



# BOARD MEETING

November 13, 2013 - 5:30 p.m.

Polk County Administration Bldg.  
111 Court Avenue, Room 120  
Des Moines, IA 50309

## 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 October 2013 bill list
- b) **Surplus Property: Equipment Maintenance Building:** determines the current Equipment Maintenance Building is surplus property and direct staff to secure a demolition/recycle company to remove the building, all concrete floor and approach apron, and properly close out and fill in the old septic tanks per Polk County sanitarian recommendations.
- c) **Beaver Creek Greenbelt, Easement:** ratifies action directing staff to publish notice of public hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's November 2013 meeting on determining if property on the PCCB's Beaver Creek Greenbelt being proposed for permanent easement by Xenia Water District for access to their well will not interfere with park purposes and recommending the Polk County Board of Supervisors convey said easement to Xenia Water District.
- d) **Chichaqua Bottoms Greenbelt: Mammal Survey:** approves the proposal for mammalian research at the Chichaqua Bottoms Greenbelt as proposed at a cost of \$12,000 by Dr. Summerville and authorize the PCCB Director to sign and execute the necessary contract with Drake University to implement the proposed survey.
- e) **Equipment Purchase - ATV:** approve purchase of a 2014 Polaris Sportsman 550 EPS ATV from the Van Wall Group for a price not to exceed \$8,603.07.
- f) **Jester Park, Change Order – Entrance Road Grading:** approve the change order to the contract with Sandstone Management for grading the new Jester Park entrance road work in the amount of \$56,739 and authorize the PCCB Director to sign the change order.
- g) **Annual Report, FY 2012-13:** approve the FY 2012-13 Polk County Conservation Board Annual Report.



# BOARD MEETING

- 3) **Public Hearing: Beaver Creek Greenbelt, Easement**
- 4) **PCWLL December 2013 Bond Issuance Revision**
- 5) **Budget, FY 2014-15 & FY 2015-16**
- 6) **Signature Authorization**
- 7) **Contract Modifications**
- 8) **Strategic Planning Update**
- 9) **Employees, Recent Hires**
- 10) **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 October 9, 2013. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

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

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

### b) Surplus Property: Equipment Maintenance Building

As a part of the Conservation Center construction project, the current Equipment Maintenance Building will be removed. A new building is being constructed to replace it. Currently, the new building shell is built and plans are to complete the interior construction this winter and move this operation sometime late winter or early spring. Staff is asking the Board that the old building be disposed of as surplus property.

**STAFF RECOMMENDATION:** That the Board determines the current Equipment Maintenance Building is surplus property and direct staff to secure a demolition/recycle company to remove the building, all concrete floor and approach apron, and properly close out and fill in the old septic tanks per Polk County sanitarian recommendations.

### c) Beaver Creek Greenbelt, Easement

The Board was polled requesting approval to publish notice to hold a public hearing at your November meeting on granting an easement to Xenia Water District for access to their well on our Beaver Creek Greenbelt property.

The Board needs to ratify this action.

**STAFF RECOMMENDATION:** That the Board ratifies action directing staff to publish notice of public hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held at the PCCB's November 2013 meeting on determining if property on the PCCB's Beaver Creek Greenbelt being proposed for permanent easement by Xenia Water District for access to their well will not interfere with park purposes and recommending the Polk County Board of Supervisors convey said easement to Xenia Water District.

**d) Chichaqua Bottoms Greenbelt: Mammal Survey**

Management of the Chichaqua Bottoms Greenbelt (CBG) requires that staff have knowledge of what species of animal lives there and where they might be found. The lack of information makes management difficult and possibly harmful. Managers need a thorough biological inventory in order to design and implement conservation planning.

We have adequate occurrence data for birds and a reasonable understanding of the flora but lack information on mammals, reptiles, amphibians, insects, etc.

Staff solicited a proposal from Dr. Summerville of Drake University to survey mammal occurrence and abundance at CBG. He will map the information and provide habitat suitability maps for species of special concern with a focus on providing information on threatened and endangered species.

Dr. Summerville provided a proposal for a survey that would take place over a year's time beginning in January of 2014. The survey would be under his direct supervision and use student research assistants from Drake. Copy of proposal attached.

I believe the proposed fee of \$12,000 is a modest sum for the anticipated product and would recommend the acceptance of the proposal. There are adequate monies available to finance this proposal in the dedicated fund for Chichaqua, which is funded through hay revenues.

- Loren Lown  
Parks & Natural Areas Planning Administrator

**STAFF RECOMMENDATION:** That the Board approves the proposal for mammalian research at the Chichaqua Bottoms Greenbelt as proposed at a cost of \$12,000 by Dr. Summerville and authorize the PCCB Director to sign and execute the necessary contract with Drake University to implement the proposed survey.

**e) Equipment Purchase: ATV**

The FY 2013-14 capital outlay budget includes \$8,500 to purchase an ATV to replace a 1994 Honda 4-Trax 4-wheeler.

Staff researched the purchase of an ATV from the current State of Iowa DOT Grounds Care Equipment contract 4425-5 and found the 2014 Polaris Sportsman 550 EPS to meet our needs and specifications.

(1) 2014 Polaris Sportsman 550 EPS	\$8,403.07
Possible Contingency	<u>\$ 200.00</u>
(Vendor: Van Wall Group)	\$8,603.07

The delivery date shall be when set-up is completed as they have this ATV in stock.

George Lentz, Eqpt. Maint. Supt.

**STAFF RECOMMENDATION:** That the Board approve purchase of a 2014 Polaris Sportsman 550 EPS ATV from the Van Wall Group for a price not to exceed \$8,603.07.

**f) Jester Park, Change Order – Entrance Road Grading**

The Board was polled for approval of a change order to the contract with Sandstone Management for grading the new Jester Park entrance road. The change order resulted due to an opportunity for Sandstone to rough grade the Conservation Center site at a substantial savings on what it would cost to be done at a later date. This is mostly because they are on site with the required equipment and are familiar with the site plan and engineering involved. Staff projected a cost savings of up to \$50,000 by utilizing Sandstone at this time. With the weather patterns changing and Sandstone's equipment on site, staff felt it necessary to poll the Board to allow work to proceed as soon as is possible.

The overall cost for this work including the change order for site grading will still be below what had originally been planned for this work as part of our PCWLL Reimbursement Resolution. Having the site graded will assist us greatly as we consider final site designs and will also facilitate access to the site next year when work is planned to begin on the Conservation Center itself.

A majority of the Board approved the change order when polled. This action needs to be ratified.

**STAFF RECOMMENDATION:** That the Board approve the change order to the contract with Sandstone Management for grading the new Jester Park entrance road work in the amount of \$56,739 and authorize the PCCB Director to sign the change order.

**g) Annual Report, FY 2012-13**

Attached is the FY 2012-13 Polk County Conservation Board Annual Report. The report includes organizational highlights, financials, and pertinent facts and figures from July 1, 2012 to June 30, 2013. With Board approval, the report will be printed and distributed. Distribution destinations include the Polk County Board of Supervisors, PCCB website, and by request from the general public.

**STAFF RECOMMENDATION:** That the Board approve the FY 2012-13 Polk County Conservation Board Annual Report.

**3) Public Hearing: Beaver Creek Greenbelt, Easement**

A public hearing will be held on determining if property on PCCB's Beaver Creek Greenbelt requested for easement by Xenia Water District for the purpose of accessing their well will not interfere with park purposes.

When PCCB purchased the addition to Beaver Creek Greenbelt from Xenia, staff agreed that Xenia would retain the right to extract water from the previously constructed well in the future as needed for service to their customers.

- Loren Lown  
Parks and Natural Areas Planning Administrator

**STAFF RECOMMENDATION:** That the Board has determined that property requested for easement by Xenia Water District on PCCB's Beaver Creek Greenbelt property for the purposes of access to their well will not interfere with park purposes and direct staff to forward same on to the Polk County Board of Supervisors for the conveyance of the easement.

#### 4) PCWLL December 2013 Bond Issuance Revision

At PCCB's October 9, 2013 Board Meeting the Board approved requesting the Polk County Board of Supervisors to approve the proposed County December 2013 Bond Issuance amount of \$18M for PCWLL CY2013 and CY2014 projects as presented and further support adding \$900,000 to the list for the High Trestle UP Ankeny Trail Corridor purchase subject to the City of Ankeny partnering on this project.

The Polk County Board of Supervisors has since requested that the 2013 Bond Issuance be reduced to \$14M for PCWLL CY2013 and CY2014 projects. Attached is the new proposed project list for CY2013 thru CY2021 with the adjustments made by staff carrying projects out over the eight additional years. Note, projects for CY2015 thru CY2021 are shown for out year planning purposes only.

