



BOARD MEETING

November 8, 2023

**Polk County Administration Building
111 Court Ave, Des Moines, IA 50309
RM 120 5:30 PM – PCC Board Meeting**

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **MidAmerican Energy – Two Rivers Park Presentation**
- 4) **Pale Blue Dot LLC Sustainability Plan Presentation**
- 5) **Mountain Bike Park Presentation**
- 6) **Financial Reports**
- 7) **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.

- 8) **Approving** bill list.
- 9) **Approving** a Statewide TAP Grant application and committing 20% matching funds for a project to repair several trail bridges on the Chichaqua Valley Trail.
- 10) **Approving** a Statewide Transportation Alternatives Set-Aside Program (TAP) grant application and committing 20% matching funds for the Great Western Trail repairs and/or jointly submitting a co-application with Warren County Conservation Board.
- 11) **Approving** application to the United States Forest Service Landscape Scale Restoration Competitive Grant for work at Chichaqua Bottoms Greenbelt.
- 12) **Providing** staff the Iowa Department of Natural Resources Wildlife Habitat Stamp grant resolution requirement for the Miller Property restoration at Chichaqua Bottoms Greenbelt (CBG).
- 13) **Recommending** to the Polk County Board of Supervisors the approval of a temporary construction easement to the City of Des Moines, Iowa, for the construction of a recreational trail along SW 63rd St. on land known as Brown's Woods Park and directing staff to request approval from the Polk County Board of Supervisors.
- 14) **Approving** \$75,575 (plus 10% contingency) with Red Dot Advertising and Design to provide website design and development services for Sleepy Hollow.
- 15) **Receive** and file proposed user fee rates for Board action at the December 13, 2023 meeting. All fees will become effective on January 1, 2024.
- 16) **Approving** the 2024-2025 minor bond projects.

ACTION ITEMS

- 17) **Reject** all Bids for the plans, specifications, form of contract documents and engineer's estimate designating the lowest responsible bidder for the construction of the Jester Park Nature Center Addition project.

- 18) Requesting** authorization to purchase 2,550 native ecotype container-grown trees as a sole source purchase from Iowa Native Trees and Shrubs in the amount of \$84,150 for the Trails End Mitigation Bank to be planted in November 2023.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

- 19) Going** 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.

ADJOURNMENT

Upcoming Events

- November 8 -- Polk County Conservation Board Meeting at County Administration Building, 111 Court Ave, 5:30 pm
- November 10 – Veteran's Day (Observed); Polk County Conservation offices closed. Jester Park Nature Center closed Nov. 10–11, 2023
- November 18 – Stuffed Turkey Endurance Race at Jester Park Equestrian Center and park trails
- November 19 – [Makers Market](#) at Jester Park Nature Center
- November 23-24 – Thanksgiving Holiday; Polk County Conservation offices closed. Jester Park Nature Center closed Nov. 23 and open Nov. 24
- December 2 – Capital Strides Sycamore 8 Races along Sycamore Trail
- December 13 - Polk County Conservation Board Meeting at County Administration Building, 111 Court Ave., 5:30 pm

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

2023-24 Revenue Budget
- as of 10/31/23 (33.34% of budget year expired)

	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0212	Conservation Infrastructure	\$ 20,000	\$ 20,000	\$ -	0.0%
0213	Equipment	\$ 5,000	\$ -	\$ 5,000	0.0%
6006	Environmental Ed	\$ 127,000	\$ 33,928	\$ 93,072	26.7%
6009	Natural Resources	\$ 114,000	\$ 20,663	\$ 93,337	18.1%
6101	Administration	\$ 33,500	\$ 8,902	\$ 24,598	26.6%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 4,100	\$ 4,100	\$ 0	100.0%
6110	Parks Advocacy Unit	\$ 740,000	\$ 259,730	\$ 480,270	35.1%
6118	Fleet Services	\$ 15,000	\$ -	\$ 15,000	0.0%
6119	Construction/Maint.	\$ 1	\$ 1,570	\$ (1,569)	0.0%
6124	Equestrian Center	\$ 215,000	\$ 46,479	\$ 168,521	21.6%
Sub-Total - General Fund 1		\$ 1,273,601	\$ 395,372	\$ 878,229	31.0%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 97,000	\$ 26,895	\$ 70,105	27.7%
6127	Miscellaneous	\$ 7,500	\$ 4,217	\$ 3,283	56.2%
6128	Cabins	\$ 140,000	\$ 51,500	\$ 88,500	36.8%
6129	Lauridsen Skatepark	\$ 35,000	\$ 697	\$ 34,303	2.0%
Sub-Total - General Fund 6		\$ 279,500	\$ 83,309	\$ 196,191	29.8%
REAP - Fund 26					
0211	Resource Enhancement	\$ 111,000	\$ 2,674	\$ 108,326	2.4%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 1,000,000	\$ 180,600	\$ 819,400	18.1%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 6,725,340	\$ 409,371	\$ 6,315,969	6.1%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 350,800	\$ 147,489	\$ 203,311	42.0%
6126	Sleepy Hollow	\$ -	\$ 2,507	\$ (2,507)	0.0%
Sub-Total - Enterprises Fund 286		\$ 350,800	\$ 149,996	\$ 200,804	42.8%
Grand Total - Conservation		\$ 9,740,241	\$ 1,221,322	\$ 8,518,919	12.5%

2023 - 2024 Expense Budget
- as of 10/31/23 (33.34% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure	\$ 43,627	\$ 30,000	\$ 13,627	68.8%
0213	Equipment	\$ 384,743	\$ 316,517	\$ 68,226	82.3%
6006	Environmental Ed	\$ 756,620	\$ 264,284	\$ 492,336	34.9%
6009	Natural Resources	\$ 1,489,125	\$ 565,961	\$ 923,164	38.0%
6101	Administration	\$ 1,242,812	\$ 412,293	\$ 830,519	33.2%
6103	Community Outreach	\$ 248,245	\$ 82,851	\$ 165,394	33.4%
6104	Conservation Grants-FEMA	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 1,802,340	\$ 669,224	\$ 1,133,116	37.1%
6118	Fleet Services	\$ 737,583	\$ 280,978	\$ 456,605	38.1%
6119	Construction/Maint.	\$ 875,571	\$ 266,702	\$ 608,869	30.5%
6124	Equestrian Center	\$ 832,725	\$ 306,344	\$ 526,381	36.8%
Sub-Total - General Fund 1		\$ 8,413,391	\$ 3,195,154	\$ 5,218,237	38.0%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,849,251	\$ 624,541	\$ 1,224,710	33.8%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 50,000	\$ 57,715	\$ (7,715)	115.4%
REAP - Fund 26					
0211	Resource Enhancement	\$ 132,000	\$ 1,720	\$ 130,280	1.3%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 500,000	\$ 5,000	\$ 495,000	1.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 22,105,629	\$ 8,076,316	\$ 14,029,313	36.5%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 399,500	\$ 37,141	\$ 362,359	9.3%
6126	Sleepy Hollow	\$ 249,096	\$ 313,896	\$ (64,800)	126.0%
Sub-Total - Enterprises Fund 286		\$ 648,596	\$ 351,038	\$ 297,558	54.1%
Grand Total - Conservation		\$ 34,389,957	\$ 12,421,714	\$ 21,968,243	36.1%

