

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board (PCCB) met in regular session on Wednesday, November 13, 2013. The meeting was called to order at 5:29 p.m.

#1 – Roll Call

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

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

MOTION: Moved by Kurovski to approve the October 9, 2013 meeting minutes as written.

VOTE YEA: Johnson, Levis, Kurovski, Smith

#2 – Consent Agenda

MOTION: Moved by Levis to approve the following consent agenda items:

- a) October 2013 bill list;
- b) determining 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 property close out and fill in the old septic tanks per Polk County sanitarian recommendations;
- c) ratifying 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 regular 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) 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) purchasing a 2014 Polaris Sportsman 550 EPS ATV from the Van Wall Group for a price not to exceed \$8,603.07;
- f) 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) FY 2012-13 PCCB Annual Report;

VOTE YEA: Johnson, Levis, Kurovski, Smith

#3 – Public Hearing: Beaver Creek Greenbelt, Easement

Chair Smith opened the public hearing 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. No one appeared for or against. Public Hearing closed.

MOTION: Moved by Johnson that the PCCB has determined that property requested for easement by Xenia Water District on PCCB's Beaver Creek Greenbelt property for the purpose 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.

VOTE YEA: Johnson, Levis, Kurovski, Smith

#4 – PCWLL December 2013 Bond Issuance Revision

MOTION: Moved by Levis to approve the amended proposed PCWLL Project List for CY2013 and CY2014 to be presented to the Polk County Board of Supervisors for their December 2013 Bond Issuance.

VOTE YEA: Johnson, Levis, Kurovski, Smith

#5 – Budget, FY 2014-15 & FY 2015-16

MOTION: Moved by Kurovski to approve the submission of the proposed FY 14/15 & FY 15/16 budget requests to the County Board of Supervisors for consideration, and authorize the PCCB Director, with discretion, to adjust the budget if required.

VOTE YEA: Johnson, Levis, Kurovski, Smith

#6 – Signature Authorization

Discussion held on authorizing PCCB Director to sign contracts and grants on behalf of PCCB. The Board when making a motion will include language authorizing PCCB Director to sign documents and the document to be signed will include statement that identifies when the Board granted authority to the Director to sign.

Staff will also review the PCCB's Bylaws and make modifications if necessary to reflect this process for their consideration at the January 2014 meeting.

#7 – Contract Modifications

MOTION: Moved by Kurovski to 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 Jester Park entrance road and reduce the RDG contract fee by \$21,300 and authorize the PCCB Director to sign the amended agreement; 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: Jester Park Interior/Exterior Traffic Study, Jester Park Campground #2, Jester Park Campstore Site Study & Concept Development, and Jester Park Entrance Road Phase 1 (Rough Grading).

VOTE YEA: Johnson, Levis, Kurovski, Smith

#8 – Strategic Planning Update

Rich Leopold, Deputy Director, updated the Board on strategic planning. He indicated that the location would be determined soon.

Information only.

#9 – Employees, Recent Hires

Information only.

#10 – Employee Introductions

Ginny Malcomson, Accounting Clerk PT, and Cindy Lentz, Administrative Supervisor, appeared before the Board.

PUBLIC COMMENTS
DISCUSSION ITEMS

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Prepared by: Cindy Lentz

Approved: 12/11/13