



AGENDA OUTLINE/MINUTES TEMPLATE

December 18, 2024
Polk County Administration Building
111 Court Ave, Des Moines, IA 50309
RM 120 5:30 PM

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD (ESTABLISHED 1956)

The Polk County Conservation Board met in person for regular session Wednesday, December 18, 2024. The meeting was called to order at 5:32 p.m.

- #24-1201 **Roll Call**
Members Present: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:
- #24-1202 **Public Comments**
- #24-1203 **Public Hearing – Intent to Award Contract for Crane Meadows Restoration Project**
- #24-1204 **New Employee Introduction**
a. **Riley Madole – Maintenance Technician (Sleepy Hollow)**
- #24-1205 **Nomination of 2025 PCC Board Officers**
CHAIR: Pam Mollenhauer
Lewis 1st Nomination – Mollenhauer
Feltner 2nd Nomination – Mollenhauer
VICE CHAIR: Ryan Crane
Feltner 1st Nomination – Crane
Mollenhauer 2nd Nomination – Crane
SECRETARY: Greg Lewis
Mollenhauer 1st Nomination – Lewis
Feltner 2nd Nomination - Lewis
- #24-1206 **Financial Reports** (pg 3)
- #24-1207 **Action on the Minutes of the Previous Meeting(s)** (pg 6)

MOVED BY Mollenhauer to approve the November 13, 2024 meeting minutes.

SECONDED BY Lewis

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**

Members Absent:

CONSENT AGENDA

- #24-1208 **Approving** bill list.

- #24-1209 **Approving** the shifting of funding sources for two Huffcutt restroom buildings purchased for Easter Lake Park to other project budgets in an amount of \$63,975.00. (pg 10)
- #24-1210 **Awarding** the contract to Ames Goats on the Go, LLC for goat grazing services at Easter Lake Park in a contract amount of \$29,900.00, plus a 10% contingency. (pg 16)
- #24-1211 ~~**Approving** payment of \$33,900 to SE Group for Business Plan services which resulted in the need of Board approval due to Polk County Conservation requests outside the original scope. (pg 18)~~ **MOVED TO ACTION ITEMS BY GREG LEWIS**
- #24-1212 **Approving** the contract for Timber Stand Improvement at Easter Lake and Fort Des Moines to Adaptive Wildlife Management in a contract amount of \$86,112.00 plus a 10% contingency. (pg 26)

LET THE RECORD SHOW it was moved by Mollenhauer to approve the consent agenda.
SECONDED BY Crane

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

ACTION ITEMS

- #24-1211 **Approving** payment of \$33,900 to SE Group for Business Plan services which resulted in the need of Board approval due to Polk County Conservation requests outside the original scope. (pg 18)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-1211.

SECONDED BY Mollenhauer

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

- #24-1213 **Approving** the purchase of 32 rentable kayak storage lockers for installation on the north side of Easter Lake Park for an amount of \$50,440.00 from Kayak Storage Systems. (pg 30)

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-1213.

SECONDED BY Crane

Vote Yea: **Mollenhauer, Crane, Altringer**
Vote No: **Lewis, Feltner**
Members Absent:

- #24-1214 **Approving** revisions and additions to the Employee Administrative Manual of the Polk County Conservation Board that was approved at the July 10th, 2024 Conservation Board Meeting. All changes in this manual will be effective January 1st, 2025. (pg 34)

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-1214.
SECONDED BY Crane

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

#24-1215 **Approving** an agreement between Polk County Conservation and Polk County for completion of a stream restoration project at Thomas Mitchell Park. (pg 39)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-1215.
SECONDED BY Feltner

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

#24-1216 **Awarding** lowest contractor bid for wetland excavation at the Crane Meadows parcel at Chichaqua Bottoms Greenbelt to Des Moines Dirt Worx, LLC in a maximum contracted amount of \$230,000.01 with a 10% contingency. (pg 53)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-1216.
SECONDED BY Mollenhauer

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

#24-1217 **Approving** the purchase of Brenton Slough Phase One from the Iowa Natural Heritage Foundation which consists of 735 acres. (pg 58)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-1217.
SECONDED BY Mollenhauer

Vote Yea: **Mollenhauer, Crane, Lewis, Altringer, Feltner**
Members Absent:

BOARD DISCUSSION

Director Remarks

Recognition glass plaque and framed certificate presentation to Jill Altringer, in honor of her nomination and transition to the Polk County Board of Supervisors starting January 2025. Two months ago, at the October 9, 2024 PCC Board Meeting, the Polk County Classification & Compensation Survey results were discussed with Ella McGowan and Sarah Boese in attendance. We've made the PCC Administration Manual changes to align with some of Polk County's recommendations AND retained the autonomy outlined in Iowa Code. When the County Conservation Boards were formed (Iowa County Code 350, in 1956), County Conservation areas were mostly rural and on a small scale. The Code language, in part, is as follows: "The Director, subject to approval of the Board, can employ and fix the compensation of assistants and employees as necessary for carrying out this chapter." As County budgets and populations have grown, Conservation organizations have attempted to keep pace with evolving natural resource conservation considerations, budgetary needs, and use patterns. Conservation budgets, including compensation, were ultimately absorbed into Polk County's budgetary process. Alignment with Polk County Policy has been intentional, but autonomy to

a certain level has been retained, enabling some flexibility when it comes to land acquisition, strategic planning, staffing, and decision-making for certain issues. During the October 9th discussion, PCC staff were extremely grateful to the PCC Board Members who engaged with Ella and Sarah, asking pertinent questions and voicing concerns and ultimately asking for the issue to be tabled so further research and edits could be done before adoption of new verbiage into the PCC Admin Manual.

Board Remarks –

Pam Mollenhauer departed at 6:36 pm.

Altringer – PCC has accomplished so many things in the last 7 years. With her initial nomination to the PCC Board, Jill's goal was to get a bike trail outside of Grimes (we're close!). Considering Jill's somewhat volatile history with Rich, she is happy to say she thinks they worked well together the last seven years. PCC's work is amazing – the leveraging of funds, getting Bonds to be approved by the public, and the overall service to Polk County's citizens has been wonderful. PCC staff have humored many of Jill's requests and she is extremely grateful for the ability to serve on the Board and thanks everyone for the opportunity!

CLOSED SESSION PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in closed session Wednesday, December 18, 2024 at **6:40** p.m.

MOTION:

#24-1218 **MOVED BY Crane to go into closed session** pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. (pg 68)

SECONDED BY None

VOTE YEA: **(Unanimous) Crane, Lewis, Altringer, Feltner**

Members Absent: **Mollenhauer**

MEMBERS PRESENT: **Lewis, Crane, Altringer, Leopold, Rankin, McFarlane, Cook, Stoklasa, Sheeley, Clark**

MOTION: Moved by **Feltner** Seconded by **None** to go back into open session.

VOTE YEA: **(Unanimous) Crane, Lewis, Altringer, Feltner**

Members Absent: **Mollenhauer**

The Board returned to open session.

There was no action taken during closed session.

MOTION: Moved by **Lewis** to adjourn. Seconded by **None**

VOTE YEA: **(Unanimous) Crane, Lewis, Altringer, Feltner**



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Members Absent: **Mollenhauer**

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AND
WITH NO OBJECTIONS, THIS MEETING IS ADJOURNED.**

Meeting adjourned at **6:50** p.m.