The Polk County Board of Supervisors has additionally agreed to do a Reimbursement Resolution for the \$900,000 for the High Trestle UP Ankeny Trail Corridor purchase to be included in the December 2014 bond issuance. It is anticipated that this will take place at their November 19, 2013 meeting.

**STAFF RECOMMENDATION:** The Board approves the amended proposed PCWLL Project List for CY2013 and CY2014 to be presented to the Board of Supervisors for their December 2013 Bond Issuance.

#### 5) Budget, FY 2014-15 & FY 2015-16

Attached is the proposed FY14/15 Budget request as compared to our current FY13/14 budget. In essence all that was increased in our budget for FY14/15 were the full time salary step increases and cost of living allowances. We received no additional dollars for operational purposes in supplies and services.

A Decision Package was developed to address our additional operational needs. In the decision package we requested \$42,000 for one additional vehicle and various equipment items, and \$57,430 in seasonal help due to the additional miles of trails, new land purchases to be managed, and overall workload due to the PCWLL Bond projects. We also requested \$82,000 for additional operational expenses such as utilities, fuel, and law enforcement supplies, and \$70,000 for overall facility maintenance.

At this time we are also required to submit the FY15/16 budget request. It is a mirror of the FY14/15 request including the decision package.

For your reference attached is our summary of proposed REAP and Reserve expenditures for FY14/15 and a summary of the proposed vehicle and equipment purchases.

**STAFF RECOMMENDATION:** That the Board approves the submission of the proposed FY14/15 & FY15/16 budget requests to the County Board of Supervisors for consideration, and that the Director is authorized, with discretion, to adjust the budget if required.

## 6) Signature Authorization

In the past, official documents that involve action by the Board that are not immediately available at the Board meeting have at times required the Board Chair's signature while at other times the Director's signature, if so approved by the Board. The increase in projects that are a result of the bond referendum, has led to an increase in documents such as change orders, contracts, property closings, etc. requiring signatures between Board meetings. To provide consistency and to minimize the efforts of the PCCB Chair the Board can authorize the Director to sign these documents on behalf of the Board. In all cases, the Board will have acted officially at a prior Board meeting and the Director will only be signing on behalf of the Board. The Board should maintain the ability to not delegate this authority for signing on documents that they would prefer having the Board Chair sign.

**STAFF RECOMMENDATION:** That the Board grant authority to the PCCB Director to sign all documents associated with items approved by the PCCB in place of the PCCB Chair unless specified differently through Board actions and that this granting of authority be reviewed annually.

## 7) Contract Modifications

This item reflects a change in consultant Scope of Services related to Jester Park Improvements. This change will omit two items from the RDG professional services agreement and will add them to a new contract directly between Shive-Hattery and PCCB. This change is desired because the work in question does not directly pertain to the Conservation Center site improvements. Approval is recommended to allow the Director to execute an amendment to the RDG professional services agreement to omit the Interior/Exterior Traffic Study and Civil Engineering Programming for the proposed entrance road and reduce the RDG contract fee by \$21,300.

This item also includes a new contract between PCCB and Shive-Hattery. The action item is for the PCCB to authorize the Director to execute a professional services agreement with Shive-Hattery in the amount of \$99,000 for the services as follows:

- JP Interior/Exterior Traffic Study: The scope of this effort increased due to the engineering and evaluation necessary to address concerns expressed by neighbors, advisory committee members, PCC staff and the general public. The amount of this effort is \$29,500.
- JP Campground #2: Design and bidding documents for electrical distribution, provision of water and campsite renovations for camp area #2. This effort

was not represented in any prior consultant agreements and the fee of \$28,800 includes construction administration.

- JP Campstore Site Study & Concept Development: Design concepts in the amount of \$4,200. This effort was not represented in any prior consultant agreements.
- JP Entrance Road Phase 1 (Rough Grading): Programming, design, bidding documents and construction administration for the rough grading of the new Jester Park Entrance Road. The fee for this effort is \$36,500.

In summary, these items move \$21,300 worth of services from RDG's contract to Shive-Hattery's contract with PCCB. The total of the proposed Shive-Hattery agreement is \$99,000, less the \$21,300 equates to an additional \$77,700 in proposed professional services.

**STAFF RECOMMENDATION:** That the Board approve the change in consultant scope of services related to Jester Park Improvements as follows: 1) amend RDG's professional services agreement to omit the Interior/Exterior Traffic Study and Civil Engineering Programming for the proposed entrance road and reduce the RDG contract fee by \$21,300; and 2) authorize the PCCB Director to execute a professional services agreement with Shive-Hattery in the amount of \$99,000 for the following services: JP Interior/Exterior Traffic Study, JP Campground #2, JP Campstore Site Study & Concept Development, and JP Entrance Road Phase 1 (Rough Grading).

## 8) Strategic Planning Update

A Retreat of the Board for strategic planning is scheduled for December 5 & 6, 3:00 PM to 7:00 PM each day.

At the meeting Rich Leopold will provide a strategic planning update as well as discuss with the Board a location for the Retreat.

## 9) Employee Recent Hires

The following individuals have been hired for employment with PCCB:

Start Date	Employee	Position	Rate of Pay
10/19/13	Card, Matt	Stable Laborer I	9.25/Hr
10/20/13	Kirchner, Deborah	Stable Laborer I	9.25/Hr
10/30/13	Lesch, Tyler	Stable Laborer I	9.25/Hr

Information only.

## 10) Employee Introductions

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, October 9, 2013. The meeting was called to order at 5:30 p.m.

### #1 – Roll Call

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

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

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE SEPTEMBER 11, 2013 MEETING MINUTES AS WRITTEN.**

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

### #2 – Consent Agenda

Discussion was held on the bill list in regards to credit card payment identification. Carlson, Accountant, indicated she would contact Kurovski to discuss the matter further.

George Lentz, Eq. Maint. Supt., identified two additions to the list of items to go to the county auction (2d): one trailer and one mower.

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS WITH AMENDMENT TO ITEM 2D - COUNTY AUCTION LIST TO INCLUDE ADDITIONAL TRAILER AND MOWER:**

**A) PCCB SEPTEMBER 2013 BILL LIST;**

**B) MODIFIED FAMILY MEDICAL LEAVE ACT POLICY AS PRESENTED AND APPROVE ADOPTING THE DISTRACTED DRIVING POLICY AS PRESENTED AND MAKING EACH A PART OF THE PCCB EMPLOYEE MANUAL;**

**C) RATIFIES ACTION DIRECTING STAFF TO PUBLISH NOTICE OF PUBLIC HEARING PURSUANT TO IOWA CODE 331.305 THAT A PUBLIC HEARING WILL BE HELD AT THE PCCB'S OCTOBER 2013 MEETING ON THE PLANS,**

**SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST OF THE YELLOW BANKS PARK DAM REHABILITATION PROJECT;**  
**D) THE PRESENTED LIST OF OF SURPLUS ITEMS TO BE SOLD AT THE POLK COUNTY FALL AUCTION ON 10/19/2013;**  
**E) STAFF SUBMITTING A REAP/CEP GRANT (DISCOVER YOUR WATERSHED) ON NOVEMBER 1, 2013, WITH THE AMOUNT TO BE DETERMINED AND APPROVE THE USE OF \$3,000 FOR CASH MATCH FROM THE PCWLL FUNDS; AND FURTHER AUTHORIZES THE PCCB DIRECTOR TO SIGN SAID GRANT IF AWARDED;**  
**F) JESTER PARK CABIN RENTAL RATES OF \$80/NIGHT FOR THE SMALLER CABINS AND \$110/NIGHT FOR THE LARGER CABIN AND APPROVE THE CABIN RENTAL CONTRACT AGREEMENT AS PRESENTED; HOWEVER, GRANT THE PCCB DIRECTOR PERMISSION TO MAKE MODIFICATIONS TO THE CONTRACT IF DEEMED NECESSARY.**  
**VOTE YEA: LEVIS, SMITH, KUROVSKI, JOHNSON, CATALDO**

#3 – Capital Crossroads & Tomorrow Plan Panel Presentation

Pat Boddy, RDG Planning and Design; Angela Connolly, Polk County Board of Supervisors; Tom Hadden, Director – Metro Waste Authority; and Mark Ackelson, President Emeritus - Iowa Natural Heritage Foundation, were present to speak to the Board on the Tomorrow Plan and Capital Crossroads.

Information only.

#4 – PCWLL December 2013 Bond Issuance

Director Parker distributed Polk County Water and Land Legacy Bond proposed project list for CY 2013 through CY 2015.