2021 Bond PCWLL EXPENDITURES AS OF :

October 31, 2023

SUB- LEDGER	PROJECT	BALANCE 2012 BOND	May 2022 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKENY)						\$ (6,500)	\$ (6,500)	\$ 6,500
C12-6221	JP NATURE CENTER	(\$68,793)	\$ 68,793					\$ -	\$ -
C12-6222	CBG MASTER PLAN		\$ -					\$ -	\$ -
C12-6228	JP PARK IMPROVEMENTS		\$ 787,000	\$ 450,012	\$ 3,923	\$ 62,543		\$ 516,477	\$ 270,523
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE					\$ 9,650		\$ 9,650	\$ (9,650)
C12-6233	TRAIL IMPROVEMENTS ALL AREAS		\$ 250,000		\$ 40,263	\$ 64,409		\$ 104,672	\$ 145,328
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$13,666	\$ 300,000	\$ 42,652	\$ 23,894	\$ 34,237		\$ 100,783	\$ 212,883
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$31,595	\$ -			\$ 1,032		\$ 1,032	\$ 30,563
C12-6250	YB PRIEST PROPERTY ACQUISITION					\$ 15,169		\$ 15,169	\$ (15,169)
C13-6256	PCWLL PUBLIC AWARENESS		\$ 4,930			\$ 4,930		\$ 4,930	\$ -
C13-6258	NATURAL AREA RESTORATIONS	\$185,859	\$ 1,000,000		\$ 22,747	\$ 1,002,265	\$ (50,950)	\$ 974,062	\$ 211,797
C14-6275	GWT		\$ 500,000					\$ -	\$ 500,000
C15-6277	WATER QUALITY	(\$857,705)	\$ 1,000,000	\$ 456,953	\$ 48,530	\$ 359,880	\$ (1,159,371)	\$ (294,008)	\$ 436,303
C17-6291	4-MILE BANE PROPERTY		\$ 27,762			\$ 27,762		\$ 27,762	\$ (0)
C17-6297	CBG-DYKSTRA PROPERTY		\$ 3,404		\$ 3,404			\$ 3,404	\$ 0
C17-6299	CBG-K KIMBERLY PROPERTY	(\$1,255,237)	\$ 985,850			\$ 3,492	\$ (372,879)	\$ (369,387)	\$ 100,000
C18-6302	WETLAND BANKING				\$ 7,600	\$ 2,000		\$ 9,600	\$ (9,600)
C18-6312	MISCELLANEOUS LAND	(\$5,400)	\$ 17,785		\$ 4,785	\$ 7,600	\$ -	\$ 12,385	\$ -
C19-6324	4-MILE GREENWAY RESTORATION	(\$6,652)	\$ 17,652			\$ 11,000		\$ 11,000	\$ -
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$99,779	\$ 500,000		\$ 520,299	\$ 286,052	\$ (113,175)	\$ 693,176	\$ (93,397)
C19-6334	CBG LANE PROPERTY	\$28,258				\$ 19,548		\$ 19,548	\$ 8,710
C20-6343	4-MILE/SLEEPY HOLLOW	(\$2,919)	\$ 4,602,500	\$ 812,127	\$ 123,980	\$ 3,446,837		\$ 4,382,944	\$ 216,637
C20-6346	JESTER PARK CAMPGROUND IMPROVEMENTS		\$ 550,000		\$ 5,914	\$ 18,722		\$ 24,636	\$ 525,364
C20-6348	ARTIFACTS		\$ 54,710			\$ 54,710		\$ 54,710	\$ (0)
C20-6349	COPPER CREEK		\$ 150,000		\$ 55,400	\$ 28,809		\$ 84,209	\$ 65,791
C20-6352	HTT TO POLK CITY		\$ 424,000		\$ 2,252			\$ 2,252	\$ 421,748
C20-6353	SPECK PROPERTY		\$ 1,612			\$ 20,388		\$ 20,388	\$ (18,776)
C21-6354	TRAILS END MITIGATION BANKING	(\$400,205)	\$ 4,000,000	\$ 6,359,725	\$ 219,691	\$ 4,190		\$ 6,583,606	\$ (2,983,811)
C22-6355	SUSTAINABILITY	(\$5,995)	\$ 320,000			\$ 120,201		\$ 120,201	\$ 193,804
C22-6356	4-MILE/MEEK		\$ 232,884			\$ 232,684		\$ 232,684	\$ 200
C22-6357	4-MILE/LOCKARD		\$ 2,260		\$ 380	\$ 1,880		\$ 2,260	\$ -
C23-6358	CBG - BAILEY PROPERTY		\$ 435,529			\$ 465,329	\$ (91,442)	\$ 373,887	\$ 61,642
C23-6359	SKATEPARK PARKING LOT		\$ 250,000		\$ 169,597			\$ 169,597	\$ 80,403
C23-6360	SEPTICS		\$ 300,000		\$ -	\$ 61,335	\$ -	\$ 61,335	\$ 238,665
C23-6361	ALLEMAN/ZIEL		\$ 371,268		\$ 2,930	\$ 370,661		\$ 373,591	\$ (2,323)
C23-6362	CAMP DODGE/HARDING		\$ 10,464			\$ 1,300,464	\$ (1,290,000)	\$ 10,464	\$ -
C23-6363	YE-DEATON (MILDRED)		\$ 297,559			\$ 299,013		\$ 299,013	\$ (1,454)
C23-6364	BRENTON SLOUGH		\$ -			\$ 231		\$ 231	\$ (231)
C24-6365	BRANDING		\$ 175,000			\$ 34,505		\$ 34,505	\$ 140,495
C24-6366	ICON WATER TRAILS		\$ 1,500,000			\$ 1,030,514		\$ 1,030,514	\$ 469,486
C24-6367	WATER TRAILS - CONSERVATION		\$ 700,000		\$ 5,188			\$ 5,188	\$ 694,812
C24-6368	JPEC - MOLD REMEDIATION		\$ 8,779	\$ -		\$ 13,343		\$ 13,343	\$ (4,564)
C24-6369	CMO SHOP		\$ 180,000			\$ 3,024		\$ 3,024	\$ 176,976
C24-6370	JPNC TERRACE		\$ 500,000		\$ 37,400			\$ 37,400	\$ 462,600
C24-6372	DEIA INITIATIVE		\$ 25,000			\$ 7,500		\$ 7,500	\$ 17,500
C24-6373	PUBLIC ART		\$ 40,000			\$ 2,367		\$ 2,367	\$ 37,633
C22-9999	MINOR BOND IMPROVEMENTS		\$ 500,000			\$ 725,145	\$ (2,000)	\$ 723,145	\$ (223,145)
	JPEC ROOF REPLACEMENT		\$ 180,000					\$ -	\$ 180,000
	FUEL TANK REPLACEMENT		\$ 74,000					\$ -	\$ 74,000
	YB OAK VIEW POND PIERS		\$ 25,000					\$ -	\$ 25,000
	SOFT TRAIL UPGRADES		\$ 100,000					\$ -	\$ 100,000
C22-9998	INTEREST INCOME		\$ -				\$ (1,010,155)	\$ (1,010,155)	\$ 1,010,155
	BROADWAY TO NEAL SMITH TRAIL		\$ -					\$ -	\$ -
	TM PLAYGROUND RENOVATIONS		\$ 400,000					\$ -	\$ 400,000
	TECHNOLOGY		\$ 10,000					\$ -	\$ 10,000
	RETENTION FEE (5%)		\$ 366,126					\$ -	\$ 366,126
	TAXABLE PORTION OF BOND		\$ 3,000,000					\$ -	\$ 3,000,000
LAND ACQ	LAND ACQUISITIONS		\$ 379,873					\$ -	\$ 379,873
		(\$2,307,005)	\$ 25,692,995	\$ 8,121,469	\$ 1,298,176	\$ 10,153,426	\$ (4,083,867)	\$ 15,489,204	\$ 7,896,786

October 11, 2023
Jester Park Nature Center
12130 NW 128th St Granger, IA 50109
5:30 PM – PCC Board Meeting

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in person for regular session Wednesday, October 11, 2023. The meeting was called to order at 5:30 p.m.

#23-1001 **Roll Call**
Members Present: **Lewis, Altringer, Mollenhauer (Arrived 5:50 PM), Cataldo, Crane**
Members Absent:

#23-1002 **Public Comments**

#23-1003 **New Employee Introduction**
a. **Jeremy Bassett – Park Ranger (Easter Lake)**

#23-1004 **Financial Reports/Budgeting Presentation- Deb Anderson**

#23-1005 **MOVED BY Mollenhauer to approve the September 13, 2023 meeting minutes.**
SECONDED BY Crane
Vote Yea: **Lewis, Altringer, Mollenhauer, Cataldo, Crane**
Members Absent:

CONSENT AGENDA

#23-1006 **Approving** bill list.

#23-1007 **Awarding** the contract for Vegetation and Debris Removals in the Fourmile Creek Greenway to Central Tree Pros. in a contract amount of \$76,000.00 plus a 10% contingency.

LET THE RECORD SHOW it was moved by **Lewis** to approve the consent agenda.

SECONDED BY Mollenhauer

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

Members Absent:

ACTION ITEMS

#23-1008 **Approving** the formal quote for the septic tank replacement at the Jester Park Golf Course to Septics and More Inc., for \$51,850 plus a 10% contingency.

LET THE RECORD SHOW it was moved by **Crane** to approve Action Item 23-1008.

SECONDED BY Cataldo

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

Members Absent:

#23-1009 **Approving** contract with Felsburg, Holt & Ullevig for engineering/design services for the Buttonbush wetland improvements at Chichaqua Bottoms Greenbelt in the amount of \$125,628.

LET THE RECORD SHOW it was moved by Crane to approve Action Item 23-1009.

SECONDED BY Cataldo

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

Members Absent:

#23-1010 **Approving** an Easter Lake North Shore change order for the Rowing Building sprinkler system plumbing and electrical work in an amount not to exceed \$128,930.00.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 23-1010.

SECONDED BY Crane

Vote Yea: **Altringer, Mollenhauer, Cataldo, Crane**

Vote No: **Lewis**

Members Absent:

#23-1011 **Review and approve** proposal guidelines for partnership with Sandy Creek Partners for the Trails End Mitigation Bank Phase 2 and Ziel Mitigation Bank and authorize staff to negotiate transfer of stream credits generated from the Ziel and Trails End Phase 2 mitigation banks with Sandy Creek Partners, using the attached proposal as an initial point of negotiation, with the understanding that any final negotiated agreement will require approval at a future Board meeting.

LET THE RECORD SHOW it was moved by Mollenhauer to ~~approve~~ move forward with Action Item 23-1011.

SECONDED BY Lewis

Vote Yea: **Lewis, Altringer, Mollenhauer, Cataldo**

Members Absent: **Crane (departed 6:45 PM)**

BOARD DISCUSSION

Director Remarks –

PCC was awarded a \$400,000 Trails Grant from the DOT to be applied towards the Mountain Bike Park thanks to Adam Fendrick's efforts – great job Adam!

Trestle to Trestle Trail – the City of Des Moines owns land outside of the city boundary that involves the Trestle to Trestle trail and PCC owns land that goes into the city boundary with the trail – a land swap has been proposed as a result of the expiration of the 20 year lease. PCC is willing to proceed with the land swap and will be working through the land management/mowing/snow removal implications with this land swap over the next year or two.

November PCC Board Meeting Presentations:

Two Rivers Park – Kami and Rich met with the MidAmerican committee last week and MidAmerican Energy has postponed their presentation until the November Board Meeting to facilitate meetings with PCC staff.

Adam Fendrick will be presenting the Mountain Bike Park bike trails plan.

Sustainability Committee/Blue Dot presentation – Blue Dot (sustainability consultant company hired by PCC) has created a plan to achieve PCC Sustainability goals and will be sharing this presentation at the November PCC Board Meeting.

Nature Summit – 11-16 thru 11-17-23 – Drake University – all PCC Board Members are welcome to attend – please let Rich or Kami know if you’d like to attend and PCC will make arrangements to pay for registration.

PCC Board Member Text Notification System - the GroupMe application will be used to create a text notification chain that will be used to notify PCC Board Members and PCC staff of current and upcoming events/points of interest/attendance reminders. The text will come through with a strange phone number – once you identify that it is the PCC Board Member notification text, please save the phone number in your cell phone Contacts and title the entry: “PCC Board Notifications” in the First Name field. All future texts will then appear in your caller ID as “PCC Board Notifications” when they come through.

Brenton Slough Property – INHF is currently fundraising and fostering partnerships – Rich has created a visioning document with the help of Doug Sheeley/NR staff/Jessica Lown that will be used in Grant Applications and fundraising efforts.

Deputy Director Remarks – the Jester Park Nature Center Terrace Conversion Project will be opening bids in November, to move forward with construction.

Board & Chair Remarks –

Lewis – who is sending out the Nature Summit materials to us? – Rich committed to emailing them to PCC Board Members.

Altringer – thanks to all involved PCC staff for hosting Jill and Ryan Crane on a horseback ride on the JPEC trails! Jill returned with her daughter for another great horseback ride a week later!

Lewis – thanks to Jessica Lown/Doug Sheeley for the wonderful Brenton Slough tour! It was so informative and brought into better focus the immensity of the land acquisition.

Mollenhauer – love the Staff reports! On a national level PCC’s volunteer hours are calculated at \$31.80 - a savings of around \$50,000 for last month! Love to see the corporate engagement within the Volunteering Department! Lunch ‘N’ Learn on 10-25-23 – what time is that? – Lown replied that the Lunch ‘N’ Learn events are always at noon.

MOTION: Moved by Altringer to end open session 7:04 PM.

No roll call taken.

MOTION: Moved by Altringer, to go back into open session 7:09 PM.

VOTE YEA: **Lewis, Altringer, Mollenhauer, Cataldo**
Members Absent: **Crane**

The Board returned to open session.

CLOSED SESSION
PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in closed session Wednesday, October 11, 2023 at 7:10 PM.

