



# BOARD MEETING

March 19, 2014 - 5:30 p.m.

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

## AGENDA

### 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 February 2014 bill list
- b) **Chichaqua Valley Trail Extension:** ratify actions approving accelerating the construction of the Chichaqua Valley Trail to summer and fall of 2014 based on the construction costs being covered by the County until such time as they can be reimbursed from PCWLL bond funds in December 2014.
- c) **Fort Des Moines, Contract Amendment:** ratify actions approving amendment to the contract with Reilly Construction for work at Fort Des Moines Park in a Change Order amount not to exceed \$25,000 and approve authorizing the Director to sign the Change Order.
- d) **Land and Water Conservation Fund Grant Request- Jester Park Conservation Center Outdoor Streamscape:** ratify actions approving the submission of a Land and Water Conservation (LAWCON) fund grant for the Jester Park Conservation Center Outdoor Streamscape and approving the Chair to sign Part 1 – Resolution on Acquisition or Development for Outdoor Recreation of the application.
- e) **Easter Lake Park, Sewer Easement:** approve staff publishing notice pursuant to Iowa Code 331.305 that a public hearing will be held at their April 2014 meeting on granting an easement to Wastewater Reclamation Authority for installing a sewer line on Easter Lake Park property.
- f) **Refuse Disposal Service, Award Contract:** accepting Waste Management of Iowa's bids for refuse disposal and entering into a three-year contract April 1, 2014- March 31, 2017, with the provision for two one-year extensions based on satisfactory service.
- g) **Drug Free Workplace Policy Revision & Policy for Commercial Driver's License Holders:** approve the revised Drug-Free Workplace Policy and approve adopting the County's Policy for Commercial Driver's License Holders.
- h) **Chichaqua Bottoms Greenbelt, Food Plots & Hay Harvest:** approves the proposal of the Cory Brothers to plant the food plots at Chichaqua for a fee of \$100 per acre for corn and \$80 per acre for small grains and that the Board instructs staff to work with the Cory's to harvest and crop share the hay resulting from maintaining the dog trialing areas.

### 3) Jester Park Conservation Center Update

### 4) Brown's Woods, 28E Agreement Between PCCB and the City of West Des Moines

### 5) PCCB Owned and Managed Properties

### 6) Board Project Field Trips

### 7) Employees, Recent Hires



# BOARD MEETING

- PUBLIC COMMENTS
- FINANCIAL REPORTS
- DISCUSSION & REMARKS
- ADJOURNMENT

*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)

The Polk County Conservation Board met in regular session on February 12, 2014. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

February 2014 expenditures have been e-mailed to the Board for review.

**STAFF RECOMMENDATION:** That the Board approve the PCCB February 2014 bill list.

### b) Chichaqua Valley Trail Extension

The Board was polled on approving accelerating the construction of the Chichaqua Valley Trail to summer and fall of 2014 based on the construction costs being covered by the County until such time as they can be reimbursed from PCWLL bond funds in December 2014. The Board of Supervisors requested us to proceed with construction of the Chichaqua Valley Trail this year and passed a resolution of support at their February 25, 2014 meeting (BOS writeup and resolution attached). This resolution provides for the County to cover the construction costs this year with the County being reimbursed with bond funds when additional bonds are sold in December. Based on this we will have the DOT place the project back on their letting schedule which should allow for a contract award later this spring.

Total cost is estimated at \$1.3M with approximately \$800,000 to be reimbursed with state and federal trail grant funds. The result will be that only about \$500,000 of PCWLL funds will need to be used.

We have this project planned for 2015 so it was not approved by our Board for 2014. It gets a bit confusing because we are mixing calendar years and fiscal years but it does work out okay.

**STAFF RECOMMENDATION:** That the Board ratify actions approving accelerating the construction of the Chichaqua Valley Trail to summer and fall of 2014 based on the construction costs being covered by the County until such time as they can be reimbursed from PCWLL bond funds in December 2014.

### c) Fort Des Moines, Contract Amendment

The Board was polled on approving an amendment to the contract with Reilly Construction for work at Fort Des Moines Park. The PCC Board approved the FDM Park & Watershed Improvements project including the plans, specifications, cost estimate and form of contract at the October 2013 Board Meeting for a cost not to exceed \$682,456. Staff updated the Board at the February meeting and mentioned that it would be beneficial to move forward with additional work while the Contractor was on site and weather was cooperating.

The existing contract involves construction of sediment basins, improving incoming drainage ways, dredging the pond and restoring shorelines. We are proposing to amend this contract to take advantage of the contractor being on site and their ability to complete work that will substantially benefit future projects at Fort Des Moines Park. The additional work involved will include constructing bridge approaches for two trail crossings and the construction of a fishing jetty. Plan details are attached for your reference.

The estimated cost for this work is approximately \$50,000. There will be a cost savings of approximately \$25,000 in the original contract due to reduced costs for concrete disposal costs and rip rap. (Change order attached)

This work will allow us to provide much improved fishing access to the pond at a greatly reduced price and earlier than planned. We will also be positioned to accelerate construction of the trail system without further work within the pond.

**STAFF RECOMMENDATION:** That the Board ratify actions approving amendment to the contract with Reilly Construction for work at Fort Des Moines Park in a Change Order amount not to exceed \$25,000 and approving the Director to sign the Change Order.

#### **d) Land and Water Conservation Fund Grant Request- Jester Park Conservation Center Outdoor Streamscape**

The Board was polled on approving the submission of a Land and Water Conservation (LAWCON) fund grant for the Jester Park Conservation Center Outdoor Streamscape and approving the Chair to sign Part 1 – Resolution on Acquisition or Development for Outdoor Recreation of the application.

PCC is asking for \$150K from the Land and Water Conservation Fund (LAWCON) for the Jester Park Conservation Center Outdoor Streamscape. The grant deadline was Friday, March 14, 2014. A 50% match is required from PCC. These matching funds will come from the \$4 million dollars that is already earmarked for the project from PCWLL. The Streamscape project is outlined in the attached Project Proposal.

Ongoing fundraising is taking place for the remaining dollars needed for the Jester Park Conservation Center. Currently, a Vision IA CAT grant is in process for \$1.17K and a REAP grant is being prepared for an August deadline. Additionally, fundraising materials have been developed to secure sponsorships for various rooms and features in and outside of the Center. Private fundraising efforts are in motion.

**STAFF RECOMMENDATION:** That the Board ratify actions approving the submission of a Land and Water Conservation (LAWCON) fund grant for the Jester Park Conservation Center Outdoor Streamscape and approving the Chair to sign Part 1 – Resolution on Acquisition or Development for Outdoor Recreation of the application.

#### **e) Easter Lake Park, Sewer Easement**

The Wastewater Reclamation Authority (WRA) is installing a new sewer line parallel to an existing line at Easter Lake Park. The line will run through park property from Peyton Ave. to Evergreen Drive along the eastern shore of the lake.

This is the same area where Phase 3 of the Ackelson Trail will be constructed. Staff is working with the WRA engineer and our trail engineer to ensure the work is coordinated.

Staff requests permission to publish notice of a hearing to be held at the April Board meeting where our Board will make a recommendation to the Board of Supervisors whether to grant the proposed easement.

**STAFF RECOMMENDATION:** That the Board approve staff publishing notice pursuant to Iowa Code 331.305 that a public hearing will be held at their April 2014 meeting on granting an easement to Wastewater Reclamation Authority for installing a sewer line on Easter Lake Park property.

**f) Refuse Disposal Service, Award Contract**

Since the three-year term will expire 3/31/14 on this service, it was time to re-bid the contract. Bid packets were sent to four vendors: Waste Connections of Iowa, Inc.; Waste Management of Iowa; Ankeny Sanitation; and Aspen Waste Systems. Each vendor provided bids. Although Waste Management of Iowa appeared to be the low bidder, staff did an analysis to determine estimated annual costs for each vendor based on bid amounts. That analysis confirmed that Waste Management's bids provided the best cost to the PCCB (estimated annual costs report attached).

Waste Management holds the current contract with PCCB for refuse disposal service. The new contract is for a three year period, April 1, 2014 to March 31, 2017 with a provision for two, one-year extensions if service is deemed satisfactory.

**STAFF RECOMMENDATION:** That the Board accepting Waste Management of Iowa's bids for refuse disposal and entering into a three-year contract April 1, 2014- March 31, 2017, with the provision for two one-year extensions based on satisfactory service.

**g) Drug Free Workplace Policy Revision & Policy for Commercial Driver's License Holders**

Attached is the Drug-Free Workplace Policy with revisions identified in red text. The revisions speak to the expansion of drug testing to all new hires with the exception of our seasonal/intermittent employees. Stating that seasonal/intermittent employees "may" be included allows for flexibility in expanding this policy onto these employees in the future.

Also attached is the County's Policy for Commercial Driver's License Holders. This policy is in place to assure that County employees who drive commercial motor vehicles are fit for work and are not a risk to employees and the public due to the misuse of alcohol and use of prohibited drugs by such drivers. All covered employees are subject to testing prior to employment, for reasonable suspicion, at random and following an accident as defined in certain Sections of this policy. Although this Policy already applies to PCC employees who are commercial driver's license holders and these employees have been a part of the County's testing group; it is recommended that the Board adopt the Policy.

**STAFF RECOMMENDATION:** That the Board approve the revised Drug-Free Workplace Policy and approve adopting the County's Policy for Commercial Driver's License Holders.

**h) Chichaqua Bottoms Greenbelt, Food Plots & Hay Harvest**

Bids were taken for the rental contracts on cropland at Chichaqua and Eagle Roost this winter which allows for farming of the areas for the next several years under a set fee.

In years past, before the competitive bidding process, the food plots which we establish for wildlife purposes were tied to the rental contracts. During the past few years staff has contracted separately for an area farmer to prepare, fertilize, and plant the food plots.

There are approximately 75 acres of food plots at Chichaqua in 15 small plots. These are small areas in difficult terrain and most farm equipment will not "fit" and as a result few cooperators are interested in planting the plots at custom farming rates.

The 75 acres are scheduled to have between 30 and 40 acres of corn planted and the balance will be either grain sorghum or sunflower. The corn will require fertilization with a minimum 70# of nitrogen, disking, planting, and two applications of nitrogen, the sorghum will be planted without chemical weed control.

I have solicited bids from area farmers to prepare, fertilize, plant, and do weed control on the food plot acres.

There are few interested parties but I have received bids from two farmers who are interested in the work.

The Cory Brothers who were the cooperators for the cropland at Chichaqua for many years but were not the successful bidders this cycle have proposed a cost of \$100 an acre for the corn and \$80 per acre for the small grain.

David Ross of Ross Farms proposes a fee of \$175 for corn and \$160 for small grains.

We had no other parties interested in the work.

The Cory Brothers are also interested in continuing our past agreement of a 50/50 crop share on baled hay coming from the two dog trialing areas.

**STAFF RECOMMENDATION:** That the Board approves the proposal of the Cory Brothers to plant the food plots at Chichaqua for a fee of \$100 per acre for corn and \$80 per acre for small grains and that the Board instructs staff to work with the Cory's to harvest and crop share the hay resulting from maintaining the dog trialing areas.

### **3) Jester Park Conservation Center Update**

An update on the design and funding for the Jester Park Conservation Center will be provided at the meeting.

### **4) Brown's Woods, 28E Agreement Between PCCB and the City of West Des Moines**

PCC Staff and the City of West Des Moines have been working to secure the transfer of property at the southeastern corner of Brown's Woods from the City to the County. The vacated section of street and the triangular property are excess property owned by the City. A portion of the new parking area and restroom is currently on land owned by the City.

In order to use PCWLL funding to pave a trail connection and for development of the park adjacent to the new parking, PCCB needs to hold title to the property.

The draft 28E, as attached, was prepared by the City Attorney for West Des Moines. Board Counsel has been asked to review the document and to ensure that the document meets the needs of and protects the interests of Polk County. A survey is being done by the City to delineate and document the extent of the property to be transferred.

In order to expedite the construction of the trail connection and finish site work, staff requests that the Board act to authorize the Chair to sign the 28E - after legal review and receiving approval of the final form from the Board's counsel.

**STAFF RECOMMENDATION:** That the Board approving the Chair signing the 28E Agreement with the City of West Des Moines detailing the transfer of the City-owned property at Brown's Woods to the County, pending review and approval of the Agreement by the County Attorney prior to signing.

## 5) PCCB Owned and Managed Properties

The Board has requested a discussion on what lands are currently managed by the PCCB and the ownership of those lands.

PCCB has control of approximately 13,031 acres of property. Staff used ESRI ArcMap software to delineate all parkland property and to measure the acres identified in the attachments. The shape files used to measure the properties are approximations of the official platting. The measurements should be considered approximate acres.

The accompanying map shows the properties that PCCB manages. I have produced the map with a three color key. All properties are managed by us. The blue represents land owned by Polk County, green property is owned by others and managed by us, and the red represents land owned by us but purchased at least in part by PCWLL funding.

Our parkland system is 13,031 acres. Approximately 23.9% of those acres or 3,107 are owned by others such as the Corps or the DNR. The majority of our land base is at Chichaqua. 59.4% of all of PCCB managed property is at that one site.

PCWLL funding has been used for the purchase of nine different projects (In most cases, only a portion of the funding was PCWLL funding). These projects are the Beaver Creek Greenbelt addition, UP rail corridor near Ankeny, Yellow Banks addition, Thomas Mitchell addition, Miller-Rist property on Camp Creek, and 4 properties at Chichaqua. These projects total 618.9 acres. The acquisition of 410 acres (all at Chichaqua) was already in progress prior to the availability of PCWLL funding.

