



# BOARD MEETING

May 14, 2014 - 5:30 p.m.

Fort Des Moines Park  
7200 SE 5<sup>th</sup> St., Shelter #2  
Des Moines, IA

## AGENDA

- 1) Tour of Fort Des Moines (begins promptly at 5:30 p.m. from Shelter #2)

Business segment of meeting to begin approximately 6:00 p.m.

- 2) Opening Items

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

- 3) 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 April 2014 bill list
- b) **Salary Increase & Benefits, FY 2014-2015:** approve the FY 2014-15, 2.5% base salary increase for full-time and permanent part-time staff as outlined.
- c) **Physical Capacity Testing Program:** approve adoption of a Physical Capacity Testing Program to ensure candidates selected for employment in designated jobs can meet the essential physical requirements of the position; Director designating which job classifications are to be included in the program; and authorizes the Director to implement the Program.
- d) **Golf Course Residence, Renewal of Lease Agreement:** approve renewing the golf course lease agreement between PCCB and Bob Begey for a term of July 1, 2014 to June 30, 2016 and approve PCCB Chair signing said Agreement.
- e) **Jester Park Equestrian Center, Payment to Lease Horses:** approve leasing 13 trail horses for the 2014 season from Nolan Horses at a cost not to exceed \$10,500.
- f) **High Trestle Trail, Memorandum of Understanding:** approves the participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail project as outlined in the Memorandum of Understanding and further authorizes the Chair to sign the document.
- g) **Chichaqua Bottoms Greenbelt, Projects to Improve Access & Stabilize Drainage Areas:** approve awarding the following bids for access improvement/drainage area stabilization work at Chichaqua Bottom Greenbelt areas: Drainage Ditch 4 project to Bailey's Excavating, \$150/hour; Mountain Farm project to Bailey's Excavating, \$5,680 plus jetting; NE Acquisition project to RW Excavating, \$10,838; and hibernacula project at Sandhill property to Bailey's Excavating, \$720.

- 4) Public Hearing: UP Industrial Line, Disposal of Property
- 5) Beaver Drive Bridge/Trestle-to-Trestle Trail Agreement
- 6) Great Western Trail Relocation
- 7) FY 2013-14, 3<sup>rd</sup> Quarter Budget Amendment Update



# BOARD MEETING

- 8) **Yellow Banks Dam Rehabilitation Project, Contract Extension/Change Order**
- 9) **Fort Des Moines Park Pond & Watershed Improvements, Change Order 2**
- 10) **Employees, Recent Hires**
- 11) **Jester Park Conservation Center Update**
- 12) **Grand Opening: Jester Park Cabins & Discovery Pond**

PUBLIC COMMENTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

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## 2) 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 April 9, 2014. Minutes for the meeting are attached.

### c) Employee Recognition

## 3) Consent Agenda Items

### a) Action on the Bill List

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

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

### b) Salary Increase & Benefits, FY 2014-2015

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

The Board of Supervisors approved extending a 2.5% base salary increase (effective July 1, 2014) to Management/Supervisory, Excluded employees, and Department Heads on March 18, 2014.

A salary increase was not approved for seasonal employees.

There was no change in benefits package.

**STAFF RECOMMENDATION:** That the Board approve the FY 2014-15, 2.5% base salary increase for full-time and permanent part-time staff as outlined.

### c) Physical Capacity Testing Program

Polk County adopted a Physical Capacity Testing Program January 1, 2013. The program was adopted to ensure candidates selected for employment in designated jobs can meet the essential physical requirements of the position. It helps reduce injuries, reduce workers compensation exposure, and provides a pre-injury baseline measurement. The cost is \$90/per testing.

Staff is recommending adoption of this program, with the support of County Risk Management. If the Board approves adopting this program, staff will begin the process of reviewing current job descriptions to designate which are to be included in the program. Steve Krob, Methodist Occupational Health & Wellness, assisted the County with position evaluations and has agreed to assist the PCCB with analyzing positions. The assessments are free of charge as long as we commit to implementing the Physical Capacity Profile test with their program.

