



BOARD MEETING

October 9, 2024
Jester Park Nature Center
12130 NW 128th St, Granger, IA 50109
5:30 PM

PCC BOARD MEETING AGENDA

- 1) Roll Call**
- 2) Public Comments**
- 3) Public Hearing – Intent to Award Contract for Thomas Mitchell Septic System Project**
- 4) New Employee Introduction**
 - a. Curtis Kentner – Barn Supervisor**
 - b. Shannon Killam – Equestrian Operations Coordinator**
 - c. Elizabeth (Liz) Peitzman – Equestrian Center Manager**
 - d. William (Bill) Thomas – Natural Resources Technician**
- 5) Financial Reports (pg 3)**
- 6) Policy & Procedure Discussion Topic – Encroachment Issues & Engaging Neighbors**
- 7) Action on the Minutes of the Previous Meeting(s) (pg 6)**

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** pricing structure for Sleepy Hollow ski and snowboard tuning services. (pg 10)
- 10) Approving** grant submission to the Iowa Department of Natural Resources (DNR) for funding through the Water Recreation Access Program for the design and construction of a water trails access on the South Skunk River, with a \$25,000 match from Polk County Conservation. (pg 11)

ACTION ITEMS

- 11) Approving** revisions to the Permanent Access Easement to the WRA (Water Reclamation Authority) and Electrical Easement to MidAmerican Energy Company on land known as the Gay Lea Wilson Trail. (pg 13)
- 12) Recommending** to the Polk County Board of Supervisors to transfer ownership of two parcels of property to the City of Bondurant on land known as the Chichaqua Valley Trail via Quit Claim Deed. (pg 28)
- 13) Approving** Sleepy Hollow capital campaign management & execution services with Funding Solutions, Inc., from October 2024 – April 2026 in an amount of \$171,000 with a 10% contingency. (pg 34)

- 14) Awarding** of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Thomas Mitchell septic system project to Iowa Water and Waste Systems, LLC. in a contract amount of \$267,450.00 plus a 10% contingency. (pg 40) (PUBLIC HEARING AT BEGINNING OF MEETING)
- 15) Approving** changes to the Polk County Conservation Administrative Manual to incorporate Polk County's Pay Adjustment Policy as written in August of 2020. (pg 76)

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

- 16) 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. (pg 79)

ADJOURNMENT

Upcoming Events

- October 1 – ICCS New Employee School in Webster City
- October 2 – ICCS E-commerce Summit in Webster City
- October 9 – Conservation Board Meeting, 5:30 pm at Jester Park Nature Center
- October 9 – Weekly VA Adaptive Rowing Program at Athene North Shore (through Oct. 30)
- October 10 – Iowa Nature Summit Closing Reception at Jester Park Nature Center, 5-6:30 pm
- October 12 – Fall Wagon Rides begin at Jester Park Equestrian Center (Saturdays and Sundays through November)
- October 21 – Save Our Avian Resources raptor release event at Jester Park
- October 26 – To Grandmother's House We Go trail race at Brown's Woods
- November 13 – Conservation Board Meeting, 5:30 pm at Polk County Administration Building

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

2024-2025 Revenue Budget
- as of 9/30/24 (25.0% of budget year expired)

	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0212	Conservation Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Equipment	\$ 5,000	\$ -	\$ (84,987)	126.6%
6006	Environmental Ed	\$ 172,000	\$ 20,303	\$ 661,183	23.4%
6009	Natural Resources	\$ 119,000	\$ 3,157	\$ 1,178,267	25.4%
6101	Administration	\$ 10,500	\$ 13,765	\$ 885,175	27.1%
6103	Community Outreach	\$ -	\$ -	\$ 194,107	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ (8,887)	#DIV/0!
6110	Parks Advocacy Unit	\$ 740,000	\$ 213,908	\$ 1,304,512	30.9%
6118	Fleet Services	\$ 19,100	\$ 4,058	\$ 552,977	30.6%
6119	Construction/Maint.	\$ 8,000	\$ 1,000	\$ 724,905	0.0%
6124	Equestrian Center	\$ 233,817	\$ 79,089	\$ 704,411	29.9%
Sub-Total - General Fund 1		\$ 1,307,417	\$ 335,280	\$ 6,111,663	25.6%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 97,000	\$ 9,400	\$ 87,600	9.7%
6127	Miscellaneous	\$ 7,500	\$ 2,513	\$ 4,987	33.5%
6128	Cabins	\$ 140,000	\$ 37,308	\$ 102,692	26.6%
6129	Laurisden Skatepark	\$ 25,000	\$ 260	\$ 24,740	1.0%
6130	Two Rivers Park	\$ 150,000		\$ 150,000	0.0%
6131	Athene North Shore	\$ 369,313	\$ 51,040	\$ 318,273	13.8%
Sub-Total - General Fund 6		\$ 788,813	\$ 100,521	\$ 688,292	12.7%
REAP - Fund 26					
0211	Resource Enhancement	\$ 126,000	\$ 3,128	\$ 122,872	2.5%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 500,000	\$ 30,150	\$ 469,850	6.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 3,200,000	\$ 51,757	\$ 3,148,243	1.6%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 350,000	\$ 149,011	\$ 200,989	42.6%
6126	Sleepy Hollow	\$ 1,334,100	\$ 2,729	\$ 1,331,371	0.2%
Sub-Total - Enterprises Fund 286		\$ 1,684,100	\$ 151,740	\$ 1,532,360	9.0%
Grand Total - Conservation		\$ 7,606,330	\$ 672,576	\$ 12,073,280	8.8%

2024 - 2025 Expense Budget
- as of 9/30/24 (25.0% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure			\$ -	0.0%
0213	Equipment	\$ 320,000	\$ 404,987	\$ (84,987)	126.6%
6006	Environmental Ed	\$ 862,753	\$ 201,570	\$ 661,183	23.4%
6009	Natural Resources	\$ 1,579,481	\$ 401,214	\$ 1,178,267	25.4%
6101	Administration	\$ 1,214,571	\$ 329,396	\$ 885,175	27.1%
6103	Community Outreach	\$ 263,882	\$ 69,775	\$ 194,107	26.4%
6104	Conservation Grants-FEMA	\$ -	\$ 8,887	\$ (8,887)	0.0%
6110	Parks Advocacy Unit	\$ 1,888,989	\$ 584,477	\$ 1,304,512	30.9%
6118	Fleet Services	\$ 797,165	\$ 244,188	\$ 552,977	30.6%
6119	Construction/Maint.	\$ 934,409	\$ 209,504	\$ 724,905	22.4%
6124	Equestrian Center	\$ 1,005,144	\$ 300,733	\$ 704,411	29.9%
Sub-Total - General Fund 1		\$ 8,866,394	\$ 2,754,731	\$ 6,111,663	31.1%
6125	JP Lodge	\$ 56,500	\$ 8,383	\$ 48,117	14.8%
6127	Miscellaneous	\$ 29,590	\$ 6,101	\$ 23,489	20.6%
6128	JP Cabins	\$ 83,771	\$ 23,668	\$ 60,103	28.3%
6129	Laurisden Skatepark	\$ 560,553	\$ 87,617	\$ 472,936	15.6%
6130	Two Rivers Park	\$ 301,774	\$ 147,361	\$ 154,413	48.8%
6131	Athene North Shore	\$ 332,722	\$ 62,607	\$ 270,115	0.0%
Sub-Total - General Fund 6		\$1,364,910	\$335,737	\$1,029,173	24.6%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 2,148,902	\$ 545,368	\$ 1,603,534	25.4%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 17,000		\$ 17,000	0.0%
REAP - Fund 26					
0211	Resource Enhancement	\$ 132,000	\$ 95,082	\$ 36,918	72.0%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 250,000		\$ 250,000	0.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 12,796,319	\$ 5,181,244	\$ 7,615,075	40.5%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$362,000	\$ 11,124	\$350,876	3.1%
6126	Sleepy Hollow	\$2,953,149	\$ 424,785	\$2,528,364	14.4%
Sub-Total - Enterprises Fund 286		\$3,315,149	\$435,909	\$2,879,240	13.1%
Grand Total - Conservation		\$ 28,890,674	\$ 9,348,071	\$ 19,542,603	32.4%