We currently manage seven trail properties representing 34.5 miles of paved recreational trail with another 7.7 miles of additional trail scheduled for completion this year. We own all trail properties with the exception of the Trestle to Trestle Trail, which is owned by the City of Des Moines.

- Loren Lown  
Parks & Natural Areas Planning Administrator

## 6) Board Project Field Trips

Discussion will occur on scheduling project field trips for the Board.

## 7) Employees, 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>
1/27/14	Kelsey Freeman	Stbl. Lbr. 1	\$9.25/Hr
1/30/14	Molly Mellinger	Asst. Riding Inst.	\$11.33/Hr
1/30/14	Jill Craighton	Asst. Riding Inst.	\$11.33/Hr
2/8/14	Anthony Kuehn	Stbl. Lbr. 1	\$9.25/Hr
2/8/14	Tiffany Lewis	Stbl. Lbr. 1	\$9.25/Hr
2/9/14	Mackensie Beckham	Stbl. Lbr. 1	\$9.25/Hr
2/15/14	Kyle Johnson	Stbl. Lbr. 1	\$9.25/Hr
2/18/14	Brittney Nelson	Stbl. Lbr. 1	\$9.25/Hr
3/11/14	Melissa Schmeling	CO Tech	\$12.00/Hr
3/22/14	Shellie Pilato	Program Specialist	Grade 13

Information only.

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, February 12, 2014. The meeting was called to order at 5:31 p.m.

### #1 – Roll Call

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

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

**MOTION:** Moved by Smith to approve the January 8, 2014 meeting minutes as written.

VOTE YEA: Levis, Smith, Johnson, Cataldo

VOTE ABSTAIN: Kurovski

### #2 – Consent Agenda

George Lentz, Eqpt. Maint. Supt., identified correction to recommendation for item #2b. Item #2b recommendation should indicate if there is no interest in the pull carts by other county conservation boards than carts with some value will be disposed of at the County auction and carts with no value will be scrapped.

**MOTION:** Moved by Johnson to approve the following consent agenda items and the amendment to item #2b:

- a) January 2014 bill list;
- b) disposal of 38 pull carts from the Jester Park Golf Courses by first offering the carts to any interested county conservation board and, if no interest, approve carts with some value being disposed of at County auction and carts with no value being scrapped;
- c) directing staff to advertise for and proceed with scheduling a public hearing, to be held at the March PCCB meeting, for the purpose of selling the portion of the abandoned UP industrial line between Ankeny and Des Moines, lying within the corporate limits of Ankeny, to the City of Ankeny (Note: public hearing was not held due to documents not being ready);
- d) authorizing the director to sign Memorandum of Understanding agreements for mowing services provided by PCCB;
- e) annual renewal of the three-year contract for cleaning services with Stratus Building Solutions;

- f) purchase of a 2015 Chevy Silverado 3500 HD cab/chassis service truck from Bob Brown Chevrolet for a price not to exceed \$38,830;
- g) purchase of a 2014 Big Tex 25'x5' 45,000# trailer from Thomas Bus Sales, Inc. for a price not to exceed \$22,164.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

### #3 – PCCB Bylaws & Signature Authority

Discussion occurred on signature authority by the Director. Candy Morgan, County Attorney's Office, indicated that when giving the Director authorization to sign a document, the approval and authority should be identified as part of the motion made by the Board. The stamp included with the Director's signature identifies when the Board gave authorization.

**MOTION:** Moved by Levis to approve the PCCB Bylaws as modified by the county attorney's office.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

### #4 – Strategic Plan, Approval

**MOTION:** Moved by Johnson to approve the 2014 PCCB Strategic Plan.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

### #5 – PCWLL CY 2013 Net Expenditures / PCWLL Project Update

Carol Ann Carlson, Accountant, reviewed the expenditure report with the Board. The Board identified additional information they would like included on the report. This report will be included monthly with other financial reports.

Mark Dungan, Natural Resources Manager, gave a brief presentation on current PCWLL projects.

Information only. No action necessary.

### #6 – Yellow Banks Park, Dam

**MOTION:** Moved by Smith to approve the Consent to Easement Structure document provided by the U.S. Army Corps of Engineers in relation to the Yellow Banks Park Dam project and approves the Chair to sign said document.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#7 – 28E Agreement, Mark C. Ackelson Trail

**MOTION:** Moved by Levis to approve the 28E Agreement as amended by the Polk County Attorney's Office and approves the Chair to sign the Agreement; and the Board further instructs staff to work with the City of Des Moines Parks and Recreation Department to place the document before the Des Moines City Council and to record the document with the Secretary of State when all parties have signed the Agreement.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#8 – 28E Agreement, Easter Lake

**MOTION:** Moved by Levis to approve an agreement with the Iowa Department of Natural Resources detailing the commitment of \$100,000 in State funding toward the purchase of property near Easter Lake, pending approval by the Polk County Attorney's Office of the document, and approves the Chair signing approved Agreement,

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#9 – Easter Lake Park – Mark C. Ackelson Trail, Phase II Contract Amendment

**MOTION:** Moved by Johnson to approve accepting Supplemental Services No. 2 related to the Mark C. Ackelson Trail, Phase II, as proposed by Snyder and Associates at a cost not to exceed \$93,600 and approves the Chair to sign the contract amendment.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#10 – The Tomorrow Plan

**MOTION:** Moved by Levis to approve the Proposed Resolution of Support endorsing The Tomorrow Plan and approves the Chair to sign the Resolution.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#11 – Browns Woods, Trails and Amenities

**MOTION:** Moved by Smith to approve the estimated cost of \$97,920 for the Brown's Woods Trails and Amenities project which will be completed by a combination of contracted services and PCCB staff and paid for with PCWLL funds; and approves the Chair signing a quote agreement with CXT, Inc. for a modern flush men's and women's restroom facility in the amount of \$43,320 as part of this project.

VOTE YEA: Levis, Kurovski, Smith, Johnson, Cataldo

#12 – Emerald Ash Borer (EAB) Management Strategy

Dungan spoke on emerald ash borer and the management strategy plan developed.

Public Comments

None.

Discussion Items

None.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

Prepared by: Cindy Lentz

Approved:

RESOLUTION

Moved by Connolly Seconded by Van Dora  
that the following resolution be adopted:

WHEREAS, in 2012, Polk County Conservation purchased the Union Pacific Railroad rail line between Des Moines and Bondurant for the purpose of extending the Chichaqua Valley Trail (CVT) from Bondurant into Des Moines, and

WHEREAS, Polk County Conservation has completed the planning and design of the trail extension and is prepared to have the Iowa DOT let and award the project this spring, and

WHEREAS, the total estimated cost of the construction is \$1,300,000, and Polk County Conservation has been awarded approximately \$800,000 of state and federal trail grants for the completion of this project, with the balance to be paid from Polk County Water and Land Legacy bonds (PCWLL), and

WHEREAS, the CVT Extension is a permissible use of PCWLL bonds, but the expenditure was contemplated in the 2015 rather than 2014 PCWLL bond use plan, and

WHEREAS, Polk County is desirous of proceeding with the trail extension in 2014 despite bond proceeds not yet being available for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes a temporary drawdown of County reserves to finance the Chichaqua Valley Trail Extension, contingent upon Polk County Conservation agreeing to reimburse County reserves from December 2014 PCWLL bond proceeds.

POLK COUNTY BOARD OF SUPERVISORS

John F. Mauro  
Chairperson

Submitted By:

Mark Wandro  
Mark Wandro, County Administrator

ROLL CALL FOR ALLOWANCE  
Steve Van Dora  Yea  Nay  
Robert Brownell  Yea  Nay  
Tom Hockensmith  Yea  Nay  
Angela Connolly  Yea  Nay  
John F. Mauro  Yea  Nay

FEB 25 2014

John F. Mauro  
ALLOWED BY VOICE OF BOARD  
Yea 5 Nay 0  
Above tabulation made by BS  
CHAIRPERSON

#27<sup>13</sup>

# **POLK COUNTY BOARD OF SUPERVISORS**

## **Tuesday Agenda Memorandum**

**Item Type & Title:** Resolution indicating support for the Chichaqua Valley Trail Extension and authorizing temporary drawdown of County reserves

**Agenda Date:** February 25, 2014

**Contact Individual:** Mark Wandro, County Administrator  
286-2125

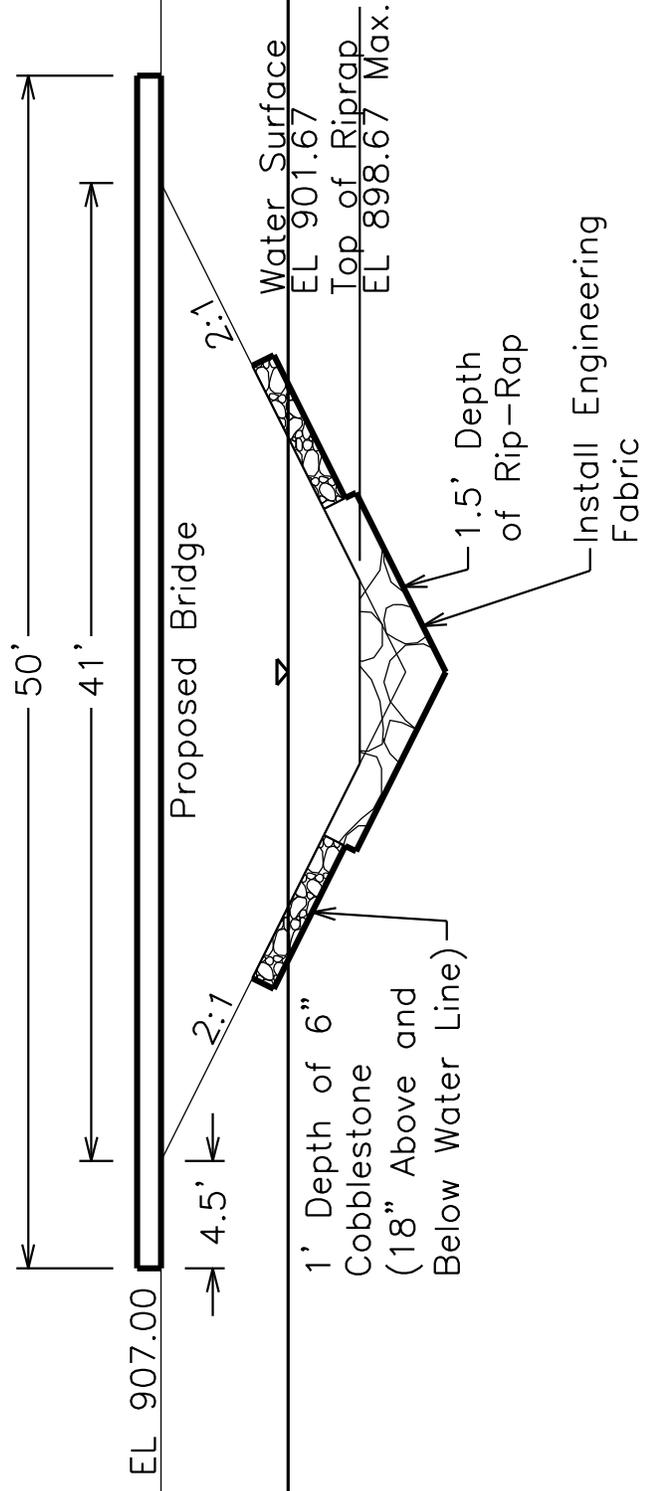
**Background:** Polk County Conservation acquired the Union Pacific rail line in 2012 for the purpose of extending the Chichaqua Valley Trail from Bondurant to Des Moines. Purchase of the rail line was completed with assistance from the Iowa Natural Heritage Foundation and a federal trail grant. With the passage of the Polk County Water and Land Legacy (PCWLL) bond and the award of an additional federal trail grant, the planning and design of the trail was completed in 2013. The plans and specifications are complete and the contract will be let by the Iowa DOT this spring. Actual construction would likely begin this summer with completion in the fall of 2014 or spring of 2015.

A combination of a federal trail grant awarded for construction of this trail and a balance of funds remaining from the previous state trail grant for the acquisition results in approximately \$800,000 of grant funding being available for this project. Once the trail construction is completed and approved by the DOT, Polk County Conservation will be reimbursed construction costs up to this amount.

Because the Chichaqua Valley Trail Extension was not originally contemplated in the 2014 PCWLL bond use plan, no bond funds are presently available to pay costs of extending the trail. With the passage of this resolution, the Polk County Board of Supervisors states its commitment to this project and authorizes Conservation to expend up to \$1,300,000 of County reserves to pay the CVT extension costs. Bonds to be issued in December 2014 and grant reimbursements will reimburse this short-term use of County reserves.