MOTION:

#23-1012 **MOVED BY Cataldo** 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.
SECONDED BY Mollenhauer

VOTE YEA: **Lewis, Altringer, Mollenhauer, Cataldo**
Members Absent: **Crane**

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

MOTION: Moved by Mollenhauer, Seconded by Cataldo to go back into open session.

VOTE YEA: **Lewis, Altringer, Mollenhauer, Cataldo**
Members Absent: **Crane**

The Board returned to open session.
There was no action taken during closed session.

MOTION: Moved by Altringer to adjourn.

VOTE YEA: **Lewis, Altringer, Mollenhauer, Cataldo**
Members Absent: **Crane**

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

Meeting adjourned at 7:22 PM.

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1109 Adam Fendrick Park Planner

AGENDA HEADING

Approving a Statewide TAP Grant application and committing 20% matching funds for a project to repair several trail bridges on the Chichaqua Valley Trail.

INFORMATION:

The Statewide Transportation Alternatives Set-Aside program (TAP) is administered through the Iowa DOT with \$10 million available for funding this application cycle. Projects are reviewed using several criteria, but most notably are long-term maintenance plans and the project's shovel readiness. This project meets both those key criteria. We have preliminary engineering completed on the bridges by WHKS Engineers with cost estimates. I believe we can compile a strong application for this funding.

The proposed project would make repairs or replacements to trail bridges on the Chichaqua Valley Trail. Many of the bridge abutments are rotting and causing erosion to the point of undermining the trail at the bridge abutments. The repairs would include replacing abutments, replacing bridge decking and railing, and widening all bridges to at least 12-feet wide to allow maintenance equipment to pass.

FISCAL IMPACT:

<u>PROJECT ESTIMATE:</u>	\$1,000,000
GRANT ASK (80%)	\$ 800,000 (maximum ask)
PCC Match (20%)	\$ 200,000

Funding Source: Polk County Water & Land Legacy Bond - Trails

PREVIOUS BOARD ACTION(S):

Date: NA
Roll Call: NA
Action: NA

RECOMMENDATION:

Approving a Statewide TAP Grant application and committing 20% matching funds for a project to repair several trail bridges on the Chichaqua Valley Trail and directing staff to apply for the grant.

RESOLUTION

Moved by _____ Seconded by _____ that the following resolution be adopted;

WHEREAS, The Polk County Conservation Board is interested in submitting an application for funding from the Iowa DOT Statewide Transportation Alternative Set-Aside Program TAP for trail bridge repairs on the Chichaqua Valley Trail; and,

WHEREAS, the Statewide Transportation Alternatives Set-Aside program provides funding for qualified projects; and.

WHEREAS, Polk County Conservation Board commits 20% of local matching funds towards the project; and,

NOW THEREFORE BE IT RESOLVED that the Polk County Conservation Board does hereby make application for assistance of Statewide Transportation Alternatives Set-Aside program Grant funding,

AND FURTHER CERTIFIES this resolution was officially adopted by the Polk County Conservation Board at a legal meeting held on the 8th day of November in the year 2023.

Approved this _____ day of _____, 2023.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Chair

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1110 Adam Fendrick Park Planner

AGENDA HEADING

Approving a Statewide Transportation Alternatives Set-Aside Program (TAP) grant application and committing 20% matching funds for the Great Western Trail repairs and/or jointly submitting a co-application with Warren County Conservation Board.

INFORMATION:

The Statewide Transportation Alternatives Set-Aside program (TAP) is administered through the Iowa Department of Transportation with \$10 million available for funding this application cycle. Projects are reviewed using several criteria, but most notably are long-term maintenance plans and the project's shovel readiness. This project meets both those key criteria. Currently, Snyder & Associates is preparing plans and specifications to make necessary trail repairs.

Staff has been in discussions with Warren County Conservation Board for several months on opportunities to help each other identify funding opportunities for much needed trail repairs in both our counties. This granting source might be the right opportunity to support each other and submit one application for the entire Great Western Trail repair project. The grant deadline isn't until November 27th so discussions are still taking place to work out the details of what this partnership would entail.

FISCAL IMPACT:

<u>PROJECT ESTIMATE:</u>	\$1,500,000
GRANT ASK (80%)	\$1,200,000
PCC Match (20%)	\$ 300,000 (maybe split with WCCB)

<u>Funding Source:</u>	Polk County Water & Land Legacy Bond - Trails
------------------------	---

PREVIOUS BOARD ACTION(S):

<u>Date:</u>	NA
<u>Roll Call:</u>	NA
<u>Action:</u>	NA

RECOMMENDATION:

Approving a Statewide Transportation Alternatives Set-Aside Program (TAP) grant application and committing 20% matching funds for the Great Western Trail repairs and/or jointly submitting a co-application with Warren County Conservation Board.

RESOLUTION

Moved by _____ Seconded by _____ that the following resolution be adopted;

WHEREAS, The Polk County Conservation Board is interested in submitting an application for funding from the Iowa DOT Statewide Transportation Alternative Set-Aside Program TAP for trail repairs on the Great Western Trail; and,

WHEREAS, the Statewide Transportation Alternatives Set-Aside program provides funding for qualified projects; and.

WHEREAS, Polk County Conservation Board commits 20% of local matching funds towards the project; and,

WHEREAS, Polk County Conservation supports a co-application with Warren Country Conservation Board for the project; and,

NOW THEREFORE BE IT RESOLVED that the Polk County Conservation Board does hereby make application for assistance of Statewide Transportation Alternatives Set-Aside program Grant funding,

AND FURTHER CERTIFIES this resolution was officially adopted by the Polk County Conservation Board at a legal meeting held on the 8th day of November in the year 2023.

Approved this _____ day of _____, 2023.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Chair

PART G – CHECKLIST AND CERTIFICATION

Before certifying the accuracy of this application, please review Section 5 of the program guidance to verify you have complied with all requirements for your application to be considered complete. The below is a list of minimum requirements to be submitted as part of a complete application for all TA Set-Aside programs; however, **applicants applying to a Regional TA Set-Aside program are encouraged to contact their local MPO or RPA for any additional requirements.**

- ☐ A. An **APPLICATION FORM** (in Word format) with all parts completed:
- ☐ B. A **DETAILED MAP** identifying the location of the project
- ☐ C. A **SKETCH PLAN** of the project, including cross section (construction projects only)
- ☐ D. **DIGITAL PHOTOGRAPHS** (limit to five)
- ☐ E. An **ITEMIZED BREAKDOWN** of the total project costs
- ☐ F. An **OFFICIAL ENDORSEMENT** of the project from the project sponsor
- ☐ G. A **LETTER OF SUPPORT** from the local byway organization board (if applicable)
- ☐ H. A **LETTER OF CONSENT TO SUBMIT** the application from the Iowa DOT District Engineer (if applicable)
- ☐ J. This **CERTIFICATION** (in PDF format) signed by an official authorized by the project sponsor
- ☐ K. A completed **MINORITY IMPACT STATEMENT** (in PDF format) as required by Iowa Code section 8.11

The undersigned is an official authorized to represent the applying organization. The person signing this document must have the authority to contractually bind the organization.

Certification

I certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records documenting the planning process and implementation will be maintained and submitted when requested, and the Iowa DOT is hereby granted access to inspect project sites and/or records.

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the applying organization. I understand that the attached official endorsement(s) binds the participating authority to assume responsibility for adequate maintenance of any new or improved facilities.

The award of Transportation Alternatives Set-Aside program funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement, or maintenance; or the furnishing of materials shall not involve direct or indirect interest, prohibited by Iowa Code 314.2, 362.5, or 331.342, of any state, county, or city official, elective or appointive. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of funding and authorize a complete recovery of any funds previously disbursed.

If funding assistance is approved for the project described in this application, I understand that an executed agreement between the applicant and the Iowa DOT is required before the project can be started, costs incurred, or such funding assistance authorized for use in implementing the project.

Printed Name _____ **Title** _____

Signature _____ **Date** _____

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1111 Cassandra Cook Conservation Ecologist

AGENDA HEADING:

Approving application to the United States Forest Service Landscape Scale Restoration Competitive Grant for work at Chichaqua Bottoms Greenbelt.

INFORMATION:

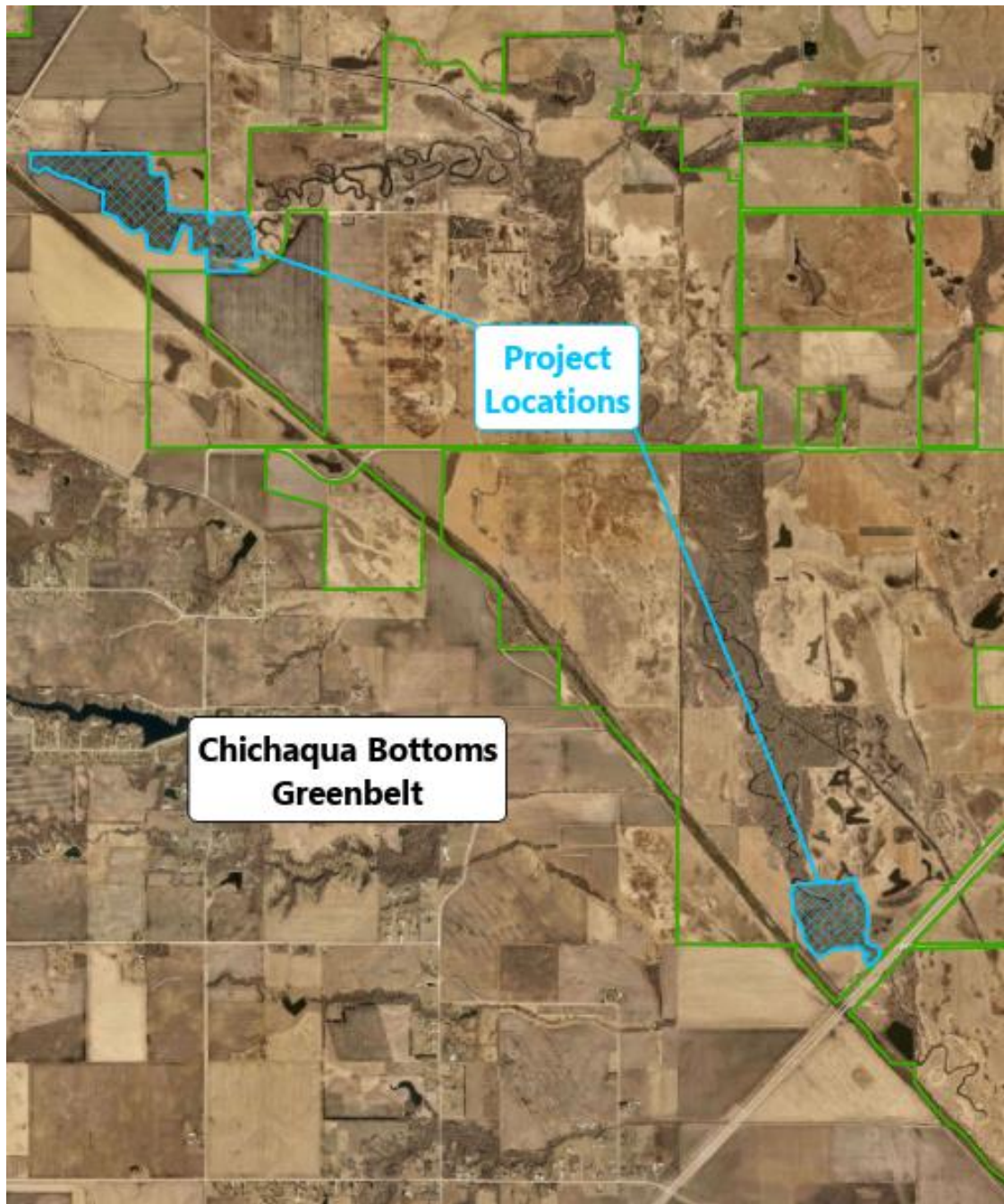
Polk County Conservation (PCC) personnel would like to apply for restoration funding from the U.S. Forest Service Landscape Scale Restoration Competitive Grant. The project being submitted for this grant consists of invasive species removal and timber stand improvement of 171 acres of former swamp white oak savanna habitat located in Chichaqua Bottoms Greenbelt (CBG) along the historic floodplain of the South Skunk River.