2021 Bond PCWLL EXPENDITURES AS OF :

September 30, 2024

SUB- LEDGER	PROJECT	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	\$ -		\$ 15,300	\$ 281,513		\$ 296,813	\$ (296,813)
C12-6228	JP PARK IMPROVEMENTS	\$ 787,000	\$ 510,325	\$ 3,923	\$ 435,444		\$ 949,691	\$ (162,691)
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE		\$ 398,000	\$ 8,440	\$ 12,698		\$ 419,138	\$ (419,138)
C12-6232	YB PARK IMPROVEMENTS	\$ 63,256					\$ -	\$ 63,256
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 250,000		\$ 71,991	\$ 97,582		\$ 169,573	\$ 80,427
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$313,666	\$ 42,652	\$ 33,740	\$ 58,518		\$ 134,909	\$ 178,757
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$1,032			\$ 1,032		\$ 1,032	\$ (0)
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	\$1,221,662		\$ 22,747	\$ 1,636,674	\$ (250,950)	\$ 1,408,472	\$ (186,810)
	SOFT TRAIL UPGRADES	\$ 100,000			\$ 4,324		\$ 4,324	\$ 95,676
C14-6272	EL RAIN GARDENS				\$ 7	\$ 12,604	\$ 12,611	\$ (12,611)
C14-6275	GWT	\$ -			\$ 30		\$ 30	\$ (30)
C15-6277	WATER QUALITY	\$1,857,705	\$ 623,319	\$ 80,826	\$ 1,412,819	\$ (1,267,950)	\$ 849,014	\$ 1,008,691
C17-6291	4-MILE BANE PROPERTY	\$ 27,762			\$ 27,762		\$ 27,762	\$ (0)
C17-6297	CBG-DYKSTRA PROPERTY	\$ 3,404		\$ 3,404		\$ (50,000)	\$ (46,596)	\$ 50,000
C17-6299	CBG-K KIMBERLY PROPERTY	\$835,850			\$ 3,492	\$ (422,879)	\$ (419,387)	\$ 1,255,237
C18-6312	MISCELLANEOUS LAND	\$23,185		\$ 4,785	\$ 16,236	\$ -	\$ 21,021	\$ 2,164
C19-6324	4-MILE GREENWAY RESTORATION	\$17,652			\$ 11,000		\$ 11,000	\$ 6,652
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$500,000	\$ 4,891,321	\$ 1,170,149	\$ 538,263	\$ (927,188)	\$ 5,672,545	\$ (5,172,545)
C19-6334	CBG LANE PROPERTY	\$19,548			\$ 19,548		\$ 19,548	\$ 0
C20-6343	4-MILE/SLEEPY HOLLOW	\$2,850,000	\$ 1,112,509	\$ 181,753	\$ 1,491,260		\$ 2,785,522	\$ 64,478
C20-6343	4-MILE/SLEEPY HOLLOW LAND ACQUISITION	\$1,752,500			\$ 1,752,500		\$ 1,752,500	\$ -
C20-6346	JESTER PARK CAMPGROUND IMPROVEMENTS	\$ 550,000		\$ 5,914	\$ 239,803		\$ 245,717	\$ 304,283
C20-6348	ARTIFACTS	\$ 54,710			\$ 54,710		\$ 54,710	\$ -
C20-6349	FOURMILE BIKE PARK	\$ 150,000	\$ 93,437	\$ 109,610	\$ 28,839	\$ (2,000)	\$ 229,886	\$ (79,886)
C20-6352	HTT TO POLK CITY	\$ 523,825		\$ 4,652	\$ 519,173		\$ 523,825	\$ -
C20-6353	SPECK PROPERTY	\$ 20,388			\$ 20,388		\$ 20,388	\$ 0
C21-6354	TRAILS END MITIGATION BANKING	\$4,000,000	\$ 8,357,005	\$ 256,423	\$ 6,529	\$ (3,127,701)	\$ 5,492,255	\$ (1,492,255)
C22-6355	SUSTAINABILITY	\$320,000			\$ 369,974		\$ 369,974	\$ (49,974)
C22-6356	4-MILE/MEEK	\$ 232,684			\$ 232,684		\$ 232,684	\$ (0)
C22-6357	4-MILE/LOCKARD	\$ 2,260		\$ 380	\$ 1,880		\$ 2,260	\$ -
C23-6358	CBG - BAILEY PROPERTY	\$ 435,529			\$ 465,529	\$ (91,642)	\$ 373,887	\$ 61,642
C23-6359	SKATEPARK PARKING LOT	\$ 250,000	\$ 1,339,127	\$ 302,310	\$ 11,319		\$ 1,652,757	\$ (1,402,757)
	BOS	\$ 2,100,000					\$ -	\$ 2,100,000
C23-6360	SEPTICS	\$ 300,000		\$ 6,300	\$ 171,408	\$ -	\$ 177,708	\$ 122,292
	BOS	\$ 300,000					\$ -	\$ 300,000
C23-6361	ALLEMAN/ZIEL	\$ 378,227		\$ 2,930	\$375,297		\$ 378,227	\$ 0
C23-6362	CAMP DODGE/HARDING	\$ 10,464			\$ 1,300,464	\$ (1,310,800)	\$ (10,336)	\$ 20,800
C23-6363	YE-DEATON (MILDRED)	\$ 317,172			\$ 317,172		\$ 317,172	\$ 0
C23-6364	BRENTON SLOUGH	\$ 231			\$ 231		\$ 231	\$ -
C24-6365	BRANDING	\$ 175,000			\$ 199,094		\$ 199,094	\$ (24,094)
C24-6366	ICON WATER TRAILS	\$ 1,500,000			\$ 1,249,426		\$ 1,249,426	\$ 250,574
C24-6367	WATER TRAILS - CONSERVATION	\$ -		\$ 5,188			\$ 5,188	\$ (5,188)
C24-6368	JPEC - MOLD REMEDIATION	\$ 13,343	\$ -		\$ 20,569		\$ 20,569	\$ (7,226)
C24-6369	CMO SHOP	\$ 180,000		\$ 17,628	\$ 15,081		\$ 32,709	\$ 147,291
C24-6370	JPNC TERRACE	\$ 100,000		\$ 49,600	\$ 31		\$ 49,631	\$ 50,369

2021 Bond PCWLL EXPENDITURES AS OF :

September 30, 2024

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C24-6372	DEIA INITIATIVE	\$ 25,000			\$ 7,925		\$ 7,925	\$ 17,075
C24-6373	PUBLIC ART	\$ 40,000			\$ 26,876		\$ 26,876	\$ 13,124
C24-6374	TRAILS END MITIGATION BANKING II	\$ -		\$ 34,737	\$ 14,304	\$ (49,042)	\$ (1)	\$ 1
C24-6375	CAMP DODGE/KARIMI	\$ 248,190			\$ 248,190		\$ 248,190	\$ (0)
C24-6376	TECHNOLOGY	\$ 10,000			\$ 6,470		\$ 6,470	\$ 3,530
C24-6379	EASTER LAKE SOUTH SHORE	\$ -	\$ 303,907	\$ 7,114	\$ 85,444		\$ 396,465	\$ (396,465)
C25-6382	CBG PLAYSCAPE	\$ -			\$ 180	\$ (10,000)	\$ (9,820)	\$ 9,820
C24-6383	CBG- LEHS PROPERTY	\$ -		\$ 805	\$ 1,601,490		\$ 1,602,295	\$ (1,602,295)
C22-9999	MINOR BOND IMPROVEMENTS	\$ 542,225			\$ 699,656	\$ (2,000)	\$ 697,656	\$ (155,431)
	JPEC ROOF REPLACEMENT	\$ 154,995			\$ 154,995		\$ 154,995	\$ (0)
	FUEL TANK REPLACEMENT	\$ 69,055			\$ 69,055		\$ 69,055	\$ 0
	YB OAK VIEW POND PIERS	\$ 25,000					\$ -	\$ 25,000
C22-9998	INTEREST INCOME	\$ (1,175,000)				\$ (1,270,031)	\$ (1,270,031)	\$ 95,031
	CBG-SKUNK RIVER BRIDGE	\$ -					\$ -	\$ -
	BROADWAY TO NEAL SMITH TRAIL	\$ -					\$ -	\$ -
	TM PLAYGROUND RENOVATIONS	\$ 400,000					\$ -	\$ 400,000
	RETENTION FEE (5%)	\$ 1,250,000					\$ -	\$ 1,250,000
	TAXABLE PORTION OF BOND	\$ 3,000,000					\$ -	\$ 3,000,000
LAND ACQ	LAND ACQUISITIONS	\$ 10,915					\$ -	\$ 10,915
		\$ 27,215,896	\$ 17,671,603	\$ 2,408,247	\$ 16,336,984	\$ (8,776,079)	\$ 27,640,755	\$ (424,859)



AGENDA OUTLINE/MINUTES TEMPLATE

September 11, 2024
Four Mile Mountain Bike Park
1600 E 42nd Ct, Des Moines, IA 50317
5:30 PM

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD (ESTABLISHED 1956)

The Polk County Conservation Board met in person for regular session Wednesday, September 11, 2024. The meeting was called to order at 5:32 p.m.

- #24-0901 **Roll Call**
Members Present: **Altringer, Mollenhauer, Crane, Lewis, Feltner**
Members Absent:
- #24-0902 **Public Comments** None
- #24-0903 **Financial Reports**
- #24-0904 **Policy & Procedure Discussion Topic** None
- #24-0905 **Action on the Minutes of the Previous Meeting(s)**

MOVED BY Mollenhauer to approve the August 14, 2024 meeting minutes.

SECONDED BY Feltner

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

CONSENT AGENDA

- #24-0906 **Approving** bill list.
- #24-0907 **Approving** the replacement of the heating and cooling units at the Jester Park Lodge for a total cost not to exceed \$48,145.00 to Dayton Heating and Air Conditioning. (pg 9)
- #24-0908 **Approving** the purchase of a Utility Terrain Vehicle (UTV) to patrol Sleepy Hollow, Fourmile Creek Greenway, and the Fourmile Mountain Bike Park in an amount of \$30,731.11. (pg 15)

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

SECONDED BY Crane

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

ACTION ITEMS

- #24-0909 **Approving** the MOU (Memorandum of Understanding) between the Polk County Conservation Board and Polk City for the partnership to develop the Polk City Junction Trail between the Neal Smith and High Trestle Trails. (pg 16)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0909.

SECONDED BY Mollenhauer

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

Members Absent:

- #24-0910 **Approving** the Purchase Agreement with David Bush to purchase 1.58 acres of property near Polk City, Iowa, for an amount of \$52,930.00 plus closing costs. (pg 24)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0910.

SECONDED BY Feltner

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

Members Absent:

- #24-0911 **Approving** an amendment to the Fourmile Creek Greenway Management and Maintenance Chapter 28E Agreement with the City of Des Moines. (pg 26)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-0911.

SECONDED BY Mollenhauer

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

Members Absent:

BOARD DISCUSSION

Director Remarks –

There were questions about people attending the Iowa Water Summit...Rich sent out emails regarding events to attend that PCC is sponsoring and while the Iowa Water Summit isn't one that is sponsored, there will be PCC staff speaking at the event. Two Board Members want to go to the Iowa Water Summit – for those who wish to go please submit receipts for reimbursement to PCC for the Iowa Water Summit registrations.

Lewis asked about hosting a Bass Tournament on Easter Lake. Some of the waters in our parks are owned by PCC and include the land below the water, the water, and the land around the water (Yellow Banks Pond, Thomas Mitchell Pond). However, other bodies of water in our parks are not owned by PCC. For example, Easter Lake is a state-owned lake. PCC owns most of the land around Easter Lake but the City of Des Moines owns a chunk next to Ewing Park. Can we host and regulate a bass tournament on Easter Lake? The Easter Lake fish population is starting to build up but can it support a bass tournament without negatively impacting fishery growth? PCC will discuss with the DNR to see what it takes to set length limits on Easter Lake. We have administrative ability to impose fees and conditions for a bass tournament. 8 boats (16 participants maximum) would be approved and rules would need to be followed so a small-sized bass tournament could be facilitated. A park ranger would be on duty to assist

with enforcement and compliance.

Lewis – Iowa Bass Tournaments is looking to start a team league – 8 teams of 16 anglers each. They are currently looking for locations to host bass tournaments. There would be a \$1200 payout prize.

Mollenhauer – Who would collect the tournament fees? Could refreshments be sold?

Leopold – tournament fees would be collected by the DNR. Selling refreshments would be determined by the size of the tournament and anticipated attendance.

Annual Report is now complete (hard copy handed out) – kudos to Jessica Lown and team!

Board Remarks –

Altringer – this is the end of our summer series! Kudos to Katie for arranging logistics! Field trips have been wonderful also – thanks to staff for taking time to show us around and familiarize us with all the different amenities and features of our parks! The October Board Meeting will be at Jester Park Nature Center.

Lewis – kudos to Devon Boes for her presentation at Easter Lake! There was also a good turnout at the PCC Community Advisory Committee Meeting recently. Jessica Lown did a wonderful job hosting with a great prairie handout. Lael was a pleasure to listen to and knows so much about her work! The meeting was productive with much feedback given.

CLOSED SESSION
PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in closed session Wednesday, September 11, 2024 at 6:17 p.m.

MOTION:

#24-0912 **MOVED BY Mollenhauer to go into closed session** pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. (pg 43)
SECONDED BY Feltner.

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

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

MOTION: Moved by Crane Seconded by Feltner to go back into open session.

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

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

MOTION: Moved by Lewis to adjourn. Seconded by Feltner.

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

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

Meeting adjourned at 6:39 p.m.

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	CONSENT 24-1009 Jeff Condon Leisure Services Manager

AGENDA HEADING: Approving pricing structure for Sleepy Hollow ski and snowboard tuning services.

INFORMATION:

Sleepy Hollow is in the position to begin offering ski and snowboard tuning (maintenance) services for the public beginning this fall. Although winter operations are not yet underway, this service will provide skiers and snowboarders throughout the area with high-quality service at competitive prices. Offering these services will also act as a way to get connected with ski and snowboard enthusiasts within the area.