Stan Manning, Melissa Ritter and I visited the West Des Moines location to demo the test. The test takes approximately 30 minutes to complete. Although we did not complete the entire test, it appeared to be a quality exam.

The County developed a procedure for implementation of the Program. Below is the procedure which mirrors the County's procedure substituting "Director" for "Human Resources Department".

#### Procedure/Positions Subject to Capacity Testing

The Director will compile and maintain a list of classifications that require additional physical capacity testing beyond a normal physical. Such physical capacity testing will be based on objective criteria.

Whenever a new position is created or a current position is modified the Director will review the position to determine if it should be added to or deleted from the list for additional physical capacity testing. The job classifications that are determined to need additional physical capacity testing will have the notice of physical capacity testing included in any posting as part of the requirements.

Effective May 15, 2014, the Director will begin designating positions that require physical capacity testing and maintain a list of such positions. Any employee holding a classification designated by the Director before the designation is implemented shall be exempt from additional testing.

**STAFF RECOMMENDATION:** That the Board approve adoption of a Physical Capacity Testing Program to ensure candidates selected for employment in designated jobs can meet the essential physical requirements of the position; Director designating which job classifications are to be included in the program; and authorizes the Director to implement the Program.

#### **d) Golf Course Residence, Renewal of Lease Agreement**

The current lease agreement for the golf course residence is with Bob Begey and will expire June 30, 2014. Begey has leased the golf course residence since June 1, 2010. PCCB staff is recommending renewal of the lease agreement for a term of July 1, 2014 to June 30, 2016.

The lease agreement has worked well over the years. PCCB staff and Mr. Begey recommend no changes to the Agreement. (copy of Agreement attached)

**STAFF RECOMMENDATION:** That the PCCB approve renewing the golf course lease agreement between PCCB and Bob Begey for a term of July 1, 2014 to June 30, 2016 and approve PCCB Chair signing said Agreement.

#### **e) Jester Park Equestrian Center, Payment to Lease Horses**

Each year the Jester Park Equestrian Center leases trail horses that are used for trail rides, camps and pony rides. The lease cost and transportation charges are budgeted costs of the Equestrian Center. For the 2014 season, the Equestrian Center will lease 13 horses from Nolan Horses at \$750.00 per horse, and pay transportation charges to deliver the horses in the amount of \$750.

**STAFF RECOMMENDATION:** That the Board approve leasing 13 trail horses for the 2014 season from Nolan Horses at a cost not to exceed \$10,500.

**f) High Trestle Trail, Memorandum of Understanding,**

Last year the PCCB considered and passed a 28E agreement with the partners listed on the attached Memorandum of Understanding (MOU) for the establishment, funding, and administration of a maintenance fund to be used for the maintenance of the trail and bridges along the High Trestle Trail between Ankeny and Woodward. That 28E was passed by all but a few of the parties. Changes in the language would have necessitated returning the 28E to all parties for reconsideration and passage before filing it with the Secretary of State.

The High Trestle Trail Steering Committee has proposed that the matter can be clarified with a simple MOU between the parties. The agreement was rewritten as an MOU and presented here for your consideration. It contains fewer "shalls" and more "mays".

The fund will be managed by the Iowa Natural Heritage Foundation and funds dispersed by them according to the conditions set forth in the MOU.

The language has been reviewed and approved by counsel.

**STAFF RECOMMENDATION:** That the Board approves the participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail project as outlined in the Memorandum of Understanding and further authorizes the Chair to sign the document.

**g) Chichaqua Bottoms Greenbelt, Projects to Improve Access & Stabilize Drainage Areas**

Polk County Conservation has been working on a number of projects that will improve access and stabilize drainage areas within Chichaqua Bottoms Greenbelt. Specifically we are looking to stabilize the banks along drainage ditch 4, repair erosion on the Mountain Farm, replace and improve a culvert on the Northeast acquisition and install the hibernacula at our Sandhill unit.

Staff has contacted three local contractors for bids. Two of the three contractors have provided bids for the project. The bids results are shown in the table below. Highlighted information identifies bid recommended by staff to be awarded.