**IT WAS MOVED BY JOHNSON THAT THE POLK COUNTY CONSERVATION BOARD REQUESTS THE POLK COUNTY BOARD OF SUPERVISORS TO APPROVE THE PROPOSED COUNTY DECEMBER 2013 BOND ISSUANCE AMOUNT OF \$18M FOR PCWLL CY 2013 AND 2014 PROJECTS AS PRESENTED AND FURTHER SUPPORT ADDING \$900,000 TO THE LIST FOR THE HIGH TRESTLE UP ANKENY TRAIL CORRIDOR PURCHASE SUBJECT TO CITY OF ANKENY PARTNERING ON THIS PROJECT.**  
**VOTE YEA: JOHNSON, KUROVSKI, SMITH, LEVIS, CATALDO**

#5 – Public Hearing & Award of Bid: Thomas Mitchell Park, Pond Improvements

Chair Smith opened the public hearing on the plans, specifications, cost estimate and form of contract for the Pond Accessible Trail & Amenities as part of the Thomas Mitchell Park, Pond Improvements project.

As there were no comments, the public hearing was closed.

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR THE POND ACCESSIBLE TRAIL & AMENITIES AS PART OF THE THOMAS MITCHELL PARK POND IMPROVEMENTS PROJECT AND APPROVE THE ENTIRE PROJECT COST NOT TO EXCEED \$175,000.  
VOTE YEA: LEVIS, JOHNSON, CATALDO, KUROVSKI, SMITH**

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVES AWARDDING THE BID FOR COMPLETION OF THE TRAIL PORTION OF THE THOMAS MITCHELL PARK POND IMPROVEMENTS PROJECT TO RW EXCAVATING AT A BID OF \$66,255.76; AND AUTHORIZE THE PCCB CHAIR TO SIGN A CONTRACT DOCUMENTS WITH RW EXCAVATING SUBJECT TO SUCCESSFUL BONDING AND INSURANCE REQUIREMENTS BEING MET.  
VOTE YEA: KUROVSKI, CATALDO, SMITH, LEVIS, JOHNSON**

#6 – Public Hearing & Award of Bid: Fort Des Moines Park, Pond Improvements

Chair Smith opened the public hearing on the plans, specifications, cost estimate and form of contract for the Pond Improvements within Fort Des Moines Park.

As there were no comments, the public hearing was closed.

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PLANS, SPECIFICATIONS, COST ESTIMATE, AND FORM OF CONTRACT FOR FORT DES MOINES PARK POND & WATERSHED IMPROVEMENTS FOR A COST NOT TO EXCEED \$750,701 WHICH INCLUDES A 10% CONTINGENCY.  
VOTE YEA: CATALDO, JOHNSON, SMITH, LEVIS, KUROVSKI**

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVES AWARDDING THE BID FOR FORT DES MOINES PARK POND & WATERSHED IMPROVEMENTS TO REILLY CONSTRUCTION AT A COST OF \$682,456; AND AUTHORIZE THE PCCB CHAIR TO SIGN CONTRACT DOCUMENTS WITH REILLY CONSTRUCTION SUBJECT TO SUCCESSFUL BONDING AND INSURANCE REQUIREMENTS BEING MET.  
VOTE YEA: CATALDO, JOHNSON, SMITH, LEVIS, KUROVSKI**

#7 – Public Hearing & Award of Bid: Jester Park, Entrance Road Relocation

Chair Smith opened the public hearing on the plans, specifications, cost estimate and form of contract for the Jester Park Entrance Road Relocation project.

As there were no comments, the public hearing was closed.

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR THE JESTER PARK ENTRANCE ROAD RELOCATION PROJECT AT AN ENGINEER'S ESTIMATED PROJECT COST OF \$225,659. VOTE YEA: SMITH, CATALDO, KUROVSKI, LEVIS, JOHNSON**

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE AWARDDING THE BID FOR ROAD CONSTRUCTION WORK AS PART OF THE JESTER PARK ENTRANCE ROAD PROJECT TO SANDSTONE MANAGEMENT AT A COST OF \$223,100 AND APPROVES A 10% CONTINGENCY AMOUNT OF \$22,310 FOR A TOTAL AMOUNT NOT TO EXCEED \$245,410; AND FURTHER AUTHORIZES THE PCCB CHAIR TO SIGN CONTRACT DOCUMENTS WITH SANDSTONE MANAGEMENT. FUNDING FOR THIS PROJECT IS PROVIDED FROM THE POLK COUNTY WATER & LAND LEGACY BOND. VOTE YEA: SMITH, CATALDO, KUROVSKI, LEVIS, JOHNSON**

#8 – Public Hearing & Award of Bid: Yellow Banks Park, Dam Rehabilitation

Chair Smith opened the public hearing on the plans, specifications, cost estimate and form of contract for the Yellow Banks Park Dam Rehabilitation project.

As there were no comments, the public hearing was closed.

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PLANS, SPECIFICATIONS, COST ESTIMATE AND FORM OF CONTRACT FOR YELLOW BANKS DAM REHABILITATION WITHIN YELLOW BANKS PARK FOR A COST NOT TO EXCEED \$741,820 WHICH INCLUDES A 10% CONTINGENCY. VOTE YEA: LEVIS, SMITH, JOHNSON, CATALDO, KUROVSKI**

**IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE AWARDDING THE BID FOR THE YELLOW BANKS PARK DAM REHABILITATION PROJECT TO RW EXCAVATING AT A COST OF \$674,382; AND FURTHER AUTHORIZES THE PCCB CHAIR TO SIGN CONTRACT DOCUMENTS WITH RW EXCAVATING SUBJECT TO SUCCESSFUL BONDING AND INSURANCE REQUIREMENTS BEING MET. VOTE YEA: LEVIS, SMITH, JOHNSON, CATALDO, KUROVSKI**

#9 – Public Hearing: Great Western Trail, Permanent Easements

Chair Smith opened the public hearing on granting two easements to the City of Des Moines for replacement of the bridge over the Great Western Trail at Army Post Road.

As there were no comments, the public hearing was closed.

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD DETERMINED THAT PROPERTY RELATED TO TWO PERMANENT EASEMENTS TO THE CITY OF DES MOINES FOR REPLACEMENT OF THE BRIDGE OVER THE GREAT WESTERN TRAIL AT ARMY POST ROAD WILL NOT INTERFERE WITH THE TRAIL AND DIRECT STAFF TO FORWARD SAME ON TO THE POLK COUNTY BOARD OF SUPERVISORS FOR THE CONVEYANCE OF THE EASEMENTS.  
VOTE YEA: CATALDO, KUROVSKI, LEVIS, JOHNSON, SMITH**

#10 – Trails & Greenways Committee (TAG)

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPOINT GINGER SOELBURG, CRAIG STAFFORD AND CHRIS MCCARTHY AS REPRESENTATIVES TO THE TRAILS AND GREENWAYS COMMITTEE TO REPRESENT POLK COUNTY CONSERVATION FOR A TWO YEAR TERM BEGINNING IN NOVEMBER OF 2013 AND FURTHER DIRECT STAFF TO CONTINUE INVESTIGATING POTENTIAL COMMITTEE MEMBERS AND RETURN TWO ADDITIONAL RECOMMENDATIONS FOR BOARD CONSIDERATION AT OUR REGULARLY SCHEDULED DECEMBER MEETING.  
VOTE YEA: SMITH, JOHNSON, KUROVSKI, CATALDO, LEVIS**

#11 – Contract Amendments

No contracts to present.

#12 – Strategic Planning Updates

Richard Leopold, Deputy Director, gave brief update on status of strategic planning and future meetings to take place as part of the process. A Board retreat was scheduled for December 5 and 6, 3:00 p.m. to 7:00 p.m., location to be determined.

Information only.

#13 – Employees, Recent Hires

Information only.

#14 – Employee Introductions

Tyler Naeve, Maintenance Technician, and Carol Ann Carlson, Accountant, introduced themselves and told a little about themselves to the Board.

DISCUSSION ITEMS

- Director indicated Mark Wandro would be the new County Administrator
- Director distributed flyer on Conservation Center

ADJOURNMENT

The meeting was adjourned at 8:09 p.m.

Prepared by: Cindy Lentz

Approved:

Proposal for a One-Year Mammal Survey at Chichaqua Bottoms Greenbelt  
January – December 2014

Dr. Keith S. Summerville

## Introduction

One of the conclusions drawn by Summerville et al.'s habitat suitability modeling for Plains Pocket Mouse at Chichaqua Bottoms Greenbelt (CBG) is that there is a significant need for thorough biological inventory at the preserve. Hill et al. (2008; *Natural Areas Journal*) described the reptiles of Sandhill prairie. Summerville's 2010 report to Polk County Conservation Board delineated results from butterfly and moth surveys at Engeldinger Marsh, Turtlehead Fen, Sandhill Prairie, and Puccoon Prairie. Summerville et al. (2011; *Journal of the Iowa Academy of Science*) developed such an inventory for birds. Elmer et al. (2012; *Great Lakes Entomologist*) outlines data for butterflies at Bolton-Hay prairie. No preserve-wide data exists for mammals.