Services and Pricing:

- Ski and Snowboard hot wax: \$10.00
- Ski and Snowboard base and side edge sharpen and bevel: \$15.00

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Approving pricing structure for Sleepy Hollow ski and snowboard tuning services.



Date

October 9, 2024

Item No.

CONSENT

Roll Call No.

24-1010

Submitted by:

**Amanda Brown
Conservation Ecologist**

AGENDA HEADING:

Approving grant submission to the Iowa Department of Natural Resources (DNR) for funding through the Water Recreation Access Program for the design and construction of a water trails access on the South Skunk River, with a \$25,000 match from Polk County Conservation.

INFORMATION:

The Iowa Confluence Water Trails (ICON) plan identified a water trails access point along the South Skunk River within Chichaqua Bottoms Greenbelt. Proposed amenities include a carry down trail, launch point, signage, and bank stabilization. An existing gravel parking lot on site will be available for use.

Other access points exist along the South Skunk River, but none in Polk County. This leaves an 18-mile gap between the closest water access point to the north and the one to the south. Once constructed, this would create a shorter 9-mile experience for users. Because of the location within Chichaqua Bottoms Greenbelt, users will also have the opportunity to explore the amenities within this wildlife area before or after their paddling trip.

The Iowa DNR grant would help cover the cost of the final design needed, as well as the construction of the project elements. A 25% match is required and estimated project cost is \$100,000.

FISCAL IMPACT:

<u>Amount:</u>	Estimated Project Cost:	\$100,000
	Potential Funds from DNR:	\$ 75,000
	PCC Contribution (25% match):	\$ 25,000

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

PREVIOUS BOARD ACTION(S): NA

RECOMMENDATION:

Approving grant submission to the Iowa Department of Natural Resources (DNR) for funding through the Water Recreation Access Program for the design and construction of a water trails access on the South Skunk River, with a \$25,000 match from Polk County Conservation.



SITE 7 CONCEPT PLAN

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-1011 Adam Fendrick Park Planner

AGENDA HEADING:

Approving revisions to the Permanent Access Easement to the WRA (Water Reclamation Authority) and Electrical Easement to MidAmerican Energy Company on land known as the Gay Lea Wilson Trail.

INFORMATION:

On February 14, 2024 with **Roll Call 24-0213**, the Polk County Conservation Board approved the recommendation to the Polk County Board of Supervisors to approve this easement. On June 18, 2024, the Board of Supervisors approved said easement and it was recorded with the Polk County Recorder's Office on June 21, 2024 in **BK 19831 PG 351-359**

It was then communicated to Polk County Conservation that the survey information on that easement was incorrect and the manhole they are trying to request access to is approximately 50-feet further north of the original survey. A revised survey was submitted with the request for an Administrative Approval for this minor error.

The advice from legal review is that the Polk County Conservation Board may grant these easements under Administrative Approval since the original easement was approved by the Board of Supervisors.

FISCAL IMPACT:

Amount: NA

Funding Source: NA

PREVIOUS BOARD ACTION(S):

Date: February 14, 2024

Roll Call: 24-0215 (Yea – 5)

Action: Approving recommendation to the Polk County Board of Supervisors for a Permanent Access Easement to the WRA (Water Reclamation Authority) on land known as Fourmile Mountain Bike Park and the Gay Lea Wilson Trail.

RECOMMENDATION:

Approving revisions to the Permanent Access Easement to the WRA (Water Reclamation Authority) and Electrical Easement to MidAmerican Energy Company on land known as the Gay Lea Wilson Trail and directing the Board Chair to sign said agreement.

Prepared By: Jeffrey G. Baxter, 801 Grand Avenue, Suite 3700, Des Moines, IA 50309 (515) 243-4191
Return To: James P. Beck, Des Moines Metropolitan Wastewater Reclamation Authority, 3000 Vandalia Road, Des Moines, Iowa 50317

Project: 2023 WRA Flow Meter Improvements
Project Address: 6078 NE 27th Ave, Altoona, IA

Activity ID: 04-2024-004
Parcel No.: ALT-1.8

INGRESS EGRESS EASEMENT

For, and in consideration of One and No/100 Dollars (\$1.00), receipt of which is hereby acknowledged, that Polk County Conservation Board (hereinafter referred to as the "Grantor"), owner(s) of a parcel of property which contains the following described property situated in Polk County, Iowa, to wit:

A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF ALTOONA, POLK COUNTY, IOWA DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 26; THENCE SOUTH 89°57'45" EAST ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 26, A DISTANCE OF 179.92 TO THE POINT OF BEGINNING; THENCE NORTH 13°19'38" WEST, 95.79 FEET; THENCE NORTH 15°02'23" WEST, 110.56 FEET; THENCE NORTH 14°34'47" WEST, 120.12 FEET; THENCE NORTH 13°36'19" WEST, 77.15 FEET; THENCE NORTH 68°57'49" EAST, 72.63 FEET TO THE WEST LINE OF AN ACQUISITION PLAT RECORDED IN BOOK 8675, PAGE 218 OF THE POLK COUNTY RECORDER'S OFFICE; THENCE SOUTH 11°00'44" EAST ALONG SAID WEST LINE, 15.23 FEET; THENCE SOUTH 68°57'49" WEST, 56.81 FEET; THENCE SOUTH 13°36'19" EAST, 63.85 FEET; THENCE SOUTH 14°34'47" EAST, 119.94 FEET; THENCE SOUTH 15°02'23" EAST, 110.72 FEET; THENCE SOUTH 13°19'38" EAST, 99.58 FEET TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 26; THENCE NORTH 89°57'45" WEST ALONG SAID SOUTH LINE, 15.42 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.16 ACRES (6,954 S.F.).

hereby grants and conveys to the DES MOINES METROPOLITAN WASTEWATER RECLAMATION AUTHORITY, a political subdivision organized under Chapters 28E and 28F of the Iowa Code (hereinafter referred to as the "WRA"), an Easement under, over, through, and

across the property described and depicted in Exhibit “A” (hereinafter, referred to as the “Easement Area”) for the purpose of constructing, reconstructing, repairing, enlarging, maintaining, accessing, and operating a permanent ingress and egress and access, together with all necessary appurtenances thereto, both above and below ground, under, over, through and across said Easement Area.

This Easement shall be subject to the following terms and conditions:

1. **Erection of Structures and Paving Prohibited.** Grantor shall not erect any fence, gate, obstruction or structure over or within the Easement Area without obtaining the prior written consent of the WRA Director, for which consent shall not be unreasonably withheld.

2. **Plantings.** The planting of trees and shrubs is prohibited within the Easement Area.

3. **Change of Grade and Conflicting Easements Prohibited.** Grantor shall not change the grade, elevation, or contour of any part of the Easement Area without prior written consent of the WRA, which consent shall not be unreasonably withheld. Grantor shall not grant or convey easements to other individuals or entities, both above and below ground, under, over, through and across the Easement Area without obtaining the prior written consent of the WRA, which consent shall not be unreasonably withheld. The WRA shall have the right to restore any changes in grade, elevation or contour without prior written consent of the Grantor.

4. **Right of Access.** The WRA, its agents, contractors, employees and assigns shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area. This Easement allows the WRA, its agents, contractors, employees and assigns the right to enter in, upon and onto the Easement Area at any time to perform any and all activities related to or necessary for the construction, reconstruction, repair, enlargement or maintenance of the improvements within the Easement Area, including but not limited to the following activities: (1) grading and excavation; (2) hauling, transporting and storage of materials and equipment; (3) removal of any unauthorized plantings, fences, gates, obstructions or structures placed or erected within the Easement Area; (4) trimming and/or removal of trees, shrubs, and landscaping within or encroaching upon the Easement Area; (5) utility work including but not limited to relocation, placement and removal of various utility facilities such as electric poles and wires, water lines, sewer lines and natural gas facilities that are within or encroaching upon the Easement Area and (6) soil and groundwater analysis and related requirements. This right of access shall begin on the date that Grantor executes this Easement.

5. **Duty to Repair.** WRA agrees that any drain tile, drive or accessway, fence, yard, landscaping, pavement, or other improvement which may be damaged as a result of any entry made through an exercise by WRA, or its agents, employees or contractors, of its right of access shall be promptly repaired at no expense to Grantor.

6. **Easement Runs With Land.** This Easement shall be deemed to run with the land, shall benefit the WRA, or its successors and assigns, and shall be binding on Grantor and on Grantor’s successors and assigns.

7. **Warranty of Title.** Grantor does hereby covenant with the WRA that Grantor holds the Easement Area by title in fee simple; and that Grantor has good and lawful authority to convey the same; and that Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

8. **Organization and Authority.** Grantor is a governmental subdivision organized and existing under the laws of the State of Iowa. The undersigned has all requisite power and authority to enter into this Easement.

9. **Indemnification and Hold Harmless.** To the extent permitted by law, the WRA shall indemnify, defend and hold harmless Grantor, 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 Grantor and/or Polk 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 WRA'S, including WRA'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 Easement or required by law. This provision shall survive the expiration or termination of this Easement.

10. **Intention of Use of Words and Phrases.** Words and phrases used herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine, or gender neutral, according to the context.

11. **Declaration of Value Exemption.** This Easement has been acquired for public purposes. This transfer is exempt from the requirements for the filing of a Declaration of Value under Chapter 428A of the Code of Iowa.

12. **Representation.** No representations made by either the Grantor or the WRA in the negotiation of the purchase of this Easement are being relied upon unless incorporated herein in writing. This written Easement (together with any temporary easement that may have been granted contemporaneously with this Easement) constitutes the entire agreement between Grantor and the WRA, and there is no agreement to do or not to do any act or deed except as specifically provided herein and therein in case of a temporary easement.

13. **Assignment.** WRA may assign the rights granted to it pursuant to this Easement (or any portion thereof) to any other third-party whatsoever, provided, however, that the use of the Easement Area will be solely for the purposes set forth herein. Upon any such assignment the assignee shall assume the obligations hereunder for the rights assigned, and WRA, as assignor, shall be released of such obligations and responsibilities related to the rights assigned.

14. **Approval by WRA Board.** This Easement shall not be binding until it has received final approval and acceptance by the Des Moines Metropolitan Wastewater Reclamation Authority Board by Resolution, which approval and acceptance shall be noted on this Easement.

SIGNATURES APPEAR ON THE FOLLOWING PAGES

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____ 2024.

GRANTOR
Polk County Conservation Board

Signed: _____

Print Name: _____

Title: _____

DONATION (OPTIONAL)

It is the understanding of the Grantor that, although the WRA will provide compensation for the granting of this property, it is the Grantor's wish to **donate** this easement and **not** receive said compensation, and Grantor waives any and all rights to compensation.

STATE OF _____)
) SS.
COUNTY OF _____)

On this _____ day of _____, 20____, before me, the undersigned, personally appeared _____, known to me to be the identical person(s) named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.

