



BOARD MEETING

November 10, 2021

**5:30 p.m. - Polk County Administration Bldg., Room 120
111 Court Ave., Des Moines, IA**

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Financial Reports**
- 4) **Action on the Minutes of the Previous Meeting(s)**

CONSENT AGENDA

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- 5) **Approving** bill list.
- 6) **Ratifying** electronic vote approving quotes from Grimes Paving and Asphalt Corp. to repave a section of the Great Western Trail from Hwy 28 to Willow Ave in a contract amount of \$24,150 plus a 10% (\$2,415.00) contingency.
- 7) **Approving** a Settlement & Release Agreement between the City of West Des Moines and Polk County Conservation Board for the site restoration of pedestrian underpass proposed on the Great Western Trail.
- 8) **Approving** proposed fees for Jester Park Golf Course. All fees will become effective on January 1, 2022.
- 9) **Approving** revised job description for the seasonal Conservation Laborer – Construction position and establishing the miscellaneous pay rate at \$19.00 - \$20.00 per hour.
- 10) **Approving** quote from Clark Boat Co. Inc. for purchase of a custom accessible pontoon boat as a part of the Easter Lake North Shore restoration efforts - \$78,177.00.
- 11) **Awarding** lowest contractor bid for hazard ash tree removal from PCC Easter Lake and Thomas Mitchell to J. Pettiecord, Inc. in a contracted amount not to exceed \$47,575.00 with a 10% contingency (\$4,325.00).
- 12) **Awarding** lowest contractor bid for tree removal at Easter Lake Park to J. Pettiecord, Inc. in a contracted amount of \$38,400.

ACTION ITEMS

- 13) **Approving** the application for the FLAP (Federal Lands Access Program) grant with a request of \$1.3M with a 20% (\$260,000) match for the Broadway Ave to Neal Smith Trail connection project.
- 14) **Approving** Fee for Service Agreement with Conservation Corps of Minnesota and Iowa (CCMI) in the amount of \$217,560 for an adult CCMI crew beginning 3-7-22 to 12-8-22.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

15) Land Acquisition

ADJOURNMENT

Upcoming Events

- November 16: Doug Romig's Farewell Party, 3:00-7:00 PM @Jester Park Nature Center
- November 21: Maker's Market @Jester Park Nature Center
- December 8: PCC Board Meeting, 5:30 PM, Polk Co Admin Bldg, Rm 120

For more information on agenda items or to receive an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, please contact Polk County Conservation Office at 515-323-5300 or visit the office (12130 NW 128th St, Granger, Iowa). The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. PCCB meeting agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at www.leadingyououtdoors.org or request to receive meeting notices and agendas by email by calling the office or sending their request via email to pccb_info@polkcountyiowa.gov

2021- 2021 Revenue Budget
- as of 09/30/21 (33.30% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 5,000	\$ -	\$ 5,000	0.0%
6006	Environmental Ed	\$ 80,000	\$ 27,928	\$ 52,072	34.9%
6009	Natural Resources	\$ 64,000	\$ 62,829	\$ 1,171	98.2%
6101	Administration	\$ 2,000	\$ 27,748	\$ (25,748)	1387.4%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ 17,108	\$ (17,108)	0.0%
6110	Parks Advocacy Unit	\$ 582,500	\$ 372,012	\$ 210,488	63.9%
6118	Fleet Services	\$ 10,000	\$ 3,166	\$ 6,834	
6119	Construction/Maint.	\$ -	\$ 6,850	\$ (6,850)	0.0%
6124	Equestrian Center	\$ 215,000	\$ 41,063	\$ 173,937	19.1%
Sub-Total - General Fund 1		\$ 958,500	\$ 558,704	\$ 399,796	58.3%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 100,000	\$ 31,869	\$ 68,131	0.0%
6126	Mitigation Banking	\$ -	\$ -	\$ -	0.0%
6127	Miscellaneous	\$ 1,000	\$ 3,805	\$ (2,805)	380.5%
6128	Cabins	\$ 110,000	\$ 47,415	\$ 62,585	43.1%
6129	Laurisden Skatepark	\$ 2,000	\$ 19,446	\$ (17,446)	0.0%
Sub-Total - General Fund 6		\$ 213,000	\$ 102,535	\$ 110,465	48.1%
REAP - Fund 26					
0211	Resource Enhancement	\$ 111,000	\$ 387	\$ 110,613	0.3%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 320,000	\$ 114,878	\$ 205,122	35.9%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 304,000	\$ 146,778	\$ 157,222	48.3%
Sub-Total - Enterprises Fund 286		\$ 304,000	\$ 146,778	\$ 157,222	48.3%
Grand Total - Conservation		\$ 1,906,500	\$ 923,282	\$ 983,218	48.4%

2020 - 2021 Expense Budget
- as of 09/30/21 (33.30% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 280,000	\$ 103,716	\$ 176,284	37.0%
6006	Environmental Ed	\$ 692,549	\$ 202,695	\$ 489,854	29.3%
6009	Natural Resources	\$ 1,112,522	\$ 392,422	\$ 720,100	35.3%
6101	Administration	\$ 1,055,172	\$ 478,831	\$ 576,341	45.4%
6103	Community Outreach	\$ 211,875	\$ 69,615	\$ 142,260	32.9%
6104	Conservation Grants-2018 Flood	\$ -	\$ 46,639	\$ (46,639)	0.0%
6110	Parks Advocacy Unit	\$ 1,272,823	\$ 523,587	\$ 749,236	41.1%
6118	Fleet Services	\$ 538,527	\$ 209,102	\$ 329,425	38.8%
6119	Construction/Maint.	\$ 683,430	\$ 248,131	\$ 435,299	36.3%
6124	Equestrian Center	\$ 612,471	\$ 248,390	\$ 364,081	40.6%
Sub-Total - General Fund 1		\$ 6,459,369	\$ 2,523,128	\$ 3,936,241	39.1%
6125	JP Lodge	\$ 75,000	\$ 1,947	\$ 73,053	2.6%
6126	Mitigation Banking	\$ 0	\$ 175	\$ (175)	0.0%
6127	Miscellaneous	\$ 25,000	\$ 2,586	\$ 22,414	10.3%
6128	JP Cabins	\$ 61,028	\$ 23,606	\$ 37,422	38.7%
6129	Laurisden Skatepark	\$ 100,000	\$ 68,215	\$ 31,785	0.0%
Sub-Total - General Fund 6		\$ 261,028	\$ 96,529	\$ 164,499	37.0%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,560,175	\$ 511,511	\$ 1,048,664	32.8%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 94,300	\$ 68,504	\$ 25,796	72.6%
REAP - Fund 26					
0211	Resource Enhancement	\$ 107,069	\$ 5,050	\$ 102,019	4.7%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,524,641	\$ 1,221,501	\$ 1,303,140	48.4%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 335,000	\$ 87,220	\$ 247,780	26.0%
Sub-Total - Enterprises Fund 286		\$ 335,000	\$ 87,220	\$ 247,780	26.0%
Grand Total - Conservation		\$ 11,341,582	\$ 4,513,443	\$ 6,828,139	39.8%

PCWLL EXPENDITURES AS OF :