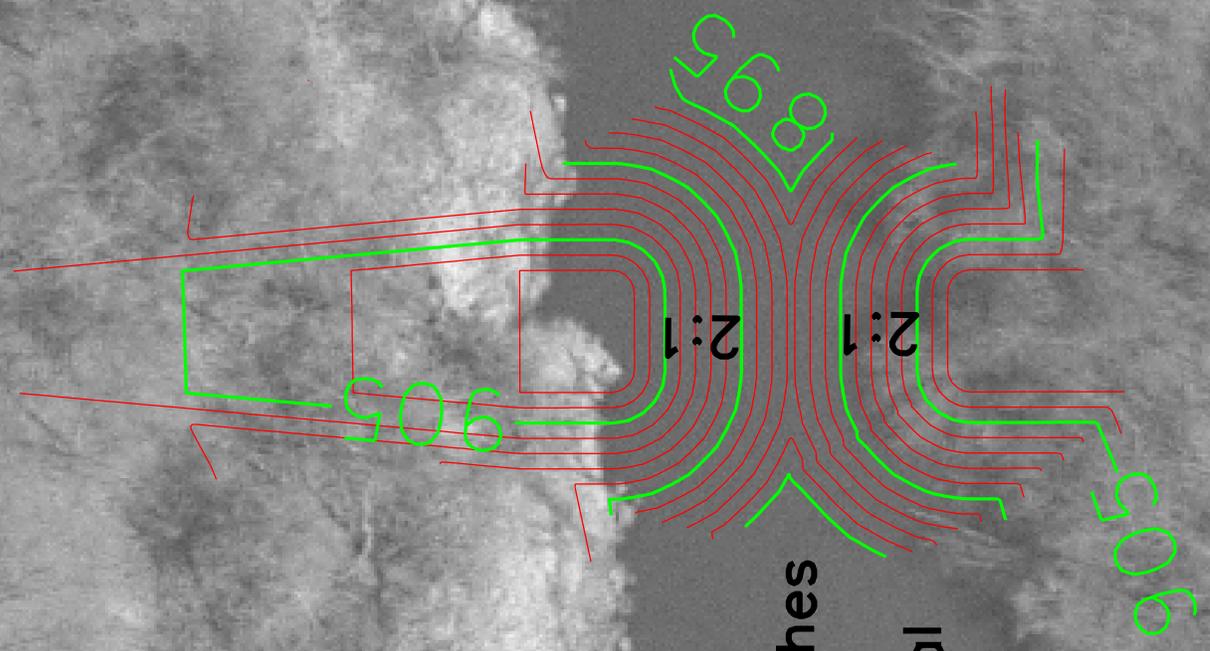
**Action Impact:** State's Polk County's support of the project and authorizes the temporary use of County reserves to fund the construction costs.

**Fiscal Note:** \$1,300,000 temporary drawdown of County reserves with minimal loss of interest income.

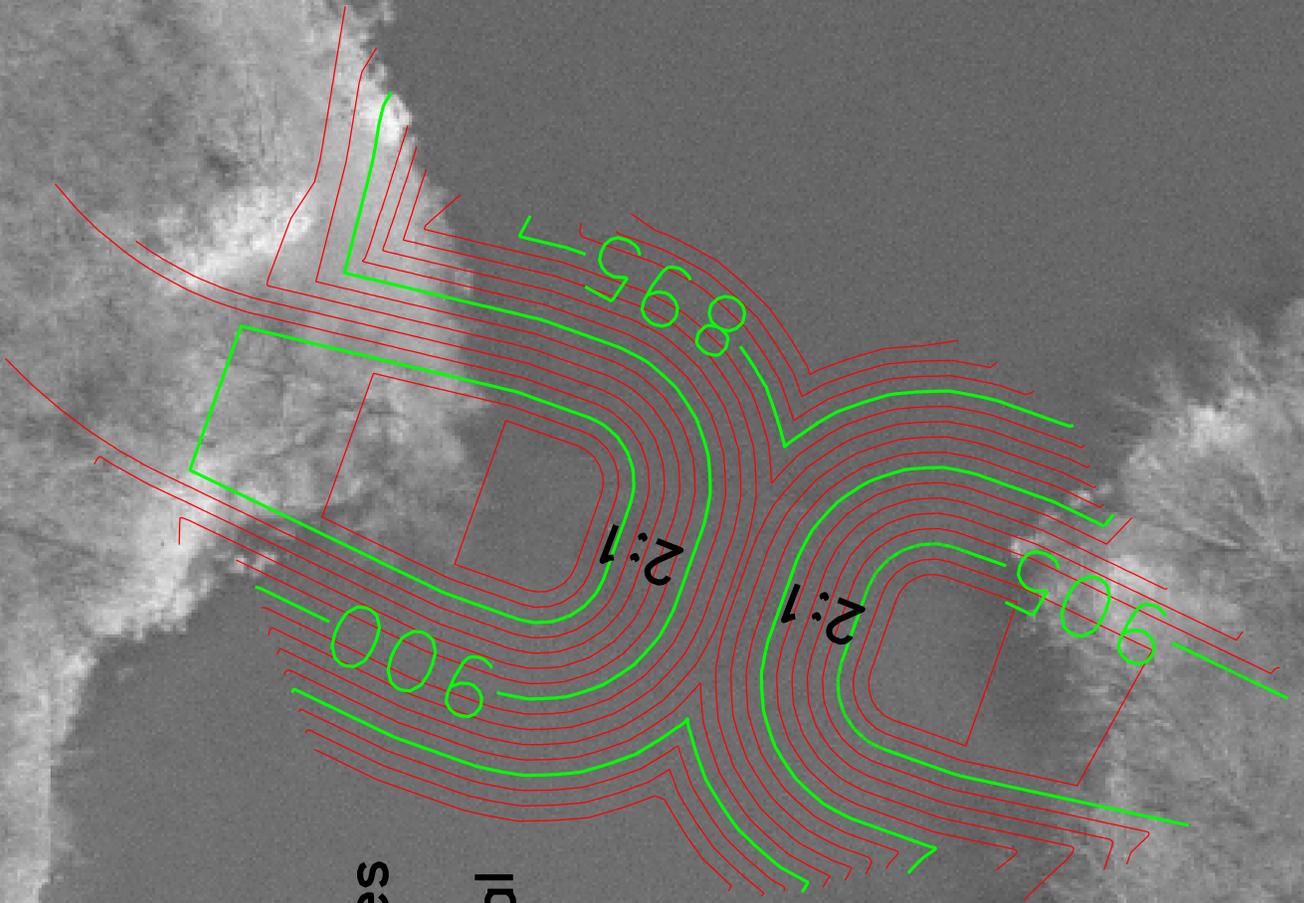




Middle Cove  
Bridge Approaches  
Class 10 Exc  
= 800 CY Total



North Cove  
Bridge Approaches  
Class 10 Exc  
= 1,200 CY Total





# POLK COUNTY CONSERVATION



## Change or Additional Work Order

**Kind of Work:** Excavation/Shaping

**Project:** Fort Des Moines Park

**Contractor:** Reilly Construction

**Date Prepared:** March 6, 2014

**Preparer:** Mark Dungan, Natural Resources Manager

You are hereby authorized to complete the additional work.

**A -Description of change or additional work to be done:**

1. Install fishing pier as designed by Stanley Consultants. (Fishing Pier – PDF)
2. Install bridge abutments in the north and middle cove as designed by Stanley Consultants. (North Cove and Middle Cove – PDF)
3. Place logs and rocks as designated by PCC for an hourly rate.
4. See attached ITC # 4, for additional clarification.

**B – Reason for change or additional work:**

1. Allows for immediate water access to prime fishing locations.
2. Sets in place items for future trail system construction.
3. To provide structure for various wildlife.

**C- Settlement for cost or work to be made as follows:**

**PCC CHANGE ORDER RECONCILIATION REPORT**

<b>ITEM</b>	<b>Payment</b>	<b>Notes</b>
Install fishing pier ≈ 2500 CY	\$7.00 / CY	Paid on measured amount. *
Install bridge abutments ≈ 2000 CY	\$7.00 / CY	Paid on measured amount. **
Install cobblestone & rip-rap	\$55.00 / Ton	Paid on actual amount.
Place logs and rocks	\$265.00 / Hour	Paid on hours requested.

\* Includes excavating pond bottom per fishing pier plan and using excavated material to construct fishing pier embankment.

\*\* Includes excavating suitable material at an approved borrow site, hauling and placing to construct bridge abutments.

The signing of this change order document shall serve as an unsworn declaration that, I (the owner, partner, or an authorized representative) hereby certify under penalty of the laws of the United States and the State of Iowa, that I have read understood and accept the **Change or Extra Work Order** as outlined in the document above.

Polk County Conservation

Reilly Construction Co. Inc.

\_\_\_\_\_

\_\_\_\_\_

Dennis Parker, Director

Justin Lechtenberg, Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## LAND AND WATER CONSERVATION FUND

### PROJECT PROPOSAL

#### PROPOSAL AND APPLICANT INFORMATION

APPLICANT AGENCY: <u>Polk County Conservation Board</u> Contact Person: <u>Dennis Parker</u> Title: <u>Polk County Conservation Dir</u> Street/PO Box: <u>11407 NW Jester Park Drive</u> City/Zip Code: <u>Granger / 50109</u> Telephone: <u>515-323-5300</u> Email Address: <u>dennis.parker@polkcountyiowa.gov</u>	TYPE OF PROJECT: <input type="checkbox"/> Acquisition* <input checked="" type="checkbox"/> Development <input type="checkbox"/> Combination*  * Complete Part V, the Acquisition Schedule, of Application.
PROJECT TITLE: <u>Jester Park Conservation Center Outdoor Streamscape</u>	EST STARTING DATE:  <u>Summer 2013</u>
TOTAL PROJECT COST: \$ <u>6,950,000.00</u>  Breakdown of Project Costs Total Federal LWCF Share Requested: \$ <u>150,000.00</u>  Total Local Share: \$ <u>6,800,000.00</u> SOURCE: Appropriations: \$ <u>100,000.00</u> Bonds: \$ <u>3,900,000.00</u> Tax Levies: \$ <u>N/A</u> Donations: \$ <u>301,650.00+<sup>1</sup></u> Other (Explain): \$ <u>2,448,350.00+</u> <u>See footnote 2 below.</u>	EST COMPLETION DATE:  <u>Spring/Summer 2015</u>
PREVIOUS LWCF GRANTS ON PROJECT SITE?  <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No  * List Project Numbers: _____	
OWNERSHIP OF PROJECT SITE:  Date Project Site was Acquired: <u>1958</u> (For Development Projects Only)  If after January 2, 1971, was acquisition in compliance with Public Law 91-646? <input type="checkbox"/> Yes <input type="checkbox"/> No (Uniform Relocation Assistance Act of 1970)	
SIGNATURE: _____ TITLE: <u>Polk County Conservation Director</u>	
<b>By signing this proposal, the applicant agrees to the Federal terms and conditions contained in this Application and the attached General Conditions.</b>	

<sup>1</sup> Individual/grassroots contributions received thus far equaling \$301,650. The "+" signifies ongoing, additional small contributions.

<sup>2</sup> Other funding: \$1,170,000 pending CAT Grant Application, and \$1,278,350+ in process funding requests to Great Outdoors Fund, Iowa Parks Foundation and other private sector boards and individuals  
100,000 Polk County Conservation Board Enterprise Sources

**LAND AND WATER CONSERVATION FUND**

**PROJECT PROPOSAL**

**PART I – RESOLUTION ON ACQUISITION OR DEVELOPMENT FOR OUTDOOR RECREATION**

County: Polk

WHEREAS, the Polk County Conservation Board (City/County) is interested in developing outdoor recreational facilities on the following described project for the enjoyment of the citizenry of Polk County and the State of Iowa.

Site Name: Jester Park Conservation Center Outdoor Streamscape

Site Address: 11407 NW Jester Park Drive, Granger, Iowa 50109

Project Title: Jester Park Conservation Center Outdoor Streamscape

Total Estimated Cost: \$ 6,950,000

Brief Description of Project:

The Polk County Conservation Board seeks funding for new construction of the Jester Park Conservation Center and specifically its Outdoor Streamscape – an area of outdoor play for youth and families featuring introductory trails, amphitheater, nature features and a significant meandering waterway designed to engage all ages and abilities in water discovery.

AND, Land and Water Conservation Fund financial assistance is being sought for the development of said outdoor recreational facilities,

NOW THEREFORE, be it resolved by the Polk County Conservation Board that the project described above be authorized, AND, be it further resolved that said the Polk County Conservation Board make application to the Iowa Department of Natural Resources to seek Land and Water Conservation Fund financial assistance from the National Park Service in the amount of 2.16 % of the actual cost of the project,

AND, be it further resolved that said the Polk County Conservation Board certifies to the following:

1. That it will accept the terms and conditions set forth in the NPS Grants-in-Aid Manual and which will be a part of the Project Agreement for any grant awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the acquisition and/or development in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the Iowa Department of Natural Resources.
3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said Polk County Conservation Board for public outdoor recreational use.
4. That no financial assistance has been given or promised under any other federal program or activity with regard to the proposed project.
5. That it will not discriminate against any person on the basis of race, color, or natural origin in the use of any property or failure acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P.L. 88-352 (1964), and of the regulations promulgated pursuant to such Act by the Secretary of the Interior and contained in 43 CFR 17.
6. That it will maintain adequate financial records on the proposed project to substantiate claims for cost-sharing.

THIS IS TO CERTIFY that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Polk County Conservation Board at a legal meeting held on this 11th day of March, 20 14.