Restoration work will include contracting out forestry mowing of invasive species, re-sprout spraying to eliminate grow back, and performing a prescribed burn to remove any remnants of invasive species and open up the forest floor for native species to grow back. Work will also include a timber stand improvement to remove undesirable trees to open up the tree canopy to promote the regeneration of oak species by selective thinning, and preserve the existing suite of native savanna species. By restoring this habitat and maintaining its quality, PCC will provide an array of valuable habitats for the wildlife utilizing CBG and the surrounding area. The targeted project site consists of areas of oak savanna, prairie, and floodplain with the potential to benefit many different species and provide quality outdoor opportunities for the community. The grant requires a 1:1 match.

FISCAL IMPACT:

<u>Amount:</u>	Restoration	\$470,800
<u>Funding Source:</u>	Forestry Grant Ask	\$235,400
	GOF Contribution	\$5,000
	Ding Darling Institute	\$1,500
	2022 NR Bond Funds	\$228,900

RECOMMENDATION: Approving application to the United States Forest Service Landscape Scale Restoration Competitive Grant for work at Chichaqua Bottoms Greenbelt.



Project Location

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1112 Cassandra Cook Conservation Ecologist

AGENDA HEADING:

Providing staff the Iowa Department of Natural Resources Wildlife Habitat Stamp grant resolution requirement for the Miller Property restoration at Chichaqua Bottoms Greenbelt (CBG).

INFORMATION:

Polk County Conservation (PCC) personnel would like to re-apply for the Iowa DNR Wildlife Habitat Stamp (WHS) Grant to help fund the restoration of the Miller Property at CBG. This is a 25-acre parcel in the northwestern corner of CBG that was purchased in 2020 and has been in row crop production for many years. Aerial photography indicates a few wetland “signatures” on this parcel (presence prior to settlement), which demonstrates great potential for creating wetland habitat and increasing water storage capacity on the landscape.

The restoration plan for the Miller Property will be to convert it back to a wetland-prairie complex. This will provide valuable habitat for wildlife, as well as important resources for pollinators. It has the potential to have great benefits to water quality for CBG by reducing sediment and chemical runoff into nearby wetlands and drainage ditches, and increasing groundwater recharge.

PCC was unsuccessful in obtaining grant funding from the spring cycle, so has tweaked the grant proposal and will be applying for funding from the fall cycle. As part of the grant process, a “resolution...must be passed by the applicant agency at a legal meeting and must be recorded in its minutes.” The resolution has been drafted per grant specifications and has been included in the Board packet.

FISCAL IMPACT:

<u>Amount:</u>	Restoration	\$74,000
<u>Funding Source:</u>	WHS Grant (PCC ask)	\$36,000
	NR Bond	\$38,000

PREVIOUS BOARD ACTION(S):

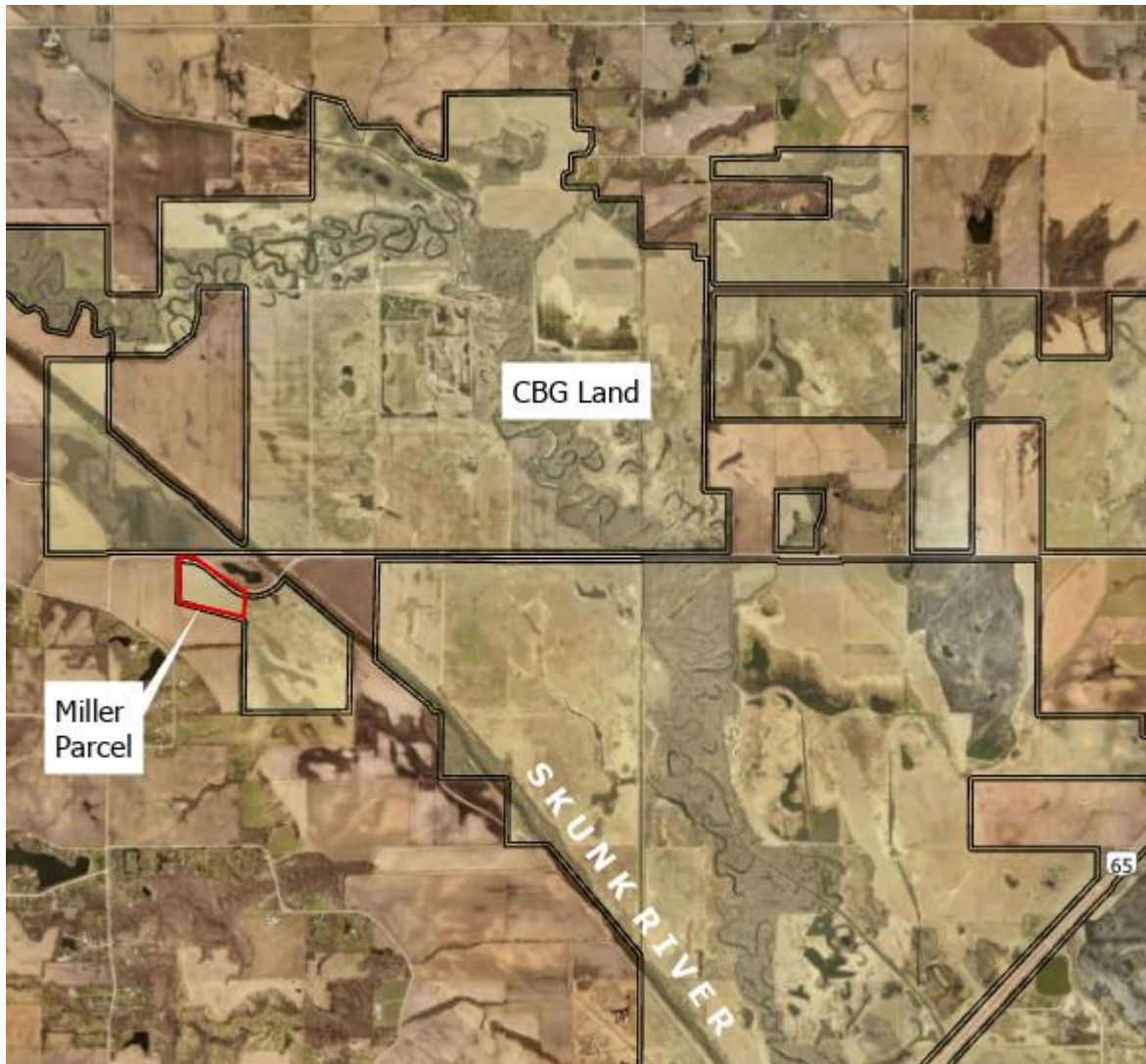
Date: April 12, 2023

Roll Call: #23-0409 **(Yea-3, Absent-2)**

Action: Directing staff to apply for the Iowa Department of Natural Resources Wildlife Habitat Stamp grant for the Miller Property restoration at Chichaqua Bottoms Greenbelt and complying with the resolution requirement.

RECOMMENDATION: Providing staff the Iowa Department of Natural Resources Wildlife Habitat Stamp grant resolution requirement for the Miller Property restoration at Chichaqua Bottoms Greenbelt (CBG).

Project Location



RESOLUTION

Moved by _____ Seconded by _____ that the following resolution be adopted;

WHEREAS, The Polk County Conservation Board is interested in restoring wildlife habitat by means of the Miller Property as an adjacency to Chichaqua Bottoms Greenbelt.

WHEREAS, Wildlife Habitat Stamp funds are an eligible funding source for this restoration.

NOW THEREFORE BE IT RESOLVED that the Polk County Conservation Board does hereby make application for assistance of Wildlife Habitat Stamp Grant funding,

AND FURTHER AGREES to abide by all covenants of Section 110.3, Code of Iowa 1981, and Chapter 23 (290), Iowa Administrative Code,

AND FURTHER CERTIFIES this resolution was officially adopted by the Polk County Conservation Board at a legal meeting held on the 8th day of November in the year 2023.

Approved this _____ day of _____, 2023.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Chair

RECOMMENDED FOR APPROVAL:

Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

KIMBERLY GRAHAM
POLK COUNTY ATTORNEY

By: _____
Assistant Polk County Attorney

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1113 Adam Fendrick Park Planner

AGENDA HEADING:

Recommending to the Polk County Board of Supervisors the approval of a temporary construction easement to the City of Des Moines, Iowa, for the construction of a recreational trail along SW 63rd St. on land known as Brown's Woods Park and directing staff to request approval from the Polk County Board of Supervisors.

INFORMATION:

The City of Des Moines is constructing a recreational trail along the east side of SW 63rd St. When the trail reaches Creston Ave., it will cross 63rd St and run along the western side of 63rd St. to utilize the bridge over the Raccoon River. The entire trail will be constructed within the existing right-of-way of 63rd St. However, ten (10) feet of temporary easement is needed during the construction for construction-related activities. It is anticipated that no substantial trees are needed to be removed to accommodate this request.