October 31, 2021

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN)	\$ 49,851	\$ 99,643	\$ -	\$ 865,150	\$ 94,142	\$ 175	\$ (809,974)	\$ 149,494	\$ (0)	DONE
C06-6134	CBG SHAW ACQUISITION	\$ 432,776	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ 0	DONE
C08-6142	JESTER PARK CABINS	\$ 687,625	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 0	DONE
C11-6205	CVT CONN-BONDURANT TO NE 29TH	\$ 1,265,051	\$ 30,683	\$ -	\$ 1,954,413	\$ 131,607	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)	DONE
C12-6213	CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0	DONE
C12-6214	CBG OBSERVATION DECK	\$ 89,040	\$ -	\$ -	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (0)	DONE
C12-6218	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 406,291	\$ 13,762	\$ -	\$ 420,053	\$ -	\$ -	\$ -	\$ 420,053	\$ (0)	DONE
C12-6219	EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 7,253	\$ 3,418	\$ -	\$ -	\$ 10,671	\$ 0	DONE
C12-6220	4-MILE CREEK WATERSHED	\$ 20,309	\$ -	\$ 1,077,061	\$ -	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ 0	DONE
C12-6221	JP NATURE CENTER	\$ 363,349	\$ 3,636,651	\$ 1,000,000	\$ 8,077,560	\$ 2,073,148	\$ 510,936	\$ (4,242,785)	\$ 6,418,858	\$ (918,858)	\$ -
C12-6222	CBG MASTER PLAN	\$ 87,000	\$ 484,185	\$ 303,709	\$ 201,148	\$ 369,249	\$ 1,560	\$ -	\$ 571,956	\$ (0)	
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,083,651	\$ -	\$ 189	\$ 903,781	\$ 176,108	\$ 3,951	\$ -	\$ 1,083,840	\$ 0	DONE
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 644,718	\$ 93,918	\$ -	\$ 1,066,959	\$ 216,221	\$ 15,457	\$ (560,000)	\$ 738,636	\$ (0)	DONE
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ 52,661	\$ 941,136	\$ 475,000	\$ 3,906,577	\$ 580,827	\$ 9,891	\$ (1,940,951)	\$ 2,556,344	\$ (0)	\$ -
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 679,065	\$ 49,386	\$ -	\$ 769,399	\$ 136,036	\$ 23,016	\$ (200,000)	\$ 728,451	\$ 0	DONE
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 121,175	\$ 1,364,205	\$ -	\$ 1,044,826	\$ 203,713	\$ 340,277	\$ (103,437)	\$ 1,485,380	\$ 0	DONE
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 382,911	\$ -	\$ -	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ (0)	DONE
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ 1,404	\$ 350	\$ -	\$ 11,554	\$ -	\$ -	\$ 11,554	\$ (0)	DONE
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,027,125	\$ 38,682	\$ -	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ (0)	DONE
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 56,574	\$ 57,371	\$ 160,055	\$ 43,175	\$ 57,553	\$ 24,712	\$ (1,205)	\$ 124,236	\$ (0)	
C12-6232	YB PARK IMPROVEMENTS	\$ 55,797	\$ 626,772	\$ 500,000	\$ 967,643	\$ 204,745	\$ 174,641	\$ (209,981)	\$ 1,137,048	\$ 180,274	
C19-6323	YB SHOP BUILDING				\$ 79,758		\$ 5,490		\$ 85,247	\$ (70,113)	
C19-6338	YB CABINS	\$ -	\$ -	\$ -	\$ -	\$ 17,109	\$ 1,280	\$ -	\$ 18,389	\$ (18,389)	
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 33,720	\$ 126,863	\$ 491,282	\$ 121,539	\$ 20,500	\$ 8,052	\$ (3,002)	\$ 147,089	\$ 3,002	DONE
C12-6234	JP ENTRANCE RELOCATION	\$ 352,768	\$ 743,313	\$ -	\$ 946,670	\$ 122,707	\$ 37,197	\$ -	\$ 1,106,573	\$ 0	DONE
C12-6235	CBG WOOSLEY PROPERTY	\$ 2,200	\$ 516,683	\$ -	\$ -	\$ -	\$ 518,883	\$ -	\$ 518,883	\$ (0)	DONE
C12-6236	CBG MENDENHALL ACQUISITION	\$ 681,167	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ 0	DONE
C12-6237	CXT VAULT TOILETS	\$ 64,133	\$ 106,807	\$ 144,060	\$ -	\$ -	\$ 268,927	\$ -	\$ 268,927	\$ 46,073	
C12-6238	CBG WETLANDS/DRAINAGE RESTORATION	\$ 67,221	\$ 303,836	\$ 277,474	\$ 521,244	\$ 147,214	\$ 10,421	\$ (100,000)	\$ 578,878	\$ (0)	DONE
C12-6239	YB DAM REPAIRS	\$ 898,097	\$ -	\$ -	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ 0	DONE
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0	DONE
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,237	\$ 615,221	\$ 829,542	\$ 1,162,020	\$ 8,219	\$ -	\$ -	\$ 1,170,239	\$ 464,269	
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ 3,408	\$ -	\$ -	\$ -	\$ 345,605	\$ -	\$ 345,605	\$ -	DONE
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -	DONE
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0	DONE
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -	DONE
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 242,087	\$ (60,638)	\$ -	\$ -	\$ -	\$ 246,099	\$ (64,650)	\$ 181,449	\$ 0	DONE
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -	DONE

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C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 49,882	\$ 77,804	\$ -	\$ 89,387	\$ 5,225	\$ 33,075	\$ -	\$ 127,686	\$ (0)	DONE
C12-6250	YB PRIEST PROPERTY ACQUISITION	\$ 321,640	\$ 11,775	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ -	DONE
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$ 339,492	\$ 330,508	\$ 100,000	\$ 176,744	\$ 77,193	\$ 785,919	\$ (173,200)	\$ 866,656	\$ (112,403)	
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 43,095	\$ (3,095)	\$ 20,000	\$ -	\$ 43,095	\$ -	\$ -	\$ 43,095	\$ 0	DONE
C13-6252	EL LODGE CONSTRUCTION	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 165,338	\$ -	\$ -	\$ 94,351	\$ -	\$ 70,987	\$ -	\$ 165,338	\$ (0)	DONE
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ 74,257	\$ -	DONE
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ 400	\$ (400)	\$ 400	\$ -	\$ 400	\$ 311	\$ -	\$ 711	\$ (0)	DONE
C13-6256	PCWLL PUBLIC AWARENESS	\$ 2,723	\$ (2,723)	\$ 11,797	\$ -	\$ -	\$ 36,797	\$ -	\$ 36,797	\$ (0)	
C13-6258	NATURAL AREA RESTORATIONS	\$ 8,481	\$ 289,156	\$ 1,479,125	\$ -	\$ 6,218	\$ 829,084	\$ (25,000)	\$ 810,302	\$ 748,580	
C13-6259	JP ORWC	\$ 4,200	\$ (4,200)	\$ 4,200	\$ -	\$ 4,200	\$ 23,983	\$ -	\$ 28,183	\$ 0	DONE
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 908,585	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 0	DONE
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ 8,913	\$ 1,050	\$ -	\$ -	\$ 289,857	\$ (92,209)	\$ 197,648	\$ (0)	DONE
C13-6263	CVT SPUR TO MALLY'S	\$ 1,100	\$ 150,837	\$ -	\$ 87,283	\$ 49,957	\$ 14,697	\$ -	\$ 151,937	\$ 0	DONE
C13-6265	YB BANE PROPERTY	\$ 238,750	\$ 24,374	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (0)	DONE
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 230,289	\$ 2,364,456	\$ 255	\$ 6,530,936	\$ 1,136,944	\$ 486,867	\$ (4,478,758)	\$ 3,675,988	\$ (0)	
C14-6269	FDSM CLASSROOM	\$ 12,873	\$ (12,873)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DONE
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 62,714	\$ -	\$ -	\$ 56,920	\$ -	\$ 5,794	\$ -	\$ 62,714	\$ 0	DONE
C14-6271	CBG KAL-DEN FARMS PROPERTY (SWAN LAKE)	\$ 100,090	\$ (20,000)	\$ -	\$ -	\$ -	\$ 143,590	\$ (63,500)	\$ 80,090	\$ 0	DONE
C14-6272	EL RAIN GARDENS	\$ 15,379	\$ (8,983)	\$ -	\$ -	\$ -	\$ 28,874	\$ (22,478)	\$ 6,396	\$ (0)	DONE
C14-6274	CONSERVATION CORPS	\$ 48,898	\$ 152,702	\$ 483,238	\$ -	\$ -	\$ 816,004	\$ -	\$ 816,004	\$ 0	
C14-6275	GWT-BILL RILEY TRAIL	\$ 22,672	\$ 160,641	\$ -	\$ 138,984	\$ 44,285	\$ 44	\$ -	\$ 183,313	\$ 0	DONE
C14-6276	CBG SMITH PROPERTY	\$ 34,687	\$ 124,738	\$ -	\$ -	\$ -	\$ 159,425	\$ -	\$ 159,425	\$ -	DONE
C15-6277	WATER QUALITY	\$ -	\$ -	\$ 1,033,079	\$ -	\$ 163,108	\$ 1,658,928	\$ (120,000)	\$ 1,702,035	\$ (98,268)	DONE
C15-6278	CBG HALE POND REPAIR	\$ -	\$ 37,051	\$ -	\$ 36,825	\$ 226	\$ -	\$ -	\$ 37,051	\$ -	DONE
C15-6279	DNR WATER REC ACCESS GRANT-FDM	\$ -	\$ 7,105	\$ 45	\$ -	\$ -	\$ 28,600	\$ (21,450)	\$ 7,150	\$ -	DONE
C15-6281	TM STROSAHL	\$ -	\$ 360,475	\$ -	\$ -	\$ -	\$ 360,475	\$ -	\$ 360,475	\$ -	DONE
C16-6282	4-MILE CREEK MASTER PLAN	\$ -	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 1,407	\$ -	\$ 63,407	\$ 0	DONE
C16-6283	TM MURRAY PROPERTY	\$ -	\$ 211,045	\$ -	\$ -	\$ -	\$ 246,045	\$ (35,000)	\$ 211,045	\$ -	DONE
C16-6284	YB MILLER PROPERTY	\$ -	\$ 2,655	\$ 700	\$ -	\$ -	\$ 3,355	\$ -	\$ 3,355	\$ -	DONE
C16-6285	CBG KIMBERLY FARMS PROPERTY	\$ -	\$ 500	\$ -	\$ -	\$ 7,078	\$ (2,964)	\$ (64,000)	\$ (59,886)	\$ 60,386	DONE
C16-6286	EL DELANEY PROPERTY	\$ -	\$ 5,122	\$ -	\$ -	\$ -	\$ 5,122	\$ -	\$ 5,122	\$ -	DONE
C16-6287	EC MASTER PLAN IMPROVEMENTS	\$ -	\$ 500,000	\$ 17,866	\$ 468,119	\$ 2,526	\$ 47,221	\$ -	\$ 517,866	\$ 0	DONE
C16-6288	EL CHURCH PROPERTY	\$ -	\$ 35,615	\$ 92,019	\$ -	\$ -	\$ 127,634	\$ -	\$ 127,634	\$ -	DONE
C17-6289	4-MILE WILSON PROPERTY	\$ -	\$ 52,792	\$ -	\$ -	\$ -	\$ 52,792	\$ -	\$ 52,792	\$ -	DONE
C17-6290	CG CLUBHOUSE RENOVATIONS	\$ -	\$ 8,829	\$ 391,171	\$ 325,288	\$ 68,279	\$ 6,433	\$ -	\$ 400,000	\$ -	
C17-6291	4-MILE BAIN PROPERTY	\$ -	\$ 336,054	\$ 210,989	\$ -	\$ -	\$ 547,043	\$ -	\$ 547,043	\$ 0	DONE
C17-6292	CBG MORGAN PROPERTY	\$ -	\$ 372,200	\$ -	\$ -	\$ -	\$ 372,200	\$ -	\$ 372,200	\$ -	DONE