\_\_\_\_\_  
(signature)  
Polk County Conservation Board Chair  
\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)  
Polk County Conservation Board Director  
\_\_\_\_\_  
(title)

## LAND AND WATER CONSERVATION FUND

## PROJECT PROPOSAL

## PART II – LWCF PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING

**Step 1. Type of LWCF Proposal** New Project Application Acquisition  
Go to Step 2A Development  
Go to Step 2B Combination (Acquisition & Development)  
Complete Step 2A and 2B**Step 2. New Project Application****B. For a Development Project**

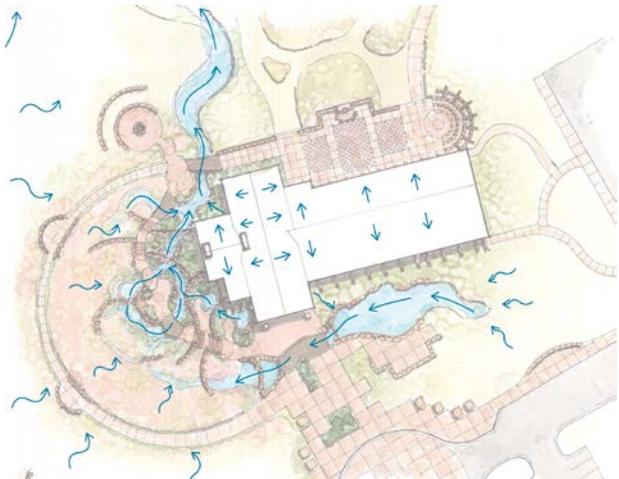
- Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.

The Polk County Conservation Board seeks funding for new construction of the Jester Park Conservation Center and specifically its Outdoor Streamscape – an area of outdoor play for youth and families featuring introductory trails, amphitheater, nature features and a significant meandering canal designed to engage all ages in water discovery.

**Headwaters & Stream Bed:** This unique landscape will be an exceptional outdoor experience that visitors will enjoy. “The Headwaters” is the beginning of a water feature that starts directly east of the main entrance on the south side of the building. This pool of water is fed by both natural drainage and augmented by a nearby pond during the dry season. The intent of this water feature is to provide visitors the opportunity to see small fish, turtles, butterflies and birds in an aquatic habitat right at the front door of the Conservation Center. This Outdoor Streamscape is designed to first manage stormwater in a unique and effective ways while creating a landscape that cleanses stormwater.

The Headwaters is the primary source for the stream. The Headwater will be a pond with a consistent pool elevation of 6” to 12” in depth depending on what part of the pond you are at. The Headwater will provide great habitat for small animals and a peaceful place to enjoy the outdoors while waiting for a ride or enjoying the summer breezes.

*(Right) This illustration depicts the direction water will flow through the site.*



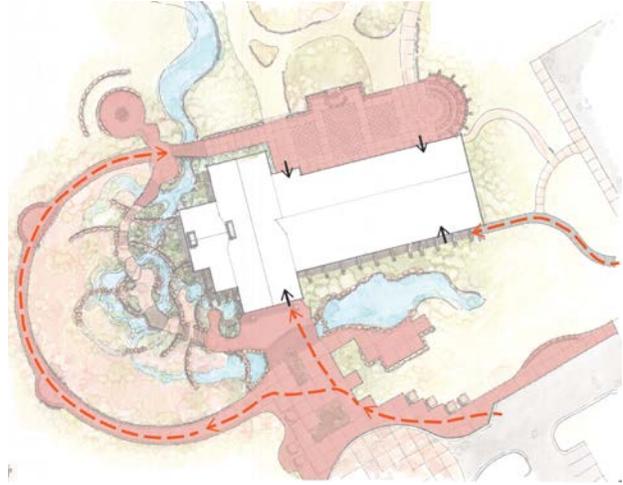
## LAND AND WATER CONSERVATION FUND

### PROJECT PROPOSAL

*(Below) This illustration depicts the areas that are fully accessible.*

The Stream, is a braided network of water pathways that connect The Headwaters to Two Damn Pond to the north. The Stream passes through a beautiful landscape that includes “The Falls” (directly west of the building), the meadow, the wetlands and finally Two Damn Pond to the north of the Conservation Center.

- The Falls are developed to take full advantage of the 14 foot drop in grade over 50 feet of run. This grade change accounts for the floor to floor elevation change inside the building. This drop in elevations provides the opportunity to celebrate water through a series of waterfalls, pools and streams. There will be four waterfalls ranging from three to four feet in vertical drop.
- The Ponds are a located at the bottom of each fall and are meant to slow water and provide “Critter” habitat. These ponds are meant to also be interactive and will range in depth between 12” to 18” in depth.
- The Discovery Walk provides both an accessible route to the Lower Terrace and a more direct route through the breaded stream. Both walks will be very interactive with the landscape and nodes for interpretation and education. The pathway along the breaded stream will consist of stairs, bridges and access points to the stream and pools. The Prairie Walk (accessible route) will also have access to the water’s edge at the top and bottom of the pathway.



**Trails:** The Conservation Center will be a local trail hub for park users. The proposed trails will include accessible recreational trail, nature trails and discovery trails.

**Amphitheater:** The amphitheater will be located on the north side of the building directly east of the terrace. It has the capacity to hold 150 people comfortably. Made of natural stone, the materials will make this facility feel as if it is an extension of both the building and the natural environment. It will be a great place to offer outdoor education, special events or just a chance for both young and old align to have a seat and enjoy the ambiance of the great outdoors.

POLK COUNTY CONSERVATION BOARD  
 ITB #2014-002 - REFUSE DISPOSAL SERVICE

Estimated Annual Costs

Location	Description	# of Regular Pickups	# of On-Call Pickups	Waste Connections	Aspen Waste	Ankeny Sanitation	Waste Management
Jester Park	Regular Pickup, 4 yard	42		3,560.82	3,233.47	5,237.57	2,866.11
	Regular Pickup, 6 yard	29		3,687.99	3,045.07	5,424.62	2,968.47
	Regular Pickup, 8 yard (side load)	12		2,034.75	1,463.71	2,992.90	1,637.78
	Regular Pickup, single stream recycling container, 4 yard						
	On-call rate, 4 yard		3	58.74	192.00	86.40	81.00
	On-call rate, 6 yard		15	440.55	1,080.00	648.00	607.50
	On-call rate, 8 yard (side load)						
	On-call rate, single stream recycling container, 6 yard		14	243.18	630.00	336.00	273.00
	On-call rate, single stream recycling container, 8 yard		2	no bid	90.00	64.00	52.00
	On-call rate, 6 yard		11	323.07	792.00	660.00	445.50
Jester Park Equestrian Center	On-call rate, single stream recycling container, 6 yard						
	Regular Pickup, 4 yard	14		1,186.94	1,077.82	1,745.86	894.75
	Regular Pickup, 6 yard	7		890.20	735.02	1,309.39	671.06
	Regular Pickup, single stream recycling container, 4 yard	4		200.57	779.40	277.12	188.44
	On-call rate, 4 yard		2	39.16	128.00	57.60	54.00
	On-call rate, 6 yard		1	29.37	72.00	43.20	40.50
	On-call rate, single stream recycling container, 4 yard						
	Regular Pickup, 4 yard (rear load)	14		1,186.94	1,077.82	1,939.84	894.75
	Regular Pickup, 6 yard (rear load)	52		6,612.95	5,460.13	10,807.68	4,985.04
	On-call rate, 4 yard (rear load)		3	58.74	192.00	132.00	81.00
Fort Des Moines Park	On-call rate, 6 yard (rear load)		6	176.22	432.00	396.00	243.00
	Regular Pickup, 6 yard (side load)	18		2,289.10	1,890.05	3,367.01	1,356.16
	On-call rate, 6 yard (side load)		2	58.74	144.00	120.00	81.00
	Regular Pickup, 4 yard	40		3,391.26	3,079.50	4,988.16	2,216.96
	Regular Pickup, 6 yard	8		1,017.38	840.02	1,496.45	665.09
	On-call rate, 4 yard		1	19.58	64.00	28.80	27.00
	On-call rate, 6 yard		2	58.74	144.00	86.40	81.00
	On-call rate, single stream recycling container, 4 yard		3	34.74	135.00	48.00	39.00
	Regular Pickup, 4 yard	12		1,017.38	923.85	1,766.64	793.95
	On-call rate, 4 yard		3	58.74	192.00	120.00	81.00
Chichaqua Bottoms Greenbelt	On-call rate, single stream recycling container, 4 yard						
	Totals			28,675.84	27,892.86	44,179.63	22,325.07

# Polk County Drug-Free Workplace Policy

## Purpose

It is the purpose of this policy to provide and maintain a drug-free, healthful, safe and secure work environment, and to comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690 Title V, Subtitle D).

## Policy

- I. Notice will be given to prospective employees that a drug test will be part of any pre-employment process in any notice of advertisement soliciting applicants for employment. Seasonal/intermittent employees may be included in this policy. Seasonal/intermittent employees moving to regular positions shall be subject to the pre-employment drug testing policy. All prospective employees who have been extended a conditional offer of employment with Polk County Conservation shall be required to sign an authorization/release form prior to the pre-employment drug test. Prospective employees whose pre-employment drug test is verified as positive shall be ineligible for employment with Polk County Conservation for a period of six months from the testing date. Drug tests that are adulterated will be considered positive.
- II. Current employees transferring or bidding into positions covered by federally mandated drug and alcohol testing shall be eligible for testing under the provisions of drug testing laws applicable to the respective position. If a pre-employment test under section I or a test under this section (II) is determined to be a dilute specimen but is determined negative the prospective employee will be allowed to resubmit a specimen. However, if the dilute specimen is determined positive the positive test shall stand.
- III. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- IV. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substance on the employer's premises or while conducting the employer's business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- V. Polk County Conservation recognizes drug and alcohol dependency as illnesses and a major health problem. Accordingly, employees who think they have an alcohol or drug usage problem are urged to seek confidential assistance through the Employee Assistance Program. Polk County Conservation will be supportive of those who seek help voluntarily. Polk County Conservation also recognizes drug and alcohol abuse as a potential health, safety and security problem. Polk County Conservation will be firm in identifying and disciplining employees who continue to be substance abusers and do not seek help and/or do not remain drug and alcohol free during work situations.
- VI. In order to comply with the Drug-Free Workplace Act of 1988, employees are required to report any convictions under criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting Polk County Conservation business. A report of a conviction must be made to the employee's supervisor or other appropriate official within five (5) days after the conviction.
- VII. Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.

# POLK COUNTY POLICY FOR COMMERCIAL DRIVER'S LICENSE HOLDERS

\* THIS DOCUMENT IS ADOPTED FROM POLK COUNTY POLICY. OUR INTENT IS TO PARALLEL POLK COUNTY POLICY FOR POLK COUNTY CONSERVATION BOARD. WORDING SUBSTITUTIONS INCLUDE: POLK COUNTY CONSERVATION REPLACES COUNTY OR POLK COUNTY, AS APPROPRIATE.

## Introduction

Polk County is dedicated to providing safe and efficient service to the public. The County's employees are its most valuable resource in ensuring the quality of this service. It is the County's goal to provide its employees with a work place environment which promotes health and safety. To meet this goal it is the County's policy to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial vehicles.

## **2.0 Purpose**

The purpose of this policy is to assure that County employees who drive commercial motor vehicles are fit for duty and to protect our employees and the public from risks posed by the misuse of alcohol and use of prohibited drugs by such drivers. This policy is intended to comply with the Omnibus Transportation Employee Testing Act of 1991 and all applicable federal regulations governing substance abuse prevention programs for employees who operate commercial motor vehicles and who are required to have a commercial driver's license. The Department of Transportation (DOT) has published 49 CFR Parts 382 and 40 that mandate urine drug testing and breath alcohol testing for safety-sensitive positions; prohibit performance of safety sensitive functions when there is a positive test result; and set standards for the collection and testing of urine and breath specimens. This policy incorporates those requirements for employees who operate commercial motor vehicles. All covered employees must comply with the regulations set forth in 49 CFR Parts 382 and 40, which are incorporated herein by reference. Copies of the regulations are available in the Human Resources Department. If any provision of this policy conflicts with the regulations in 49 CFR, Parts 382 and 40, the regulations shall control.

## **3.0 Covered Employees**

The County's Substance Abuse Policy applies to all drivers as defined in 49 CFR 392.103, who operate commercial motor vehicles and who are required to hold commercial drivers licenses. Contractors who employ drivers are responsible for compliance with all applicable federal regulations.

Each employee subject to this policy shall receive a copy of the policy. The policy will be located in a place readily accessible to all covered employees.

A safety-sensitive function is any duty related to the operation of a commercial motor vehicle by an employee required to have a commercial driver's license including:

- a. All time the driver is waiting to be dispatched, unless the County has relieved the driver from duty;
- b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- c. All driving time;
- d. All time in or on any commercial motor vehicle;
- e. All time supervising, assisting, or attending the loading or unloading of a vehicle, or remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle;
- g. Performing any other work in the capacity of, or in the employ or service of a common, contract or private motor carrier.
- h. Performing any compensated work for a non-motor carrier entity.

## **4.0 Prohibited Substances**

Prohibited substances addressed by this policy included the following:

#### 4.1 Controlled Substances

Any illegal drug or any substance identified in schedule I through V of Section 102 of the Controlled Substance Act (21 U.S.C. 802), and as further defined by 21 CFR 1300-11 through 1300.15. This includes, but is not limited to:

- ◆ Marijuana
- ◆ Amphetamines
- ◆ Opiates
- ◆ Phencyclidine (PCP)
- ◆ Cocaine

Illegal controlled substances include any drug not approved for medical use by the U. S. Drug Enforcement Administration or the U. S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally-obtained prescription drugs.

#### 4.2 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment, may be adversely affected must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties.

A legally-prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide within 24 hours a valid prescription. A valid prescription includes the patient's name, the name of the substance quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs by covered employees while performing County business or on County property is prohibited.