Notary Public in and for the State of Iowa

WRA APPROVAL AND ACCEPTANCE:

Approved and accepted by Resolution No. _____ on _____, 20____ by the
Des Moines Metropolitan Wastewater Reclamation Authority Board.

_____, WRA Board Chair

APPROVED AS TO FORM:

Jeffrey G. Baxter
Attorney for the WRA

REQUESTED BY:
DES MOINES METROPOLITAN WASTEWATER
RECLAMATION AUTHORITY

PM/TECH: EDG/A ID

SHEET 2 OF 2
PN: 123.0661.01
T-R-S:79N-23W-26
DATE: 10/25/2023
PM/TECH: EDG/AJD

Prepared by and return to: Christin Erwin 515-252-6989 MIDAMERICAN ENERGY ATTN: RIGHT-OF-WAY SERVICES PO BOX 657 DES MOINES, IA 50306-0657
--

**MIDAMERICAN ENERGY COMPANY
ELECTRIC EASEMENT**

Folder No.	<u>127011</u>	State of	<u>Iowa</u>	
Work Req. No.	<u>3212728</u>	County of	<u>Polk</u>	
Project No.	<u>A1145</u>	Section	<u>26</u>	
		Township	<u>79</u>	North
		Range	<u>23</u>	West of the 5 th P.M.

This MidAmerican Energy Company Electric Easement (this "Easement") is made this ____ day of _____, 2024, by and between **Polk County Conservation Board** ("Grantor"), and **MIDAMERICAN ENERGY COMPANY**, an Iowa Corporation, its successors and assigns ("Grantee") (individually referred to at times as "Party", or collectively the "Parties").

RECITALS

WHEREAS, Grantor is the owner of the property legally described as:

A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF ALTOONA, POLK COUNTY, IOWA.

WHEREAS, Grantor desires to grant to Grantee an electric easement to be located on a portion of the Property and Grantee desires to accept the easement on the following terms and conditions.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Electric Easement.** Grantor does hereby establish, give, grant, and convey to Grantee a perpetual, non-exclusive easement under, upon, through and across the Easement Area, described on **Exhibit A** attached hereto, to construct, attach, reconstruct, operate, maintain, inspect, replace or remove electric supply line(s) for the transmission and distribution of electric energy and for communication and electrical controls, including other reasonably necessary poles, wires, conduit, duct, transformers, switching equipment, measurement and monitoring equipment, guys, guy stubs, anchors, ground rods, and further including other reasonably necessary equipment incident thereto (collectively "Facilities"), together with the right to survey the Property and the right of ingress and egress to and from same and all the rights and privileges incident and necessary to the enjoyment of this Easement. Additionally, if Grantor provides or installs duct or conduit for said Facilities, this grant

shall cover and include all Facilities installed as a part of the Easement Area

2. **Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited.** Grantor shall not construct or place any permanent or temporary buildings, pavement, hardscape, structures, fences, trees, plants or other objects on or within the Easement Area without prior written permission from Grantee indicating that said construction or placement will not result in inadequate or excessive ground cover, or otherwise interfere with the Grantee's rights to operate and maintain its Facilities, nor shall Grantor cause or permit any obstruction or material to be placed on or within the Easement Area without prior written permission from Grantee. No brush, vegetation or other flammable materials shall be deposited, placed, accumulated, or burned within the Easement Area. Subject to the rights of Grantee granted in this Easement, Grantor shall have the right to cultivate, use, and occupy the Property.
3. **Change of Grade Prohibited.** Grantor shall not change the grade, elevation or contour of any part of the Easement Area without prior written consent from Grantee, nor shall Grantor place or install any rocking, paving or other hardscape materials in the Easement Area without prior written consent from Grantee. Grantee shall have the right to restore any changes in grade, elevation or contour without prior written consent of Grantor.
4. **Violations by Grantor.** In the event Grantor, its successors, assigns, contractors, employees, or agents violates Section 2 or 3 above or otherwise commits an intentional or negligent act, which results in damage to Grantee's Facilities or the Easement Area, Grantor shall be solely responsible for all costs associated with the repair, reconstruction, replacement, and/or work to the Easement Area and Grantee's Facilities.
5. **Right of Access and Removal.** Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto. Grantee shall have the right to remove, trim, spray, or cut down any unauthorized fences, hardscape, structures, trees, shrubs, branches, saplings, brush, vegetation, or other obstructions within, upon, across, along, adjacent to and overhanging the Easement Area that may interfere with the proper construction, maintenance, operation or removal of Grantee's Facilities.
6. **Property to be Restored.** Grantee shall repair or pay for any damage which may be caused to crops, fences, or other property, real or personal of the Grantor by Grantee's construction, reconstruction, maintenance, operation, replacement or removal of Grantee's Facilities (except for damage to property placed subsequent to the granting of this easement). For any such repairs required to be made by Grantee hereunder, Grantee agrees to repair such damaged property to the approximate condition of such property existing immediately before being damaged, to the extent reasonably practicable. The cutting, recutting, trimming and removal of trees, branches, saplings, brush or other vegetation on or adjacent to the Easement Area is expected and not considered damage to the Grantor.
7. **Easement Runs with the Land.** This Easement shall be deemed perpetual and to run with the land. All provisions of this Easement, including benefits and burdens, shall run with the Property and are binding upon and inure to the heirs, assigns, successors, tenants, and personal representatives of the Parties hereto.
8. **Grantor Certification.** Grantor certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Grantor hereby agrees to defend, indemnify and hold harmless Grantee from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

9. **Severability, Choice of Law and Waiver.** Each of the provisions of this Easement shall be enforceable independently of any other provision of this easement and independent of any other claim or cause of action. In the event of any matter or dispute arising out of or related to this easement, it is agreed between the parties that the law of the jurisdiction and location where this easement is recorded (including statute of limitation provisions) will govern the interpretation, validity and effect of this easement without regard to the place of execution or place of performance thereof, or any conflicts or law provisions. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS EASEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.
10. **Dower, Homestead, and Distributive Share.** Grantor hereby relinquishes all rights of dower, homestead and distributive share in and to the Easement Area and waives all rights of exemption as to any of the Easement Area. Grantor understands that homestead property is in many cases protected from the claims of creditors and exempt from judicial sale; and that by signing this easement, Grantor voluntarily gives up any right to this protection for the Easement Area with respect to claims based upon this Easement.
11. **IRS W-9 Form.** Prior to any payments referenced herein being made, Grantor is required to submit a fully executed IRS W-9 form to Grantee. Grantor's failure to submit a fully executed IRS W-9 form shall not impact any other provisions or obligations under this Easement.
12. **Fee Simple.** Grantor warrants to Grantee that Grantor holds title to the Easement Area in fee simple and Grantor has good and lawful authority to grant the rights provided in this Easement.
13. **Headings and Captions.** The titles or captions of sections and paragraphs in this Easement are provided for convenience of reference only and shall not be considered a part hereof for purposes for interpreting or applying this Easement, and such titles or captions do not define, limit, extend, explain or describe the scope or extent of this Easement or any of its terms or conditions.
14. **Counterparts.** This Easement may be executed in two (2) or more counterparts, each of which shall be deemed an original for all purposes and all of which together shall constitute one and the same instrument. Parties may sign and deliver this Easement by facsimile, electronic, or PDF signatures, each such signature to be treated as an original.
15. **Entire Agreement.** It is mutually understood and agreed that this Easement covers all of the agreements and stipulations between the parties and that no representations or statements, oral or written, have been made modifying or changing the terms hereof.

Signature Page Follows

IN WITNESS WHEREOF, this Easement is executed as of the date first above written.

Dated this ____ day of _____, 2024

Polk County Conservation Board

Signed: _____

Printed: _____

Title: _____

ACKNOWLEDGMENT

STATE OF _____)
COUNTY OF _____) ss

This record was acknowledged before me on _____, 2024,
by _____ as _____ of
Polk County Conservation Board.

Signature of Notary Public

INDEX LEGEND

SURVEYOR'S NAME / RETURN TO:
ERIN D. GRIFFIN
SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BOULEVARD
ANKENY, IOWA 50023
515-964-2020
egriffin@snyder-associates.com
SERVICE PROVIDED BY:
SNYDER & ASSOCIATES, INC.
SURVEY LOCATED:
PT. SW1/4 - NE1/4
SEC. 26-79-23
REQUESTED BY:
DES MOINES METROPOLITAN WASTEWATER
RECLAMATION AUTHORITY

EXHIBIT A

ELECTRIC EASEMENT DESCRIPTION

A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF ALTOONA, POLK COUNTY, IOWA DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 26; THENCE SOUTH 89°57'45" EAST ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 26, A DISTANCE OF 179.23 FEET TO THE EAST RIGHT-OF-WAY LINE OF U.S. HIGHWAY 65; THENCE NORTH 20°48'33" WEST ALONG THE SAID EAST RIGHT-OF-WAY LINE, 21.77 FEET TO THE POINT OF BEGINNING; THENCE NORTH 20°48'33" WEST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 124.18 FEET; THENCE NORTH 19°20'55" WEST, 209.74 FEET; THENCE NORTH 70°35'02" EAST, 105.99 FEET TO THE WEST LINE OF AN ACQUISITION PLAT RECORDED IN BOOK 8675, PAGE 218 OF THE POLK COUNTY RECORDER'S OFFICE; THENCE SOUTH 11°00'44" EAST ALONG SAID WEST LINE, 5.21 FEET; THENCE SOUTH 70°35'02" WEST, 100.15 FEET; THENCE SOUTH 19°24'58" EAST, 304.15 FEET; THENCE SOUTH 14°04'01" EAST, 24.68 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.05 ACRES (2,053 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DATE OF SURVEY

10/24/2023

OWNER

POLK COUNTY
CONSERVATION BOARD
FOUR-MILE CREEK
GREENWAY TRAIL
11407 NW JESTER PARK DR
GRANGER, IA 50109-9675

BASIS OF BEARING

THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M. IS ASSUMED TO BEAR SOUTH 89°57'45" EAST.