FISCAL IMPACT:

Amount: N/A

Funding Source: N/A

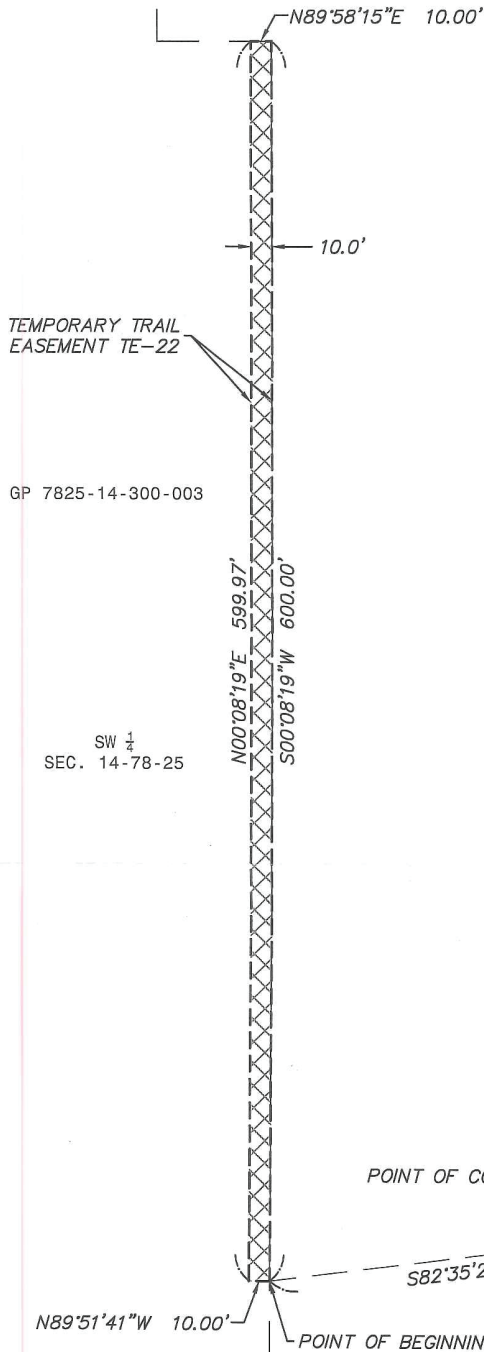
PREVIOUS BOARD ACTION(S):

Date: NA
Roll Call: NA
Action: NA

RECOMMENDATION:

Recommending to the Polk County Board of Supervisors the approval of a temporary construction easement to the City of Des Moines, Iowa, for the construction of a recreational trail along SW 63rd St. on land known as Brown's Woods Park and directing staff to request approval from the Polk County Board of Supervisors.

SEE SHEET 1 FOR TE-22 DESCRIPTION



GP 7825-14-401-034
 LOTS 3 AND 4
 DEER RIDGE II PLAT 1
 BOOK 10227 PAGE 552
 10-22-2003

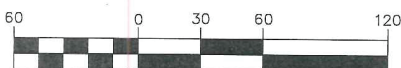
GP 7825-14-401-023
 LOTS 1,2,3, AND 4
 RIVER OAKS CENTRE
 BOOK 6431 PAGE 559
 08-12-1991

HATCH LEGEND

PERMANENT
 EASEMENT



TEMPORARY
 EASEMENT



1 inch = 60 ft.

NOTES:

- * NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS SHOWN AND NOTED.
- * NO DISTANCE SHOULD BE ASSUMED BY SCALING.
- * THIS IS NOT A PLAT OF SURVEY.
- * TE-22 CONTAINS 5,993 SQUARE FEET, MORE OR LESS.

ESS 6-26-23

HORIZ. SCALE: 1"=60'	DATE: 06/22/23
VERT. SCALE: N/A	SUBMITTAL: N/A
DWN. BY: NR	DSN. BY: CHK. BY: JF
PROJECT NO. 1433	

PC BOARD PACKET PAGE 20

2/2

SHEET ORIENTATION

TEMPORARY EASEMENT
 63RD STREET TRAIL
 DES MOINES, IA



5525 MERLE HAY ROAD
 JOHNSTON, IOWA 50131
 PHONE 515-278-2913
 www.hrgreen.com

REVISIONS			
#	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-1114 Jessica Lown Community Outreach Supervisor

AGENDA HEADING:

Approving \$75,575 (plus 10% contingency) with Red Dot Advertising and Design to provide website design and development services for Sleepy Hollow.

INFORMATION:

In preparation for the opening of Sleepy Hollow in spring 2024, Polk County Conservation needs to create a website at which prospective visitors to the re-launched park can gain vital information on hours of operation, location and direction, safety, amenities, costs, and gain an understanding of the Snowflex experience.

Red Dot Branding and Design is one of Polk County Conservation's recommended firms for marketing services which includes website development. As this firm is wrapping up its work on the branding of Sleepy Hollow, they are well-positioned to carry the brand design through to the website in collaboration with a sub-contractor who will handle the back-end development tasks. The estimate for website work includes:

- Site mapping and wire frames
- Page template creation
- Vetting the site for accessibility (WCAG standards)
- Copy and content development
- Photography and art work
- Back-end development and programming
- Account management services

It should be noted that this estimate does not include development or purchase of an e-commerce (shopping cart) application. The current plan is for Polk County Conservation to leverage an existing point-of-sale platform to which the new website will link.

The Community Outreach team will take responsibility for managing the relationship and project timeline with Red Dot Advertising and Design. The Leisure Services Manager and relevant Sleepy Hollow staff will be closely involved in decision-making related to website architecture, content, and functionality. At pivotal points throughout the process, Community Outreach will also provide updates and gain feedback from the leadership team.

Timeline for completion is March 1, 2024, in preparation for a spring opening of Sleepy Hollow. The contractor has been informed there will be a financial penalty for failure to deliver a complete site by this date. This will be included in a final contract once website mapping is complete.

FISCAL IMPACT:

Amount: \$75,575 (plus 10% contingency)
Funding Source: Polk County Water and Land Legacy Bond

PREVIOUS BOARD ACTION(S):

Date: June 14, 2023

Roll call: #23-0613 **(Yea - 3, Absent – 2)**

Action: Approving the \$159,855 agreement (plus 10% contingency) with Red Dot Advertising and Design to deliver agreed upon scope of work for marketing and branding services for Polk County Conservation's brands including Sleepy Hollow and Athene North Shore Recreation Area.

Date: May 10, 2023

Roll call number: #23-0507 **(Yea – 5)**

Action: Approve the selection of the recommended branding and marketing firms for various discipline areas identified to provide professional consulting services to Polk County Conservation for the next three years.

RECOMMENDATION:

Approving \$75,575 (plus 10% contingency) with Red Dot Advertising and Design to provide website design and development services for Sleepy Hollow and designating the Director or their designee to sign a contract upon completion of website architecture mapping.

Project Estimate

Date Issued

10.26.2023

Prepared for

Polk County Conservation

Jessica Lown

Project

Sleepy Hollow Website

Project Scope

Needs:

1. 2-3 templates totaling 25 – 35 pages
2. Event calendar
3. News/blog function
4. Include a small budget worked in for 11th hour photography.
5. Accessibility is going to be a factor in decision-making. Tell us about who you ensure the site structure and creation aligns with WCAG.
6. I want an itemized line/details on hosting and security/update fees too.

Drop dead deadline for completion is March 1. No exceptions. Polk County Conservation will include a financial penalty in this agreement for failure to do so.

Nice-tos:

Think about apps that will do things like live video feeds, plug in that give real-time weather conditions, app. that will play 360 camera tours and videos.

Interested in a UGC feature in which instagram photos feed into the site.

Red Dot Website Solutions Process

At Red Dot, we view your website as more than a digital brochure. We see it as an opportunity for your brand to connect with audiences, engage them emotionally and encourage them to take action. Our website approach uses big picture thinking and detail-oriented execution to tell your simple brand story.

We start by asking the right questions. For example, does your website inform and educate? Sell a product or service? Provide a portfolio of your work? Why do your target audiences visit? How often do they visit? What action do you want them to take? Etc. Then, we work with our clients to clearly define the objectives of the website so we can accurately measure success.

Our goal is to provide Sleepy Hollow's target audiences with an intuitive, rewarding and positive brand experience. Our thorough step-by-step process includes:



Red Dot Branding & Marketing P.O. Box 65395 • West Des Moines, IA 50265 • 515.279.0712 • info@reddotad.com

reddotad.com

1. DISCOVERY

We believe that the most successful projects start with a clear understanding of our client's objectives and business goals. That's why we set aside time at the beginning of every web project to audit the client's website for content, analyze competitors' sites to better understand the marketplace and review comparator sites to inform the vision. Throughout the Discovery phase we identify both the technical and content requirements for the project. Finally, we compile all of our insights into the web creative brief to keep our teams on track throughout the project.

Links to current web pages that highlight Sleepy Hollow:

<https://sleepyhollowevents.com/>

<https://www.polkcountyiowa.gov/conservation/parks-trails/sleepy-hollow/>

<https://www.facebook.com/shspdm/>

- Audit current sites
- Comparative analysis of other sites
- Meet with stakeholders to develop content architecture along with brand positioning
- Finalize project brief

2. STRATEGY

A well-crafted strategy is the foundation for a great user experience. Once we've framed the challenge, we start designing the solution. We will work with you to determine the overarching design vision that informs strategy, as well as specific visual design elements—because we view designing a website as designing an entire system. Sitemaps and wireframes with integrated SEO strategies serve as blueprints for site structure and page layout. These plans are initially simple (typically boxes and labels) that allow for quick and easy revisions and updates. Our goal is to develop an intuitive site navigation that focuses on your audience's point-of-view to create a site that meets their needs. The output include:

- Defining the design vision
- Develop information architecture / Site map
- Designing wireframes
- SEO strategy

3. IMPLEMENTATION — Design, content and development

Plans are put into action. The strategy serves as the backbone for the site's look and feel, as well as web development. This is where your site truly comes alive. Visual concepts that deliver on brand objectives are approved. Then, the rest of the site is designed based on the comprehensive web strategy. During the implementation stage, written and visual content is created. Once key pages are approved, the project moves into development to build out your CMS.

We recommend using WordPress for a seamless transition and flexibility it offers, including:

- No cost software – more affordable
- Publicly updated
- User-friendly



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reddotad.com

- SEO-friendly
- CMS access
- Global platform

Then, a working test site is shared with your team to review for content, functionality and design. After a few tweaks and some polish, your site is complete. Output includes:

- Craft visual design / copy
- Web development
- Polish
- Testing + Q&A

// TECHNICAL REQUIREMENTS //

- Responsive
- Contact form
- SEO-friendly
- E-commerce design for 3rd party website

4. WCAG

Alamos Basement tries to follow most of the Web Content Accessibility Guidelines for developers. WCAG is a song and dance between all the parties involved in website creation (design, web development, and client). For our part, web development, even though there are many factors based on the design and 3rd party content that could affect such page displays, we do our best to accomplish WCAG guidelines. Below are a few of the following items:

Image(s)

- All img tags must have alt attributes
- If an image or icon is used as a button or link, the image has a text alternative sufficient to describe the purpose of the button or link.