Project	Baileys Excavating	RW Excavating
Drainage Ditch 4	\$150/hour	\$180/hour
Mountain Farm	\$5,680.00 plus jetting	\$6,608.00 plus jetting
NE Acquisition	\$14,910.00	\$10,838.00
Hibernacula	\$720.00	\$3,400.00

The projects will be paid for by money from the CBG haying fund.

- Mark A. Dungan, Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board approve awarding the following bids for access improvement/drainage area stabilization work at Chichaqua Bottom Greenbelt areas: Drainage Ditch 4 project to Bailey's Excavating, \$150/hour; Mountain Farm project to Bailey's Excavating, \$5,680 plus jetting; NE Acquisition project to RW Excavating, \$10,838; and hibernacula project at Sandhill property to Bailey's Excavating, \$720.

#### 4) Public Hearing: UP Industrial Line, Disposal of Property

A public hearing will be held on the sale of the portion of the abandoned Union Pacific industrial line between Ankeny and Des Moines, lying within the corporate limits of Ankeny (beginning near SW Walnut Street and traveling in a SE direction to SE Magazine Drive - a total acreage of 19.5 acres), to the City of Ankeny.

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Polk County Conservation and the City of Ankeny entered a joint application for grant funding to purchase the UP corridor and preserve it for future multi-use trail purposes.

A grant was awarded to both parties for the purchase of a portion of the corridor. The north section is within the City of Ankeny (see accompanying map). The corridor is divided into three sections north (19.54 acres), middle (31.54 acres) , and south (23.67 acres) totaling 74.75 acres.

Polk County was the fiscal agent for the grant and assumed ownership of the land. The section of corridor within the City of Ankeny was intended to be under City ownership and developed by them when the grant application was submitted. This item asks the Polk County Board of Supervisors to sell the Ankeny portion of the corridor to the City for the agreed upon dedication of funding, as specified in the grant documents.

All railroad property documents are complicated. The north section of corridor between SE Third Street and Magazine Road in Ankeny consists of ten different parcels totaling 19.54 acres.

PCCB (Polk County) will retain ownership of the southern section while the Iowa Natural Heritage Foundation retains ownership of the middle section until such time as additional funding can be secured.

- Loren Lown  
Parks & Natural Areas Planning Administrator

**STAFF RECOMMENDATION:** That the Board approve the northern section of the former Union Pacific Industrial Line, consisting of ten parcels and 19.54 acres, be sold to the City of Ankeny for the agreed upon sum of \$600,000 and direct staff to work with the Board of Supervisors on the disposal of this property.

#### 5) Beaver Drive Bridge/Trestle to Trestle Trail Agreement

The Iowa Department of Transportation (DOT) is scheduling the reconstruction of the Beaver Ave. Bridge over I-80 between Johnston and Des Moines (map attached). Polk County Conservation manages the Trestle to Trestle Trail where it crosses under Beaver, immediately south of I-80. That crossing is accomplished by a culvert that was built in recent years to allow safe passage for trail users.

The proposed bridge will have a widened profile to allow for bicycle and foot traffic allowing for a new safer roadside passage for non-motorized use. The City of Johnston plans to extend a trail/sidewalk to the north end of the new bridge.

Polk County owns or manages the property on the south of I-80. The DOT has agreed to include incorporating plans for reconstruction of the bridge approach on the south of I-80 to include benching and an extension of the drainage structure(s) that would allow safe and accessible

access from the existing Trestle to Trestle Trail onto and connecting with the bridge and trail improvements to the north of I-80.

The DOT has requested an agreement detailing the responsibility of each party to contribute to the added construction. Polk County Conservation will be responsible for the construction of trail/sidewalk from the bridge to the existing trail on the new earthwork constructed by the DOT and for the extension of drainage structures made necessary by that additional earthwork.

The cost of the new trail paving and extension of drainage structure(s) is estimated by the design engineer to be \$18,000 and \$8,000 respectively. The cost of earthwork will be incorporated into the cost of the bridge contract and assumed by the DOT. The project is tentatively planned for 2018 which would place our involvement in 2019. No funding source for the estimated cost has been designated at this time. It may be financed by REAP, PCWLL bonding, or an appropriation by the Board of Supervisors. With contingencies and increases in material costs, a safe assumption would be that the eventual cost for these improvements will be in the \$30,000 to \$33,000 range.