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C17-6293	4-MILE TRAILS END PROPERTY	\$ -	\$ 3,500	\$ 1,311,550	\$ -	\$ -	\$ 1,315,050	\$ -	\$ 1,315,050	\$ (0)	DONE
C17-6295	CVT CONN-NE 29TH TO BROADWAY	\$ -	\$ 83,885	\$ 429,000	\$ 302,302	\$ 131,525	\$ -	\$ -	\$ 433,827	\$ 0	
C17-6296	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	DONE
C17-6297	CBG-DYKSTRA PROPERTY	\$ -	\$ -	\$ 335,368	\$ -	\$ 21,297	\$ 590,416	\$ (268,033)	\$ 343,680	\$ 0	DONE
C17-6298	CBG-VEASMAN PROPERTY	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	DONE
C17-6299	CBG-K KIMBERLY PROPERTY	\$ -	\$ -	\$ 592,623	\$ -	\$ -	\$ 594,851	\$ (232,102)	\$ 362,749	\$ 232,102	DONE
C18-6302	WETLAND BANKING	\$ -	\$ -	\$ 80,573	\$ -	\$ 140,341	\$ 158,720	\$ -	\$ 299,061	\$ 0	
C18-6303	CBG-PROPERTY 18	\$ -	\$ -	\$ 950	\$ -	\$ -	\$ 950	\$ -	\$ 950	\$ -	DONE
C18-6304	4-MILE O'MARA PROPERTY	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ 4,400	\$ -	\$ 4,400	\$ -	DONE
C18-6305	YB PORTER PROPERTY	\$ -	\$ -	\$ 151,181	\$ -	\$ -	\$ 151,519	\$ -	\$ 151,519	\$ 0	DONE
C18-6306	YB JACK MILLER PROPERTY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	DONE
C18-6307	EL HAGER PROPERTY	\$ -	\$ 512,416	\$ -	\$ -	\$ -	\$ 512,416	\$ -	\$ 512,416	\$ -	DONE
C18-6309	EAGLE ROOST GOODHUE	\$ -	\$ 2,421	\$ 79	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	DONE
C18-6310	EAGLE ROOST JOHNSON	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250	\$ -	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ 16,945	\$ -	\$ 4,317	\$ 62,447	\$ -	\$ 66,764	\$ 13,148	
C18-6313	EASTER LAKE CAMPGROUND	\$ -	\$ 4,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C18-6314	JESTER PARK LODGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (851)	\$ -	\$ (851)	\$ (0)	
C19-6318	NR SHOP	\$ -	\$ -	\$ 2,000,000	\$ 1,840,778	\$ 11,293	\$ 233,811	\$ -	\$ 2,085,883	\$ 0	
C19-6319	CBG - RANGER HOUSE	\$ -	\$ -	\$ -	\$ 287,149	\$ -	\$ 32,265	\$ -	\$ 319,414	\$ 0	
C19-6320	T2T BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C19-6324	4-MILE GREENWAY RESTORATION	\$ -	\$ -	\$ 14,634	\$ 6,048	\$ 19,204	\$ 1,460	\$ -	\$ 26,712	\$ 0	
C19-6325	CBG-SPRAGUE PROPERTY	\$ -	\$ -	\$ 116,099	\$ -	\$ 338	\$ 115,761	\$ -	\$ 116,099	\$ (0)	
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 9,567	\$ 71,562	\$ -	\$ 81,129	\$ 306,438	
C19-6328	MALLY'S WILLIAMSON	\$ -	\$ -	\$ 120,913	\$ -	\$ -	\$ 120,913	\$ -	\$ 120,913	\$ -	
C19-6330	YB - DEBOEF PROPERTY	\$ -	\$ -	\$ 57,836	\$ -	\$ -	\$ 57,836	\$ -	\$ 57,836	\$ 0	
C19-6331	YB- DEATON	\$ -	\$ -	\$ 59,804	\$ -	\$ -	\$ 60,176	\$ -	\$ 60,176	\$ 0	
C19-6334	CBG LANE PROPERTY	\$ -	\$ -	\$ 568,705	\$ -	\$ 862	\$ 592,966	\$ (53,381)	\$ 540,447	\$ 28,258	
C19-6337	JP BIOCELLS	\$ -	\$ -	\$ -	\$ 24,129	\$ -	\$ 19,020	\$ -	\$ 43,149	\$ (0)	
C20-6341	CBG/DAN MILLER PROPERTY	\$ -	\$ -	\$ 206,998	\$ -	\$ 2,100	\$ 204,898	\$ -	\$ 206,998	\$ 0	
C20-6342	YB/PUJA PROPERTY	\$ -	\$ -	\$ 10,224	\$ -	\$ -	\$ 10,224	\$ -	\$ 10,224	\$ -	
C20-6343	4-MILE/SLEEP HOLLOW	\$ -	\$ -	\$ 247,779	\$ -	\$ -	\$ 247,779	\$ -	\$ 247,779	\$ 1	
C20-6344	MALLY'S/RANKIN	\$ -	\$ -	\$ 2,652	\$ -	\$ -	\$ 2,652	\$ -	\$ 2,652	\$ -	
C20-6346	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C20-6349	COPPER CREEK	\$ -	\$ -	\$ 301,972	\$ -	\$ -	\$ 301,972	\$ -	\$ 301,972	\$ -	
C20-6351	EASTERN MOUNDS	\$ -	\$ -	\$ 35,200	\$ -	\$ -	\$ 35,200	\$ -	\$ 35,200	\$ -	
C20-6352	HTT TO POLK CITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ (6,000)	

PCWLL EXPENDITURES AS OF :

October 31, 2021

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
LAND ACQ.	LAND ACQUISITIONS	\$ -	\$ -	\$ 4,119,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,243,336	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6332	4-MILE GREINER PROPERTY	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ 2,200		\$ 2,200	\$ -	
C19-6333	ADELPHI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6335	BEAVER CREEK - SWAICH	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ 1,800		\$ 1,800	\$ -	
		\$ 14,030,000	\$ 15,979,172	\$ 20,357,200	\$ 36,342,225	\$ 6,958,717	\$ 21,070,181	\$ (17,106,505)	\$ 47,264,618	\$ 3,101,837	\$ -

**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1106****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Ratifying electronic vote approving quotes from Grimes Paving and Asphalt Corp. to repave a section of the Great Western Trail from Hwy 28 to Willow Ave in a contract amount of \$24,150 plus a 10% (\$2,415.00) contingency.

INFORMATION:

Polk County Conservation strives to maintain the best trail system possible in central Iowa. The Hwy 28 tunnel on the Great Western Trail has been leaking groundwater into the tunnel at the seams. This water causes slick and icy conditions on the trail. Staff has met with Iowa Department of Transportation (IDOT) representatives and has determined the long-term solution is to perform a 2-inch Hot Mix Asphalt (HMA) overlay on the trail. This will raise the trail surface and allow for better drainage to the sides of the tunnel. IDOT staff will install a gutter system to collect the water that seeps in from the seams and direct it to the gutters of the trail. A quote was secured from Grimes Asphalt to perform the work since they already have a contract with Conservation for repaving two other trail segments.

FISCAL IMPACT:

<u>Amount:</u>	\$24,150.00	Contract amount
	\$ 2,415.00	10% Contingency
	\$26,565.00	Amount Not to Exceed

Funding Source: Polk County Land & Water Legacy Bond (Roads)

PREVIOUS BOARD ACTION(S):