Iframes

- Frames and iframes have descriptive titles.

Use of Color (some of this depends on the design as well)

- When the color of words, backgrounds, or other content is used to convey information, also include the information in text.
- Links should always be easily identifiable through non-color means, including both default and hover states. The easiest and most conventional way to signify links is underlining.
- Required fields and fields with errors must include some non-color way to identify them.

Images

- Avoid images of text, except in cases such as logos.
- Text Size and Spacing (some of this depends on the design as well)
- Ensure that there is no loss of content or functionality when text resizes.
- Avoid using pixels for defining the height and spacing (e.g. height, line height, etc) of text boxes.



Page Titles and Focus Content

- Make sure each web page has a title tag that is descriptive, informative, and unique.
- Create a logical tab order through links, form controls, and interactive objects

Error Identification

- Programmatically indicate required fields using the required or aria-required attributes. Also, visually indicate required fields in the form's instructions or form labels. Do not indicate required fields for CSS alone.
- Make errors easy to discover, identify, and correct.
- If an input error is detected and if suggestions for correction are known, provide suggestions for fixing the submission.

Labels (Based on design as well)

- Use semantic, descriptive labels for inputs. Visually position labels in a consistent way
- that makes associating labels with form controls easy. Do not rely on placeholder text in lieu of an HTML label.
- The accessible name for a UI element must contain any visual label for the element.
- Accessible names for UI elements should match visual labels as closely as possible.
- During the build process, there are times we come across a situation where the design process or client has missed something that would cause an issue with WCAG guidelines. When those moments arise, we will work with the design team or client to see if we can work on said issue and get a compromise fix working. Or sometimes Alamos Basement will make the executive decision based on if the issue is deemed small enough to handle without design approval (for example: something like form error messages).

5. HOSTING / SECURITY

Sleepy Hollow WordPress Site will be with the hosting provider '[WP-Engine](#)'.

Alamos Basement is a Preferred Partner with WP-Engine, so we are giving high priority when it comes to needing support. Also, that means we have dedicated account team members on their side for fast contact if needed.

To start, the hosting package we probably recommend based on what we usually see would be the "Professional Plan". The prices for that plan generally are listed below:

- Paid Monthly: around \$40 a month
or
- Paid Annually: around \$470 a year

This plan or add-ons could change depending on future needs.

WP-Engine provides:

- 24/7 WordPress-specific support
- SSO (Single Server Sign On) and multi-factor password authentication
- Threat blocking & WordPress security
- Activity log & advanced user permissions



- Managed WordPress & PHP updates (meaning the admin should be able to the
- WordPress, Plugin, and PHP updating through the hosting provider)
- Daily & on-demand backups
- Advanced network CDN (Cloud Deliver Network) - which itself provides its own level of
- security
- Free SSL and SSH certificates

You can add on an extra security tool - (and extra \$17 a month)

- Advanced DDoS & managed WAF (Web Application Firewall)

WP-Engine also makes it easy for developers to use local development tools that tie into their hosting environments. They allow developers to create Dev, and Staging environments for a better deployment process, that allows us to deploy code through Git repositories. That not only makes deployments easier, but it's also a nice backup for the code in case anything goes wrong. It's a standard practice in code development to use Repositories for many reasons. It also helps if other developers were to take over or if they were to join on the project down the

6. MAINTENANCE

To maintain this WordPress setup, Alamos Basement, L.L.C charges an hourly rate of \$150 an hour to do monthly maintenance to the WordPress production environments, which include keeping vulnerable plugins up to date, installing and maintaining php updates, or fixing any security threats deemed necessary by WP-Engine or plugin developers. This could range from on average to 3 to 5 hours a month, but could be more depending on what's needed.

WordPress updates very frequently, so we usually attack them on a monthly basis, unless noted by WP-Engine for major vulnerabilities.

Any enhancements, major/outstanding upgrades, or improvements to the site that are needed beyond those noted above will be scoped out and estimated accordingly, and approved by the client before any work has been started. Clients will be responsible to pay invoices within 30 days. Alamos Basement invoices monthly.

7. SUPPORT

So, you have a website, now what? Our helpful support doesn't end when the website is completed. The Red Dot team will make sure your team knows how to use the system. We provide CMS training that ensures a smooth transition from our team to yours. In addition, we offer quarterly strategy consultations to assess goals and discuss website performance.

- CMS support as needed
- Ongoing SEO as needed
- Website updates as needed



BUDGET

Proposed cost range is based on your current 25-30-page website. Development, design and content creation costs are based on 3-page types. Additionally, this includes brand strategy work in defining your brand. This estimate is somewhat loose at this point ("ball park"). Costs are typically firmed up once specific project needs and goals are clearly defined during Discovery.

Discovery \$3,375

- Web audit
- Comparator research
- Content planning meetings/creative brief

Strategy \$4,050

Site map/flow

- Wireframes
- SEO research

Implementation // Design and Content \$9,450

- Visual design for 3-page types
- Content creation – 25 pages
- Review and refinements
- Iconography
- WCAG guidelines

Implementation // Development \$52,000

- Website development
- CMS integration
- Content migration
- Custom SEO
- Testing
- Training

Photography \$3,200

- On location
- Stock Photography

Project Management \$3,500

TOTAL WEBSITE DEVELOPMENT BUDGET: \$75,575*

Final contract to be created and formalized after site goals and needs have been formally defined.

* This estimate does not include costs for developing an e-commerce system specific to rentals and/or lift tickets for the Sleepy Hollow website. Other specialty plug-ins to enable site functionality may also require additional funding based on the final scope of work.



Additional Costs invoiced through Alamos Basement:

Hosting Fees:

- o Paid Monthly: around \$40 a month
or Paid Annually: around \$470 a year

Advanced DDoS & managed WAF (Web Application Firewall) \$17/mo

Maintenance: \$150/hr

Red Dot ongoing services: \$135/hr

- o CMS support as needed
- o Ongoing SEO as needed
- o Website updates as needed
- o Additional creative development associated with additional plug-ins not currently solidified

Approval Signature

Date

Red Dot will invoice Polk County Conservation for services that take place. Polk County Conservation agrees to pay Red Dot for services rendered. All invoices are due within 30 days of invoice date. If the above terms are acceptable to Polk County Conservation and the services outlined are in accordance with your requirements, please sign the copy of this agreement in the space provided. Red Dot appreciates the opportunity to serve you. If you have any questions regarding any of the above, please contact Red Dot.



**Date**

November 8, 2023

Item No.**CONSENT****Roll Call No.****23-1115****Submitted by:****Kami Rankin****Deputy Director****AGENDA HEADING:**

Receive and file proposed user fee rates for Board action at the December 13, 2023 meeting. All fees will become effective on January 1, 2024.

INFORMATION:

Polk County Conservation annually reviews our various fees and charges to ensure we are covering operational costs and are within the market for facilities and program fees. Minimal user fee changes are proposed for 2024. The addition of Sleepy Hollow Sports Park does necessitate the implementation of user fees for that operation. These fees will be brought to the Board for approval in the coming months.

The proposed fee modifications and additions are:

- 1) Increase Jester Park Shelter 2 from \$50 per day to \$60 per day due to it now being electrified. This increase will make it consistent with the other powered shelters at Jester Park.
- 2) Update the verbiage that applies to environmental education fees for organized youth groups to now read: *Polk County Conservation offers a variety of programs for organized youth groups. Each program is \$25 and each program fee will be charged when scheduled. Number of programs charged depends on number of attendees. (Scout and 4-H programs are free but must have a minimum of 10 participating youth).*

FISCAL IMPACT:

Amount: N/A

Funding Source: Revenues from customers into various operating accounts

PREVIOUS BOARD ACTION(S):

Date: March 23, 2023

Roll Call Number: 23-0307 **(4 Yea/ 1 Absent)**

Action: Approving Equestrian Center facility rental fees resulting from the installation of the overhead heaters in the indoor arena.

Date: December 14, 2022

Roll Call Number: 22-1210 **(5 Yea)**

Action: Approving the fee adjustment for the Jester Park Nature Center after-hours rental fee and the elimination of the senior discount and off-season campsite rates.

Date: December 8, 2021

Roll Call Number: 21-1209 **(4 Yea; 1 Absent)**

Action: Approving rental and fee adjustments for the Jester Park and Thomas Mitchell cabins, electric, non-electric and full hookup campsites, and Jester Park Equestrian Center, effective January 3, 2022.

RECOMMENDATION:

Receive and file proposed user fee rates for Board action at their December 13, 2023 meeting. All fees will become effective on January 1, 2024.



Date

November 8, 2023

**Item No.
Roll Call No.
Submitted by:**

**CONSENT
23-1116
Kami Rankin
Deputy Director**

AGENDA HEADING:

Approving the 2024-2025 minor bond projects.

INFORMATION:

Within each Polk County Water and Land Legacy bond letting, a specific allocation will be earmarked for minor bond projects. Within the upcoming '24-'25 letting, \$250,000 has been allocated. An application process was extended to all staff asking for project submissions under \$50,000. We received 37 applications totaling \$722,983.

The Director and Deputy Director scored the applications based on the following factors: public benefit, public safety, revenue generation, funding alternatives, and impact. In total, 15 projects were funded with minor bond dollars, and an additional 14 projects were funded with alternative funding sources. Spending will begin in the spring of 2024 and funds must be expended by the end of 2025. Staff will go through the standard quote/bid process in alignment with our procurement policy to execute these projects.

A breakdown of these projects is listed below.