#### 4.3 Alcohol

The use of or possession of alcohol, unless the alcohol is manifested and transported as part of a shipment, while performing safety-sensitive functions for the County, is prohibited. This included beverages containing alcohol, medicines containing alcohol (prescription or over-the-counter), or any other substance such that if ingested, alcohol would be present in the body. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath testing device.

### **5.0 Prohibited Conduct**

#### 5.1 Manufacture, Trafficking, Possession and Use

Covered employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on County premises, in County vehicles, or while on County business. Employees who violate this provision may be terminated. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

#### 5.2 Intoxication/Under the Influence

Any covered employee performing safety-sensitive functions, who is reasonably suspected of being intoxicated, impaired, or under the influence of a prohibited substance, or not fit for duty shall be relieved from job duties pending an investigation and verification of his/her condition. Employees who fail to pass a drug or alcohol test shall be removed from duty and required to successfully complete a drug or alcohol rehabilitation program, and shall be subject to discipline up to and including discharge. Failure to successfully complete the program will result in immediate termination. A drug or alcohol test is considered positive if the individual is found to have a quantified presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

### 5.3 Alcohol Use

No covered employee should report for duty or remain on duty, requiring the performance of safety-sensitive functions, when his/her breath alcohol concentration is 0.04 or greater. No covered employee shall use alcohol while on duty, or while performing safety-sensitive functions. No covered employee shall use alcohol within four hours of reporting for duty, or during the hours that the employee is on call. Violation of these provisions is prohibited, and will subject the employee to discipline up to and including discharge.

### 5.4 Compliance with Testing Requirements

All covered employees will be subject to urine drug testing and breath alcohol testing in accordance with section 6. Any covered employee who refuses to comply with a request for testing shall be removed from duty, will be considered as having a positive test, will be required to successfully complete a drug or alcohol rehabilitation program, and be subject to discipline up to and including discharge. If he/she does not successfully complete this program, the employee will be terminated. Any covered employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and termination of employment. Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

### 5.5 Treatment Requirements

All employees are encouraged to make use of the available resources for treatment of alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse as explained in this policy. Any employee who refuses or fails to comply with the County's requirements for treatment, after care or return-to-duty shall be terminated. The cost of treatment or rehabilitation service will be paid for by the employee's insurance provider or, if not covered, by the employee.

An employee required to take time off in order to participate in a rehabilitation program will be permitted to use sick leave, vacation time, personal leave, compensatory time-off and/or unpaid leave. Such leave will be considered leave pursuant to the County's Family and Medical Leave Act Policy. If the rehabilitation program does not require the employee to take time off, then non-safety-sensitive duties will be assigned to the employees until the Medical Review Officer (MRO) or Substance Abuse Professional (SAP) determines the employee may return to safety-sensitive duty.

### 5.6 Consequences for Violations of Drug Policy

Employees who are tested and found to be in violation of the policy the first time will normally be referred for a drug abuse evaluation. If treatment is recommended, the employee is required to successfully complete treatment. Absent extraordinary circumstances, any employee testing positive for a second time, whether random, post-accident, reasonable suspicion, or follow up test, will be terminated from County employment. In all respects, including determining when an employee has tested positive a second time, a constructive positive, i.e., an employee's refusal to submit to testing, will be treated as an actual positive. Any temporary restrictions that create an inability to perform the essential functions of the employee's position may subject the employee to a demotion in classification until such restrictions are withdrawn.

This policy recognizes a spectrum of potential breaches including such extremely serious ones as use, possession, sale, or distribution of illegal drugs, being unfit to work due to presence of illegal drugs in one's system, and far less serious violations, such as an employee's failure to advise the employer that he or she is taking medication which might affect safety or other aspects of performance. Therefore, corrective disciplinary action is intended to be proportional to the magnitude of the offense.

Certain serious offenses may result in immediate termination unless there are compelling facts relative to the offense, i.e., employee's work history, performance, and prior compliance with County's policy and rules or other personal factors that strongly suggest a lesser form of corrective action

and/or rehabilitation are most appropriate. An example of a serious offense includes, but is not limited to:

- Use, possession, sale, or distribution of controlled substances and/or drugs County premises, on County business, or during working hours.
- Involvement in a traffic accident resulting in a fatality while the employee has a positive drug test.

### 5.7 Consequences for Violations of Alcohol Policy

Employees who are tested and found to be in violation of the policy the first time with an alcohol level of 0.02 or greater, but less than 0.04 will be considered to be unable to perform their duties for 24 hours and on an unexcused absence subject to progressive discipline.

Additional tests with an alcohol level of 0.02 or greater but less than 0.04 will be grounds for discipline up to and including discharge.

Employees performing safety-sensitive functions, who are tested and found to be in violation of the Policy with an alcohol level of 0.04 and above, or who have used alcohol within four hours prior to performing safety-sensitive functions shall be subject to discipline up to and including discharge.

The program recognizes a spectrum of potential breaches including such extremely serious ones as use or possession of alcohol during working hours, being unfit to work due to presence of alcohol in one's system, and far less serious violations. Therefore, disciplinary action is intended to be proportional to the magnitude of the offense and in keeping with the Positive Discipline Program. Any temporary restrictions that create an inability to perform the essential functions of the employee's position may subject the employee to a demotion in classification until such restrictions are withdrawn.

Certain serious offenses may result in immediate termination unless there are compelling facts relative to the offense, i.e., employee's work history, performance, and prior compliance with County policy and rules or other personal factors that strongly suggest a lesser form of corrective action and/or rehabilitation are most appropriate. Examples of such serious offenses include, but are not limited to:

- ◆ Use or possession of alcohol on County premises or during working hours.
- ◆ Refusal to submit to a required alcohol test.
- ◆ Involvement in a traffic accident resulting in a fatality while the employee has a positive alcohol test.

### 5.8 Proper Application of the Policy

Polk County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner.

### 5.9 Employee Requested Treatment

Any covered employee who feels he/she has an alcohol or drug abuse problem may use appropriate leave, if applicable, or request an unpaid leave of absence for the purpose of attending a registered drug and alcohol abuse treatment program. The County will assist, in any manner possible, an employee who requests this treatment voluntarily. Such requests must be completed voluntarily and prior to any pending drug/alcohol test or disciplinary action. The employee will not be disciplined for requesting this treatment. Employees who voluntarily request treatment are subject to the return-to-duty testing and requirements set forth in section 6.7.

## **6.0 Testing Procedures**

Urine Drug testing and breath testing for alcohol shall be conducted as required by federal regulations. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, at random, and following an accident as defined in Section 6.3, 6.4, 6.5, 6.6 and 6.7 of this policy. In addition, all covered employees will be tested prior to returning to duty after failing a drug or

alcohol test and after completion of the Substance Abuse Professional's recommended treatment program. Safety-sensitive employees shall also be subject to follow-up testing on a random, unannounced basis. Follow-up testing will be conducted for a period of 12 months, with at least six tests performed during the year.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR part 40, as amended.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR part 40, as amended. In addition, if a urine sample cannot be analyzed because of dilution, a retest will be authorized. A second diluted sample shall be considered positive.

Tests for breath alcohol concentration will be conducted utilizing a national Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A covered employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his/her position until the start of his/her next regular duty period, but not less than twenty-four (24) hours following the test; and be on an unexcused absence subject to progressive discipline. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 382 for covered employees. Any covered employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and be subject to discipline up to and including discharge.

Polk County affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. All records will be maintained in accordance with 49 CFR 382.401, et seq. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be kept under the control of the Labor Relations Manager. The reports or test results may be disclosed to Polk County's management strictly on a need-to-know basis and to the employee upon request. Disclosures without employee consent may also occur when:

1. The information is compelled by law or by judicial or administrative process;
2. The information has been placed at issue in a formal dispute between the employee and employer;
3. The information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

#### 6.1 Compensation for Testing

Polk County will pay employees for drug or alcohol testing according to the following:

**Paid Testing:** (random, reasonable suspicion and post-accident testing) - employees will be paid regular wages from the time they are notified of testing and relieved of job duties until such time as they are released by the supervisor to return to work or are relieved of their duties.

**Unpaid Testing:** (pre-employment and return-to-work) - Covered applicants for employment required to undergo pre-employment testing and employees subject to return-to-work testing will not receive compensation for the time spent testing.

#### 6.2 Employee Requested Testing

Any covered employee who questions the results of a required drug test under paragraphs 6.3 through 6.8 of this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such

additional testing are paid by the employee unless the result of the split sample testing invalidates the result of the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

### 6.3 Pre-Employment Testing

All applicants for positions with safety-sensitive functions shall undergo urine drug testing and breath alcohol testing immediately following the offer of employment or transfer into a safety-sensitive position. Receipt by the County of a negative drug test result is required prior to employment. Receipt of a negative alcohol test is also required prior to employment before the employee can perform any safety-sensitive duties. Pre-employment drug tests may be administered only after the applicant is informed that a urine sample and breath test are required, as mandated by Section 730.5(7) (a) of the Iowa Code. Failure of a pre-employment drug or alcohol test will disqualify an applicant for employment at the County for at least six months. Polk County will reconsider an applicant's employment if all the following conditions are met:

1. At least six months has lapsed between applications; and
2. The applicant can show proof of successfully completing a drug or alcohol treatment program; and
3. Passes a new drug/alcohol test.

### 6.4 Reasonable Suspicion Testing

All covered employees may be subject to a fitness-for-duty evaluation, and urine and/or breath testing when there are reasons to believe that the employee has violated Department of Transportation regulations in 49 CFR sections 382.201 to 382.215 concerning alcohol or controlled substances. A reasonable suspicion referral for testing will be made on the basis of objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse, including appearance, behavior, speech, or body odors.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (to include physical contact), assaults, and flagrant disregard or violations of established safety, security or other operating procedures.

Reasonable suspicion referrals must be made by two supervisors who are trained to detect the signs and symptoms of drug and alcohol use and who reasonably conclude that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Polk County's "Reasonable Suspicion" form will be completed by the two supervisors and a copy given to the employee.

### 6.5 Post-Accident Testing

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a County vehicle that results in a fatality. In addition, a post-accident test will be conducted if:

1. An accident results in injuries requiring transportation to a medical treatment facility; or

2. One or more vehicles incur disabling damage that requires towing from the site and within 8 hours of the accident, the employee receives a citation under State or local law for a moving traffic violation.

Following an accident, the covered employee will be tested as soon as practicable, but not to exceed eight hours for alcohol and 32 hours for drug testing. Any covered employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any covered employee who leaves the scene of the accident without justifiable explanation or consumes alcohol within the eight hours prior to submission to drug and alcohol testing will be considered to have refused the test and will be considered as having a positive drug test.

#### 6.6 Random Testing

Employees in covered positions will be subjected to random, unannounced testing. The selection of covered employees for random alcohol testing will be made by the County, through a intergovernmental consortium, using a scientifically-valid method that ensures each covered employee that he/she will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. All covered employees in the consortium will be tested at the rate of 50% for drugs and 25% for alcohol. All covered employees will be placed in a common consortium selection pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer based random number generation program, the required number of persons will be selected by the consortium for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Polk County's Labor Relations Manager will be notified by the consortium of the identity of the covered employee selected for testing. Notification will then be made to those who must submit a specimen or complete an alcohol breath test. If selected for testing, the covered employee must proceed to the test site immediately. If he/she is performing a safety-sensitive function, he/she must cease performing and proceed to the test site as soon as possible. The employee will be escorted to the medical facility for the test. As soon as the specimen is collected or breath test complete, the employee will be required to return to work.

#### 6.7 Return-To-Duty Testing

All covered employees performing safety-sensitive functions who previously tested positive on a drug or alcohol test must test negative for drugs and below 0.02 for alcohol and be evaluated and released to duty by the Substance Abuse Professional before returning to work. If an employee refuses the return-to-duty test, he/she will be considered as having a positive drug or alcohol test and shall be subject to discipline up to and including discharge.

#### 6.8 Follow-Up Testing

Covered employees will be required to undergo frequent, unannounced random urine and/or breath testing following their return to duty after a positive drug or alcohol test and treatment. The follow-up testing will be performed for a period of 12 months with a minimum of six tests to be performed during the year. If a subsequent drug test is positive, or results in an alcohol concentration of 0.04 or greater, the employee shall be subject to discipline up to and including discharge.

### **7.0 Employment Assessment**

Any covered employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. If a covered employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP; the employee must have a negative return-to-duty drug and alcohol test and be subject to unannounced follow-up tests for a period of 12 months. The cost of the treatment or rehabilitation services will be paid by the employee's insurance providers or if not covered, by the employee.

## 8.0 Re-Entry Conditions

Employees who re-enter the workforce after the assessment required in section 7.0 must agree to re-entry conditions. Those conditions may include (but are not limited to):

1. A release to work statement from the Substance Abuse Professional.
2. A negative test for drugs and below 0.02 for alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of at least twelve (12) months with at least six tests performed during the year.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after-care requirements with the understanding that violation of the re-entry conditions is grounds for termination.