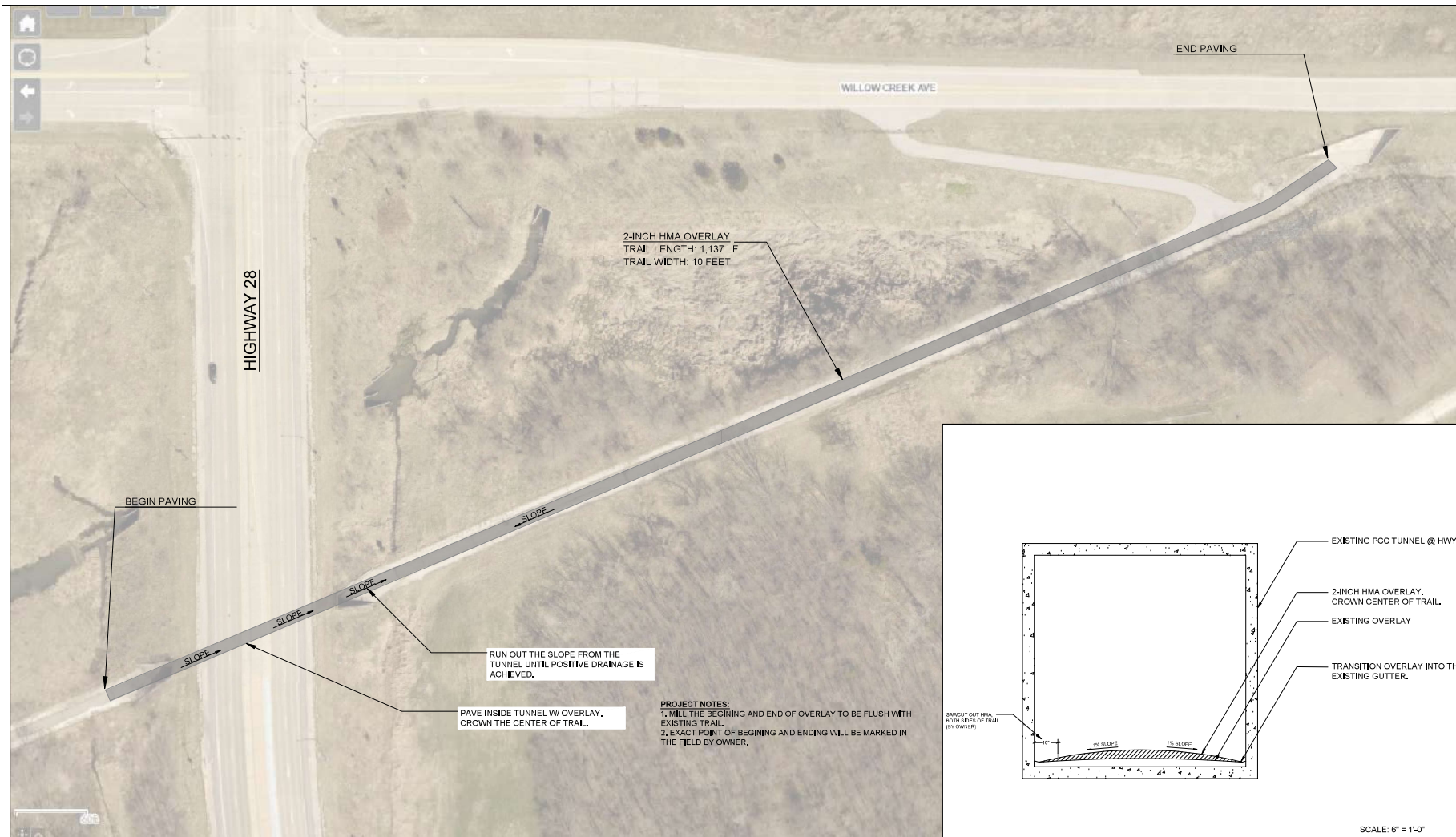
Date: July 14, 2021

Roll Call: 21-0716 (5 Yea)

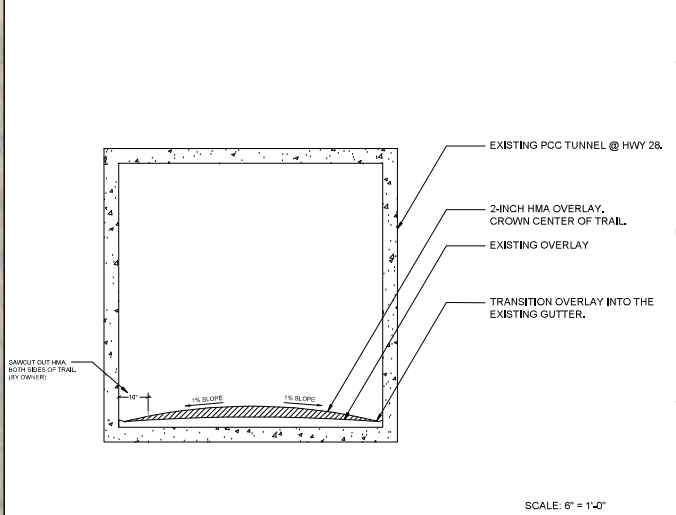
Action: Public Hearing approving plans, specifications, form of contract documents, engineer's estimate and designating lowest responsible bidder for the Trail Resurfacing project to Grimes Asphalt and Paving Corp. in a contract amount not to exceed \$99,000.

RECOMMENDATION:

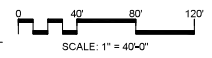
Ratifying electronic vote approving quotes from Grimes Paving and Asphalt Corp. to repave a section of the Great Western Trail from Hwy 28 to Willow Ave in a contract amount of \$24,150 plus a 10% (\$2,415.00) contingency and directing the Director or his designee to sign said agreement.



PROJECT NOTES:
 1. MILL THE BEGINNING AND END OF OVERLAY TO BE FLUSH WITH EXISTING TRAIL.
 2. EXACT POINT OF BEGINNING AND ENDING WILL BE MARKED IN THE FIELD BY OWNER.



GREAT WESTERN TRAIL - PAVING SITE PLAN



PAVING DETAIL THRU TUNNEL

DRAWN BY: AJP
 DRAWN DATE: 5/7/21

POLK COUNTY CONSERVATION BOARD
2021 TRAIL RESURFACING PROJECTS

PARK ADDRESS

REV. DATE

	Date	November 10, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-1107 Adam Fendrick Park Planner

AGENDA HEADING:

Approving a Settlement & Release Agreement between the City of West Des Moines and Polk County Conservation Board for the site restoration of pedestrian underpass proposed on the Great Western Trail.

INFORMATION:

Over the past several months, Conservation staff has been working with the City of West Des Moines to ensure the proposed pedestrian underpass site is restored in the best possible way to re-establish a tree canopy over the trail. While negotiating the easements and land trade with the City of West Des Moines, we also requested that they pay all costs to replant and maintain the trees needed to re-establish vegetation along the trail.

Conservation staff prepared a robust seeding and planting plan that focused on planting native, fast growing canopy trees with dense shrubs strategically placed to help buffer the trail in an attempt to re-establish a vegetated trail corridor with high ecological value from the ground to the tree canopy. Three quotes were also solicited from local landscape companies to plant all trees and shrubs and provide a 3-year maintenance on the vegetation. The cost estimated for these improvements is valued at \$47,046.00 and this agreement committed the City of West Des Moines to pay this cost for these improvements.

FISCAL IMPACT:

Amount: **\$47,046.00 Total Contribution**

Funding Source: NA

PREVIOUS BOARD ACTION(S):

Date: June 9, 2021

Roll Call: 21-0607 (Yea - 4, Absent - 1)

Action: Recommending to the Polk County Board of Supervisors to approve a land trade between Polk County Conservation and the City of West Des Moines on land known as the Great Western Trail.

RECOMMENDATION:

Approving a Settlement & Release Agreement between the City of West Des Moines and Polk County Conservation Board for the site restoration of pedestrian underpass proposed on the Great Western Trail and directing the Director or his designee to sign said agreement.

SETTLEMENT AND RELEASE AGREEMENT BY AND BETWEEN THE POLK COUNTY CONSERVATION BOARD AND THE CITY OF WEST DES MOINES, IOWA

This Settlement and Release Agreement is made by and between the Polk County Conservation Board, a quasi-governmental subdivision organized and existing under the laws of the State of Iowa, and the City of West Des Moines, an Iowa municipal corporation, and is effective upon execution by all parties.

The Polk County Conservation Board ("PCCB") manages property in the City of West Des Moines legally described on the attached Temporary Construction Easement Plats marked as Exhibits "015-01-T1" and "015-01-T2" ("Property").

PCCB donated Temporary Construction Easements on its Property to the City of West Des Moines on September 21, 2021 ("Easements or Easement Area"), for the West Des Moines SE County Line Road Improvement Project from Veterans Parkway to SE Soteria Avenue, WDM Project No. 0510-015-2021 ("Project"). Construction within the Easement Area will include the removal of trees and existing trail, and regrading to accommodate construction of a new pedestrian underpass. The City of West Des Moines will reconstruct the trail and seed grass as part of the restoration. The City of West Des Moines will obtain a four (4) year maintenance bond, commencing upon Project acceptance by the West Des Moines City Council, for the trail reconstruction within the Easement Area. All parties agree it is in their respective best interests for the Polk County Conservation Board to complete the remainder of the restoration of the Easement Area after the Project, including, but not limited to, tree/shrub re-planting, watering of trees/shrubs, general maintenance of trees/shrubs, mowing of grass, and tree/shrub warranty-related work. In consideration of receipt of forty-seven thousand forty-six dollars (\$47,046.00), the Polk County Conservation Board, hereby agrees to be responsible for the tree/shrub re-planting, watering of trees/shrubs, general maintenance of trees/shrubs, mowing of grass, and any tree/shrub warranty-related work as the remainder of restoration completed within the Easement Area.

POLK COUNTY CONSERVATION BOARD

By _____
Richard Leopold, Director
Polk County Conservation Board

ATTEST:

Katie Stoklasa, Conservation Board Clerk

STATE OF IOWA)
) ss
COUNTY OF POLK)

This record was acknowledged before me on the _____ day of _____, 2021,
by Richard Leopold, Director of the Polk County Conservation Board, and Katie Stoklasa,
Conservation Board Clerk, on behalf of whom the record was executed.

Notary Public in and for said State

CITY OF WEST DES MOINES, IOWA

Steven K. Gaer, Mayor

ATTEST:

Ryan T. Jacobson, City Clerk

STATE OF IOWA)
) SS:
COUNTY OF POLK)

On this ____ day of _____, 2021, before me a Notary Public in and for said County,
personally appeared Steven K. Gaer and Ryan T. Jacobson, to me personally known, who being duly sworn,
did say that they are the Mayor and City Clerk, respectively of the City of West Des Moines, Iowa, a
Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed
to the foregoing record is the seal of said Municipal Corporation, and that said record was signed and sealed
on behalf of said Municipal Corporation by authority and resolution of its City Council as contained in the
Resolution adopted under Roll Call No. _____, passed on the ____ day of _____, 2021,
and said Mayor and City Clerk acknowledged said record to be the free act and deed of said Municipal
Corporation by it voluntarily executed.

