilization  
Location and extents of proposed stabilization improvements (field-directed by Engineer).

One-time staking shall be provided. Any re-staking shall be paid for by the Contractor.

COMPANY Project Number: 40130019

The CLIENT and COMPANY agree to amend other provisions of the original Professional Services Agreement and previous amendments as follows:

(Not applicable)

In consideration for these services, the CLIENT AGREES to adjust the payment for services performed by COMPANY on the following basis:

- Per current rate schedule with a maximum fee to be increased by thirteen thousand eight hundred dollars (\$13,800).

The total authorized compensation after this Amendment, including the original Professional Services Agreement and all previous Amendments, is one hundred ninety-four thousand six hundred dollars (\$194,600)

THIS AMENDMENT is subject to all provisions of the original Professional Services Agreement.

THIS AMENDMENT, together with the original Professional Services Agreement and all previous amendments represents the entire and integrated AGREEMENT between the CLIENT and COMPANY.

THIS AMENDMENT executed the day and year written above.

POLK COUNTY CONSERVATION

HR GREEN

A handwritten signature in blue ink that reads "Chad Mason". The signature is written in a cursive style with a long, sweeping tail.

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By: Dennis Parker, Director

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By Chad Mason, PE – Project Manager

## **PARKS AND NATURAL AREAS PLANNING ADMINISTRATOR**

### **Distinguishing Features of the Class:**

Under limited supervision of the Conservation Director, is responsible for coordinating, implementing and managing the acquisition of park land, the development of parks, trails and recreation facilities, open space plans and the restoration and enhancement of natural resources, including water quality and watershed management. Administers conservation land acquisition for the Polk County Conservation Board (PCCB), and coordinates land acquisitions and planning activities with other land-management agencies.

### **Illustrative Examples of Duties:**

1. Manages and coordinates the acquisition, restoration, care, and maintenance of natural areas focusing on natural resource management for Polk County Conservation Board managed lands; promotes protection of unique natural areas and open spaces in Polk County.
2. Leads county conservation land acquisition strategies, which includes expanding existing county parks, developing trails and trail corridors, and establishing greenbelts and riparian corridors along key waterways; negotiates with land owners for the purchase of real estate, easements, land rights, leases, land use agreements and other contracts related to land acquisition; coordinates plans for immediate care/long term stewardship of newly acquired land.
3. Coordinates natural resource management programs/land acquisition strategies with partners including U.S. Army Corps of Engineers, Iowa Department of Natural Resources, Iowa Department of Transportation, U.S. Fish and Wildlife Service, Natural Resources Conservation Service, non-profit conservation organizations, private landowners, and others.
4. Monitors the Department's comprehensive natural resources management plan and individual park/open space plans; gathers, analyzes, records, and evaluates data on forests, trees, shrubs, wetlands, lakes, streams, soils, and other flora and fauna for use in developing park and open space management plans, and to identify/implement sound natural resources management practices.
5. Reviews/evaluates environmental quality problems in areas such as runoff pollution, soil erosion, storm water management, wetland degradation, natural area protection, land reclamation, and wildlife habitat management; recommends economically feasible solutions consistent with conservation requirements/regulations.
6. Develops, prepares, and negotiates intergovernmental agreements and memorandums of understanding with other jurisdictions, departments and agencies for land acquisitions, property/estate transfers, federal/state and local grants, planning projects, site operations, and other partnership opportunities.
7. Writes grants and seeks funding for projects and acquisitions; drafts/submits grant applications, monitors ongoing administration of grants, and prepares/submits required documentation/reports.
8. Promotes/coordinates partnerships of interested individuals/groups to give input and support to PCCB natural resources programs; serves as department representative to municipalities, state and federal agencies, and the public, and provides technical assistance and information on a variety of land, water, and other environmental issues.

9. Performs conservation education activities; including advising private land owners and partnering agencies on long term protection and improvement of their natural lands.
10. Performs related duties as may be required.