Chichaqua Bottoms Greenbelt, however, does contain suitable habitat for Plains Pocket Mouse. An extant population exists on Sandhill Prairie, but the extent of the population throughout the sand soils of the preserve is unknown. Suitable habitat also exists for bog lemmings, least shrews, weasels, bobcats and mountain lions. Chichaqua Bottoms Greenbelt also supports robust populations of beaver and river otters, but estimates of population sizes for these animals have not been scientifically derived. In short, knowledge of the diversity and distribution of mammals at Chichaqua Bottoms is very limited, is often anecdotal, and has not been systematically collected throughout the preserve. Indeed, mammals remain the last major group of animals that have yet to be widely inventoried at CBG. Mapping the diversity of mammals across the preserve and calculating population densities for species of conservation concern will be critical data that will inform future management of wetlands, prairies, and woodlands at Chichaqua Bottoms.

## Methods

I propose to conduct a year-long inventory of mammal species throughout the entirety of Chichaqua Bottoms Greenbelt. Beginning January 2014, I will deploy a series of trail cameras to capture activity patterns of larger ungulates and carnivores in the wetland oxbows and woodlands of the old Skunk River Channel. Cameras will deliver photo images to a hand-held mobile device every day (for the lifespan of the camera battery) and images will be used to identify species and activity patterns. I will also deploy a network of Sherman live traps for mesopredators, rodents, scuriids, and insectivores through the preserve. Trap lines will be run weekly from May 2014 – October 2014 and all captured individuals will be identified. Population estimates for species will be calculated using published models relating relative capture rates to animal density. Finally, I will create a habitat suitability model for Indiana Bat using US Fish and Wildlife data on this endangered species breeding habitat needs. The habitat suitability model will be field truthed by performing site visits to determine density and basal area of snags used for roosting. I will coordinate these field truthing trips with Rebecca Cristofel

at Iowa State University and we will attempt to use AnaBat sonogram analysis to detect presence of Indiana bats within CBG.

**Deliverables**

Upon completion of this project, Polk County Conservation Board will:

- Receive data on the species diversity of mammals throughout the wetlands, prairies, and woodlands at CBG. Data for species diversity will be mapped in ArcGIS to demonstrate relationships between land cover types and occurrence of specific mammal species
- Receive a habitat suitability map for Indiana Bat that identifies areas of critical habitat that could be used by this species. The habitat suitability map will be field truthed to document potential occurrence of this endangered species.
- Receive species distribution maps for other threatened and endangered mammals within the boundaries of CBG. Three species will be emphasized: Plains Pocket Mouse, Least Shrew, and Bog Lemming.
- Receive estimates of population sizes of mammals such as river otters, muskrats and beavers, which utilize wetland oxbows and drainage district channels and, in the case of the latter two species, cause degradation of levies, water hydroperiods, and bank stability.

**Budget**

To complete the proposed study, I request the following budget (\$12,000):

Summerville research stipend, summer 2014:	\$5750
Student research assistants:	\$4000
Supplies:	\$1500
Travel:	\$750
<hr/>	
TOTAL	\$12,000

*Leading you Outdoors*

# ANNUAL REPORT

JULY 2012 - JUNE 2013

*date to remember...*

November 6, 2012

**BOND  
PASSED**



# YEAR AT A GLANCE



November 6th, 2012, was a historic day for Polk County Conservation and its constituents. Months of planning were not in vain as we saw voters support the Polk County Water & Land Legacy Bond (PCWLL), passing the measure by 72%. This large margin of victory showed that there is bipartisan support for critical water quality, wildlife, trails, and recreation projects.

As you'll see in the next few pages, we were immediately able to put real projects on the ground within the first year of passing the bond.

Sensitive natural areas were successfully acquired from willing landowners that will play an important role to improve water quality and provide quality wildlife habitat. Additionally, we continued to pursue some significant trail connections throughout the county and tackle some recreation and education projects that were categorized as high priority in our park master plans.

More than 500 acres of quality natural areas have been purchased that will be preserved for your children and grandchildren at Chichaqua Bottoms Greenbelt, Beaver Creek Greenbelt, and Camp Creek.

Water quality benefits associated with land protection, along with a series of pond, lake, and stream improvements have been another emphasis area this fiscal year. These projects will lead to improved water quality, fisheries health, and outdoor recreation opportunities.

Planning and design for numerous recreation and education projects has been taking place behind the scenes, and will continue to do so in the coming years.

Any projects that have been funded fully or in part by Polk County Water & Land Legacy throughout this document are denoted by the PCWLL logo water droplet.

A sincere thank you is extended to the citizens of Polk County, our community partners, and volunteers that help us make great things happen in our parks and trails.



Young boy studies pond life at Easter Lake Park.

# ANNUAL HIGHLIGHTS

## ORGANIZATIONAL DEVELOPMENT

- Polk County Conservation Board welcomed new Board member, Sara Kurovski, in July 2012.
  - Michelle McEnany ended her term as Conservation Board member in early 2013.
  - Connie Johnson was sworn into office in March 2013 as Polk County Conservation's newest Board member.
- In order to maximize flexibility and efficiency in meeting operational demands and achievements of goals that grew from the passing of the Polk County Water & Land Legacy bond referendum, one Deputy Director position and one Construction Maintenance Supervisor position were created and filled.
- The Board approved a three-year project implementation plan for Polk County Water & Land Legacy in January 2013.
- HR Green was hired to develop a master plan for Chichaqua Bottoms Greenbelt. Dr. Keith Summerville of Drake University was also contracted to complete ecological research to assist with the development of this plan.
- In partnership with the Polk County Soil and Water Conservation District, City of Des Moines, IDNR and others, the Easter Lake Watershed Management Plan was written. Partners began work in May 2013.

## RECREATION ENHANCEMENT

- A Grand Opening celebration took place in July 2012 for the Jester Park Amphitheater. Numerous programs and music events took place this year.
- A one-acre wetland was constructed to help improve Two Dam Pond's water quality, along with pond dredging and the addition of three stabilization structures. Accessible recreation enhancements included a hiking trail with a bridge, fishing pier, canoe access, and parking improvements.
- Construction began in June 2013 on four rental cabins at Jester Park. These cabins will provide park users with affordable and scenic overnight accommodations that offer many modern day comforts.
- The Board approved the name "Mark C. Ackelson Trail" for the future five-mile trail around Easter Lake. Ackelson blazed the way for Iowa's trail system. He led efforts to create most of Iowa's first trails in the 1980s. During his three-decade career at the Iowa Natural Heritage Foundation, he helped protect over 130,000 acres of Iowa's prairies, woodlands, lakes, and rivers. Plans and contracts for this trail were approved in June 2013.
- A Grand Opening celebration took place in October 2012 at Mally's Weh-Weh-Neh-Kee Park. Improvements included a new picnic shelter, playground, restroom, parking area, and creek improvements. This park will be a future hub for Chichaqua Valley and Gay Lea Wilson Trail users.



Visitors enjoy the newly installed playground at Mally's Weh-Weh-Neh-Kee Park.

# ANNUAL HIGHLIGHTS

## RECREATION ENHANCEMENT (CONT'D)

- Jester Park Equestrian Center received a \$25,000 donation from Gabus Automotive Group for their Exceptional Rider program. The money is going towards participant scholarships and programming.
- Work started in the fall of 2012 to build a public access, parking lot, and wildlife viewing platform adjacent to State Highway 65. Construction continued through spring of 2013 with lumber and volunteer assistance being provided by the IDNR. The overlook is now complete and open to the public. A kiosk and interpretive signage that will provide educational information are scheduled to be in place by the spring of 2014.



The wildlife viewing platform at Chichaqua Bottoms Greenbelt is located adjacent to Hwy 65.

## EDUCATION & OUTREACH

- Polk County Conservation was recognized with an Iowa Tourism award at their annual conference in October 2012. Lori Foresman-Kirpes, PCC Naturalist, was recognized as an individual Friend of Tourism award winner for her efforts with park interpretation and eco-bus tour leadership.



Lori Foresman-Kirpes accepts an award at the Iowa Tourism annual conference.