Notary Public in and for the State of Iowa

**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1108****Submitted by: Douglas C. Romig
Deputy Director****AGENDA HEADING:**

Approving proposed fees for Jester Park Golf Course. All fees will become effective on January 1, 2022.

INFORMATION:

The Jester Park Golf Course operator, C Corporation, is requesting approval to adjust some of the fees for the 2022 golf season. The last time rates were adjusted was in 2018 for the 2019 golf season.

The proposed fee modifications are:

- 1) Increase Par pass (Unrestricted for Jester and Des Moines Golf Courses joint badge) by \$25.00
- 2) Increase Senior pass by \$25.00
- 3) Increase Single Range pass by \$25.00
- 4) Increase daily round fee by \$1.00

FISCAL IMPACT:

Amount: \$26,000 Golf Course (PCCB receives guaranteed \$255,000 plus \$1.00 per paid round and 10% of revenues exceeding \$1.6 million in gross revenues.

Funding Source: Revenues from Contractor per contract terms.

PREVIOUS BOARD ACTION(S):

Date: December 12, 2018

Roll Call: 18-1206 (5 Yea)

Action: Approving proposed fees for cabins, Jester Park Golf Course, Equestrian Center, Jester Park Lodge, and Jester Park Nature Center as modified; all fees becoming effective on January 1, 2019 with the exception of the Equestrian Center (July 1, 2019) and Lodge (upon completion of capital improvements, excluding weekday rate).

RECOMMENDATION:

Approving proposed fees for Jester Park Golf Course. All fees will become effective on January 1, 2022.

JESTER PARK GOLF COURSE RATES	2021	RATE INCREASE	2022
SEASON PASSES			
PAR PASS	\$ 2,225.00	\$ 50.00	\$ 2,275.00
UNRESTRICTED PASS	\$ 1,300.00	NC	\$ 1,300.00
RESTRICTED PASS	\$ 900.00	NC	\$ 900.00
RESTRICTED MARRIED COUPLE	\$ 1,175.00	NC	\$ 1,175.00
SENIOR UNRESTRICTED PASS	\$ 950.00	NC	\$ 950.00
SENIOR RESTRICTED PASS	\$ 650.00	\$ 25.00	\$ 675.00
SENIOR MARRIED COUPLE PASS	\$ 825.00	NC	\$ 825.00
JUNIOR RESTRICTED PASS	\$ 275.00	NC	\$ 275.00
SINGLE RANGE PASS	\$ 400.00	\$ 25.00	\$ 425.00
WEEKDAY MONDAY-THURSDAY	2021	RATE INCREASE	2022
9 HOLES	\$ 19.00	\$ 1.00	\$ 20.00
18 HOLES	\$ 26.00	\$ 1.00	\$ 27.00
9 HOLES SENIOR	\$ 14.00	\$ 1.00	\$ 15.00
18 HOLES SENIOR	\$ 19.00	\$ 1.00	\$ 20.00
9 HOLES JUNIOR / ACTIVE MILITARY	\$ 14.00	\$ 1.00	\$ 15.00
18 HOLES JUNIOR / ACTIVE MILITARY	\$ 19.00	\$ 1.00	\$ 20.00
WEEKENDS FRIDAY-SUNDAY			
9 HOLES	\$ 24.00	\$ 1.00	\$ 25.00
18 HOLES	\$ 33.00	\$ 1.00	\$ 34.00
TWILIGHT	\$ 22.00	\$ 1.00	\$ 23.00
CART FEE FOR REGULATION COURSE			
9 HOLES PER PERSON	\$ 13.00	NC	\$ 13.00
18 HOLES PER PERSON	\$ 16.00	NC	\$ 16.00

JESTER PARK PAR THREE COURSE			
9 HOLES	\$ 11.00	\$ 1.00	\$ 12.00
9 HOLES SENIOR	\$ 9.00	\$ 1.00	\$ 10.00
9 HOLES JUNIOR / ACTIVE MILITARY	\$ 9.00	\$ 1.00	\$ 10.00
9 HOLES CART FEE PER PERSON	\$ 9.00	\$ 1.00	\$ 10.00
PAR THREE SEASON PASSES	2021	RATE INCREASE	2022
INDIVIDUAL SEASON PASS	\$ 235.00	\$ 25.00	\$ 260.00
SENIOR SEASON PASS	\$ 185.00	\$ 25.00	\$ 210.00
JUNIOR SEASON PASS	\$ 160.00	\$ 25.00	\$ 185.00
FAMILY SEASON PASS	\$ 400.00	\$ 25.00	\$ 425.00

**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1109****Submitted by:****Richard Leopold
Director****AGENDA HEADING:**

Approving revised job description for the seasonal Conservation Laborer – Construction position and establishing the miscellaneous pay rate at \$19.00 - \$20.00 per hour.

INFORMATION:

Polk County Conservation in the past used on general job description for Conservation Laborer that was used for seasonal (29-yr.round or 6-month full-time) positions within Construction, Natural Resources and Parks. A couple of years ago we created three job descriptions denoting the differences between the three divisions, retained the same hourly pay rate for each division.

Ron VanDenBroeke, Construction Maintenance Manager has had difficulty in finding qualified applicants as his division is in need of a skilled/semi-skilled individual that have experience in the trades (carpentry, cement, HVAC, plumbing, etc.), whereas the other two divisions are seeking more non-skilled laborers for mowing, custodial, invasive species removal, etc. In researching hourly rates for a skilled/semi-skilled trade position the rates researched show that these positions pay between \$18.00 - \$22.00 per hour both internally and externally.

Staff has revised the job description to better reflect the type of individuals we are seeking and is recommending that the pay rate for this position be set at \$19.00 - \$20.00 per hour.

FISCAL IMPACT:

Amount: \$14,400 FY21/22
 \$28,800 FY22/23

Funding Source: Construction Maintenance Operating Budget (Extra Help). A transfer of funds will be needed to retain the existing four positions.

PREVIOUS BOARD ACTION(S):

Date: December 14, 2016

Roll Call: 16-1210 (4 Yea / 1 Absent)

Action: Approved Polk County Human Resources adjustment in base pay and five-step pay scale for Polk County Conservation's seasonal and intermittent job positions subject to Polk County Board of Supervisors approval.

RECOMMENDATION:

Approving revised job description for the seasonal Conservation Laborer – Construction position and establishing the miscellaneous pay rate at \$19.00 - \$20.00 per hour.

CLASS CODE: 534209
HOURLY RATE: \$19.00
UNIT: Excluded
FLSA: Non-Exempt

CONSERVATION LABORER – CONSTRUCTION

Distinguishing Features of the Class:

Under supervision of the Unit Supervisor, Manager or their designee, assists full-time staff in the seasonal maintenance of county conservation board lands, facilities and equipment. Performs a variety of semi-skilled maintenance, construction, custodial, and laborer duties within the Conservation department; performs a variety of semi-skilled construction trades; performs related work as assigned.

Illustrative Examples of Duties:

1. Assists full-time staff with a variety of manual labor tasks required to maintain a county park system.
2. Assists with electrical, plumbing, framing, roofing, and concrete duties.
3. Cleans and maintains the construction site, shop, and office space.
4. Assists with repair, new and remodel construction, painting, and other maintenance projects.
5. Maintains and operates equipment such as hand tools, power tools, service vehicles, gators, tractors, mowers, custodial cleaning equipment, and pressure washers.
6. Assists in the maintenance of county trails.
7. Completes daily work logs and other forms as necessary.
8. May maintain and operate heavy equipment, back hoe, skid loader, and/or dump truck.
9. Performs related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of building trades: carpentry, concrete, electrical, heavy equipment, HVAC, painting and plumbing, competency in one or more.
- Knowledge and use of hand and power tools in performing manual labor tasks.
- Skill in the use and maintenance of construction equipment.
- Ability to perform manual labor tasks in all types of weather conditions.
- Ability to lift up to 50 lbs.
- Ability to climb ladders and work from heights.
- Ability to communicate effectively both verbally and in writing.
- Ability to safely operate equipment such as hand tools, power tools, service vehicles, gators, tractors, custodial cleaning equipment, and pressure washers.
- Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and tact.
- Ability to walk and stand for prolonged periods.
- Ability to walk on uneven surfaces.
- Ability to operate vehicles equipped with a manual transmission.

- Ability to back equipment with a trailer attached.

Training and Experience:

- Must be 18 years of age or older.
- Graduation from high school or equivalent, and
- Experience with operation of construction equipment and hand tools preferred, or
- Experience with electrical, plumbing, framing, roofing, and/or concrete construction trades.
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

Special Requirement:

- Candidate must pass a post-employment offer physical examination and physical capacity testing to ensure candidate meets the essential physical requirements of the position.
- A criminal background check is required.
- A drug screen is required.
- A valid State of Iowa driver's license is required.

Adopted: 12/21/99
Revised: 11/20/14
Revised: 2/13/2021
November 10, 2021

**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1110****Submitted by:****Douglas C. Romig
Deputy Director****AGENDA HEADING:**

Approving quote from Clark Boat Co. Inc. for purchase of a custom accessible pontoon boat as a part of the Easter Lake North Shore restoration efforts - \$78,177.00.

INFORMATION:

For the past couple of years, Polk County Conservation has been working with the V.A. in Des Moines on securing an accessible pontoon boat and constructing an in-lake boat garage at Easter Lake Park. After the lake and trail re-dedication, DSM Rowing approached Conservation about relocating their training boathouse to Easter Lake which started a larger conversation about needed improvements to the north shoreline.