## 9.0 Contact persons

Any questions regarding this policy or any other aspect of Polk County's drug-free and alcohol-free program should contact the following County representative:

### **Program Manager:**

Name: Michael Campbell  
Title: Labor Relations Manager  
Address: 111 Court Avenue, Room 390  
Des Moines, Iowa 50309  
Telephone: (515) 286-3200  
Fax: (515) 286-3316

### **Assistant Program Manager**

Name: Lola Evans  
Title: Benefits Administrator  
Address: 111 Court Avenue, Room 390  
Des Moines, Iowa 50309  
Telephone: (515) 286-3200  
Fax: (515) 286-3316

### **Medical Review Officer(s):**

Name: Richard McCaughey, D.O.  
Address: 1301 Pennsylvania Avenue, Suite 416  
Des Moines, Iowa 50316  
Telephone: (515) 262-7619  
Fax: (515) 262-8554

### **Employer Assistance Program:**

Name: Employee and Family Resources  
Address: 505 5<sup>th</sup> Avenue, Suite 600  
Des Moines, Iowa 50309  
Telephone: (515) 244-6090  
Fax:

**Substance Abuse Professionals:**

Name                      To Be Determined

Address:

Telephone:

Fax:

Name                      To Be Determined

Address:

Telephone:

Fax:

Direct any questions regarding substance abuse to the following:

Iowa Substance Abuse Information Center  
Cedar Rapids, Iowa  
1-800-247-0614

Employee and Family Resources  
505 5<sup>th</sup> Avenue, Suite 600  
Des Moines, Iowa 50309  
1-515-244-6090 (Des Moines)  
1-800-327-4692 (Iowa)  
1-800-327-3020 (Nationwide)

## OVERVIEW OF POLICY

The following briefly summarizes the information contained in this policy.

**Section 1.0** - This section describes Polk County's policy on substance abuse and the goal of the County's substance abuse program - to provide a safe service for the public and employees.

**Section 2.0** - This section discusses the purpose of the policy which is twofold - provide a safe service and to comply with federal laws enacted on drug and alcohol abuse in the workplace.

**Section 3.0** - This section discusses who will be affected by this policy. Briefly, all safety-sensitive transportation employees, i.e., employees who are required to have a commercial driver's license, a CDL is required for drivers operating a vehicle in excess of 26,000 pounds GYWR, designed to carry 16 or more passengers or any size which is used to transport a placardable amount of hazardous material. These positions are called, "safety-sensitive." A list of the positions covered under this policy is attached. Non-safety-sensitive employees fall under this policy in all areas except random testing. Section 730.5 of the Iowa Code will not allow random testing of employees who are not considered safety-sensitive. The federal government does not require testing of these employees, therefore, state law prevails.

**Section 4.0** - Section 4.0 addresses the substances that are considered illegal under the law. There are five drugs plus alcohol that are considered illegal. This section also discusses what a legal drug is and how employees are required to handle prescriptions.

**Section 5.0** - This section discusses the types of behavior that are illegal such as being intoxicated, trafficking of drugs while on County business, the legal limit for intoxication, treatment requirements, notification of a drug conviction and the procedure that will be followed when an employee requests treatment on their own.

**Section 6.0** - This section discusses the seven types of testing and employee pay for this testing. The types of testing that will be completed by Polk County are:

1. Pre-employment
2. Required Physical Examinations
3. Reasonable Suspicion
4. Post-Accident
5. Random
6. Return-To-Duty after a positive test
7. Follow-up after a positive test

Wage and hour laws require employees to be paid for the entire time required for testing including travel time.

**Section 7.0** - Section 7.0 discusses the role of the Substance Abuse Professional (SAP). Polk County is required to have a professional assess an employee who has tested positive on a drug test. The reason for this assessment is to determine if there are additional problems that are contributing to the employee's substance abuse problem and to aid the employee in resolving these issues. The SAP will also recommend the frequency of follow-up tests when an employee is returned to work after treatment.

**Section 8.0** - This section discusses conditions that will be placed on the employee when he/she re-enters the workforce, such as a negative drug test result, follow-up tests, etc.

**Section 9.0** This last section discusses who and where questions regarding this policy and the drug and alcohol process should be directed. Internally, Polk County's Labor Relations Manager will be responsible for this program.

Revised by County HR: 01/01/2013  
Adopted by PCCB: 03/03/2014

**Iowa Code Chapter 28E Cooperative Agreement between the City of West Des Moines, Iowa and Polk County, Iowa regarding the location, construction, ownership and operation of the Brown’s Woods Park Parking Facility and Trail Improvements**

**WHEREAS**, the City of West Des Moines, Iowa (“West Des Moines”) has vacated a portion of Brown’s Woods Drive as a public street in the City and has acquired real property in conjunction with and necessary for the Southwest Connector Improvement Project; and

**WHEREAS**, Polk County, Iowa (“Polk County”), as owner of the property constituting Brown’s Woods Park (“the Park”) which lies adjacent to the vacated portion of Brown’s Woods Drive and the property acquired for the Southwest Connector, seeks to construct and operate a parking facility, restrooms, trail and other improvements to serve both patrons of the Park and the general public; and

**WHEREAS**, to address West Des Moines’ desire to use the vacated Brown’s Woods Drive right-of-way and excess property acquired in conjunction with the Southwest Connector Improvement Project in a manner most beneficial to the general public, and Polk County’s desire to increase access to and use of the Park by the general public, the parties agree to share their resources and expertise in a coordinated effort to increase the accessibility and use of Brown’s Woods Park; and

**WHEREAS**, West Des Moines and Polk County desire to memorialize their agreement to collaborate on the location, construction, ownership and operation of facilities within Brown’s Woods Park.

**NOW, THEREFORE, BE IT AGREED AS FOLLOWS:**

**I. Purpose**

1. The purpose of this Agreement is to establish terms and conditions for the collaboration by West Des Moines and Polk County for the conveyance of property and the construction and operation of facilities within or adjacent to Brown’s Woods Park and coordination by the parties to achieve that purpose.
2. The Agreement is a voluntary undertaking of the parties. It is not the intention of the parties to create a new legal entity.

**II. Effective Date and Duration**

The Agreement shall become effective following approval by each governing body and upon filing with the Iowa Secretary of State. The Agreement shall remain in full force and effect until amended or terminated by mutual agreement of the parties.

### **III. Services and Responsibilities**

#### **1. Obligations of West Des Moines.**

- a. West Des Moines shall convey to Polk County, subject to all easements of record, fee title to the real property legally-described and identified on the attached Exhibit “A,” which by reference is made part of and included in this Agreement. Public access shall be maintained following conveyance on that portion of the real property formally comprising Brown’s Woods Drive and on that portion of the real property on which the parking lot identified in Section III(2)(a), below, is to be located. Conveyance of the real property shall be at no cost to Polk County and shall be by quit-claim deed.
- b. West Des Moines shall make sanitary sewer available to the Park property line to allow Polk County to make necessary sanitary sewer connections to the Park improvements. To the extent available from adjacent construction and/or grading, West Des Moines shall make fill dirt available for use by Polk County to complete site grading, if necessary, on the Park property, but shall have no obligation for the quantity, transportation or placement of the fill.
- c. West Des Moines shall construct a trail to West Des Moines specifications on property to be conveyed to Polk County as legally-described on Exhibit “A” to allow connection from the Park property to the Veteran’s Parkway trail. The trail shall be constructed between the north right-of-way line of Veteran’s Parkway to Station 219+31@123.11 Lt. Upon completion, Polk County shall be responsible for all maintenance of the trail.
- d. West Des Moines shall retain ownership and maintenance responsibility for all of Brown’s Woods Drive lying west of that portion of the former Brown’s Woods Drive vacated in conjunction with the construction and operation of Veteran’s Parkway and legally-described on Exhibit “A.”
- e. West Des Moines shall make a single pass for snow removal (on a schedule consistent with its right-of-way snow removal policy) on both the real property comprising the former Brown’s Woods Drive and on the parking lot identified in Section III(2)(a), below. West Des Moines shall have no further maintenance responsibility whatsoever for the real property identified on Exhibit “A” or for improvements located thereon.

#### **2. Obligations of Polk County.**

- a. Polk County shall construct a restroom, hard-surface parking facility, appurtenant site lighting, an interpretative/informational kiosk and fountain as well as other

improvements it deems necessary and appropriate on all or a portion of the real property identified on Exhibit “A.” Polk County shall submit a site plan and receive approval from West Des Moines prior to construction of the improvements, and shall own and be solely responsible for maintenance of the improvements, including responsibility for payment of the operation of utilities. Polk County also agrees to construct, own and maintain natural surface trails within the Park to connect to the existing Brown’s Woods Park trails and shall construct a hard-surface trail extension from the parking lot on Park property to the Park boundary to connect to the Southwest Connector trail. Snow removal on the Park trails shall be at the discretion of Polk County.

- b. Polk County shall allow general public vehicular access over that portion of the real property identified on Exhibit “A” which Polk County will use for park access and shall allow general public access for vehicular turn-around on the parking lot identified in Section III(2)(a), above.
- c. Polk County shall have sole maintenance responsibility for all real property conveyed by West Des Moines as identified on Exhibit “A” and for all improvements constructed on the real property, subject to the maintenance obligations of West Des Moines identified in Section III(1)(c), above. Polk County shall provide all traffic control signing and striping in accordance with the requirements of the Manual of Uniform Traffic Control Devices on property under its control. Upon completion of construction of the improvements, Polk County agrees to restore the real property identified on Exhibit “A” to natural, park-like conditions.
- d. Polk County shall obtain all federal, state and local permits necessary for construction of the improvements.

#### **IV. Acquisition of Property**

- 1. Acquisition of real or personal property shall be made solely for construction and/or operation by Polk County of Brown’s Woods Park, including acquisition of real property for right-of-way and/or real property for the location of appurtenant structures included in the design of, or determined to be necessary for, construction of the improvements for the Park. Real property acquired for the Park shall be titled in the name of Polk County, Iowa.

#### **V. Financial Agreement**

- 1. West Des Moines and Polk County acknowledge and agree that the real property identified on Exhibit “A” shall be conveyed at no cost to Polk County. The parties further acknowledge and agree that the real property to be conveyed to Polk County has been acquired by West Des Moines as part of or in conjunction with the construction of the Southwest Connector Improvement Project, Project No. 0510-004-2000, IDOT Project No. STP-U-8260(624)-70-77 (subsequently known as

Veteran's Parkway) in which federal funding was provided and that, as required by 23 CFR Part 710, use of the property by Polk County will be in the overall public interest for social or environmental purposes.

## **VI. Administrator and Notice**

The West Des Moines City Engineer and the Director of the Polk County Conservation Board shall be joint administrators of this Agreement.

Notice to the City of West Des Moines shall be provided to:

Duane Wittstock  
City Engineer – City of West Des Moines  
4200 Mills Civic Parkway  
West Des Moines, IA 50265  
(515) 222-3620

Notice to Polk County shall be provided to:

Dennis Parker  
Director, Polk County Conservation Board  
11407 Jester Park Drive  
Granger, IA 50109  
(515) 323-5300

## **VII. Hold Harmless and Indemnification**

Each party shall indemnify and hold the other party harmless from and against any loss, expense or claim asserted by third parties for damage to third party tangible property, or for bodily injury, or both, related to this easement, to the extent such damage or injury is attributable to the negligence or willful misconduct of the indemnitor; provided, indemnitee gives the indemnitor prompt notice of any such claim and all necessary information and assistance so that indemnitor, at its option, may defend or settle such claim, and indemnitee does not take any adverse position in connection with such claim. In the event that any such damage or injury is caused by the joint or concurrent negligence of both parties, the loss, expense or claim shall be borne by each party in proportion to its negligence.

## **VIII. General Provisions**

Amendments. Amendments to the Agreement may be made by mutual agreement in writing by the parties subject to approval of each governing body.

No Third Party Beneficiaries. Nothing in this Agreement shall be construed to create in any third party, or in favor of any third party, any right(s), license(s), power(s), or privilege(s).

Severability. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional.

Governing Law; Jurisdiction. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa.

Entire Agreement. This Agreement represents the entire agreement between West Des Moines and Polk County. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed addendum to this Agreement.

IN WITNESS THEREOF, Polk County, Iowa and the City of West Des Moines, Iowa have caused this Agreement to be executed in three (3) counterparts, each of which shall be considered an original, this \_\_\_\_ day of \_\_\_\_\_, 2014.

**POLK COUNTY, IOWA**

**CITY OF WEST DES MOINES, IOWA**

\_\_\_\_\_  
Angela Connolly, Chair

\_\_\_\_\_  
Steven K. Gaer, Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Jamie Fitzgerald, Auditor

\_\_\_\_\_  
Jody E. Smith, City Clerk

STATE OF IOWA            )  
  ) SS  
COUNTY OF POLK        )

On this \_\_ day of March, 2013, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Angela Connolly and Jamie Fitzgerald, to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Board of Supervisors and County Auditor, respectively, of Polk County, Iowa; that this instrument was signed on behalf of Polk County, Iowa by authority of its Board of Supervisors as contained in Roll Call No. \_\_\_\_\_ passed and approved by the Board of Supervisors on the \_\_ day of March, 2013, and that Angela Connolly and Jamie Fitzgerald acknowledged the execution of the instrument to be the voluntary act and deed of the County by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public

**STATE OF IOWA**            )  
  ) **SS**  
**COUNTY OF POLK**         )

On this \_\_\_ day of March, 2013, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Steven K. Gaer and Jody E. Smith, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Des Moines, Iowa; that this instrument was signed on behalf of the City of West Des Moines, Iowa by authority of its City Council as contained in Resolution No. \_\_\_\_\_ passed and approved by the City Council on the \_\_\_ day of March, 2013, and that Steven K. Gaer and Jody E. Smith acknowledged the execution of the instrument to be the voluntary act and deed of the City by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public

## **EXHIBIT “A”**

Exhibit A will be:

1. Legal description of the former Pike, LLC property (located at the northwest corner of Highway 28 and former Brown’s Woods Drive).
2. Legal description of vacated Brown’s Woods Drive.
3. Legal description of former Grubb property located south of vacated Brown’s Woods Drive.