Project Title	Location	Cost	Unit Submitting Project	Alternate Funding Source (if applicable)
360 camera	Various	\$1,000	Outreach	
Branded Items for public outreach	Various	\$10,200	Outreach	
High Tunnel greenhouse	Chichaqua	\$3,000	Natural Resources	
Prairie Seed Cooler	Chichaqua	\$11,000	Natural Resources	
Shallow Water Boat Motor	Yellow Banks	\$13,000	Parks/Fleet	
Shop Door Replacement	Chichaqua	\$6,500	Parks	
Construction Trailer	Various	\$17,000	Construction/Fleet	
Staining Projects	Chichaqua	\$15,500	Parks	
Claw Grapple	Jester Park	\$6,000	Parks/Fleet	
Shop Repairs	Yellow Banks	\$30,000	Parks	
Generator	Equestrian Center	\$25,000	Equestrian Center	
ADA Doors/Locks	Equestrian Center	\$32,000	Equestrian Center	

Entrance Interpretive Exhibit	Yellow Banks	\$32,000	Education	
Youth Campground Water Install	Jester Park	\$18,000	Parks	
Bouldering Wall	Jester Park	\$35,000	Education	
Soft Trail Maint. Equipment	Equestrian Center	\$4,900	Equestrian Center	Bond-soft trails
Meeting room TV	Jester Park	\$1,500	Administration	Nature Center Revenues
Soff-cut saw	Various	\$3,000	Construction	REAP
Quickie Saw	Various	\$2,500	Parks/Leisure Services	REAP
Campground Pedestals	Chichaqua	\$12,000	Parks	Bond-CBG
Campground timbers	Chichaqua	\$40,000	Parks	Bond-CBG
Vault Toilet-Area 3	Chichaqua	\$22,000	Parks	Bond-CBG
Jack Pine Trail Extension	Chichaqua	\$50,000	Various	Bond-CBG
Discovery Pond erosion control	Jester Park	\$30,000	Education	Bond-water quality
Streamscape Shade	Jester Park	\$16,938	Admin/EE	JPNC Terrace monies
Artificial Turf	Sleepy Hollow	\$24,500	Leisure Services	Current/future capital dollars
Shipping Containers	Sleepy Hollow	\$25,000	Leisure Services	Current/future capital dollars
JBL Speakers	Sleepy Hollow	\$24,995	Leisure Services	Current/future capital dollars
UTV Spray Tank	Sleepy Hollow	\$1,850	Leisure Services	Current/future oper. dollars

FISCAL IMPACT:

Amount: \$255,200

Funding Source: 2022 Polk County Water and Land Legacy Bond Referendum

PREVIOUS BOARD ACTION(S):

Date: September 14, 2022
Roll Call: 22-0907 **(Yea-5)**
Action: Approving of the 2022-2023 minor bond projects.

Date: June 11, 2021
Roll Call: 21-0611 **(Yea-1; Absent-1)**
Action: Requesting that the Polk County Board of Supervisors place a \$65.0 million Polk County Water and Land Legacy general obligation bond on the November 2,

2021 regular city and school election ballot and approving recommended ballot language.

RECOMMENDATION:

Approving the 2024-2025 minor bond projects.

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	ACTION 23-1117 Adam Fendrick Park Planner

AGENDA HEADING

Reject all Bids for the plans, specifications, form of contract documents and engineer's estimate designating the lowest responsible bidder for the construction of the Jester Park Nature Center Addition project.

INFORMATION:

MA Architecture was hired for professional design services for the addition to the Jester Park Nature Center that would convert the outdoor terrace into an office, gift shop, lactation/de-escalation room with an adult changing room. Plans and Specifications were prepared along with an estimate of \$326,000.00 and the project was competitively bid in accordance with Iowa Code.

Five (5) bids were received and publicly opened on October 26, 2023. All bids were over the engineer's estimate of \$326,000. Given that most bids were fairly close to each other, it tells us that the engineer's estimate was not an accurate depiction of true costs of this project. Thus, staff recommendation is to Reject All Bids. Staff will re-convene to evaluate the scale and needs of this project to determine a path forward.

Bid Results:

Accurate Commercial	\$488,000.00
LEJAS CORPERATION	\$566,581.00
Munro Construction Company	\$578,000.00
Edge Commercial	\$579,900.00
Concord Construction, LLC	\$658,000.00

FISCAL IMPACT:

<u>Amount:</u>	NA
<u>Funding Source:</u>	Polk County Water & Land Legacy Bond

PREVIOUS BOARD ACTION(S):

Date: June 14, 2023
Roll Call: 23-0608 **(Yea - 3, Absent - 2)**
Action: Approving \$49,600 for Architectural/Engineering services with MA Architecture, Inc. for the addition to the Jester Park Nature Center.

RECOMMENDATION:

Reject all Bids for the plans, specifications, form of contract documents and engineer's estimate designating the lowest responsible bidder for the construction of the Jester Park Nature Center Addition project.



Order Confirmation for Ad #: 0005845134

Customer: POLK COUNTY CONSERVATION
Address: 12130 NW 128TH ST
 GRANGER IA 501091200 USA
Acct. #: DES-22044001
Phone: 5153235300
Email:
Payor: POLK COUNTY CONSERVATION
Ordered By: Adam Fendrick,

OrderStart Date: 10/19/2023

Order End Date: 10/19/2023

<u>Tear Sheets</u>	<u>Affidavits</u>	<u>Blind Box</u>	<u>Promo Type</u>	<u>Materials</u>	<u>Special Pricing</u>
0	1				

<u>Order Amount</u>	<u>Tax Amount</u>	<u>Total Order Amount</u>	<u>Payment Method</u>	<u>Order Payment Amount</u>	<u>Order Amount Due</u>
\$31.31	\$0.00	\$31.31	Invoice	\$0.00	\$31.31

Ad Order Notes:

Sales Rep: tmondloch

Order Taker: AGyle

Product	# Ins	Lines	Start Date	End Date
DES-RM Des Moines Register	1	35.00	10/19/2023	10/19/2023
DES-RM Register Digital	1	35.00	10/19/2023	10/19/2023

Text of Ad: 10/13/2023

**Date**

November 8, 2023

Item No.**ACTION****Roll Call No.****23-1118****Submitted by:****Doug Sheeley****Natural Resources Manager****AGENDA HEADING:**

Requesting authorization to purchase 2,550 native ecotype container-grown trees as a sole source purchase from Iowa Native Trees and Shrubs in the amount of \$84,150 for the Trails End Mitigation Bank to be planted in November 2023.

INFORMATION:

Construction on the Trails End Mitigation Bank is nearing completion. The next steps in this project include seeding and tree planting. Per the Trails End Mitigation Bank Banking Instrument, trees are required to be installed on 12.36 acres of Enhanced Forested Wetlands and 28.68 acres of Forested Wetland Buffer in the bank. Completion of seeding and tree planting will trigger a second 15% credit release. Since we have sold out of the Forested Wetland credits from our first credit release (15% at approval of banking instrument in March 2023) it is important that we enable this second credit release as quickly as is feasible.

FISCAL IMPACT:

Amount: \$84,150

Funding Source: Polk County Water and Land Legacy Bond - Mitigation Banking

PREVIOUS BOARD ACTION(S):

None

RECOMMENDATION: Requesting authorization to purchase 2,550 native ecotype container-grown trees as a sole source purchase from Iowa Native Trees and Shrubs in the amount of \$84,150 for the Trails End Mitigation Bank to be planted in November 2023.

Iowa Native Trees LLC 2023

56645 170th St
Ames, IA 50010 US
(515) 664-8633
iowanativetrees@gmail.com

Estimate

ADDRESS
Doug Sheeley

ESTIMATE
DATE

1179
09/26/2023

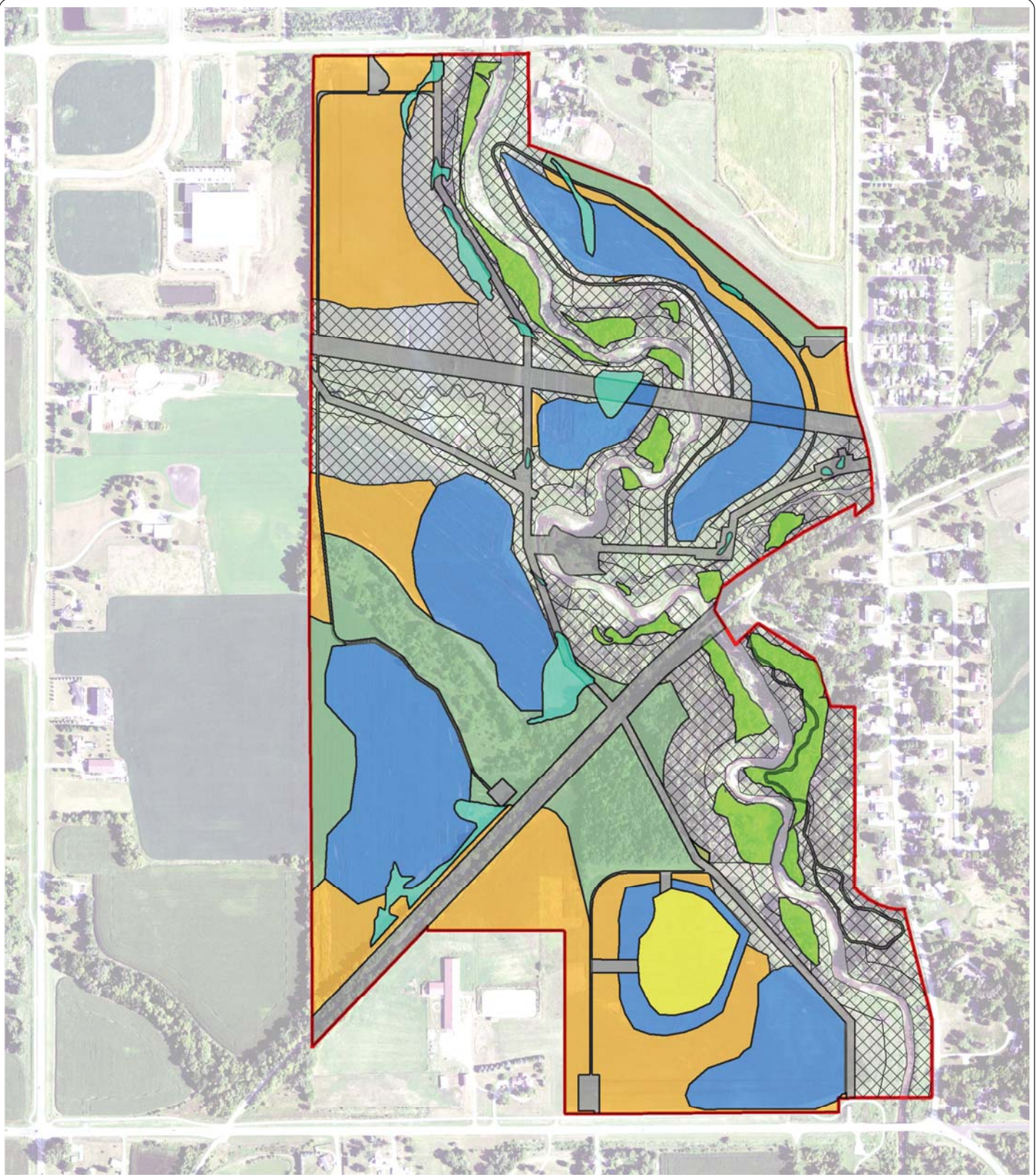
DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
		Four Mile Mitigation			
		EFW			
	Quercus bicolor	Swamp white oak	150	33.00	4,950.00
	Quercus macrocarpa	Bur oak	150	33.00	4,950.00
	Platinus occidentalis	American sycamore	150	33.00	4,950.00
	Gymnocladus dioica	Kentucky coffeetree	150	33.00	4,950.00
	Aesculus glabra	Ohio Buckeye	150	33.00	4,950.00
		FB			
	Quercus bicolor	Swamp white oak	350	33.00	11,550.00
	Quercus macrocarpa	Bur oak	350	33.00	11,550.00
	Platinus occidentalis	American sycamore	350	33.00	11,550.00
	Gymnocladus dioica	Kentucky coffeetree	200	33.00	6,600.00
	Juglans nigra	Black Walnut	200	33.00	6,600.00
	Prunus serotina	Black Cherry	150	33.00	4,950.00
	Aesculus glabra	Ohio Buckeye	200	33.00	6,600.00
SUBTOTAL					84,150.00
TAX					0.00
TOTAL					\$84,150.00