A feasibility study conducted in the spring of 2021 showed that there was large support for a \$3.2 capital campaign to make multiple improvements to Easter Lake's north shore. When working with the V.A., their staff indicated that the number one request from Veterans was the ability to fish from a boat on a lake. When the Easter Lake North Shore project was presented to the PCC Advisory Committee, Laura Lutz-Zimmerman (an engineer with HDR) reached out to Kami Rankin, Community Outreach Supervisor, and myself stating that her company provides community grants that are submitted by employees who are engaged with a non-profit or quasi-governmental entity.

Polk County Conservation staff reached out to local dealerships to see if/how pontoon boats could be modified to meet the need of providing a flexible seating base on the number of passengers both disabled and non-disabled. Through our research we found a single Iowa custom boat builder and began working with them on the concept and needs for interchangeable seats (from pedestal to wheelchair locking) that would be simple to install/remove based on need. In addition to the V.A., Kami has been working with Denise Behrends, Director of Therapy Services, Central Iowa V.A. to secure multiple partner agencies that would also have access to the pontoon boat. Some partners include Adaptive Sports Iowa, Courage League, Easter Seals, United Spinal Association, and Disabled American Veterans to list a few.

Kami Rankin submitted the grant request via Laura along with letters of support from Laura and HDR's local Principal. We were notified on Friday, October 29, 2021 that HDR approved full funding in the amount of \$71,070.00 for the construction of the accessible pontoon boat. In order to lock in this price we need to submit a Purchase Order and place a \$10,000.00 down payment before another order comes in and more aluminum has to be ordered as those material prices have gone up. Due to the uncertainties of coming out of the pandemic with material and shipping issues, staff has added a 10% contingency to this purchase.

Easter Lake North Shore Accessible Pontoon Boat



**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1111****Submitted by:****Cassandra Cook
Conservation Ecologist****AGENDA HEADING:**

Awarding lowest contractor bid for hazard ash tree removal from PCC Easter Lake and Thomas Mitchell to J. Pettiecord, Inc. in a contracted amount not to exceed \$47,575.00 with a 10% contingency (\$4,325.00).

INFORMATION:

Polk County Conservation requested quotes for hazardous ash tree removals resulting from emerald ash borer infestations. This quote included removals at Easter Lake and Thomas Mitchell parks, as they have the highest incidences of diseased ash trees. The scope of work includes removal of nearly 100 ash trees identified by PCC staff, and stump grinding/soil grading to remove any hazards to park users. Trees to be removed are located in maintained areas of high recreational use in each park.

PCC Natural Resources and Park staff will be developing a plan to replace lost canopy cover in these parks. Tree replacements will be planted during spring of 2022.

An Invitation to Bid was sent to seven potential bidders and three bids were received. The lowest compliant bid received was \$43,250.

Bid Results:

Company	Amount
J. Pettiecord, Inc.	\$43,250.00
Xtreme Tree	\$89,230.00
Family Tree Care LLC	\$92,641.24

FISCAL IMPACT:Amount:

\$43,250.00	Base Bid
\$ 4,325.00	10% Contingency
\$47,575.00	Not to Exceed

Funding Source:

Bond

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION: Awarding lowest contractor bid for hazard ash tree removal from PCC Easter Lake and Thomas Mitchell to J. Pettiecord, Inc. in a contracted amount not to exceed \$47,575.00 with a 10% contingency (\$4,325.00) and authorize the Chair or their designee to sign the contract.

FISCAL IMPACT:

<u>Amount:</u>	\$71,070.00	Contract amount
	<u>\$ 7,107.00</u>	10% Contingency
	\$78,177.00	Amount Not to Exceed

Funding Source: Polk County Land & Water Legacy Bond (Easter Lake); reimbursed from HDR grant award.

PREVIOUS BOARD ACTION(S):

Date: July 14, 2021

Roll Call: 21-0708 (5 Yea)

Action: Approving the Capital Campaign and Execution Agreement with Funding Solutions Inc. President, Ellen Nelson, to raise \$3.2 million for the planned improvements to Easter Lake Park north shore for \$79,750.00.

Date: November 13, 2019

Roll Call: 19-1107 (4 Yea / 1 Absent)

Action: Approving design contract with Shive-Hattery in the amount not to exceed \$24,400 for the design graphics and cost opinion for the Easter Lake north shore improvements as part of the feasibility study for a fundraising campaign.

RECOMMENDATION:

Approving quote from Clark Boat Co. Inc. for purchase of a custom accessible pontoon boat as a part of the Easter Lake North Shore restoration efforts in an amount not to exceed \$78,177.00 and authorizing the Director or his designee to sign purchase order and all related documents.

**Date**

November 10, 2021

Item No.**CONSENT****Roll Call No.****21-1112****Submitted by:****Cassandra Cook
Conservation Ecologist****AGENDA HEADING:**

Awarding lowest contractor bid for tree removal at Easter Lake Park to J. Pettiecord, Inc. in a contracted amount of \$38,400.

INFORMATION:

Polk County Conservation (PCC) staff drafted the Easter Lake North Shore Management Plan in the winter of 2020 to address habitat degradation and associated neighbor concerns in the area between Shoreline Road and the north boundary of the park. Part of the plan requires the removal of invasive and undesirable trees in this area. Current staff workload precludes our ability to take on this project in-house. Phase 1 was completed in March 2021. Bids were requested for tree removal in the Phase 2 area of the restoration plan which encompasses a 6.34-acre section (see map). The scope of work includes removal of all trees that PCC staff have identified for removal. The goal of the restoration plan is to convert this area into oak savanna, with native prairie understory/herbaceous layer.

The Invitation to Bid was sent to seven potential bidders and one bid was received. The lowest compliant bid received was \$38,400.

Bid Results:

Company	Amount
J. Pettiecord, Inc.	\$38,400.00

FISCAL IMPACT:

Amount: \$38,400.00

Funding Source: DNR Section 319 Funding

PREVIOUS BOARD ACTION(S):

Date: February 09, 2021

Roll Call: 21-0210 (Yea – 5)

Action: Awarding lowest contractor bid for tree removal at Easter Lake Park to J. Pettiecord, Inc. in a contracted amount of \$18,400.

RECOMMENDATION:

Awarding lowest contractor bid for tree removal at Easter Lake Park to J. Pettiecord, Inc. in a contracted amount of \$38,400 and authorizing the Director or his designee to sign the contract.



	Date	November 10, 2021
	Item No. Roll Call No. Submitted by:	ACTION 21-1113 Adam Fendrick Park Planner

AGENDA HEADING:

Approving the application for the FLAP (Federal Lands Access Program) grant with a request of \$1.3M with a 20% (\$260,000) match for the Broadway Ave to Neal Smith Trail connection project.

INFORMATION:

The Federal Highway Administration posted a call for projects for the Iowa Federal Lands Access Program from November 1, 2021 through February 1, 2022 with an estimated \$1.3M that will be available statewide.

Polk County Conservation will be asking for the full \$1.3M in funds for the trail connection from Broadway Ave to the Neal Smith Trail. Iowa has very little federal lands, so only a few projects within the state qualify for this grant. Past recipients of this grant include Jasper County Conservation Board for the trail connection from Prairie City to Monroe (access to Neal Smith Wildlife Refuge). Our project is to make the trail connection from the Broadway Ave Trail to the Neal Smith Trail which is located on Army Corps of Engineers federal land at Saylorville Lake Reservoir. Staff believes this project is a great candidate for this grant and believe we have a very strong application.

FISCAL IMPACT:

<u>Amount:</u>	\$1,300,000	Grant Request
	\$ 260,000	PCCB 20% Match (required)