LEGEND

FEATURES

Section Corner
1/2" Rebar, Cap # 19710
w/Yellow Plastic Cap
(Unless Otherwise Noted)
ROW Marker
ROW Rail
Platted Distance
Measured Bearing & Distance
Recorded As
Deed Distance
Calculated Distance
Centerline
Section Line
1/4 Section Line
1/4 1/4 Section Line
Easement Line

FOUND	SET
▲	△
●	○
■	□
⊢	⊢
P	
M	
R	
D	
C	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Erin D. Griffin 09/09/2024
Erin D. Griffin, PLS Date

License Number 19710
My License Renewal Date is December 31, 2025

Pages or sheets covered by this seal:
Sheets 1 and 2, of 2

PT. SW1/4 - NE1/4 SECTION 26-79-23

SHEET 1 OF 2

EXHIBIT A

PN: 123.0661.01

T-R-S:79N-23W-26

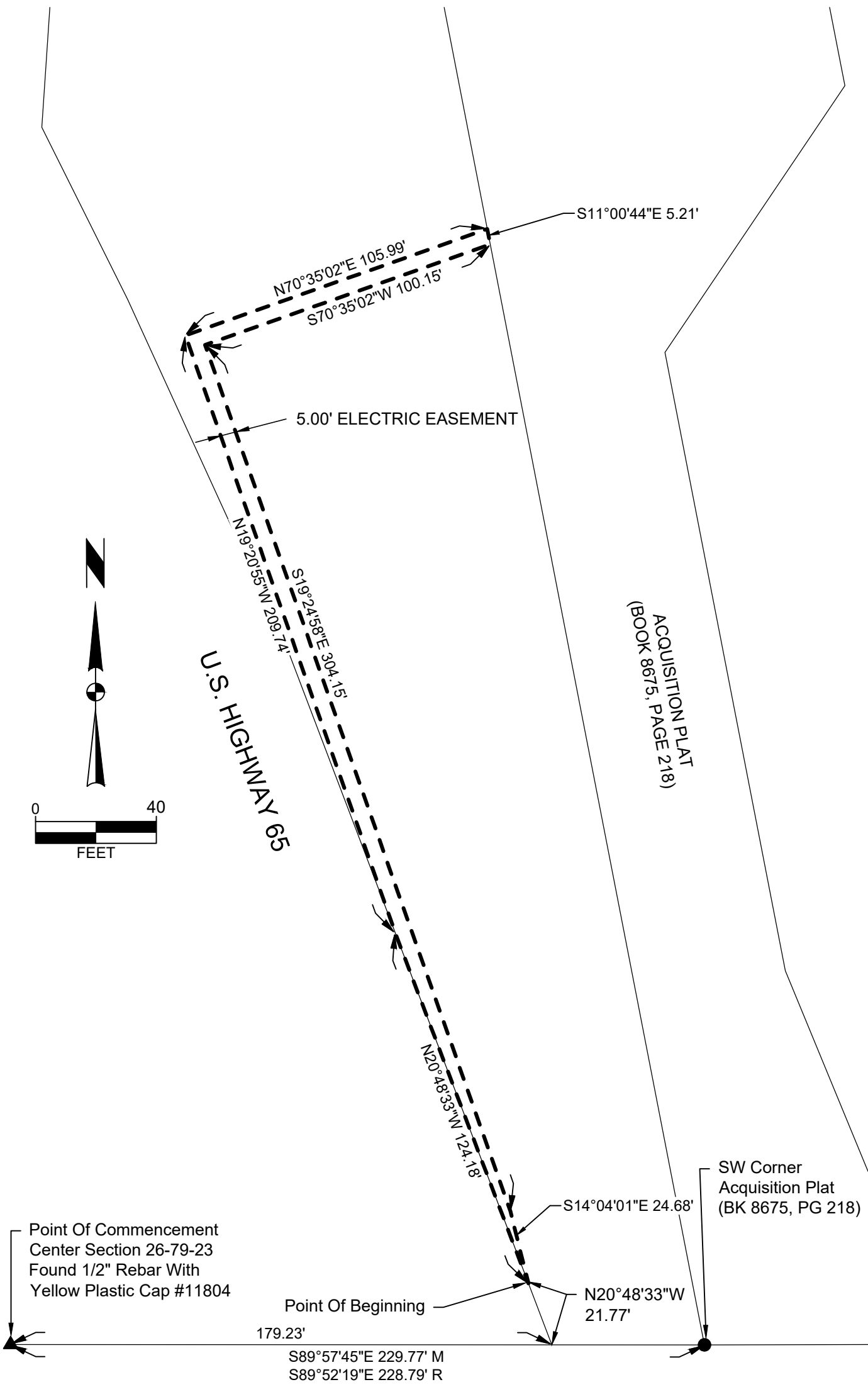


2727 S.W. SNYDER BLVD.
ANKENY, IA 50023 (515) 964-2020

DATE: 10/25/2023

PM/TECH: EDG/AJD

EXHIBIT A



PT. SW1/4 - NE1/4 SECTION 26-79-23

EXHIBIT A



2727 S.W. SNYDER BLVD.
ANKENY, IA 50023 (515) 964-2020

SHEET 2 OF 2
PN: 123.0661.01
T-R-S:79N-23W-26
DATE: 10/25/2023
PM/TECH: EDG/AJD

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-1012 Adam Fendrick Park Planner

AGENDA HEADING:

Recommending to the Polk County Board of Supervisors to transfer ownership of two parcels of property to the City of Bondurant on land known as the Chichaqua Valley Trail via Quit Claim Deed.

INFORMATION:

The City of Bondurant recently acquired the former railroad line property from Heartland Co-op on the east side of town in an effort to realign the Chichaqua Valley Trail back onto the former railroad.

The current ownership pattern of the 100-foot-wide railroad corridor is a bit strange. The City of Bondurant owns 75-feet of the corridor and Polk County Conservation owns the remaining 25-feet of the corridor (attached parcel map). This makes development and maintenance of the proposed trail convoluted. Staff feels that it would be in the best interest to deed ownership of this property to Bondurant. This keeps ownership patterns of the trail clean and simple.

Staff is comfortable transferring this property over to Bondurant because the City has great plans to develop the trail and make connections to their future civic campus as shown in attached maps.

FISCAL IMPACT:

Amount: NA

Funding Source: NA

PREVIOUS BOARD ACTION(S): NA

Date:

Roll Call:

Action:

RECOMMENDATION:

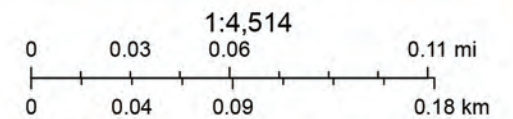
Recommending to the Polk County Board of Supervisors to transfer ownership of two parcels of property to the City of Bondurant on land known as the Chichaqua Valley Trail via Quit Claim Deed and directing staff to process this request to the Board of Supervisors.