- PCC sponsored the Iowa Rivers Revival Master River Stewardship program. This program is an educational program that focuses exclusively on river issues. It's designed to create local watershed leaders working in a hands-on collaborative environment with their peers to implement practices learned in the classroom. Graduates from the program must complete a watershed project as a requirement of their participation.
- Nature News, our seasonal publication, received the 2012 Outstanding Print Media Award from the Iowa Association of Naturalists and Iowa Conservation Education Coalition. Nature News is distributed to over 15,000 people. Naturalist, Heidi Anderson, is the editor of the newsletter and accepted the award at the Iowa County Conservation Board Employee Winterfest Conference in January 2013.
- PCC launched accounts with Twitter, Pinterest, YouTube and has created a monthly blog to help stay connected with the public. These social media outlets are in addition to the Facebook account the Conservation team already manages.

# ANNUAL HIGHLIGHTS

## LAND PROTECTION AND RESTORATION

- More than 311 acres of land at Chichaqua Bottoms Greenbelt has been purchased to complete a NE acquisition project (the “Shaw” Property) that has been in progress since the mid-2000s. This land will eventually be restored to prairie and wetland that will benefit wildlife habitat and serve as a prime site for a variety of environmental education initiatives.
- PCC was awarded a grant from the IDNR for herpetile habitat improvement at Chichaqua Bottoms Greenbelt. The goal for this project is to protect and enhance existing habitat and develop new habitat for reptiles and amphibians at the Sand Hill Unit.
- A 28E agreement was made with IDNR to improve water quality and urban fisheries at the Fort Des Moines pond. Planning and design have been completed.
- Twenty-six acres of land was purchased at Beaver Creek Greenbelt along Highway 141. This riparian woodland area is a valuable wildlife habitat. Water quality improvements to Beaver Creek will begin with plans for bank stabilization.
- In partnership with Metro Waste Authority, 49 acres of land was purchased along Camp Creek between Runnells and Mitchellville. This riparian corridor offers quality habitat and a great place for observing wildlife. Water quality improvements will occur as the stream bank is gradually stabilized. Future plans may involve constructing hiking trails through the area and recreational water access for pedestrians.
- Over 100 acres of land has been purchased at Chichaqua Bottoms Greenbelt running along Highway 65, northeast of the Skunk River. This former in-holding now serves as the site of the newly constructed wildlife viewing platform. The low, wet prairie area creates an opportunity for wetland restoration and quality wildlife habitat.



Spot the snake: Grant monies from IDNR will enhance habitat for amphibians and reptiles like this well-camouflaged smooth green snake.



A view of one of the Chichaqua Bottoms Greenbelt acquisitions.

# ANNUAL HIGHLIGHTS

## INFRASTRUCTURE

- CXT toilets were purchased and installed at the High Trestle Trail Oasis rest area, Great Western Trailhead parking lot, and Easter Lake Park Shelter #4. These new facilities are easier to clean, fully accessible, have much less odor, and are more vandal resistant.
- Existing paved roads at Easter Lake were in need of maintenance to extend their life and provide safer travel conditions. Dust from gravel surfaced roads presented sanitary health issues, maintenance difficulties and mobility challenges for park visitors. Asphalt overlay between Shelters #3 and #4 was completed in addition to some crack sealing.



CXT toilet being installed at the High Trestle Trail Oasis rest area.

## RESOURCE ENHANCEMENT

- The City of Des Moines has transferred 84.9 acres of land in Chichaqua Bottoms Greenbelt to PCC as previously agreed upon completion of a wetland mitigation project.
- Polk County Conservation will be contributing \$25,000 over five years to the High Trestle Trail Legacy Fund. This five year joint service agreement is for maintenance repairs on the High Trestle Trail in partnership with the cities of Ankney, Madrid, Sheldahl, Slater, Woodward, and Boone, Story, Dallas, and Polk County Conservation Boards.



A view of the High Trestle Trail, managed by many partners, including Polk County Conservation.

# FINANCIAL STATEMENT

## REVENUE

REVENUES:	General Basic	General Supp.	Insurance	Reserve	REAP	Bond	Golf Course	TOTALS
Property Taxes	\$3,472,545	\$918,301	\$158,658	\$-	\$-	\$-	\$-	\$4,549,504
Recreational Fees	552,881	0	0	0	0	0	0	552,881
Concessions	61,065	0	0	0	0	0	0	61,065
Environmental Protection Agency Grants	0	0	0	0	0	0	0	0
Miscellaneous Federal Grants	79,372	0	0	347,186	0	0	0	426,558
Miscellaneous State Grants & Reimbursements	52,061	0	0	107,643	0	0	0	159,704
Land Rent	64,056	0	0	0	0	0	0	64,056
Building & Shelter Rentals	76,155	0	0	0	0	0	8,400	84,555
Equipment & Machinery Rentals	764	0	0	0	0	0	0	764
Firewood Sales	13,648	0	0	0	0	0	0	13,648
Miscellaneous Sale of Commodities	1,869	0	0	0	0	0	0	1,869
FEMA	132,983	0	0	0	0	0	0	132,983
Service Fees	0	0	0	0	0	0	0	0
Miscellaneous Contributions & Reimb. Other Govts	0	0	0	0	0	0	0	0
General Administration Fees	13,000	0	0	0	0	0	0	13,000
Fee Based Program Revenues	58,861	0	0	0	0	0	0	58,861
Commissions	2,605	0	0	0	0	0	198,145	200,750
Motor Vehicle Fuel Refunds	7,127	0	0	0	0	0	0	7,127
Miscellaneous Contributions & Donations	3,020	0	0	0	4,735	0	0	7,755
Miscellaneous Receipts	3,394	0	0	0	0	0	0	3,394
Fixed Assets Sold	15,594	0	0	0	0	0	0	15,594
Recoveries on Losses	545	0	0	0	0	0	0	545
REAP Annual Per Capita Payment	0	0	0	0	97,628	0	0	97,628
REAP DNR Fishing & Hunting Grant	0	0	0	0	0	0	0	0
Bond Revenues	0	0	0	0	0	1,754,354	0	1,754,354
Transfers in from Golf Course	84,082	3,551	0	85,820	0	0	0	173,453
Fund Interest	0	0	0	3	217	0	2,315	2,535
<b>TOTAL REVENUES</b>	<b>\$4,695,624</b>	<b>\$921,852</b>	<b>\$158,658</b>	<b>\$540,651</b>	<b>\$102,580</b>	<b>\$1,754,354</b>	<b>\$208,860</b>	<b>\$8,382,579</b>

## GRANTS

The following are grants and reimbursements awarded during FY 12-13. The annual amounts listed are the award totals. Depending upon the grant specifics, the award may be received in one year or over multi-years.

Federal Surface Transportation Program - Gay Lea Wilson Trail	\$500,966
DNR - Thomas Mitchell Pond & Jester Park Two Dam Pond Aerators	\$11,971
REAP - Shaw Property Acquisition Grant Extension	\$258,860
DNR - Wildlife Diversity - Reptile Habitat Improvements at Chichaqua Bottoms Greenbelt	\$1,875

# FINANCIAL STATEMENT

## EXPENDITURES

EXPENDITURES:	General Basic	General Supp.	Insurance	Reserve	REAP	Bond	Golf Course	TOTALS
Conservation Infrastructure/Equipment	\$134,655	\$-	\$-	\$-	\$-	\$-	\$-	\$134,655
Environmental Education	367,596	104,614	0	0	0	0	0	472,210
Natural Resources	662,724	212,332	0	0	0	0	0	875,055
Administration	787,251	120,272	0	0	0	0	0	907,523
Community Outreach	196,773	39,259	0	0	0	0	0	236,032
Conservation Grants	663,176	0	0	0	0	0	0	663,176
Parks Advocacy	456,673	144,406	0	0	0	0	0	601,079
Construction, Maintenance, Operations	979,520	218,049	0	0	0	0	0	1,197,569
Equestrian Center	447,256	82,922	0	0	0	0	0	530,177
Insurance, Unemployment, & Workers Comp. Medical	0	0	158,658	0	0	0	0	158,658
Conservation Land Acquisition & Development	0	0	0	550,738	0	0	0	550,738
Resource Enhancement & Protection	0	0	0	0	135,401	0	0	135,401
PCWLL Bond	0	0	0	0	0	1,754,354	0	1,754,354
Golf Course Transfer to Operations & Reserve	0	0	0	0	0	0	173,453	173,453
Golf Course Minor Repairs & Maintenance	0	0	0	0	0	0	17,028	17,028
<b>TOTAL EXPENDITURES</b>	<b>\$4,695,624</b>	<b>\$921,852</b>	<b>\$158,658</b>	<b>\$550,738</b>	<b>\$135,401</b>	<b>\$1,754,354</b>	<b>\$190,481</b>	<b>\$8,407,108</b>

## BUDGET SUMMARY

The General Basic funds expended for the various departments covered salaries, supplies, and services. The General Supplemental funds covered employee benefits. The insurance expenditures were for Unemployment Insurance, Workers' Comp Disability, Workers' Comp Medical Expense, and Liability Insurance premiums.