**Required Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of the current principles and practices of natural resource management, including landscape architecture, soil and water conservation, non-point pollution control, storm water management, and erosion control.
- Comprehensive knowledge of ecological principles, wildlife management, and on-the-ground vegetation management techniques including practices for restoration, invasive plant management, and native plant species management/conservation.
- Comprehensive knowledge of federal, state, and local programs, laws, and regulations regarding natural resource management.
- Knowledge of governmental real estate acquisition laws and procedures, including contracts, leases, access rights, right-of-way regulations, and other aspects of land acquisition/use policy.
- Knowledge of grant writing/administration.
- Knowledge of water resource and watershed management; environmental engineering principles, trail and greenbelt planning and development, game management principles, and land protection methods.
- Knowledge of environmental, social, and economic problems affecting natural resources.
- Knowledge of group dynamics, meeting facilitation, negotiation, mediation, and group problem solving principles and techniques.
- Skills with ArcGIS/ArcView, database, and other computer-assisted planning programs and methods.
- Ability to plan work, think conceptually, observe and evaluate program trends/analyze data.
- Ability to speak before public and private groups.
- Ability to identify botanical and faunal species.
- Ability to travel to remote work sites, walk and stand for prolonged periods, and walk on uneven surfaces.
- Strong leadership skills with the ability to build consensus among diverse groups
- Ability to establish/maintain effective working relationships with other employees, landowners, developers, engineering firms, other governmental agencies, local municipalities, and the public.
- Ability to obtain and maintain a valid driver's license issued by the State of Iowa.

**Training and Experience:**

- Graduation from an accredited four year college or university with major course work in natural resources, environmental science, botany, geography, landscape architecture, forestry, wildlife, or a related field, advanced professional degree desirable, and
- Five years professional work experience in natural resource planning/management, hydrology, construction operations, erosion control, storm water management, or related, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

**Special Requirement:**

- A criminal background check is required.
- Pre-employment physical including drug screening is required.

Adopted: 9/3/2013

# 2013- 2014 Revenue Budget

- as of 08/31/13 (16.67% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	%
<b>General - Fund 1</b>					
0212	Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Equipment	\$ 4,000	\$ -	\$ 4,000	0.0%
6006	Environmental Ed	\$ 55,000	\$ 2,191	\$ 52,809	4.0%
6009	Natural Resources	\$ 176,300	\$ 25,534	\$ 150,766	14.5%
6101	Administration	\$ 109,100	\$ 20,363	\$ 88,737	18.7%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 466,000	\$ 137,712	\$ 328,289	29.6%
6119	Construction/Maint.	\$ -	\$ 30	\$ (30)	0.0%
6124	Equestrian Center	\$ 311,000	\$ 59,204	\$ 251,796	19.0%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,121,400</b>	<b>\$ 245,033</b>	<b>\$ 876,367</b>	<b>21.9%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 103,200	\$ -	\$ 103,200	0.0%
<b>Reserve - Fund 50</b>					
0210-0214	Special Projects	\$ -	\$ 5,703	\$ (5,703)	#DIV/0!
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 1,100,000	\$ -	\$ 1,100,000	0.0%
<b>Grand Total - Conservation</b>		<b>\$ 2,324,600</b>	<b>\$ 250,736</b>	<b>\$ 973,864</b>	<b>10.8%</b>

# 2013- 2014 Expense Budget

- as of 08/31/13 (16.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
<b>General - Fund 1</b>					
0212	Infrastructure	\$ -	\$ -	\$ -	#DIV/0!
0213	Equipment	\$ 158,500	\$ 81,569	\$ 76,931	51.5%
6006	Environmental Ed	\$ 373,691	\$ 86,667	\$ 287,024	23.2%
6009	Natural Resources	\$ 738,882	\$ 157,998	\$ 580,884	21.4%
6101	Administration	\$ 955,972	\$ 195,221	\$ 760,751	20.4%
6103	Community Outreach	\$ 207,048	\$ 45,687	\$ 161,361	22.1%
6104	Conservation Grants	\$ -	\$ 10,406	\$ (10,406)	#DIV/0!
6110	Parks Advocacy Unit	\$ 468,059	\$ 92,944	\$ 375,115	19.9%
6119	Construction/Maint.	\$ 1,067,239	\$ 267,807	\$ 799,432	25.1%
6124	Equestrian Center	\$ 409,939	\$ 81,379	\$ 328,560	19.9%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,379,330</b>	<b>\$ 1,019,678</b>	<b>\$ 3,359,652</b>	<b>23.3%</b>
<b>General Supplemental - Fund 2</b>					
<b>All Units</b>	<b>Benefits (IPERS/FICA/Ins, Etc.)</b>	<b>\$ 1,003,097</b>	<b>\$ 173,450</b>	<b>\$ 829,647</b>	<b>17.3%</b>
<b>Risk Management - Fund 3</b>					
6100	Insurance,Med., Work. Comp.	\$ 96,300	\$ 51,114	\$ 45,186	53.1%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 147,225	\$ 10,575	\$ 136,650	7.2%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 499,200	\$ 8,008	\$ 491,192	1.6%
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 7,130,000	\$ 1,554,442	\$ 5,575,558	21.8%
<b>Grand Total - Conservation</b>		<b>\$ 13,255,152</b>	<b>\$ 2,817,267</b>	<b>\$ 4,862,327</b>	<b>21.3%</b>