Accepted By

Accepted Date

Document Path: C:\Users\jth\Desktop\Trails End Mitigation Bank\November Submittal\Restoration Base Map.mxd

Document Name: Restoration Base Map



Legend

- Enhanced Farmed Wetlands (4.528 acres)
- Enhanced Forested Wetlands (12.361 acres)
- Created Emergent Wetlands (49.985 acres)
- Forested Wetland Buffer (28.680 acres)
- Emergent Wetland Buffer (45.041 acres)
- Deep Water Habitat (5.080 acres)
- Easements and Non-Credit Generating Areas (27.136 acres)
- Trails End Mitigation Bank Phase II
- Project Boundary

PCC BOARD PACKET PAGE 39



MITIGATION BANK RESTORATION PLAN

TRAILS END MITIGATION BANK BANKING INSTRUMENT

NE 62ND AVE AND NE BERWICK DR BERWICK, IOWA

0 270 540 1080
FEET

PROJECT ID. #: 22P065.00

DATE: 11/29/2022

PREPARED BY: MJH

CHECKED BY: ESM



Exhibit

9

**NOT TO EXCEED AGREEMENT FOR
TRAILS END MITIGATION BANK TREE PURCHASE
BETWEEN
POLK COUNTY CONSERVATION BOARD
AND
IOWA NATIVE TREES LLC**

- I. THIS AGREEMENT** is made and entered into, by and between the Polk County Conservation Board, hereinafter referred to as "PCCB," a statutory division of a municipality in Iowa organized pursuant to chapter 350 of the Iowa Code and Iowa Native Trees, LLC an Iowa corporation whose business address is 56645 170th St. Ames, Iowa 50010 hereinafter referred to as the "Contractor," and each party's designees, successors and/or assigns for the Trails End Mitigation Bank Tree Purchase as described in the estimate from the Contractor in the Agreement amount of \$84,150.00, eighty-four thousand one hundred and fifty dollars, subject to additions and deductions as provided in the Agreement Documents. It is agreed that PCCB shall serve as the lead agency on this Agreement and any issues/concerns that arise regarding this Agreement shall be submitted to PCCB for processing, communicating and correcting.
- II. DOCUMENTS.** The following documents are incorporated into this Agreement by reference: (1) Estimate provided by the Contractor, (2) any future amendments to this Agreement. In the event of a conflict, the **order of precedence** shall be: 1) amendments to this Agreement, 2) this Agreement, 3) the Estimate.
- III. LIABILITY/INDEMNIFICATION.** PCCB shall, by reason of this Agreement, be obligated to defend, hold harmless or indemnify the Contractor from any liability to third parties, from any occupational injuries, or from and against any liability, loss, damage, claim or lawsuit asserted against them or any of them arising out of or in any way connected to the Agreement. More specifically PCCB do not waive any and all provisions afforded to them under Chapter 669 and the constitution of the State of Iowa.

The contractor shall indemnify, defend and hold harmless Polk County, Iowa, its elected and appointed officials, directors, employees, volunteers, agents, their predecessors, successors and assigns from and against any and all liabilities, disputes, claims, demands, cause of actions, lawsuits, damages, judgments, losses, costs and expenses, including without limitation reasonable legal and accounting fees, asserted or recovered against the County, by reason of or resulting from any injury or damages to persons, including but not limited to any personal injury, including death; or damages to any property, including but not limited to any loss of use thereof, and economic damages claimed, caused,

arising out of or in connection with the contractor's, including contractor's employee's, agent's, representative's or subcontractor's, acts, errors, omissions, default, breach, mismanagement or negligence, in the performance of the terms, obligations or duties imposed by the terms of this Agreement or required by law. This provision shall survive the expiration or termination of this Agreement.

- IV. INSURANCE.** Before commencing any work and throughout the term of this Agreement, Contractor must have and maintain the following insurance policies: (a) workers' compensation and employers liability insurance, as and to the extent required by Applicable Law; (b) commercial general liability insurance written on an occurrence basis with a liability limits per incident and covering the activities that are the subject of this Agreement, including any related Claims; (c) automobile liability insurance covering all owned and non-owned vehicles used in performing the Services; and (d) excess liability coverage (umbrella) over and above the general liability and employers liability insurance. If applicable, builders risk insurance is also required.

If Contractor is providing professional services (such as consulting, engineering, design, appraisal, or surveying services), professional liability insurance with a liability limit of at least \$1,000,000.

The Contractor must require that any of its agents and/or subcontractors, who perform work and/or services pursuant to the provisions of this Agreement, meet the same insurance requirements as are required of the Contractor.

- V. SCOPE OF WORK.** This statement of work describes and defines the services, which are required for the purchase of trees for the Trails End Mitigation Bank. All work shall be in accordance with all applicable permits, statutes, laws, executive orders, and other governmental requirements that may apply to the work performed ("**Applicable Law**"). Construction shall not commence until the Contractor has received the Notice to Proceed from PCCB.
- VI. CHANGE ORDERS.** Only change orders which do not exceed amount authorized by the Polk County Conservation Board will be authorized or paid without further board approval.
- VII. NOT TO EXCEED.** This Agreement, approved by the PCCB on November 8th, 2023 by Roll Call No. 23-1118 shall not exceed **\$84,150.00**
- VIII. PAYMENT.** Payment will be made for periodic invoices based on the percentage of work completed and documented on a form specified by the Polk County Conservation Board. In the event of disputes, the PCCB's Natural Resource Manager

will determine the appropriate amount of payment. Authorized payments shall be issued within 30-days of receipt by PCCB excluding the five-percent retainage which shall be paid to Contractor as set forth in Section IX (Retention) below.

- IX. RETENTION.** From each periodic invoice five percent (5%) of the payment will be withheld contingent on meeting the obligations of chapter 573 of the Iowa Code regarding payment of subcontractors and satisfactory completion of the work. Said retainage shall be paid to the Contractor within 30-days of completion of all Services under this Agreement and final approval of those Services by PCCB.
- X. DURATION.** This Agreement will be effective upon signing by all parties and until the date of acceptance of the project improvements by PCCB. Subject to adjustments of the Agreement Time mutually agreed to by the parties, substantial completion by the Contractor shall be achieved by December 31st, 2023. There are liquidated damages of \$500 per day associated with this Agreement, per the ITB.
- XI. DEFAULT AND DISPUTES.** Should the Contractor default in any provision within this Agreement, PCCB or shall provide written notice to the Contractor of said default and the Contractor shall have fourteen days to respond to PCCB's concerns, including but not limited to the Contractor's method and timeline to cure said default. PCCB shall make a determination based on the Contractor's response and issue a written response either accepting or rejecting the Contractor's plan to cure. If rejected, PCCB may, in their sole discretion, terminate this Agreement. Should this occur, Contractor must cease all work immediately upon receipt of the termination notice and PCCB will pay Contractor for the Services that have been satisfactorily completed, as determined by PCCB, as of the termination date. Any disputes which cannot be resolved by informal meetings between the parties shall be brought in the Iowa District Court for Polk County located in Des Moines, Iowa.
- XII. PCCB's RIGHTS AND RESPONSIBILITIES.** If the Contractor does not satisfactorily comply with the Agreement in completing the work, PCCB may by written order stop the work or carry out the work by another method. Should this occur, Contractor must cease all work immediately upon receipt of the stop order and PCCB will pay Contractor for the Services that have been satisfactorily completed, as determined by PCCB, as of the stop order date.
- XIII. ASSIGNMENT.** This Agreement cannot be assigned. Contractor may not subcontract the Services without the prior written consent of PCCB. Contractor is responsible for (i) each subcontractor's compliance with the terms of this Agreement and (ii) for the complete performance of the Services notwithstanding the use of subcontractors or work performed by anyone else under Contractor's direction or control.

- XIV. CONTRACTOR'S RESPONSIBILITIES.** The Contractor is responsible to supervise and carry out the work and to have control over the construction means, methods, techniques, sequences and procedures. The Contractor is responsible for its employees, subcontractors and agents including but not limited to General Liability Insurance, Workmen's Compensation and any other insurance necessary for the completion of this Agreement.

The Contractor shall provide and pay for all materials, equipment, tools, utilities and transportation necessary for the project.

The Contractor warrants that the materials are of good quality and meet the standards specified in the Bid specifications. The Contractor will obtain any additional permits needed for the project and will comply with all local, State and Federal laws. The Contractor is responsible for cleanup. The Contractor will hold harmless the Board for any claims, damages or losses, including attorney's fees, as a result of the Contractor's negligence in completing the work including the work of employees, subcontractors and agents.

The Contractor will take appropriate safety precautions in completing the work and will be responsible for appropriate disposal of any hazardous materials at the site.

The Contractor is responsible for providing PCCB with certificates of insurance in compliance with the packet provided by Polk County.

- XV. NOTICES.** Except as otherwise specified, all notices, consents, approvals, requests and other communications required or permitted under this Agreement shall be given by e-mail or in writing and mailed by certified mail, return receipt requested, address as follows:

Iowa Native Trees LLC
56645 170th St
Ames, IA 50010
Attn: Zach Burhenn
iowanativetrees@gmail.com

Polk County Conservation
12130 NW 128th Street
Granger, IA 50109
Attn: Doug Sheeley
Doug.Sheeley@polkcountyiowa.gov

- XVI. EXECUTION.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute the complete Agreement. Any Notice given by a party hereunder must be signed by an authorized representative of such party. Facsimile, scanned, and digital or electronic signatures on this Agreement and any related documents (other than those to be recorded, if any) will be fully binding for all purposes under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement for the purposes herein as of their respective signature and date below.

Iowa Native Trees, LLC



Name:

11/6/2023

Date

POLK COUNTY CONSERVATION BOARD

Name:

Date

	Date	November 8, 2023
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 23-1119

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:

Roll Call:

Action:

RECOMMEDATION:

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