Projects completed or continued with the Reserve funds were Mally's Park upgrades, construction of the Equestrian Center horse trail, improvements to the Equestrian Center offices, Yellow Banks sewer improvements, and public education on the bond referendum. Monies from the Reserve funds were also used for various grant matches. Equipment and various conservation vehicles were also purchased. Polk County Conservation Board continues construction and repairs of trails throughout Polk County.

Projects completed or continued with REAP (Resource Enhancement and Protection) funds were asphalt overlay on park roads, hard surface trail repairs, wayfinding signs, equipment purchases, radio upgrades, continued work on rental cabins at Jester Park, support of a naturalist's salary for wildlife research, plus various smaller projects throughout all areas. We also supported various 28E agreements including the High Trestle Trail Legacy Fund, and sponsored the Master River Stewardship Program.

Polk County Conservation continually monitors revenues and expenses to assure budget compliance. In addition, a user fee committee annually reviews the various direct user charges for camping, shelter rentals, educational programs, special events, and other fee based activities to assure that a fair mix of user fee charges and general Polk County taxpayer support is maintained in the annual budget.

# FACTS AND FIGURES

## PARK VISITATION (WHERE RECORDED)

Brown's Woods	54,668
Carney Marsh	21,164
Chichaqua Bottoms Greenbelt	47,157
Chichaqua Valley Trail	5,259
<i>closed from spring 2010 to October 2012</i>	
Easter Lake Park	318,964
Fort Des Moines Park	119,890
Four Mile Creek Greenbelt	298
Gay Lea Wilson Trail	31,885
Great Western Trail	31,169
High Trestle Trail	17,899
<i>near PCC gazebo area</i>	
Jester Park	414,722
<i>includes Mile Long Boat Ramp, Golf Course, Equestrian Center and Lodge</i>	
Mally's Park	12,698
Thomas Mitchell Park	109,523
Trestle to Trestle Trail	12,028
Yellow Banks Park	240,618

**TOTAL PARK VISITATION\*** **1,437,942+**

\*PCC is unable to accurately calculate total park visitation from traffic counters. The estimated visitation total of 1,437,942 people reflects only those parks equipped with counters or alternative ways for tracking visitation.

## RENTAL FACILITY RESERVATIONS

Chichaqua Longhouse	68
Easter Lake Park (Shelters #1-#5)	236
Fort Des Moines Park (Shelters #1-#2)	113
Jester Park (Shelters #2-#6)	242
Jester Park Lodge	99
Mally's Park (opened fall of 2012)	4
Thomas Mitchell Park (Shelters #1-#2)	115
Yellow Banks Park (Shelters #1-#4)	64

**TOTAL FACILITY RESERVATIONS** **941**

## ENVIRONMENTAL EDUCATION

- 1,098 school programs involving 22,676 students
- 188 youth programs involving 3,971 youth
- 6 public camp programs involving 69 youth
- 63 adult programs involving 2,378 adults
- 81 family programs involving 3,391 participants
- 7 bus trips involving 328 participants

## VOLUNTEER HOURS CONTRIBUTED

12,500 hours in total  
Estimated value: \$219,375



Cargill Milling employees volunteering their time to beautify Fort Des Moines Park.

# UNIT DIRECTORY

## **Polk County Conservation Administration Office**

11407 NW Jester Park Drive  
Granger, IA 50109  
tel: (515) 323-5300  
fax: (515) 323-5354  
pccb\_info@polkcountyiowa.gov  
www.leadingyououtdoors.org

### **Administration**

Dennis Parker, Director  
Richard Leopold, Deputy Director  
Carol Ann Carlson, Accountant  
Cindy Lentz, Administrative Supervisor  
Melissa Ritter, Accounting Clerk  
Ginny Malcomson, Accounting Clerk

### **Community Outreach**

Kami Rankin, Community Outreach Supervisor  
Pat Spain, Planning and Outreach Coordinator

### **Environmental Education**

Patrice Petersen-Keys, Environmental Ed. Coordinator  
Heidi Anderson, Naturalist  
Lewis Major, Naturalist  
Joe Boyles, Naturalist  
Lori Foresman-Kirpes, Naturalist

### **Natural Resources**

Loren Lown, Parks & Natural Areas Planning Admin.  
Mark Dungan, Natural Resources Manager  
Doug Sheeley, Natural Resources Supervisor  
Ron Ugolini, Natural Resources Technician  
Chris Lunan, Natural Resources Technician  
Scott Gehl, Natural Resources Technician  
Al Pasker, Natural Resources Technician  
Dan Hrubes, Natural Resources Technician  
Lael Neal, Natural Resources Worker

## **Board Members**

Sara Kurovski  
Tom Levis  
Connie Johnson  
Mike Smith  
Jim Cataldo

### **Parks Advocacy**

Mark Hurm, Park Advocacy Manager  
Dean Bruscher, Ranger  
Brian Herrstrom, Ranger  
Charlie Finch, Ranger  
Chris Clingan, Assistant Ranger  
James Dotzler, Assistant Ranger

### **Construction, Maintenance, and Operations**

Wayne Johnson, Construction & Maintenance Manager  
Gary Halbersma, Construction & Maintenance Supr.  
Stan Manning, Special Services Technician  
George Lentz, Equipment Maintenance Superintendent  
Ken Young, Mechanic  
Luke Harshbarger, Mechanic  
Steve Haefner, Construction Technician  
Barney Feezell, Construction Technician  
Tim Wears, Maintenance Technician  
Tyler Naeve, Maintenance Technician  
Chance Patrick, Maintenance Technician

### **Leisure Services**

Lela Mullen, Equestrian Center Manager  
Bryan Fix, Barn Supervisor  
Deanne Mundt, Equestrian Program Specialist  
Dean Simmons, Stable Laborer I

(Current as of November 2013)