**STAFF RECOMMENDATION:** That the Board resolves to be responsible for the costs associated with the trail/sidewalk construction and extension of drainage infrastructure between the Beaver Avenue bridge replacement over I-80 and the Trestle to Trestle Trail and further resolves that the Chair shall sign documents affirming the Boards intention to assume responsibility for these items when the bridge construction occurs.

## 6) Great Western Trail Relocation

The City of West Des Moines has been planning for the extension of roads in this area for many years, as have local landowners/developers. The new plans for roads and infrastructure had the potential for adverse impacts to the trail and trail users.

Staff has negotiated an agreement with West Lakes Properties to relocate a section of the Great Western Trail to accommodate land use plans at the SE corner of the above name intersection.

This agreement will preserve the trail corridor while allowing for safe development at this increasingly congested intersection. The agreement is for the transfer of the existing trail corridor to West Lakes Properties in return for a relocated corridor of similar width and providing additional property for the development of a future trailhead facility at Pine Ave north of Highway 5.

All survey, engineering, and construction associated with the new trail and removal of the old will be the responsibility of West Lakes Properties. All land obtained in the transfer will be owned fee title by Polk County without encumbrances.

The plan is depicted on the accompanying document showing the land exchange and location of the new trailhead.

Polk County would retain ownership and management of the new trail corridor.

**STAFF RECOMMENDATION:** That the Board authorize the Chair to enter into an agreement with West Lakes Properties to reconstruct the Great Western Trail on an alternate route to accommodate future street and development plans, provide a new trailhead location north of Highway 5, and proceed with the exchange of land to accommodate the above transaction, if authorized by the Polk County Board of Supervisors.

## 7) FY 2013-14, 3<sup>rd</sup> Quarter Budget Amendment Update

On April 4, 2014, the proposed final budget amendment for the current fiscal year was forwarded to the Polk County Budget Staff for consideration by the Board of Supervisors. Amendment processes (that occur in August and April of each fiscal year) give Polk County Conservation an opportunity to adjust revenues and expenses in the various funds based on more current financial data than when the initial budget for the fiscal year is prepared in November of the preceding year. The following is a recap of the April 3<sup>rd</sup> Quarter Amendment submitted for consideration:

### PCWLL FUND

- Expenditures were increased by \$4,624,000 to allow expenditures for all approved projects to date. The majority of the increase was for the purchase of the UP Line for the Ankeny to HTT Connector at a cost of \$2,250,000. All projects probably won't all get executed before June 30<sup>th</sup> but it is better to be over-appropriated since this is a statutory fund and we cannot over expend it.
- Revenues were increased by \$1,450,000 for additional trail grant revenues, the UP Line Reimbursement from the IDOT and the City of Ankeny.

### RISK MANAGEMENT FUND (INSURANCE/WORKER'S COMP & MEDICAL)

- Expenditures were increased by \$16,500 to cover worker's compensation claims and unemployment claims that are anticipated. The Board of Supervisors will cover these expenses since PCCB has no control on what is spent out of this fund, Risk Management handles all claims.

### FULL TIME & PERMANENT PART TIME SALARIES

- In the 3<sup>rd</sup> quarter amendment all vacancy factors for salaries and benefits are removed from the budget in funds 1 & 2 by the downtown budget staff. They also do adjustments for all full time and permanent part time positions as needed.

### GENERAL FUND

- Expenditures were increased by a \$98,800. Two units used part time salaries to cover full time vacancies. They were Parks Advocacy in the amount of \$3,000 and the Equestrian Center in the amount of \$19,800. Downtown staff adjusted the full time appropriations accordingly. Environmental Education bus trip expenses were up \$4,000 and we covered the strategic planning for bond marketing out of operations in the amount of \$7,500. The other increase of \$64,500 was for horse feed, services, and the purchase of the transition horses. Other adjustments were done between units that did not affect the bottom line (moving extra help dollars from one unit to the other, etc.).
- Revenues were increased by a net \$64,000, mostly due to Cabin Rental increase of \$35,000 and the unanticipated Electrical Easement at CBG in the amount of \$80,300. CBG rents were decreased by \$50,000 since we are able to protect the rent revenues on the new properties purchased at CBG using the CBG Haying account in donated funds.
- Adjustments were also made to grants (including FEMA) in both revenues and expenditures to line up with the actual figures for the fiscal year. The Board of Supervisors does not consider adjustments to grants when looking at the operations.