**PCCB Owned and Managed Properties**

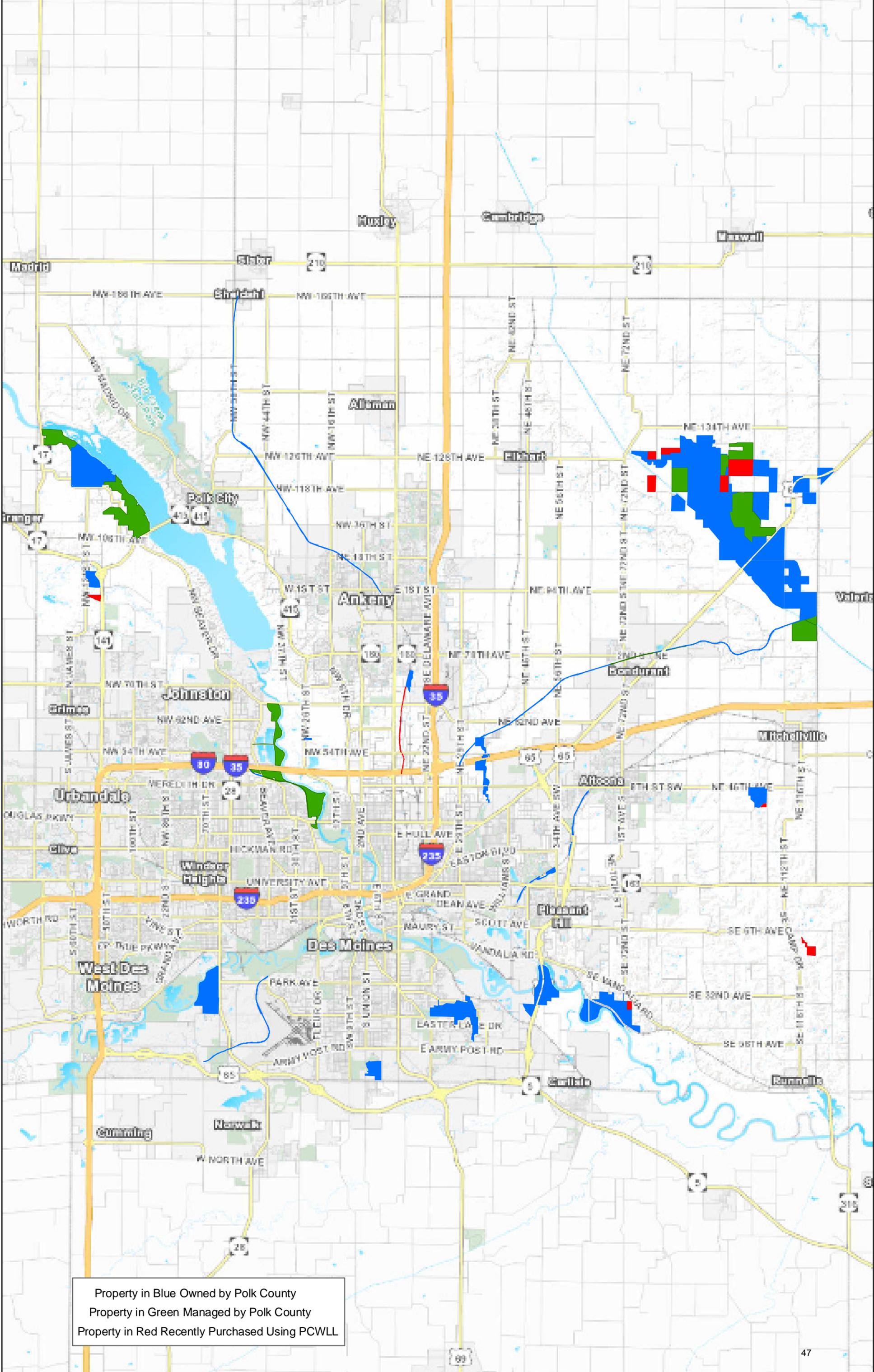
NAME	AREA	ACRES	OWNED	MANAGED	UNIT ACREAGE
A to W Trail (HTT)	579,293.996	143.144	143.144		143.144
Beaver Creek Greenbelt	393,410.067	97.212	97.212		
Beaver Creek-old Xenia	106,416.443	26.296	26.296		123.508
Brown's Woods	1,925,048.145	475.679	475.679		475.679
Camp Creek-Miller Rist	201,872.392	49.883	49.883		49.883
Carney Marsh	160,811.345	39.736	39.736		
Carney Marsh	15,624.083	3.861	3.861		
Carney Marsh		4.290		4.290	47.887
Chichaqua Bottoms	1,117,171.557	276.053		276.053	
Chichaqua Bottoms	2,782,140.432	687.467		687.467	
Chichaqua Bottoms	847,303.180	209.369		209.369	
Chichaqua Bottoms	371,443.988	91.784		91.784	
Chichaqua Bottoms	950,627.983	234.900		234.900	
Chichaqua Bottoms	20,820.943	5.145	5.145		
Chichaqua Bottoms	1,102,984.727	272.548	272.548		
Chichaqua Bottoms	39,038.235	9.646	9.646		
Chichaqua Bottoms	6,502,602.248	1,606.793	1,606.793		
Chichaqua Bottoms	1,000,409.905	247.201	247.201		
Chichaqua Bottoms	7,447,448.455	1,840.265	1,840.265		
Chichaqua Bottoms	1,394,562.838	344.596	344.596		
Chichaqua Bottoms	3,029,800.916	748.664	748.664		
Chichaqua Bottoms	1,134,512.528	280.338	280.338		
Chichaqua Bottoms	1,617,592.161	399.707	399.707		
Chichaqua Bottoms	320,507.695	79.197	79.197		
Chichaqua Bottoms	464,282.730	114.724	114.724		
Chichaqua Bottoms	350,480.122	86.604	86.604		
Chichaqua Bottoms	119,855.645	29.616	29.616		
Chichaqua Bottoms	178,315.125	44.062	44.062		
Chichaqua Bottoms	451,217.184	111.496	111.496		
Chichaqua Bottoms	70,348.510	17.383	17.383		
Chichaqua Valley Trail	138,796.208	34.297		34.297	
Chichaqua Valley Trail	2,744.591	0.678		0.678	
Chichaqua Valley Trail	19,759.748	4.883		4.883	
Chichaqua Valley Trail	21,333.987	5.272		5.272	
Chichaqua Valley Trail	7,839.954	1.937		1.937	
Chichaqua Valley Trail	23,741.184	5.866		5.866	
Chichaqua Valley Trail	20,315.213	5.020		5.020	
Chichaqua Valley Trail	60,308.054	14.902	14.902		
Chichaqua Valley Trail	80,324.445	19.848	19.848		
Chichaqua Valley Trail	48,235.705	11.919	11.919		
Chichaqua Valley Trail	51,432.461	12.709	12.709		
Chichaqua Valley Trail	2,760.260	0.682	0.682		
Chichaqua Valley Trail	7,831.026	1.935	1.935		
Chichaqua Valley Trail	281,096.071	69.459	69.459		
Chichaqua Valley Trail	8,375.907	2.070	2.070		7,929.035
Eagle Roost	532,890.013	131.677	131.677		
Eagle Roost	920,281.297	227.402	227.402		359.079
Easter Lake Park	1,865,200.234	460.891	460.891		460.891
Fort Des Moines	473,209.701	116.930	116.930		116.930
Four Mile Greenbelt	373,505.737	92.293	92.293		
Four Mile Greenbelt	88,927.886	21.974	21.974		114.267
Gay Lea Wilson Trail	36,423.214	9.000	9.000		
Gay Lea Wilson Trail	125,527.649	31.018	31.018		
Gay Lea Wilson Trail	17,506.765	4.326	4.326		
Gay Lea Wilson Trail	1,278.720	0.316	0.316		
Gay Lea Wilson Trail	72,191.484	17.839	17.839		62.499
Great Western Trail	225,232.764	55.655	55.655		55.655
Jester Park	950,587.548	234.890		234.890	

**PCCB Owned and Managed Properties**

<b>NAME</b>	<b>AREA</b>	<b>ACRES</b>	<b>OWNED</b>	<b>MANAGED</b>	<b>UNIT ACREAGE</b>
Jester Park	2,713,618.243	670.535		670.535	
Jester Park	4,384.614	1.083	1.083		
Jester Park	3,034,509.569	749.827	749.827		1,656.335
Lee Acres	21,437.020	5.297	5.297		5.297
Mally's	3,050.360	5.754	5.754		
Mally's	23,795.553	5.880	5.880		
Mally's	168,283.120	41.583	41.583		
Mally's	33,756.772	8.341	8.341		61.558
Sycamore Area	982,249.817	242.714		242.714	
Sycamore Area	53,183.856	13.142		13.142	
Sycamore Area	990,644.121	244.788		244.788	
Sycamore Area	387,750.111	95.813		95.813	
Sycamore Area	53,020.485	13.101		13.101	609.558
T to T Trail	123,566.578	30.533		30.533	
T to T Trail	22,017.563	5.441	5.441		35.974
Thomas Mitchell Park	692,558.344	171.131	171.131		171.131
Yellow Banks	321,727.434	79.499	79.499		
Yellow Banks	482,688.445	119.272	119.272		
Yellow Banks	1,432,228.307	353.904	353.904		552.675
		<b>13,030.985</b>	<b>9,923.653</b>	<b>3,107.332</b>	<b>13,030.985</b>

**PCCB Owned and Managed Properties**

<b>NAME</b>	<b>ACRES</b>	<b>PCC Parkland</b>
<b>A to W Trail (HTT) Total</b>		143.144
<b>Beaver Creek Greenbelt Total</b>		123.508
<b>Brown's Woods Total</b>		475.679
<b>Camp Creek-Miller Rist Total</b>		49.883
<b>Carney Marsh Total Owned</b>		
<b>Carney Marsh Total Managed</b>		
<b>Carney Marsh Total Total</b>		47.887
<b>Chichaqua Bottoms Owned</b>		
<b>Chichaqua Bottoms Managed</b>		
<b>Chichaqua Bottoms Total</b>		7,737.558
<b>Chichaqua Valley Trail Owned</b>		
<b>Chichaqua Valley Trail Managed</b>		
<b>Chichaqua Valley Trail Total</b>		191.477
<b>Eagle Roost Total</b>		359.079
<b>Easter Lake Park Total</b>		460.891
<b>Fort Des Moines Total</b>		116.930
<b>Four Mile Greenbelt Total</b>		114.267
<b>Gay Lea Wilson Trail Total</b>		62.499
<b>Great Western Trail Total</b>		55.655
<b>Jester Park Owned</b>		
<b>Jester Park Managed</b>		
<b>Jester Park Total</b>		1,656.335
<b>Lee Acres Total</b>		5.297
<b>Mally's Total</b>		61.558
<b>Sycamore Area Owned</b>		
<b>Sycamore Area Managed</b>		
<b>Sycamore Area Total</b>		609.558
<b>T to T Trail Owned</b>		
<b>T to T Trail Managed</b>		
<b>T to T Trail Total</b>		35.974
<b>Thomas Mitchell Park Total</b>		171.131
<b>Yellow Banks Total</b>		552.675
		<b>13,030.985</b> Parkland Total



Property in Blue Owned by Polk County  
 Property in Green Managed by Polk County  
 Property in Red Recently Purchased Using PCWLL

# 2013- 2014 Revenue Budget

- as of 02/28/14 (66.67% 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	\$ 7,697	\$ (3,697)	192.4%
6006	Environmental Ed	\$ 55,000	\$ 36,711	\$ 18,289	66.7%
6009	Natural Resources	\$ 176,300	\$ 69,490	\$ 106,810	39.4%
6101	Administration	\$ 109,100	\$ 174,625	\$ (65,525)	160.1%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ 283,292	\$ (283,292)	0.0%
6110	Parks Advocacy Unit	\$ 466,000	\$ 256,216	\$ 209,785	55.0%
6119	Construction/Maint.	\$ -	\$ 30	\$ (30)	0.0%
6124	Equestrian Center	\$ 311,000	\$ 193,141	\$ 117,859	62.1%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,121,400</b>	<b>\$ 1,021,201</b>	<b>\$ 100,199</b>	<b>91.1%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 103,200	\$ 151,409	\$ (48,209)	146.7%
<b>Reserve - Fund 50</b>					
0210-0214	Special Projects	\$ -	\$ 116,264	\$ (116,264)	#DIV/0!
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 1,100,000	\$ 782,115	\$ 317,885	0.0%
<b>Grand Total - Conservation</b>		<b>\$ 2,324,600</b>	<b>\$ 2,070,989</b>	<b>\$ 253,611</b>	<b>89.1%</b>