11/7/2013

Project #	Fund Area(s)	Project Name	Proposed 2013 Total	Proposed 2014 Total	Proposed 2015 Total	Proposed 2016 Total	Proposed 2017 Total	Proposed 2018 Total	Proposed 2019 Total	Proposed 2020 Total	Proposed 2021 Total	Assumptions
ALL-02	T	Systemwide Trail Improvement	100,000	0	100,000	100,000	100,000	100,000	50,000	50,000	50,000	
ALL-03	T	Systemwide Trail Signage	0	0	0	25,000	25,000	25,000	25,000	25,000	25,000	
ALL-04	LW	Natural Area Restoration	20,000	0	40,000	40,000	300,000	300,000	500,000	500,000	500,000	
ALL-06	P	Vault Toilets	75,000	0	60,000	60,000	60,000	60,000	0	0	0	
ALL-07	P	Park Roads and Parking Lot Improvements	200,000	0	200,000	200,000	200,000	200,000	100,000	100,000	100,000	
ALL-08	P	Minor Improvements / Replacement Projects	100,000	0	50,000	50,000	50,000	50,000	0	0	0	
ALL-09	LPWT	Construction Equipment	270,000	0	50,000	50,000	50,000	50,000	0	0	0	
ALL-10	LPWT	Program Management	20,000	20,000	20,000	10,000	5,000	5,000	5,000	5,000	5,000	
ALL-11	LW	Land Acquisitions/Easements Unplanned	2,661,000	0	0	500,000	1,000,000	1,250,000	2,800,000	2,450,000	3,500,000	
ALL-12	LW	Land Acquisitions/Easements Planned	0	450,000	500,000	0	0	0	0	0	0	
ALL-13	W	Watershed Mgmt Authority	0	0	0	0	200,000	200,000	200,000	200,000	200,000	
BC-01	W	Beaver Creek Watershed Improvements	0	0	0	0	100,000	0	0	0	0	
BW-01	PT	Brown's Woods Trailhead Improvements	22,800	67,900	0	0	0	0	0	0	0	
CBG-11	P	Chichaqua Overlook Construction	77,700	0	0	0	0	0	0	0	0	
CBG-13	W	Chichaqua Marsh Pump Replacement	90,000	0	0	0	0	0	0	0	0	
CBG-14	LPW	Chichaqua Greenbelt Master Plan	87,000	19,000	0	0	0	0	0	0	0	
CBG-15	W	Chichaqua Wetland Restoration	86,476	18,000	0	0	0	0	0	0	0	
CBG-16	W	Natural Drainage Restoration	0	0	0	0	250,000	250,000	0	0	0	
CBG-17	P	Chichaqua Recreational Improvements	0	0	0	0	0	0	300,000	300,000	0	
CVT-01	T	Chichaqua Valley Trail Extension - NE 29th to Bondurant	36,818	0	1,165,933	0	0	0	0	0	0	
CVT-02	T	Chichaqua Valley Trail Extension - Broadway to NE 29th	0	0	0	0	254,000	0	0	0	0	
EL-01	T	Easter Lake Multiuse Trail - Phase 1	1,129,100	0	0	0	0	0	0	0	0	
EL-02	T	Easter Lake Multiuse Trail - Phase 2	82,000	59,013	0	0	0	0	0	0	0	
EL-03	T	Easter Lake Multiuse Trail - Phase 3	0	0	0	0	198,000	692,000	0	0	0	Assumed an additional \$750,000 will be in TE grants
EL-04	P	Easter Lake Lodge Construction	10,000	25,000	0	0	0	25,000	400,000	0	0	
EL-06	P	Easter Lake Covered Bridge Renovation	40,000	0	80,000	0	0	0	0	0	0	
EL-07	W	Easter Lake Siltation Dikes & Dredging	0	25,000	0	600,000	500,000	0	0	0	0	Rely on other funding sources for remaining costs
EL-10	W	Easter Lake Rain Gardens	0	10,000	0	10,000	0	0	0	0	0	
FDM-01	P	Fort Des Moines Outdoor Classroom and Prairie	11,201	0	0	151,500	0	0	0	0	0	
FDM-02	P	Fort Des Moines Construct 3-Season Shelter	18,745	0	0	0	0	265,000	0	0	0	
FDM-03	P	Fort Des Moines North Pond Improvements	0	0	64,919	0	630,000	0	0	0	0	
FDM-04	P	Fort Des Moines Intersection and Arboretum Improvements	0	0	0	111,000	0	0	0	0	0	
FDM-07	T	Fort Des Moines Interior Trails System Improvements	16,917	0	0	236,250	0	0	0	0	0	
FDM-08	W	Fort Des Moines Lake Improvements	521,903	333,000	0	0	0	0	0	0	0	
FDM-09	P	Fort Des Moines Peninsula Improvements	22,517	23,000	0	290,000	0	0	0	0	0	
FM-01	W	Four Mile Creek Greenbelt Bank Stabilization - Phase 1	110,725	230,000	0	0	500,000	500,000	0	0	0	
FM-04	W	Four Mile Creek Riparian Restoration	0	0	0	0	150,000	150,000	0	0	0	
GC-05	P	Golf Course Clubhouse Expansion	0	0	0	0	0	0	400,000	0	0	
GLW-01	T	Gay Lea Wilson Multiuse Trail - Aurora to SE 29th	50,000	135,600	0	0	0	0	0	0	0	
GLW-02	T	Gay Lea Wilson Multiuse Trail - Mally's Connection Berwick	33,800	0	0	0	0	0	0	0	538,000	
GW-02	P	Great Western SW Trailhead Facilities	0	0	0	0	0	100,000	0	0	0	
HT-01	TL	High Trestle UP Ankeny Trail Corridor Acquisition	0	0	900,000	0	0	0	0	0	0	
JP-01	P	Jester Park 4 Recreational Rental Cabins	525,000	0	0	0	0	0	0	0	0	
JP-02	P	Jester Park Camp Store	0	0	0	210,000	0	0	0	0	0	
JP-04	P	Jester Park Entrance Relocation and Realignment and Utilities	586,000	0	500,000	160,000	0	0	0	0	0	

Project #	Fund Area(s)	Project Name	Proposed 2013 Total	Proposed 2014 Total	Proposed 2015 Total	Proposed 2016 Total	Proposed 2017 Total	Proposed 2018 Total	Proposed 2019 Total	Proposed 2020 Total	Proposed 2021 Total	Assumptions
JP-05	P	Jester Park Campground #2 Improvements	410,000	0	0	0	0	0	0	0	0	
JP-06	P	Jester Park Campground #1 Electrical Improvements	0	0	0	0	100,000	0	0	0	0	
JP-07	W	Jester Park Paw Creek Stabilization	0	0	0	0	0	200,000	0	0	0	
JP-10	P	Jester Park Conservation Center	404,200	2,000,000	2,000,000	1,510,000	0	0	0	0	0	
JP-11	P	Jester Park Consolidate Operations, Maintenance and	450,000	0	0	50,000	0	0	0	0	0	
JP-18	P	Jester Park Storage Building Construction at EC	0	0	0	100,000	0	0	0	0	0	
JP-23	P	Jester Park Lower Shower House ADA Improvements	0	0	0	75,000	0	0	0	0	0	
JP-31	P	Jester Park Park Road Improvements	0	0	0	115,000	115,000	115,000	0	0	0	
NS-01	T	Neal Smith to HTT Connection	9,800	0	0	0	0	0	150,000	1,260,000	0	
TM-01	W	Thomas Mitchell Camp Creek Stabilization and Crossing	827,300	270,165	0	0	0	0	0	0	0	
TM-04	T	Thomas Mitchell Construct Accessible Trail Around Pond with	100,000	75,000	0	0	0	0	0	0	0	
TM-06	P	Thomas Mitchell Day Use Parking and Shelter	0	0	0	0	0	150,000	0	0	0	
TM-07	P	Thomas Mitchell Construct 4 Rustic Cabins	0	0	0	0	0	0	0	180,000	0	
TM-08	P	Thomas Mitchell Campground Improvements	119,000	0	0	625,000	0	0	0	0	0	
TM-10	P	Thomas Mitchell Sanitary Treatment	0	0	0	50,000	0	0	0	0	0	
TM-11	P	Thomas Mitchell Group Campground	0	0	0	0	50,000	0	0	0	0	
TM-16	P	Thomas Mitchell Playground Replacement	0	0	0	0	0	100,000	0	0	0	
YB-02	W	Yellow Banks Dam Repair	447,000	350,000	0	0	0	0	0	0	0	
YB-03	P	Yellow Banks Park Boundary Survey	0	0	0	0	0	5,000	0	0	0	
YB-04	P	Yellow Banks Dam Amenities	87,000	0	0	190,000	0	0	0	0	0	
YB-06	T	Yellow Banks Improve Hiking Trails	0	0	0	0	50,000	0	0	0	0	
YB-08	P	Yellow Banks Water and Electric to Shelters	0	0	0	0	50,000	0	0	0	0	
YB-15	P	Yellow Banks Boat River Ramp and Parking Renovation	0	0	0	0	0	150,000	0	0	0	
			<b>9,859,002</b>	<b>4,110,678</b>	<b>5,730,852</b>	<b>5,518,750</b>	<b>4,937,000</b>	<b>4,942,000</b>	<b>4,930,000</b>	<b>5,070,000</b>	<b>4,918,000</b>	
<b>9-Year Total:</b>										<b>50,016,282</b>		

**PROPOSED FY14/15 BUDGET COMPARED TO CURRENT FY13/14 BUDGET**

	<b>CURRENT FY13/14</b>	<b>PROPOSED FY14/15</b>	<b>EXPLANATION</b>
<b>BUDGETED REVENUES</b>			
OPERATIONS (FUND 1)	\$ 1,121,400	\$ 1,134,653	Additional camping & cabin revenues
REAP (FUND 26)	\$ 103,200	\$ 146,400	REAP for FY13/14 will be \$146,376
RESERVE (FUND 50)	\$ -	\$ -	Trail Grants are now in Fund 51
PCWLL BOND (FUND 51)	\$ 1,100,000	\$ 1,100,000	Trail Grants revenues
GOLF COURSE (FUND 286)	\$ 204,400	\$ 212,000	Projected Revenues based on trend.
<b>TOTAL REVENUE BUDGET</b>	<b><u>\$ 2,529,000</u></b>	<b><u>\$ 2,593,053</u></b>	
<b>BUDGETED EXPENSES</b>			
OPERATIONS (FUND 1)	\$ 4,379,330	\$ 4,470,877	
BENEFITS (FUND 2)	\$ 1,003,097	\$ 1,059,435	
INSURANCE, ETC. (FUND 3)	\$ 96,300	\$ 96,300	
<b>SUB-TOTAL TARGET</b>	<b><u>\$ 5,478,727</u></b>	<b><u>\$ 5,626,612</u></b>	Tax support dollars
REAP (FUND 26)	\$ 147,225	\$ 147,125	
RESERVE (FUND 50)	\$ 499,200	\$ 375,000	
PCWLL BOND (FUND 51)	\$ 7,130,000	\$ 4,150,678	Budgeted fiscally and tracked by calendar year.
GOLF COURSE (FUND 286)	\$ 6,500	\$ 121,500	
<b>SUB-TOTAL</b>	<b><u>\$ 7,782,925</u></b>	<b><u>\$ 4,794,303</u></b>	Other Funding Sources
<b>TOTAL EXPENSE BUDGET</b>	<b><u>\$ 13,261,652</u></b>	<b><u>\$ 10,420,915</u></b>	
<b>DECISION PACKAGE (FUND 1)</b>			
VEHICLES & EQUIPMENT	\$ -	\$ 42,000	
SEASONAL EMPLOYEES	\$ -	\$ 57,430	
OPERATONAL EXPENSES	\$ -	\$ 82,000	
FACILITIES MAINTENANCE	\$ -	\$ 70,000	
<b>TOTAL DECISION PACKAGE</b>	<b><u>\$ -</u></b>	<b><u>\$ 251,430</u></b>	