**STAFF RECOMMENDATION:** The Board approves the April 2014 proposed 3<sup>rd</sup> quarter budget amendment as submitted for fiscal year 2013-2014.



## 8) Yellow Banks Dam Rehabilitation Project, Contract Extension/Change Order:

Numerous regulatory issues with the United States Army Corps of Engineers (USACE) and Iowa Department of Natural Resources (IDNR) have held up the work on the Yellow Banks Dam Rehabilitation project. These issues have been worked out and PCC is authorized to proceed with the project. As a result of these issues and on-site soil conditions, it would be beneficial to all parties involved to provide a contract extension to complete the work on the Yellow Banks Dam Rehabilitation.

To satisfy the requirements of both the USACE and IDNR and on-site soil conditions encountered, numerous design changes were implemented. These design changes resulted in increased unit prices and quantities. I have attached a Change Order from Stanley Consultants outlining the changes, reasons and associated costs.

The changes required to satisfy both the USACE and the IDNR result in an additional \$59,604. This amount is covered by the 10% contingency and falls within the initial Board Action which approved \$741, 820 for the project.

A contract extension is also attached that is a result of the required changes.

**STAFF RECOMMENDATION:** That the Board approves the Contract Extension and Change Order in the amount of \$59,604 with RW Excavating and Dozing for work that is a part of the Yellow Banks Dam Rehabilitation project and authorizes the Chair to sign both documents.

## 9) Fort Des Moines Park Pond & Watershed Improvements, Change Order 2

The PCC Board approved the Fort Des Moines (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. At the PCC March 2014 Board Meeting the Board approved allocating an additional \$25,000 to the project for the construction of bridge approaches for two trail crossings and the construction of a fishing jetty. This additional work has been completed to specifications.

The original contract documents included estimated quantities and payment specifications based upon the most recent Statewide Urban Design and Specifications (SUDAS). The plan quantities are estimates and quantities may go up or down based upon field conditions, engineering changes, and other unknowns encountered during the construction process. With these unknowns in mind, staff consistently asks for a contingency in the Board recommendations. The contingency on this project was 10% or \$68,245.

In attempt to close out this project, staff has been working with Stanley Consultants and Bishop Engineering to determine final quantities based upon pre and post surveys. This information is being compiled and a final quantity spread sheet will be brought to our Board for approval.

Based upon survey estimates, I believe the contract will be above the amount previously approved by the Board which is (\$ 682,456 original contract and \$ 25,000 change order) \$707, 456. If additional expenses are incurred, they will be off-set with revenues from Iowa DNR grants.

- Mark Dungan  
Natural Resources Manager

**STAFF RECOMMENDATION:** Will be presented at the Board Meeting.

## 10) 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>
5/12/14	Tanner Scheuermann	Cons. Lbr II	\$11.14/Hr
5/10/14	George Darrell Stout	Campgrd Attendant	\$10.41/Hr
5/05/14	Amy Kramer	Park Officer	\$20.49/Hr
5/05/14	Matthew Stringham	Park Officer	\$20.49/Hr
5/05/14	Matthew Covey	Park Officer	\$20.49/Hr
5/05/14	Dallas Thurman	Cons. Lbr I	\$10.41/Hr
5/05/14	Jordan Perry	Cons. Lbr I	\$10.41/Hr
5/05/14	Joe Judson	Cons. Lbr I	\$10.41/Hr
4/24/14	Megan Huggins	Stable Lbr	\$9.25/Hr
5/08/14	Jacklyn Gautsch	Asst. Riding Instruc.	\$11.33/Hr
5/15/14	Ellen Westhoff	Stable Lbr	\$9.25/Hr

Information only.

## 11) Jester Park Conservation Center Update

## 12) Grand Opening: Jester Park Cabins & Discovery Pond