ArcGIS Web Map

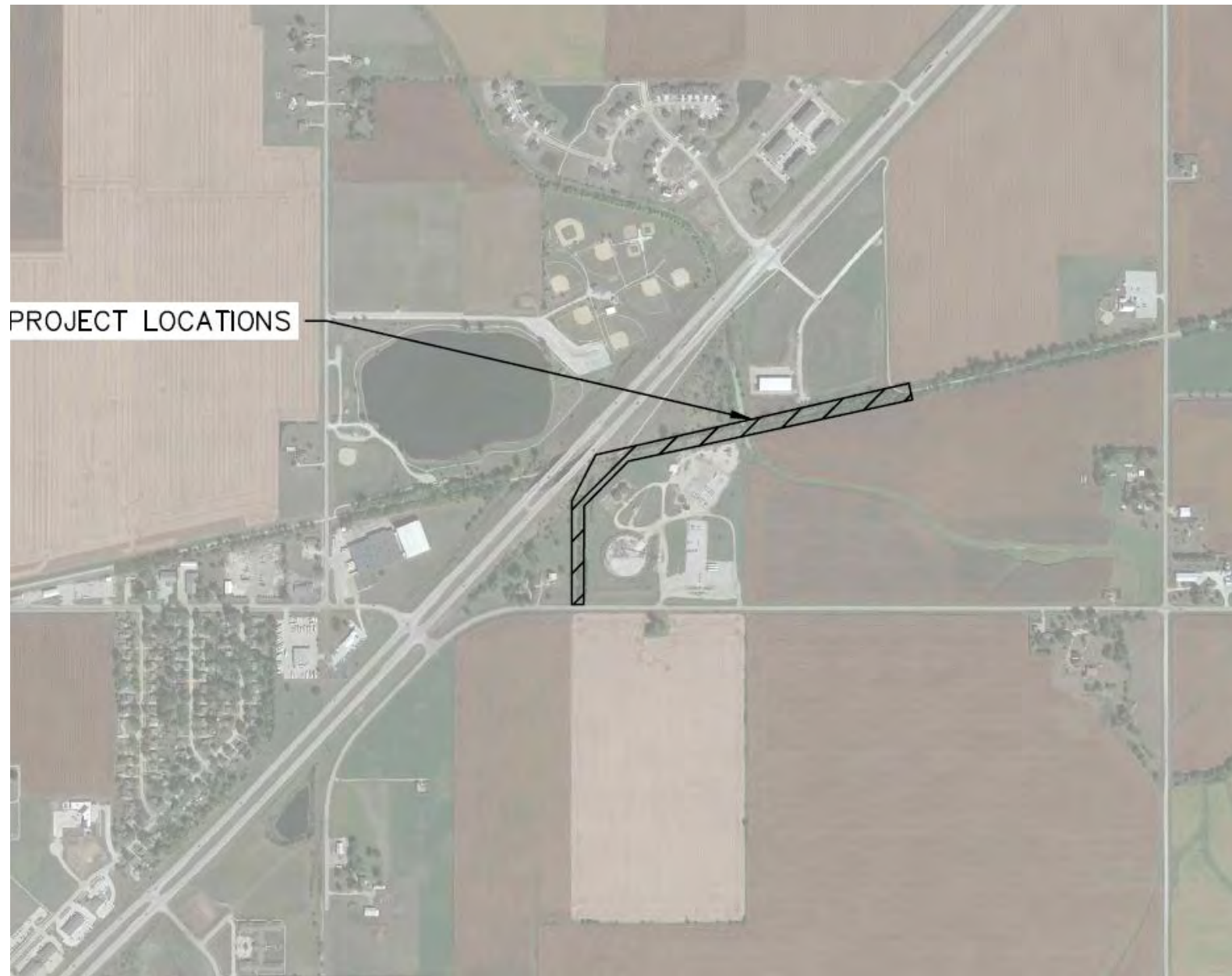


10/1/2024, 8:57:05 AM

Tax Parcels Subdivision --- Streets



Auditor's Office, Polk County, Iowa





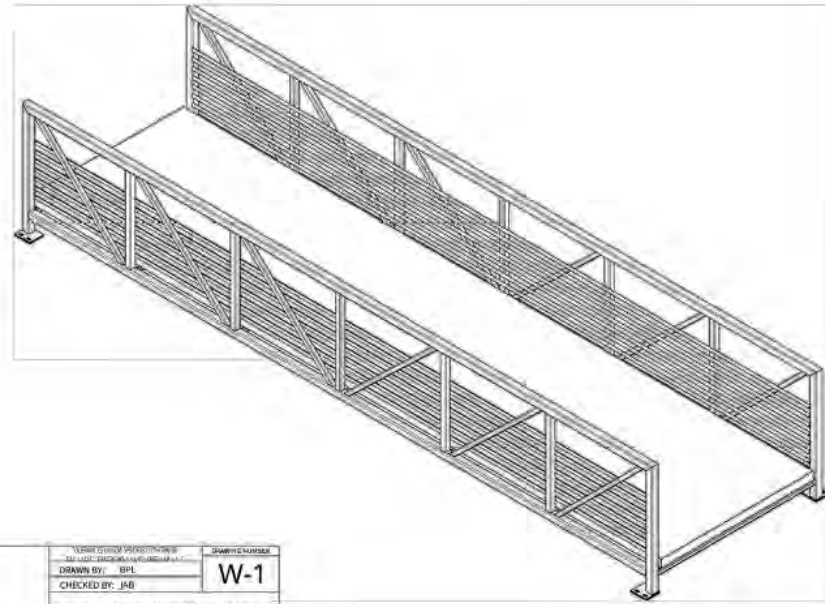
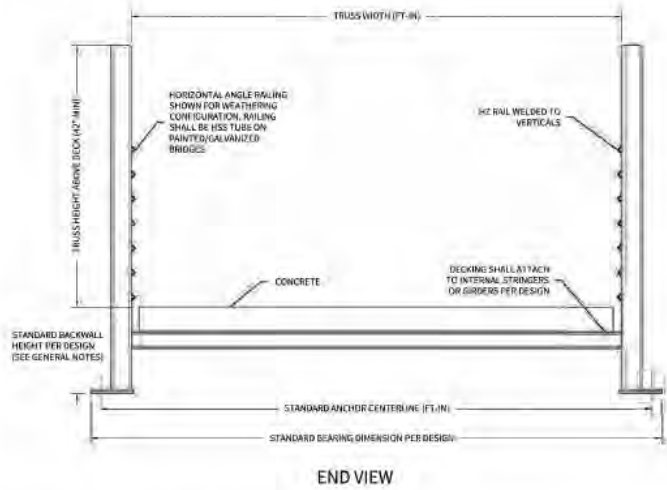
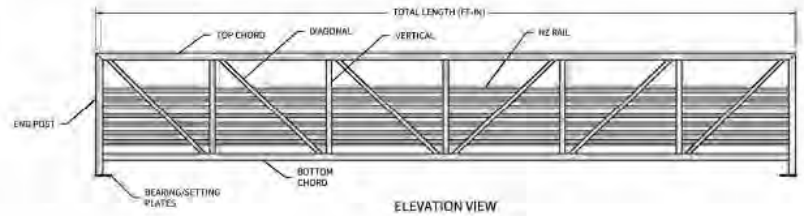


GENERAL NOTES:

1. THE PRIMARY FUNCTION OF THIS STRUCTURE IS TO CARRY PEDESTRIANS & BICYCLISTS.
2. SLIDE PLATES SHALL BE MADE FROM UHMW AND ARE GENERALLY SHIPPED LOOSE FROM BRIDGE. BRIDGE ENDS SHALL BE CONSTRUCTED AT THE SAME ELEVATION.
3. BRIDGES SHALL BE DESIGNED FOR BOLTED FIELD SPLICES LOCATED ON THE BRIDGE SO AS TO PRODUCE A STRUCTURE WHICH CAN BE ECONOMICALLY SHIPPED AND ERECTED.
4. BRIDGES SHALL HAVE VERTICAL CAMBER TO OFFSET ANY DEAD LOAD DEFLECTIONS GREATER THAN 1/4".
5. UNPAINTED WEATHERING STEEL BRIDGES WHICH ARE NOT TO BE PAINTED SHALL BE FABRICATED FROM HIGH STRENGTH, LOW ALLOY, AND ATMOSPHERIC CORROSION RESISTANT ASTM A572 SQUARE AND RECTANGULAR TUBING AND ASTM A588 PLATE AND STRUCTURAL SHAPES.
6. PAINTED STEEL BRIDGES SHALL BE FABRICATED FROM ASTM A36 OR A572 AND TUBULAR SECTIONS FROM ASTM A500 GR B OR GR C AND SHALL UTILIZE A TWO-COAT EPOXY & POLYURETHANE.
7. GALVANIZED STEEL BRIDGES SHALL BE FABRICATED FROM ASTM A36 OR A572 AND TUBULAR SECTIONS FROM ASTM A500 GR B OR GR C AND SHALL INCORPORATE WEEP HOLES FOR PROPER DRAINAGE.
8. ALUMINUM BRIDGES SHALL BE FABRICATED FROM 6063-T6 FOR ALL STRUCTURAL COMPONENTS AND MAY USE ANY 6000 SERIES ALLOY FOR NON-STRUCTURAL COMPONENTS AND DECKING.
9. SHOP WELDING SHALL CONFORM TO AWS D1.1-STEEL OR D1.2-ALUMINUM.
10. ALL ELECTRICAL AND LIGHT HARDWARE INSTALLATION AND DESIGN ARE PROVIDED BY OTHERS UNLESS OTHERWISE SPECIFIED.
11. STANDARD BACKWALL HEIGHT PER DESIGN:
 <50' BRIDGES SHALL HAVE A STANDARD BACKWALL HEIGHT OF 18"-20"
 50'-120' BRIDGES SHALL HAVE A STANDARD BACKWALL HEIGHT OF 24"
 >120' BRIDGES SHALL HAVE A STANDARD BACKWALL HEIGHT OF 30"

*SHIPPING CONFIGURATIONS SHALL VARY BASED ON DESIGN
 *THIS DRAWING IS PROPERTY OF BRIDGE BROTHERS, CREATED FOR ILLUSTRATION PURPOSES ONLY, AND MUST NOT BE USED FOR MANUFACTURING PURPOSES W/O THE EXPRESS WRITTEN CONSENT OF BRIDGE BROTHERS.

FIGURE 1: ELEVATION, END VIEW, AND ISOMETRIC VIEW



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 (612) 835-1100
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PROJECT NAME
 PROJECT LOCATION

CUSTOMER
 CUSTOMER NAME
 CUSTOMER LOCATION

FIG # N/A

Version Control Sheet DRAWN BY: BPL CHECKED BY: JRB		DRAWING NUMBER W-1
PRATT, HZ RAIL, CONCRETE DECKING		
DRAWING NOT TO SCALE		SHEET 1 OF 1

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-1013 Richard Leopold Director

AGENDA HEADING:

Approving Sleepy Hollow capital campaign management & execution services with Funding Solutions, Inc., from October 2024 – April 2026 in an amount of \$171,000 with a 10% contingency.

INFORMATION:

Following months of feasibility study work, Polk County Conservation staff is prepared to begin execution of a \$10 million dollar fundraising campaign for improvements to Sleepy Hollow. Funding Solutions, Inc., has a proven track record with Polk County Conservation successfully raising funds for the Jester Park Nature Center in 2015-16 and the Athene North Shore Recreation Area in 2022-2023. Ellen Nelson, Funding Solutions President, has an excellent knowledge of Polk County Conservation, Sleepy Hollow, and the community. Funding Solutions spearheaded our recent Feasibility Study efforts that explored the likelihood of publicly raising \$10 million dollars through a fundraising campaign.

Funding Solutions will coordinate the overall strategy and direction of the campaign, including the framework for recruitment of committee members, continued major gift cultivation, research and solicitation visits/asks from October 2024 – April 2026.

FISCAL IMPACT:

Amount: \$171,000 (plus 10% contingency)

Funding Source: Polk County Conservation Water & Land Legacy Bond

PREVIOUS BOARD ACTION(S):

Date: N/A

Roll Call:

Action:

RECOMMENDATION:

Approving Sleepy Hollow capital campaign management & execution services with Funding Solutions, Inc., from October 2024 – April 2026 in an amount of \$171,000 with a 10% contingency and authorizing the Director or their designee to sign the contract.

Polk County Conservation

Agreement and Contract

Capital Campaign Management & Execution with Polk County Conservation

Sleepy Hollow Capital Campaign

Presented to: Kami Rankin, Deputy Director

Presented by

Funding Solutions, Inc. – Ellen K. Nelson, President
7065 Brookview Drive, Urbandale, IA 50322
515.778.7907
eknelson98@aol.com

September 19, 2024

Phase One-Pre-Campaign Preparation:

Deliverables: Determine fundraising strategies based on the feasibility study, develop with staff comprehensive campaign timeline, direct lead staff and key leadership on recruitment of Capital Campaign Leadership Team for Quiet Phase of Campaign and Public Phase, work with top leaders on cultivation of Quiet Phase major donor prospects, strategies on top 50 donors, work with Polk County Conservation (PCC) staff to determine campaign materials, help prepare for and assist in leading Capital Campaign Leadership meetings. Provide guidance on Naming Opportunities. Help develop a plan with key staff and volunteer leaders to effectively solicit Capital Campaign Leadership Team. **Timeline: Beginning October 1, 2024. Some tasks will conclude in December 2024, some will continue in 2025.**

Tasks to be performed:

- Review with lead staff the feasibility study report including recommended strategies.
- Assist with implementation of Study strategies that will bring overall success to building relationships.
- Work with staff to develop a comprehensive capital campaign timeline including the planning/cultivation phase, solicitation phase for initial Quiet Phase and Public Phase of the campaign.
- Review top prospects from the feasibility study and work with key staff on a plan for cultivation.
- Attend cultivation and leadership recruitment meetings where Funding Solutions, Inc. (FSI) might be a peer and/or can be of help in dialogue that leads to securing commitments.
- Review the current *case for fundraising support* of the Sleepy Hollow Capital Campaign including ideas from previous successful campaigns feasibility study to make it stronger.
- Review of current and potential volunteer leadership to determine campaign involvement including Co-Chairs and Capital Campaign Leadership Team. Provide volunteer position descriptions and recruitment strategies. Recommendations and implementation of volunteer strategies for involvement will lead to overall capital campaign success.
- Discuss fundraising operations and involvement that Great Outdoors Foundation (GOF) staff and leadership will provide for PCC/Sleepy Hollow Campaign to help secure volunteer leadership and gifts. Review operating procedures for campaign gift receipting, acknowledgement and stewardship are in place that mirror *best practices of fundraising* and reflect well on PCC.
- Help determine with staff and volunteer leadership the top 50-100 donors and strategies for Quiet Phase and eventually Public Phase of Campaign.
- Provide a Quiet Phase Gift Chart that outlines gifts and amounts based on Quiet Phase goal of \$6 million.
- Continue to provide knowledge of other fundraising constituencies including grants, corporations/foundations, individuals, and government funding.
- Attend regular meetings with PCC staff when needed. Prepare information as it relates to the campaign.
- Work with Administrative Staff at PCC to understand the details of a database system to manage prospects for the campaign and the management as it relates to keeping the volunteer structure aware of details and information to succeed in their roles.

- Assist in the design of a plan to effectively solicit Capital Campaign Leadership Team members.
- Work with staff as needed to develop Naming Opportunities that reflect the gift chart that represents a goal of \$10 million.
- Provide recommendations to PCC staff when needed on a visibility plan that will create overall community awareness of the campaign at Sleepy Hollow.
- Review any communication pieces or branding related to the Campaign and provide recommendations.
- Assist as needed with PCC staff on dedicated events surrounding the Campaign including round tables and/or public events.

Phase Two: Campaign Management and Execution:

Deliverables: Continue to assess materials and provide guidance on development of campaign materials as needed, develop meeting agendas with staff and Campaign Co Chairs for campaign team meetings, continue to qualify top 50-100 donors, lead gift charting process with key leaders, develop and train staff and volunteer leaders on making successful fundraising asks, prepare face to face visit outlines for staff and volunteers seeing prospects, track monetary progress of Campaign with key staff and key volunteer leaders, assist and play a lead role when needed with special events, attend cultivation visits where FSI can be an asset. Collaborate with lead staff on grant writing services for prospects that are deemed as solid prospects for the project. Provide confidential prospect research as needed and in collaboration with a contractor of Funding Solutions.