Originated 11/06/13

Budget FY 14/15	Total	General	REAP	Reserve
<b>Beginning Balances 07-01-14</b>		<b>Fund</b>	<b>66,341</b>	<b>644,970</b>
<b>Anticipated FY14/15 Income</b>		<b>Operations</b>	<b>112,000</b>	<b>210,000</b>
<b>Funds Available for FY14/15</b>		<b>158,500</b>	<b>178,341</b>	<b>854,970</b>
<b>High Trestle Trail Legacy Fund (\$5,000/yr)</b> 28E Agreement will start in FY12/13 for 5 years	5,000		5,000	
<b>EL/Yeader Creek Watershed (\$33,200/yr)</b> Match dollars will start in FY13/14 for 3 years	33,263		33,263	
<b>40% of Naturalist salary</b> Joe Boyles Salary	33,425		33,425	
<b>PCC Vehicles</b> Replace 3 vehicles	86,000	86,000		
<b>PCC Equipment</b> Trailer, mule, 2 mowers, ATV	72,500	72,500		
<b>Signage</b> All parks priority basis	12,000		12,000	
<b>Golf Course</b> North Bathroom Improvements	75,000			75,000
<b>Golf Course</b> New CXTs	40,000			40,000
	0			
	0			
	0			
	0			

<b>EXPENDITURE TOTALS</b>	<b>357,188</b>	<b>158,500</b>	<b>83,688</b>	<b>115,000</b>
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Projected June 30, 2015 Balances

<b>0</b>	<b>94,653</b>	<b>739,970</b>
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## PRIORITIZED VEHICLES

Priority	Vehicle	Miles	Cost	Running Total	Area	Dr. Ref.
1	2003 Ford E-350 Van	135,000	27,000	27,000	CMO/NR	DOC
2	2006 Ford F-150	140,000	27,000	54,000	CMO	Gary
3	2004 GMC Sierra	85,000	28,000	82,000	NR	Dungan
4	2001 Dodge 1Ton	72,000	34,000	116,000	CMO/JP	CMO/JP
5	2005 Chevy 1500 4X4	97,000	32,000	148,000	PAU	Hurm

- 1 160,000 plus miles, safety factor transporting DOC down interstate, goes to County auction
- 2 150,000 plus miles, goes to EM replace 1994 Ford Ranger loaner, goes to County auction
- 3 Replace Dungan's truck, send to EL replacing 1998 Ford F-250 for mowing crew, goes to County auction
- 4 Worn, sander truck, etc. - goes to County auction
- 5 Mileage getting up there and upgrade PAU vehicles

## PRIORITIZED EQUIPMENT

Priority	Equipment	Hours	Cost	Running Total	Area	
<b>Replacing</b>						
1	1998 Lazer mower		12,000	12,000	NR/EL	
2	1995 Toro Groundskeeper		12,000	24,000	NR/JP	
3	1998 Snowplow		7,000	31,000	PAU/EL	
4	1998 Kawasaki Mule		9,500	40,500	NR/EL	replace with carry-all's - gasoline with box
5	1999 Kawasaki Mule		9,500	50,000	CMO/JP	replace with carry-all's - electric with box
6	1963 Stumper		6,500	56,500	NR/FOR	
7	2002 yamaha golf cart		9,500	66,000	PAU/JP	replace with carry-all's - electric with box
8	1992 ATV		9,500	75,500	PAU	
9	1993 Brave log splitter		9,000	84,500	PAU/JP	moved up, buying comm. grade around 9,000
10	1988 Nature Trailer		12,500	96,500	PAU	possible GOF purchase
11	1988 Heavy Doo Dee Tr.		3,000	99,500	NR/TM	
12	1998 Shorelander Tr.		3,000	102,500	PAU	
13	1984 Ford Tractor		40,000	177,500	NR/CBG	
14	1993 JD 5300 tractor		40,000	217,500	CMO/JP	

- 1 1998 mower, needs replaced
- 2 1995 mower, needs replaced
- 3 plow needs faded out, replace with 810 wideout like other parks have.
- 4 worn, needs replaced
- 5 worn, needs replaced
- 6 very worn, 1963, needs replaced
- 7 old golf carts, replaced with utility vehicle with box
- 8 worn, needs replaced
- 9 replace old splitter and update log splitting equip.
- 10 replace with educational trailer fully equipped
- 11 worn, needs replaced
- 12 worn, needs replaced
- 13 old, worn, needs replaced
- 14 worn, needs replaced

# 2013- 2014 Revenue Budget

- as of 10/31/13 (33.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
<b>General - Fund 1</b>					
0212	Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Equipment	\$ 4,000	\$ 5,087	\$ (1,087)	127.2%
6006	Environmental Ed	\$ 55,000	\$ 4,569	\$ 50,431	8.3%
6009	Natural Resources	\$ 176,300	\$ 26,357	\$ 149,943	15.0%
6101	Administration	\$ 109,100	\$ 44,660	\$ 64,440	40.9%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 466,000	\$ 226,757	\$ 239,243	48.7%
6119	Construction/Maint.	\$ -	\$ 30	\$ (30)	0.0%
6124	Equestrian Center	\$ 311,000	\$ 123,478	\$ 187,522	39.7%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,121,400</b>	<b>\$ 430,938</b>	<b>\$ 690,462</b>	<b>38.4%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 103,200	\$ -	\$ 103,200	0.0%
<b>Reserve - Fund 50</b>					
0210-0214	Special Projects	\$ -	\$ 116,165	\$ (116,165)	#DIV/0!
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 1,100,000	\$ 5,681	\$ 1,094,319	0.0%
<b>Grand Total - Conservation</b>		<b>\$ 2,324,600</b>	<b>\$ 552,784</b>	<b>\$ 1,771,816</b>	<b>23.8%</b>

# 2013- 2014 Expense Budget

- as of 10/31/13 (33.33% 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	\$ 101,716	\$ 56,784	64.2%
6006	Environmental Ed	\$ 373,691	\$ 144,426	\$ 229,265	38.6%
6009	Natural Resources	\$ 738,882	\$ 286,004	\$ 452,878	38.7%
6101	Administration	\$ 955,972	\$ 391,614	\$ 564,358	41.0%
6103	Community Outreach	\$ 207,048	\$ 82,354	\$ 124,694	39.8%
6104	Conservation Grants	\$ -	\$ 5,040	\$ (5,040)	#DIV/0!
6110	Parks Advocacy Unit	\$ 468,059	\$ 168,898	\$ 299,161	36.1%
6119	Construction/Maint.	\$ 1,067,239	\$ 461,289	\$ 605,950	43.2%
6124	Equestrian Center	\$ 409,939	\$ 146,670	\$ 263,269	35.8%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,379,330</b>	<b>\$ 1,788,012</b>	<b>\$ 2,591,318</b>	<b>40.8%</b>
<b>General Supplemental - Fund 2</b>					
<b>All Units</b>	<b>Benefits (IPERS/FICA/Ins, Etc.)</b>	<b>\$ 1,003,097</b>	<b>\$ 333,415</b>	<b>\$ 669,682</b>	<b>33.2%</b>
<b>Risk Management - Fund 3</b>					
6100	Insurance,Med., Work. Comp.	\$ 96,300	\$ 64,972	\$ 31,328	67.5%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 147,225	\$ 51,052	\$ 96,174	34.7%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 499,200	\$ 16,878	\$ 482,322	3.4%
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 7,130,000	\$ 3,993,793	\$ 3,136,207	56.0%
<b>Grand Total - Conservation</b>		<b>\$ 13,255,152</b>	<b>\$ 6,248,121</b>	<b>\$ 7,007,031</b>	<b>47.1%</b>