\$2,151,000 Total Estimated Project Cost

Funding Source: 2021 Polk County Land and Water Legacy Bond

PREVIOUS BOARD ACTION(S): None

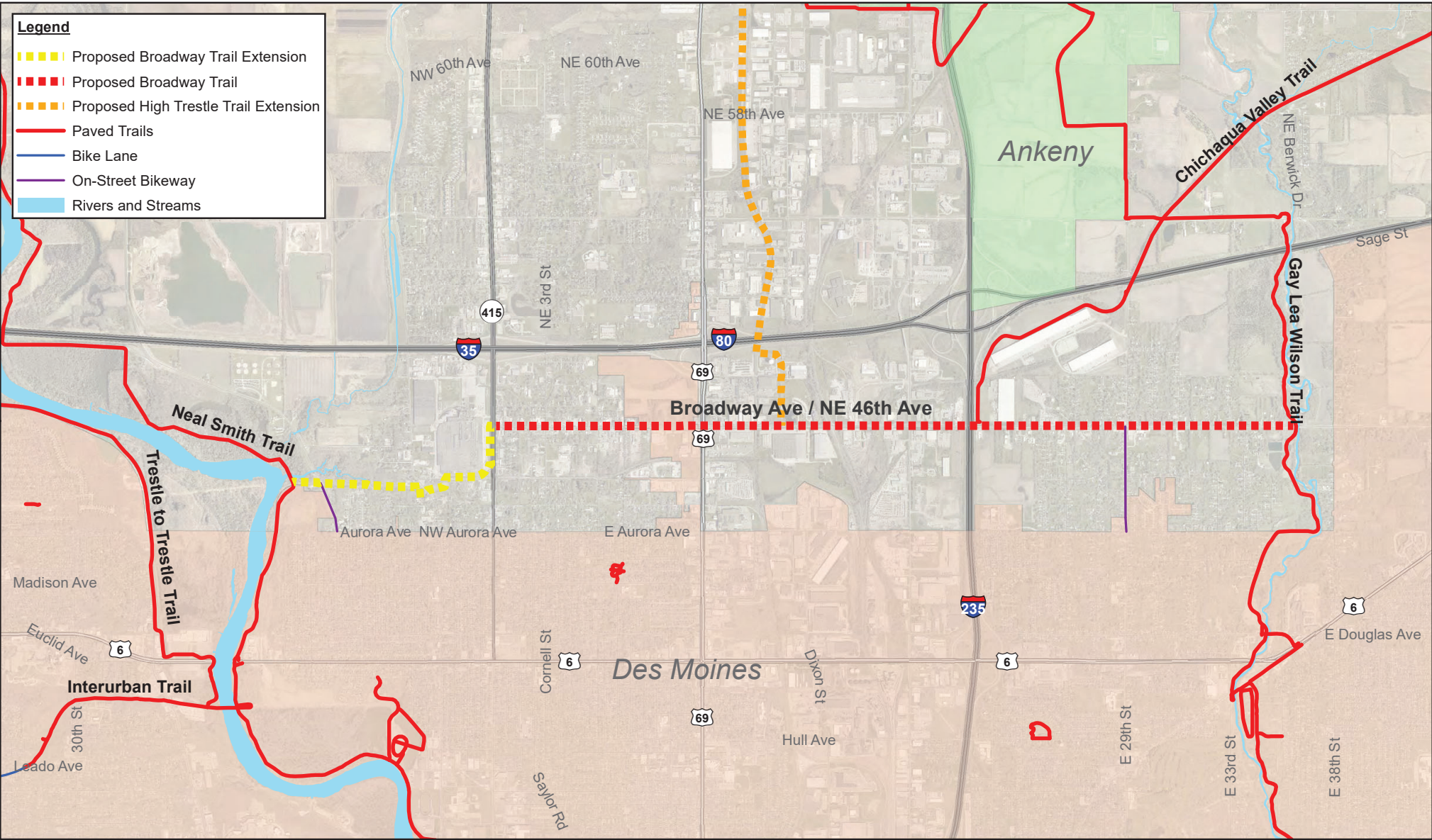
Date:

Roll Call:

Action:

RECOMMENDATION:

Approving the application for the FLAP (Federal Lands Access Program) grant with a request of \$1.3M with a 20% (\$260,000) match for the Broadway Ave to Neal Smith Trail connection project and directing the Director of his designee to sign said application.



POLK COUNTY CONSERVATION BOARD
R E S O L U T I O N

MOVED by _____ that the following Resolution be adopted:

WHEREAS, the Federal Lands Access Program (FLAP) sponsored by the Federal Highway Administration provides funding for trails on federal lands; and

WHEREAS, A resolution authorizing Polk County Conservation staff to submit an application for funding from the Federal Lands Access Program (FLAP) sponsored by the Federal Highway Administration; and

WHEREAS, Polk County Conservation requests \$1,300,000 from the Federal Lands Access Program and commits to 20% matching funds for the project; and

WHEREAS, the Federal Lands Access Program provides funding for the construction of eligible projects; and

WHEREAS, Polk County Conservation will have ownership of the trail and will commit 20% matching funds towards the project as outlined in the grant requirements; and

NOW, THEREFORE BE IT RESOLVED that Polk County Conservation Board has approved their commitments and matching funds necessary to build the project and agree to a 20-year maintenance for the project.

Approved this 10th day of November, 2021

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Chair

**Date**

November 10, 2021

Item No.**ACTION****Roll Call No.****21-1114****Submitted by:****Doug Sheeley****Natural Resources Manager****AGENDA HEADING:**

Approving Fee for Service Agreement with Conservation Corps of Minnesota and Iowa (CCMI) in the amount of \$217,560 for an adult CCMI crew beginning 3-7-22 to 12-8-22.

INFORMATION:

Polk County Conservation (PCC) has contracted with CCMI for the past seven years to provide trained laborers for bond and other projects including invasive species control, prescribed burning, seed harvest and processing, tree trimming and removal, etc. The contract is for a six-person crew (1 Crew Leader and 5 Crew Members) with a term beginning March 7 and ending December 8, 2022.

CCMI crew members are fully insured and given extensive training before deployment with partner agencies. Crews come equipped with vehicle, chainsaws, brush saws, backpack sprayers, PPE, and other equipment. PCC provides housing for a limited number of crew members at the Bane house in Yellow Banks Park.

FISCAL IMPACT:

Amount: \$217,560

Funding Source: Polk County Water and Land Legacy Bond (NR)

PREVIOUS BOARD ACTION(S):

Date: April 14, 2021

Roll Call: 21-0416 (Yea-5)

Action: Approved Fee for Service Agreement with Conservation Corps of Minnesota and Iowa in the amount of \$221,200.80 for an adult CCMI crew in 2021.

Date: April 8, 2020

Roll Call: 20-0409 (Yea-4; Vacant-1)

Action: Approved Fee for Service Agreement with Conservation Corps of Minnesota and Iowa in the amount of \$253,040 for an adult CCMI crew in 2020.

Date: February 13, 2019

Roll Call: 19-0215 (Yea-4; Absent-1)

Action: Approved Fee for Service Agreement with Conservation Corps of Minnesota and Iowa in the amount of \$168,000 for an adult CCMI crew in 2019.

RECOMMENDATION:

Approving Fee for Service Agreement with Conservation Corps of Minnesota and Iowa (CCMI) in the amount of \$217,560 for an adult CCMI crew for a term beginning March 7, 2022 and continuing through December 8, 2022, and authorize Director or Deputy Director to sign.

FEE-FOR-SERVICE WORK ORDER BETWEEN
Polk County Conservation Board
AND CONSERVATION CORPS MINNESOTA & IOWA
Project Number: 501-15642

This work order, and amendments and supplements thereto, subject to the Laws of Minnesota is by and between CONSERVATION CORPS MINNESOTA & IOWA, 60 Plato Blvd E #210, St. Paul, MN 55107 (hereafter referred to as "THE CORPS") and Polk County Conservation Board (hereafter referred to as "PURCHASER").

Description and scope of work for the project: Dedicated Crew

THE CORPS represents that it is duly qualified and agrees to provide the services described in this contract.

TERM OF CONTRACT

- 1.1 **Effective date:** 03/07/2022, or the date THE CORPS obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** 12/08/2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

DUTIES OF THE CORPS

- 2.1 Complete services as specified in Project Request, which is attached hereto, and shall be a part of this contract.
- 2.2 Enroll and supervise AmeriCorps members in accordance with program guidelines.
- 2.3 Provide basic orientation and training as appropriate for corpsmembers.
- 2.4 Provide consultation and on-site project review to ensure that service is progressing in accordance with this work order and program guidelines.
- 2.5 Provide personnel and payroll administration for corpsmembers.
- 2.6 Provide all necessary transportation of corpsmembers to and from service sites.
- 2.7 Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 2.8 Provide professional liability and worker's compensation insurance for all corpsmembers.
- 2.9 Track services completed and make this information available to PURCHASER upon request.

DUTIES OF PURCHASER

- 3.1 Provide on-site project specific direction and assistance to the corpsmember(s).
- 3.2 Provide at least one media promotion to the public stating that the services(s) are being performed by THE CORPS. Any publicity regarding the subject matter of this work order must not be released without prior approval from the Corps' Authorized Representative.
- 3.3 Ensure safe working conditions in and around project areas that meet all PURCHASER and federal standards.
- 3.4 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.5 Provide corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmembers' efforts.
- 3.6 Provide specialized tools, safety gear, personal supplies and equipment that are not available through THE CORPS that are needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 3.7 Assist in the acquisition of camping/lodging accommodations if necessary.
- 3.8 Provide all project materials, supplies and chemicals.

PAYMENT

- 4.1 PURCHASER will pay THE CORPS for services performed by THE CORPS.
- 4.2 PURCHASER's obligation to THE CORPS under this contract is up to a maximum of \$217,560.00, based on the following fee schedule: \$24.50/hour/member.
- 4.3 THE CORPS may invoice monthly. THE CORPS shall send final invoice to PURCHASER upon service completion.
- 4.4 PURCHASER shall make payment within 30 days of receipt of invoices.

CANCELLATION

- 5.1 This contract may be cancelled by the PURCHASER or THE CORPS at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation, THE CORPS shall be entitled to payment for services performed.
- 5.2 THE CORPS reserves the right to withdraw corpsmembers from PURCHASER for emergency response work including, but not limited to, natural disasters and wild fire response. Reasonable efforts will be made to accommodate the needs of the PURCHASER. PURCHASER has no funding commitment to THE CORPS for services completed while corpsmembers have been withdrawn from PURCHASER for emergency response. PURCHASER shall remain liable for payment for services that THE CORPS provides to PURCHASER.

AUTHORIZED REPRESENTATIVES

- 6.1 THE CORPS's Authorized Representative is DeWitt Boyd, Program Manager, 11407 NW Jester Park Dr, Granger, IA 50109, or his/her successor.
- 6.2 The PURCHASER's Authorized Representative is Richard Leopold, Director, 12130 NW 128th Street, Granger, IA 50109, or his/her successor.

AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

- 7.1 Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- 7.2 If THE CORPS fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

INDEMNITY & INSURANCE REQUIREMENTS

- 8.1 To the fullest extent permitted by law, PURCHASER will defend, indemnify and hold harmless THE CORPS from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE PURCHASER; THE PURCHASER's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.2 To the fullest extent permitted by law, THE CORPS will defend, indemnify and hold harmless PURCHASER from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE CORP; THE CORPS's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.3 THE CORPS's is not obligated to indemnify and defend PURCHASER or owner for claims due to the sole negligence or willful misconduct of PURCHASER. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.4 THE PURCHASER's is not obligated to indemnify and defend THE CORPS or owner for claims due to the sole negligence or willful misconduct of THE CORPS. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.5 Applicable only if Corps staff or corps members will be operating motor vehicles owned, leased or rented by PURCHASER: The PURCHASER must provide to THE CORPS certificates of insurance showing CONSERVATION CORPS MINNESOTA & IOWA as an Additional Insured for Automobile Liability and include a Waiver of Subrogation in favor of THE CORPS.

GOVERNING LAW, JURISDICTION, AND VENUE

- 9.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

DUPLICATION, DISPLACEMENT, SUPPLANTATION

- 10.1 Conservation Corps crews are subject to the provisions of 42 V.S.C. §§ 12501 - 12682 and 45 C.F.R. parts 2500 - 2550. These laws require, in part, that AmeriCorps assistance not result in:
- 10.1.1 Duplication of an activity otherwise available in the locality of the program or would otherwise be performed by an employee as part of the employee's assigned duties.
 - 10.1.2 Displacement of currently employed workers or workers on seasonal layoff or layoff from a substantially equivalent position, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits.
 - 10.1.3 Termination or layoff of employees.
 - 10.1.4 Infringement on the promotional opportunity of an employee or infringement on services performed by an employee as part of the employee's assigned duties.
 - 10.1.5 Supplanting the hiring of employed workers.
 - 10.1.6 Infringement on the assignments of any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed this contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

CONSERVATION CORPS:

THE CORPS certifies that the appropriate person(s) have executed this contract on behalf of THE CORPS as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title: Polk County Conservation Director
Date:

By: 
Title: Iowa Program Manager
Date: 10/28/2021

Polk County Project Manager: Doug Sheeley
Title: Natural Resources Manger
Contact Information: 515-967-2596 (office) 515-490-5152 (cell) Doug.sheeley@polkcountyiowa.gov

Conservation Corps Project Manager: DeWitt Boyd
Title: Iowa Program Manager
Contact Information: 515-412-7130 (office) 319-389-1687 (cell) Dewitt.boyd@conservationcorps.org

Service Provided by the Conservation Corps:

One 6-person crew* (1-Crew Leader and 5-Crew Members). Crews will begin training in February and be available for projects beginning March 7th, 2022. The crews last project day will be December 8th, 2022. The crews have the following trainings/certifications: Defensive Driving, NWCG S-130/S- 190 w/arduous work capacity test, Chemical Applicator Certification (IA) Forest Pest & Right of Way, chainsaw & brush saw training, CPR/1st Aid. The Crew Leaders have additional trainings in Wilderness First Aid, conflict resolution and project management along with any past work experience that relates to running a crew.

A crew is equipped with a one ¾ ton truck, chainsaws, brush saws, hand sprayers, backpack sprayers, chemical spill kit, Nomex, bladder bags, assorted hand tools and all PPE required for various work activities. The crew is responsible for taking care of and properly maintaining all Corps equipment and vehicles.

**Crew's may start off smaller in the winter months if recruitment is a challenge. If crew does not have 6 members when starting, every effort will be made to fill remaining spots in May when schools release.*

Conservation Corps Staff Duties:

- Enroll and supervise AmeriCorps members in accordance with program guidelines.
- Provide basic orientation and training as appropriate for corpsmembers.
- Provide scheduling, consultation, and on-site project review to ensure that service is progressing in accordance with work orders and program guidelines.
- Provide personnel and payroll administration for corpsmembers
- Provide all necessary transportation of corpsmembers to and from service sites.
- Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all Project Host and federal safety requirements.
- Provide professional liability and worker's compensation insurance for all corpsmembers.
- Track services completed and make this information available to the project host upon request.

Service Provided by Project Host:

Full term project hosts provide a storage space for the crew equipment and secure parking for all crew member vehicles as well as the Corps trucks. The crews will need access to a bathroom facility at this location along with water and a garbage receptacle. Internet access is a bonus but not required. Crew leaders have Corps issued laptops and have daily and monthly administrative duties.

Duties of Project Host:

- Provide continuous service projects for the full program term from early-March to early- December regardless of weather conditions.
- Provide continuous on-site project specific direction and assistance to corpsmembers as needed.
- Ensure safe working conditions in and around project areas that meet all project host and federal standards.
- Provide Conservation Corps Crew with training and educational opportunities relevant to the service being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the crew's efforts.
- Provide specialized tools, safety gear, personal supplies and equipment that are not available through the Corps that is needed by corpsmembers to meet all project host and federal safety requirements.
- Provide all project materials, supplies and chemicals.
- Provide back-up service projects in the event of cancellations, weather, or any other unforeseen circumstances.

Work Schedule:

The crews would ideally work Monday-Thursday arriving at their garage/office site at 7:00am and ending the day by 5:30pm. The workday is to include two - 15-minute breaks, a 30-minute lunch and time at the end of the day for the crew to clean and maintain equipment as needed. Crews leave the worksite and travel back to their home garage/office so that they are ready to end the day at 5:30pm. The schedule can be flexed to accommodate weather, prescribed burning, community events and other variables. Each corps member receives 4-paid days off throughout their term of service along with the following holidays: Memorial Day, Independence Day, and Labor Day, Wednesday before Thanksgiving and Thanksgiving Day.

AmeriCorps Component:

Conservation Corps Iowa is a recipient of an AmeriCorps grant issued through the Iowa Commission on Volunteer Service. This grant allows the program to issue all members that complete 1,700 hours of service a \$6,345 education award, allowing them to use the funds toward past qualifying student loans or to continue their education. Being an AmeriCorps recipient also makes corpsmembers eligible for disaster response. If a corpsmember were deployed for a disaster incident, we would try to bring in another crew or not charge for days the crew is not available.

Typical Work Projects:

- Vegetation management
- Exotic species removal
- Planting
- Seed collection
- Rain garden installation
- Prescribed burning
- Timber stand improvement
- Trail construction and maintenance
- Civic Engagement Events
- Disaster Response/Relief

*While this list describes the typical work projects, it is not exclusive.

Payment Schedule:

A monthly billing schedule will be determined. The project host will be invoiced per corpsmember hours worked during the billing period. Conservation Corps Staff will manage the hours dedicated to the Project Host and their Partners.

Polk County Conservation Crew Budget and Schedule

2022 Polk CCB Crew Details		Date	Week Count	Notes
# of Project Weeks Scheduled	38	2/1/2022	Crew Leader Orientation	Jester Park w/ all crews
# of Project Weeks Billed	37	2/7/2022	Crew Leader Work Skills	Jester Park w/ all crews
*Each member receives 4 PTO days therefor the budget is for 37 weeks and not the 38 weeks scheduled		2/14/2022	Crew Member Orientation	Jester Park w/ all crews
		2/21/2022	Crew Member Work Skills	Jester Park w/ all crews
		2/28/2022	Fire Training	Jester Park w/ all crews
		3/7/2022	1	Partner Week - Polk County
Annual Rate	\$217,560	3/14/2022	2	
Weekly Rate/Crew	\$5,880	3/21/2022	3	
Rate/Week/Member	\$980	3/28/2022	4	
Rate/Day/Member	\$245	4/4/2022	5	
Rate/Hour/Member	\$24.50	4/11/2022	6	
Color Codes for Schedule		4/18/2022	7	
	Crew Serving with PCCB	4/25/2022	8	
	Crew Serving Elsewhere	5/2/2022	9	
	Crew Not Serving	5/9/2022	10	
		5/16/2022	11	
		5/23/2022	12	
		5/30/2022	13	
		6/6/2022	14	
		6/13/2022	15	
		6/20/2022	16	
		6/27/2022	17	
		7/4/2022	4th of July Week	Comped Off
		7/11/2022	Mid-Year Retreat	Project AWARE w/all crews
		7/18/2022	18	
		7/25/2022	19	
		8/1/2022	20	
		8/8/2022	21	
		8/15/2022	22	
		8/22/2022	23	
		8/29/2022	24	
		9/5/2022	25	
		9/12/2022	26	
		9/19/2022	27	
		9/26/2022	28	
		10/3/2022	29	
		10/10/2022	30	
		10/17/2022	31	
		10/24/2022	32	
		10/31/2022	33	
		11/7/2022	34	
		11/14/2022	35	
		11/21/2022	36	
		11/28/2022	37	
		12/5/2022	38	
		12/12/2022	End of Year	Jester Park w/ all crews

	Date	November 10, 2021
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 21-1115 Doug Sheeley Natural Resources Manager

AGENDA HEADING:

Action from Closed Session discussion of land acquisition opportunities.

INFORMATION:

Polk County Conservation has the opportunity to acquire land with excellent conservation potential at several locations within Polk County. Cost-share opportunities may be available to assist with acquisition and restoration expenses. Nearby PCC landholdings add additional interest to these properties.

FISCAL IMPACT: TBD

PREVIOUS BOARD ACTION(S):

Date:

RollCall:

Action:

RECOMMEDATION:

Direct staff to proceed on these land acquisition opportunities based on information presented and pursuant to Board discussion.