Timeline, Begin Phase Two: Projected to begin January 2025 conclude end of first quarter 2026. A 30 day clean up period may be necessary running through April 2026.

Note: Solicitation phase of the Campaign projected by Funding Solutions and PCC is forecasted to run through March 2026 with pledges to be paid over a three-five-year period.

Tasks to be performed:

- Assist the Campaign Chair(s) and lead staff with developing meeting of Leadership team regular agendas. Be an integral leader at meetings of the Capital Campaign Leadership Team.
- Lead, educate and assist key staff, board members and the Capital Campaign Leadership Team on the process of Capital Campaign work and their roles.
- Continue to work monitor involvement of leadership and gift acknowledgements, pledge receipting as it pertains to attaining campaign goals and the role of GOF.
- Work with lead staff and provide some training and ongoing facilitation for the administrative support person(s) who will maintain fundraising data base, input gifts and pledges, monitor and provide reports regarding campaign gifts and pledges for Campaign Leadership Team.
- Ongoing from Phase One, work with key staff members to continue to develop appropriate campaign materials. Help determine audiences and campaign messaging for specific audiences.
- Continue to research and qualify top 50-100 lead donors with the Committee.
 - Provide a “how to make conduct a visit and securing a commitment session” to all volunteer solicitors and lead staff.

- Provide personal visit strategies and pertinent research per prospect that will lead to campaign success. “More than 90% of success in making the philanthropic ask is what you do ahead to prepare for the visit.”
- Ongoing from Phase One, collaborate and work with lead staff on research and determine possible corporations, foundations and individuals who will have an interest in the Sleepy Hollow project.
- Prepare and attend regular meetings with PCC staff to ensure communication, deadlines towards campaign success.
- Collaborate with lead staff on grant writing services for those prospects which require applications and are deemed as solid grant prospects for the project.
- Track progress of the Campaign Team’s calls with key staff, solicitations and Campaign benchmarks towards achieving the Campaign goal.
- Ongoing, assist and have a lead role when needed with any dedicated events surrounding the Campaign including round tables and/or public events.
- Attend cultivation meetings where FSI might be a peer and/or can be of help in dialogue that leads to securing commitments.

*FSI will review the elements of this agreement with PCC staff in September 2024. This agreement reflects Funding Solutions loyalty to best practice in fundraising and success in capital campaign work which includes volunteer leaders working in tandem with staff leadership on making face to face asks for the large major gifts first aka as the Quiet Phase. The necessary timeline for selection and recruitment of the Capital Campaign Leadership Team will be critical to getting the Campaign launched in important and successful ways. This period of recruitment and understanding of the project by the Campaign Committee will be important to a successful solicitation process. An initial task is to determine who will sit on the Committee and that they have the following key elements: passion for the project and the need to see it to completion, the time to help, and they are not afraid to ask for money and/or can be “coached” to successfully ask. The active solicitation phase for the campaign is **projected** to be completed in March 2026 and will rely heavily on time, diligence and collaboration between staff, volunteer leaders and campaign counsel.*

Phase Three: Campaign Clean Up and Future Recommendations:

Deliverables: Provide leadership and direction on closing out the campaign. Provide recommendations for donor stewardship and staffing after the Campaign. **Timeline, Phase Three: March to April 2026.**

Phase three **projected timeline of first quarter of 2026 will be dependent on campaign progress and achievement of monetary goals in the projected time frame.*

Tasks to be performed:

- FSI will provide leadership and direction as needed on closing out the campaign and provide recommendations through discussions with appropriate leaders for donor stewardship, staffing related to after the capital campaign.

Funding Solutions Mission

To provide fundraising consulting, project management and training services to not-for-profits as we assist them in expanding their philanthropic gifts and developing their boards and staff.

Working Principles

- To conduct ourselves in an honest and fair manner with our customers.
- To work with organizations who have appropriate staff and leadership in place to help carry out the work.
- To conduct an analysis phase before working with a not-for-profit, to more accurately outline the appropriate products and price the work fairly.
- We will not accept any form of a gift while doing a paid job.

FUNDING SOLUTIONS – FEE SCHEDULE

September 19, 2024

Three phases including campaign preparation and implementation including staff and volunteer leader driven methodology, strategies for solicitation, committee leadership, after campaign recommendations and next steps to continued fundraising.

Fee: \$9,000, per month, beginning October 1, 2024, and projected to conclude April 2026. All outlined deliverables in this Agreement to be completed.

The cost includes the expertise, time and leadership of FSI, President, Ellen Nelson, the expertise and management of three campaign sub-contractors who will each work on behalf of a successful capital campaign including two seasoned fundraising professionals and one prospect researcher.

Prospect Research will be ordered through Funding Solutions to be completed by an outside capital campaign contractor of FSI. PCC will be billed monthly for research profiles that are completed. Any other contracted services not mentioned herein depending on quantity of time and expertise may be of more expense to PCC and will be discussed prior to FSI engaging contractors outside of prospect research and the two fundraising professionals.

Mileage for routine travel related to client work in Polk County, meals and misc. related to the client work are included in the costs.

Printing of any marketing materials related to the Campaign will be incurred by PCC.

Fee Arrangements: Invoices are emailed by FSI to PCC leader, Kami Rankin, Deputy Director, Polk County Conservation and other designated staff within the first five business days of each month and are payable to FSI within 10 business days.

Either party may terminate the contract with notice of 30 working days. FSI will be paid for all completed and satisfactory work up to the point of termination.

This project proposal/contract is approved by:

Kami Rankin, Deputy Director
Polk County Conservation
12130 NW 128th Street
Granger, IA 50109

Ellen K. Nelson, President
Funding Solutions, Inc.
7065 Brookview Drive
Urbandale, IA 50322

Date _____

Date _____

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-1014 Ronald VanDenBroeke Construction Manager

AGENDA HEADING

Awarding of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Thomas Mitchell septic system project to Iowa Water and Waste Systems, LLC. in a contract amount of \$267,450.00 plus a 10% contingency.

INFORMATION:

As part of the improvement plan for Thomas Mitchell Park, an inspection and evaluation of the shower house and dump station was completed. It was found that the current system was inadequate to handle the demands of the new 6-room shower house and the load of the expanded campground. The current open sewage lagoon is an environmental hazard in a flood event and unsightly to the park guests.

The Bid Package for the construction of the septic system was advertised for two weeks on the BidNet website. The engineer's estimate was \$192,000; plus road access and concrete estimated at an additional \$100,000. Bid Opening was held on September 30, at 3 p.m. Only (1) one bid was received. That bid was from Iowa Water and Waste Systems, LLC. for \$267,450.

The timeline for bid returns was aggressive and may have deterred contractors from submitting a bid as most are booked out for the 2025 season. If awarded, the approved contractor can begin work on this project as early as the end of October and be completed by early spring 2025. This schedule fits the timelines to meet our funding, construction, and spring opening dates.

Iowa Water and Waste Systems (IWWS) is a member of the Better Business Bureau and provides municipal, residential, and commercial services for all of Iowa. IWWS provides sales, service, troubleshooting, and pumping. Their office is located in Woodward, IA. They also provide time of transfer (TOT) inspections for Iowa. IWWS gives hands-on training for both installation and service of septic systems. They are experienced in the water injection system specified by our engineer to dilute the waste and reduce the size of our drainage system.

FISCAL IMPACT:

<u>Amount:</u>	\$267,450.00	Contract Amount
	\$ 26,745.00	10% Contingency
	\$294,195.00	Total Not to Exceed

Funding Source: Polk County Board of Supervisors Decision Package Allocation

PREVIOUS BOARD ACTION(S):

Date: April 10, 2024
Roll Call: 24-0409 (Yea - 4, Absent – 1)
Approving 2024-2026 bond funds for park improvements at Thomas Mitchell Park in an amount of \$1,282,500.00.

RECOMMENDATION:

Approve Awarding of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Thomas Mitchell Septic System Project to Iowa Water and Waste Systems, LLC. in a contract amount of \$267,450.00 plus a 10% contingency and designating the Chair of their designee to sign said agreement.

**Polk County Conservation Board
Invitation to Bid
ITB 2024-007
for
Thomas Mitchell Park Septic System**

BID FORM

UNIT BIDS MUST BE TYPED OR SHOWN IN INK OR THE BID WILL BE REJECTED.

Iowa Water and Waste Systems LLC

FIRM NAME

2212 Oakwood Rd

ADDRESS

Ames
CITY

Iowa
STATE

50014
ZIP CODE

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	TOTAL PRICE
1				
2				
3				
4				
5				
6				
7				
8				
			TOTAL	<u>\$267,450</u>

I further acknowledge receipt of Addenda # 1 through # 1.15.

Name (Please Print)
Title

Nicholas G Cheney
Owner

Authorized Signature

Date

Phone

Fax


09/30/2024
515-236-9130

under penalty of perjury under the laws of the United States and the State of Iowa that I have read, understand, and accept the Bidding Certifications and other provisions contained in the Proposal Notice and the DBE Contract Provisions (if a DBE goal has been set).

Proposal of Iowa Water and Waste Systems
Name of Bidder
2212 Oakwood Rd
Street Address
Ames Iowa 50014
City State Zip Code
Federal Tax I.D. No. 87-3365153

Signatures are to be by an authorized agent. If joint venture, each shall sign.


Signature

09/30/24
Date

Signature

Date

Project No 2024-007
Page No. 1 of 2

Park/Area: Thomas Mitchell Park

Campbell Engineering & Surveying, Inc.

925 E 1st Street, Suite I, Ankeny, Iowa 50021

(515) 963-4385

brian@cesiowa.com

Brian R. Campbell, P.E., P.L.S.

Subdivisions

Site Plans

Boundary Surveys

ALTA/ACSM Surveys

As-built Surveys

Topographic Surveys

Flood Surveys

Construction Staking

On-site Wastewater Design

Marty Jacobs, P.E.

Environmental Engineer

Water Quality Bureau

Iowa Department of Natural Resources

6200 Park Avenue, Suite 200, Des Moines, IA 50321-1270

August 23, 2024

Re: Thomas Mitchell Park Campgrounds - Polk County, Iowa
Wastewater Treatment Facility Plan Submission

Dear Marty:

The following is the Wastewater Treatment Facility Plan for the Thomas Mitchell Park campgrounds in Polk County, Iowa. It outlines the proposed construction of non-discharging subsoil absorption systems to replace the current controlled discharge single-cell lagoon system, thereby eliminating discharge into impaired waterbodies and the associated monitoring requirements. The closest centralized (municipal) wastewater treatment facility is located in the city of Mitchellville, two miles away.

In summary, the proposed on-site wastewater treatment systems will provide effective subsoil absorption treatment with minimal maintenance requirements. There is ample usable area with suitable soils and topography in close proximity to the campgrounds to accommodate the proposed wastewater treatment systems and to allow for future expansion or reconstruction. The recommended improvements in this Facility Plan are both economically and operationally feasible and provide a simple, passive treatment method. The proposed project is in conformance with the long range planning of the area.