# 2013- 2014 Expense Budget

- as of 02/28/14 (66.67% 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	\$ 110,119	\$ 48,381	69.5%
6006	Environmental Ed	\$ 373,691	\$ 266,321	\$ 107,370	71.3%
6009	Natural Resources	\$ 738,882	\$ 505,593	\$ 233,289	68.4%
6101	Administration	\$ 955,972	\$ 682,256	\$ 273,716	71.4%
6103	Community Outreach	\$ 207,048	\$ 157,535	\$ 49,513	76.1%
6104	Conservation Grants	\$ -	\$ 9,212	\$ (9,212)	#DIV/0!
6110	Parks Advocacy Unit	\$ 468,059	\$ 315,253	\$ 152,806	67.4%
6119	Construction/Maint.	\$ 1,067,239	\$ 793,309	\$ 273,930	74.3%
6124	Equestrian Center	\$ 409,939	\$ 300,569	\$ 109,370	73.3%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,379,330</b>	<b>\$ 3,140,167</b>	<b>\$ 1,239,163</b>	<b>71.7%</b>
<b>General Supplemental - Fund 2</b>					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,003,097	\$ 656,117	\$ 346,980	65.4%
<b>Risk Management - Fund 3</b>					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 82,824	\$ 13,476	86.0%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 147,225	\$ 85,538	\$ 61,687	58.1%
<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	\$ 9,267,987	\$ (2,137,987)	130.0%
<b>Grand Total - Conservation</b>		<b>\$ 13,255,152</b>	<b>\$ 13,249,510</b>	<b>\$ 5,642</b>	<b>100.0%</b>

PCWLL EXPENDITURES AS OF :

March 07, 2014

LEDGER	SUB-PROJECT NAME	ANTICIPATED COSTS		CONSTRUCTION COSTS		ENGINEERING COSTS		ACTUAL CONSTRUCTION EXPENDITURES		ACTUAL ENGINEERING EXPENDITURES		ACTUAL MISCELLANEOUS EXPENDITURES		ACTUAL GRANT REVENUES AND DONATIONS		ACTUAL COSTS TO DATE		ACTUAL BALANCE REMAINING		
		CY2013 & 2014	2014	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED	ACTUAL	CONTRACTED
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKENY)	\$ 185,600	\$ 787,580	\$ 254,644	\$ 754,580	\$ 77,032	\$ -	\$ (520,072)	\$ 311,541	\$ (125,941)	\$ -	\$ 311,541	\$ -	\$ (520,072)	\$ 311,541	\$ (125,941)	\$ -	\$ 311,541	\$ (125,941)	\$ -
C06-6134	CBG SHAW ACQUISITION	\$ 430,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (258,860)	\$ 430,690	\$ -	\$ 689,550	\$ -	\$ -	\$ (258,860)	\$ 430,690	\$ -	\$ -	\$ 430,690	\$ -	\$ -
C08-6142	JESTER PARK CABINS	\$ 525,000	\$ -	\$ -	\$ 546,239	\$ -	\$ -	\$ -	\$ 546,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,239	\$ -	\$ -	\$ 546,239	\$ -	\$ (21,239)
C11-6205	CVT CONNECTOR-BROADWAY TO GLW	\$ 36,818	\$ -	\$ 252,751	\$ -	\$ 95,536	\$ -	\$ -	\$ -	\$ 95,536	\$ -	\$ -	\$ -	\$ -	\$ 95,536	\$ -	\$ -	\$ 95,536	\$ -	\$ (58,718)
C12-6208	FDM OUTDOOR CLASSROOM	\$ 11,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,201
C12-6213	CBG WELL REPLACEMENT	\$ 90,000	\$ 71,746	\$ -	\$ 71,746	\$ 150	\$ 150	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ -	\$ -	\$ 73,859	\$ 16,141	\$ -	\$ 73,859	\$ 16,141	\$ -
C12-6214	CBG OBSERVATION DECK	\$ 77,700	\$ -	\$ 8,300	\$ 72,560	\$ 7,055	\$ 7,055	\$ -	\$ 72,560	\$ 7,055	\$ -	\$ -	\$ -	\$ -	\$ 79,615	\$ (1,915)	\$ -	\$ 79,615	\$ (1,915)	\$ -
C12-6219	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 450,000	\$ -	\$ -	\$ 251,142	\$ -	\$ -	\$ -	\$ 251,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251,142	\$ 198,858	\$ -	\$ 251,142	\$ 198,858	\$ -
C12-6219	EC IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 9,553	\$ 1,118	\$ 1,118	\$ -	\$ 9,553	\$ 1,118	\$ -	\$ -	\$ -	\$ -	\$ 10,671	\$ (10,671)	\$ -	\$ 10,671	\$ (10,671)	\$ -
C12-6220	4-MILE CREEK BANK STABILIZATION	\$ 340,725	\$ -	\$ 22,500	\$ -	\$ 20,309	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ -	\$ -	\$ -	\$ -	\$ 20,309	\$ 320,416	\$ -	\$ 20,309	\$ 320,416	\$ -
C12-6221	JP CONSERVATION CENTER	\$ 2,404,200	\$ -	\$ 729,922	\$ -	\$ 262,903	\$ 262,903	\$ (130)	\$ -	\$ 262,903	\$ 2,347	\$ -	\$ -	\$ (130)	\$ 265,120	\$ 2,139,080	\$ -	\$ 265,120	\$ 2,139,080	\$ -
C12-6222	CBG MASTER PLAN	\$ 106,000	\$ -	\$ 98,368	\$ -	\$ 65,289	\$ 65,289	\$ -	\$ -	\$ 65,289	\$ -	\$ -	\$ -	\$ -	\$ 65,289	\$ 40,711	\$ -	\$ 65,289	\$ 40,711	\$ -
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,129,100	\$ 903,781	\$ 175,496	\$ 903,781	\$ 175,496	\$ 175,496	\$ -	\$ 903,781	\$ 175,496	\$ 1,255	\$ -	\$ -	\$ -	\$ 1,080,533	\$ 48,568	\$ -	\$ 1,080,533	\$ 48,568	\$ -
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 141,013	\$ -	\$ 208,333	\$ -	\$ 123,866	\$ 123,866	\$ -	\$ -	\$ 123,866	\$ -	\$ -	\$ -	\$ -	\$ 123,866	\$ 17,147	\$ -	\$ 123,866	\$ 17,147	\$ -
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ -	\$ 159,534	\$ -	\$ 555	\$ 555	\$ -	\$ -	\$ 555	\$ -	\$ -	\$ -	\$ -	\$ 555	\$ (555)	\$ -	\$ 555	\$ (555)	\$ -
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 854,903	\$ 682,456	\$ 127,771	\$ 318,769	\$ 115,538	\$ 115,538	\$ -	\$ 318,769	\$ 115,538	\$ 20,825	\$ -	\$ -	\$ -	\$ 455,132	\$ 399,771	\$ -	\$ 455,132	\$ 399,771	\$ -
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 81,179	\$ -	\$ 57,600	\$ -	\$ 49,463	\$ 49,463	\$ -	\$ -	\$ 49,463	\$ -	\$ -	\$ -	\$ -	\$ 49,463	\$ 31,716	\$ -	\$ 49,463	\$ 31,716	\$ -
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 410,000	\$ 339,428	\$ 29,200	\$ 310,434	\$ 27,360	\$ 27,360	\$ -	\$ 310,434	\$ 27,360	\$ 11,569	\$ -	\$ -	\$ -	\$ 349,363	\$ 60,637	\$ -	\$ 349,363	\$ 60,637	\$ -
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ -	\$ 9,800	\$ -	\$ 9,800	\$ 9,800	\$ -	\$ -	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ 9,800	\$ -	\$ -	\$ 9,800	\$ -	\$ -
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,097,465	\$ 876,665	\$ 194,600	\$ 548,980	\$ 173,972	\$ 173,972	\$ -	\$ 548,980	\$ 173,972	\$ 113	\$ -	\$ -	\$ -	\$ 723,065	\$ 374,400	\$ -	\$ 723,065	\$ 374,400	\$ -
C12-6231	TM PARK IMPROVEMENTS INCLUDING SHOWER HOUSE	\$ 119,000	\$ -	\$ 53,200	\$ -	\$ 26,413	\$ 26,413	\$ -	\$ -	\$ 26,413	\$ 226	\$ -	\$ -	\$ (1,205)	\$ 25,434	\$ 93,566	\$ -	\$ 25,434	\$ 93,566	\$ -
C12-6232	YB PARK IMPROVEMENTS	\$ 87,000	\$ -	\$ 46,650	\$ -	\$ 32,404	\$ 32,404	\$ -	\$ -	\$ 32,404	\$ 113	\$ -	\$ -	\$ -	\$ 32,518	\$ 54,482	\$ -	\$ 32,518	\$ 54,482	\$ -
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 100,000	\$ -	\$ 12,000	\$ 11,225	\$ 12,000	\$ 12,000	\$ -	\$ 11,225	\$ 12,000	\$ 3	\$ -	\$ -	\$ -	\$ 23,228	\$ 76,772	\$ -	\$ 23,228	\$ 76,772	\$ -
C12-6234	JP ENTRANCE RELOCATION	\$ 586,000	\$ 223,100	\$ 73,100	\$ 259,197	\$ 69,743	\$ 69,743	\$ -	\$ 259,197	\$ 69,743	\$ 2,153	\$ -	\$ -	\$ -	\$ 331,093	\$ 254,907	\$ -	\$ 331,093	\$ 254,907	\$ -
C12-6235	CBG WOOSLEY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ -
C12-6236	CBG MENDENHALL ACQUISITION	\$ 676,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 676,267	\$ -	\$ -	\$ -	\$ 676,267	\$ 0	\$ -	\$ 676,267	\$ 0	\$ -
C12-6237	CXT VAULT TOILETS	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,341	\$ -	\$ -	\$ -	\$ 65,341	\$ 9,659	\$ -	\$ 65,341	\$ 9,659	\$ -
C12-6238	CBG WETLANDS DESIGN	\$ 104,476	\$ -	\$ 86,476	\$ -	\$ 67,121	\$ 67,121	\$ -	\$ -	\$ 67,121	\$ -	\$ -	\$ -	\$ -	\$ 67,121	\$ 37,355	\$ -	\$ 67,121	\$ 37,355	\$ -
C12-6239	YB DAM REPAIRS	\$ 797,000	\$ 674,382	\$ 112,525	\$ -	\$ 94,622	\$ 94,622	\$ -	\$ -	\$ 94,622	\$ 44	\$ -	\$ -	\$ -	\$ 94,665	\$ 702,335	\$ -	\$ 94,665	\$ 702,335	\$ -
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ 457	\$ 457	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ -	\$ -	\$ 93,469	\$ 0	\$ -	\$ 93,469	\$ 0	\$ -
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,951	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,951	\$ 4,049	\$ -	\$ 195,951	\$ 4,049	\$ -
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,197	\$ -	\$ -	\$ -	\$ 342,197	\$ -	\$ -	\$ 342,197	\$ -	\$ -
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ -	\$ 75,588	\$ -	\$ -

PCWLL EXPENDITURES AS OF :

March 07, 2014

SUB- LEDGER	PROJECT NAME	ANTICIPATED COSTS		CONSTRUCTION COSTS		ENGINEERING COSTS		ACTUAL CONSTRUCTION EXPENDITURES		ACTUAL ENGINEERING EXPENDITURES		ACTUAL MISCELLANEOUS EXPENDITURES		GRANT REVENUES AND DONATIONS		ACTUAL COSTS TO DATE		ACTUAL BALANCE REMAINING	
		CY2013 & 2014	2014	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED	CONTRACTED
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 0
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ -
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 238,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,687	\$ -	\$ -
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -
C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 90,700	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 21,813	\$ -	\$ 5,000	\$ -	\$ 102	\$ -	\$ -	\$ -	\$ -	\$ 26,915	\$ -	\$ 63,785
C12-6250	YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -
C12-9999	MISC MINOR IMPROVEMENTS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,150	\$ -	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ 20,193	\$ -	\$ 79,807
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 40,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 35,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,551	\$ -	\$ 4,450
C12-9999	CONSTRUCTION EQUIPMENT & SUPPLIES	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,671	\$ -	\$ -	\$ -	\$ -	\$ 151,671	\$ -	\$ 118,329
C13-6252	EL LODGE CONSTRUCTION	\$ 35,000	\$ -	\$ -	\$ 4,850	\$ -	\$ -	\$ -	\$ -	\$ 5,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,180	\$ -	\$ 29,820
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 175,000	\$ -	\$ 66,257	\$ -	\$ -	\$ -	\$ 66,251	\$ -	\$ -	\$ -	\$ 1,940	\$ -	\$ -	\$ -	\$ -	\$ 68,191	\$ -	\$ 106,809
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,141	\$ -	\$ -	\$ -	\$ -	\$ 74,141	\$ -	\$ (51)
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ (400)
C13-6256	PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 638	\$ -	\$ -	\$ -	\$ -	\$ 638	\$ -	\$ (638)
C13-6258	NATURAL AREA RESTORATIONS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ -	\$ 11,519
C13-6259	JP CAMP STORE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050	\$ -	\$ (1,050)
C13-6261	ANKENY HTT EXTENTION TO DSM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,258,599	\$ -	\$ -	\$ -	\$ -	\$ 2,258,599	\$ -	\$ (2,258,599)
	EL COVERED BRIDGE IMPROVEMENTS	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	EL SILTATION DIKES AND DREDGING	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
	EL RAIN GARDENS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	LAND ACQUISITIONS	\$ 672,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672,725
	UP ANKENY-HTT CONNECTOR-ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	GLW TRAIL CONNECTION TO MALLY'S	\$ 33,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,800
		\$ 13,969,680	\$ 4,625,395	\$ 2,746,870	\$ 4,342,222	\$ 1,575,532	\$ 5,224,156	\$ 10,361,644	\$ 780,267	\$ 3,608,036									