Summary of approvals:

- Preliminary site investigation following the submission of Schedule F and two separation waivers
- Design loadings as submitted on Schedule G

The facility plan recommended in this report have been accepted by the Polk County Conservation as the managing authority of Thomas Mitchell Park. Adam Fendrick - Park Planner and Brent Hansen - Construction Department, both with Polk County Conservation, have provided the information for the park's improvements and usage to facilitate the design of the treatment system. The County is planning to bid the improvements by the end of June, 2024. Please contact me with any questions or comments.

Sincerely,



Brian R. Campbell, P.E., P.L.S., President

WASTEWATER TREATMENT FACILITY PLAN
THOMAS MITCHELL PARK CAMPGROUNDS - POLK COUNTY, IOWA
August, 2024

County Agency: Polk County Conservation
Adam Fendrick, Park Planner
Brent Hansen, Construction Department

Engineering: Campbell Engineering & Surveying, Inc.
925 E 1st Street, Suite I
Ankeny, IA 50021

I hereby certify that the engineering document was prepared by
me or under my direct personal supervision and that I am a duly
licensed Professional Engineer under the laws of the State of Iowa.

Signed:



Brian R. Campbell, P.E., P.L.S.

Date: 8/23/2024 License #: 12846

WASTEWATER TREATMENT FACILITY PLAN & REPORT THOMAS MITCHELL PARK CAMPGROUNDS - POLK COUNTY, IOWA

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CHAPTER 1 – GENERAL

PROJECT INTRODUCTION AND SUMMARY

This Wastewater Facility Plan report was prepared for Thomas Mitchell Park in Polk County, southwest of the city of Mitchellville. The park is county owned and managed by Polk County Conservation. The park operates April through October. A new 6-shower house/restroom is proposed to replace the existing 4-shower house/restroom in the same location, near the campground, for user convenience. A new dual RV dump station is proposed to replace the existing single RV dump station at a more convenient and safe location. Typically, the dump station is most commonly used by the RV campers on arrival or departure from the campground. The new dump station site was chosen closer to the exit and away from the campground to move it out of the 100-year Flood Zone; move traffic away from the campsite area; increase pedestrian safety; improve traffic flow and reduce traffic congestion. Additionally, more campsites are needed in the campground, so the abandoned dump station site would make land available for this use. The purpose of this plan is to eliminate the current single-cell controlled discharge wastewater stabilization lagoon treatment system, which has controlled discharges to Camp Creek and associated monitoring and reporting requirements. The new treatment system would be a septic system with aerated pretreatment and subsurface soil discharge. Removal of the lagoon system and relocation of the dump station from the campground area would eliminate the adverse aesthetic, health, and safety concerns associated with them. Also, it would allow for additional RV campground sites adjacent to the vacated lagoon and dump station sites.

SCOPE

This report presents the results of the engineering study and analysis of the wastewater treatment facilities for the Thomas Mitchell Park campgrounds. The Facility Plan includes the following:

1. Review of the existing treatment system piping, manholes, and single-cell lagoon.
2. Evaluation of existing and future effluent flows and loadings of the facility.
3. Proposed facility site selection; evaluation of separation distances and waiver requirements.
4. Onsite Soil Evaluation to determine the availability of suitable soils, topography, and sufficient usable area to accommodate subsoil absorption treatment systems.
5. Availability of usable area for future expansion or reconstruction.
6. Preliminary design considerations, maintenance, and cost.

PLANNING PERIOD

The planning period for this report is 20 years from the present year, which makes 2044 the design year. This is the minimum planning period required by the Iowa Department of Natural Resources (IDNR). There is no anticipated expansion of this campground in the next 20 years.

LAND USE

Thomas Mitchell Park operates the campground April through October. The park provides overnight campground sites without any hookups, which are situated along Camp Creek. The closest community is Mitchellville with a newly annexed and undeveloped area located about 0.75 miles from the campground. There are no other residential, commercial, or industrial zoned areas within this distance. The surrounding areas are all zoned agricultural with sparse rural homes. The Polk County 2050 Comprehensive Plan and Mitchellville 2018 Annexation Plan do not include land near Thomas Mitchell Park.

SERVICE AREA

The service area is limited to the park campgrounds. The park is monitored by a park attendant.

FUNDING

This is a private wastewater treatment system and the funding will come from the Polk County Conservation budget.

TOPOGRAPHY AND DRAINAGE

The topography consists of slight to moderate slopes and is located along the Camp Creek basin area. All drainage is to Camp Creek, which flows into the Des Moines River.

SOILS

The footslope and backslope (3%-10% slopes) consist of Lester loam and the summit (2%-4% slope) consists of Clarion loam. These loamy glacial till soils are well drained and highly permeable to depths of five feet or more.

WASTEWATER TREATMENT FACILITY SEPARATION DISTANCES

The IDNR has established separation distances from treatment or lagoon water surface, IAC 567 64.2(3). These must be checked as part of the construction permitting process. Minimum separation distances must be maintained unless an exception or waiver applies. Minimum separation distances for an IDNR permitted wastewater treatment facility are as follows:

- 1,000 feet from an inhabitable structure or commercial building constructed prior to the permitting.
- 1,000 feet from public shallow wells.
- 400 feet from public deep wells.
- 400 feet from private wells.
- 400 feet from lakes and public impoundments.
- 25 feet from property lines and right-of-way.

Expansion, upgrading, or replacement of existing facilities are allowed to reduce the separation distance to 90% of the requirement. Currently, there are three RV campground sites and 2 tent campsites located less than 100 feet from the sewage lagoon. These are not considered to be inhabitable structures.

CHAPTER 2 – EVALUATION OF EXISTING FACILITY

EXISTING SITE CONDITIONS

A home located at 4235 NE 108th St., Mitchellville, was constructed in 2010 and is 1,046 feet from the lagoon surface. The next closest inhabitable structure is a home at 4425 NE 108th St., Mitchellville, constructed in 1913 and is 1,216 feet from the lagoon surface. There are no public shallow wells within 1,000 feet and there are no private or public deep wells within 400 feet of the lagoon surface. The nearest lake or impoundment is located in the park, 1330 feet from the lagoon surface. The lagoon is located more than 25 feet from any property or right-of-way line.

FACILITY OVERVIEW

The wastewater from the existing 4-shower house/restroom flows 30 feet through a 4"Ø PVC pipe that connects into a 6"Ø Vitrified Clay Pipe (VCP); thence southeasterly, 30 feet to a manhole. Next, the sewage flows southeasterly, ±160 feet through a 6"Ø VCP to a point where the RV dump station pipe tees into the line; thence the 6"Ø VCP continues southeasterly, 70 feet to a second manhole. A 6"Ø VCP exits the manhole to the south, ±90 feet to the center of the existing single-cell controlled discharge waste stabilization lagoon, which was constructed in 1985. The lagoon has an annual controlled discharge through an outlet structure to Camp Creek. The existing lagoon facility provides treatment for the current shower house/restroom and RV dump station and has been functioning as designed. The Thomas Mitchell Park wastewater treatment facility is currently operating under Iowa NPDES Permit #7700911. The permit was issued on April 1, 2020, and is to expire on March 31, 2025.

The lagoon facility is located, approximately 50 feet from the bank of Camp Creek in the floodway fringe, near the floodway. The lagoon appears to be conflicting with the encroachment limits of the floodway and/or the recommended stream setback (Iowa Wastewater Facilities Design Standards 14.2.4). The existing collection and conveyance system is antiquated. The VCP used to convey the sewage to the lagoon was used in installations prior to the 1970's, suggesting an age of 50 years or more. Clay pipe has many joints and is very susceptible to root intrusion, settling, misalignment, and cracking, which results in clogging, leaks, and significant inflow and infiltration. It was reported by park maintenance that clogging has been occurring every year. Additional inflow and infiltration has been entering the existing manholes, which are in disrepair with cracks and poorly sealed joints. Lagoons should be desludged every 8 to 10 years for optimum performance. Continued use of the lagoon system will require desludging of the lagoon.

STREAM CLASSIFICATION

Segments of streams and rivers in Iowa each have specific designations, based on what they are used for, like recreation; swimming or fishing; drinking water; or maintaining a healthy population of fish and other aquatic life. The series of rules that specify what uses should be protected is commonly called the DNR's water quality standards. The "presumed" use rule associated with the UAA (Use Assessment and Attainability Analysis) process assumes the Class A1 and Class BWW1 use designations, described below, were applicable for every stream or river, unless assessments demonstrated otherwise. Use designations include recreational, cold water aquatic life, and warm water. Waterbody segments designated for recreational use are protected for uses that involve human contact with the water. Three types of recreational uses are:

Class A1 - Primary contact recreational use: Waters in which recreational or other uses may result in prolonged and direct contact with the water, involving considerable risk of ingesting water in quantities sufficient to pose a health hazard. Such activities would include, but not be limited to, swimming, diving, water skiing, and water contact recreational canoeing.

Class A2 - Secondary contact recreational use: Waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.

Class A3 - Children's recreational use: Waters in which recreational uses by children are common. Class A3 waters are water bodies having definite banks and bed with visible evidence of the flow or occurrence of water. This type of use would primarily occur in urban or residential areas.

Iowa also has a small group of cold water waterbodies, many of which are located in the northeast portions of the state. These can also be designated to protect aquatic life, such as fish, plants and insects that live in and around these streams. Waters in which the temperature and flow are suitable can be designated for aquatic life uses for cold water species. The two cold water uses include:

Class B(CW1) - Cold water aquatic life Type 1: Waters in which the temperature and flow are suitable for the maintenance of a variety of cold water species, including reproducing and nonreproducing populations of trout (Salmonidae family) and associated aquatic communities.

Class B(CW2) - Cold water aquatic life Type 2: Waters that include small, channeled streams, headwaters, and spring runs that possess natural cold water attributes of temperature and flow. These waters usually do not support consistent populations of trout (Salmonidae family), but may support associated vertebrate and invertebrate organisms.

Warm water waterbodies can also be designated to protect aquatic life, such as fish, plants and insects that live in and around the water. Streams that maintain flow throughout the year, or contain sufficient pooled areas during intermittent flow periods to maintain a viable aquatic community, can be designated for aquatic life uses for warm water species.

Class B(WW1) - Warm water Type 1: Waters in which temperature, flow and other habitat characteristics are suitable to maintain warm water game fish populations along with a resident aquatic community that includes a variety of native nongame fish and invertebrate species. These waters generally include border rivers, large interior rivers, and the lower segments of medium-size tributary streams.

Class B(WW2) - Warm water Type 2: Waters in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

Camp Creek is recreational Class A1 and warm water aquatic life Class B(WW2).

CHAPTER 3 – EXISTING AND PROPOSED FLOWS AND LOADINGS

GENERAL

There is no anticipated further development of the park campgrounds in the 20-year plan. The wastewater treatment design flows are based on water usage records and the number of RV and tent campsites for the shower house/restroom. The number of RV campsites was the basis for the RV dump stations design flows. Flows are not significantly impacted by development and population growth outside of the park. Currently, development and population growth in the vicinity of the park are limited by Polk County's agricultural zoning, which limits density to one home per 35 acres. The Present Year/Design year, 2024/2044, reflects no change in the estimated flows for the design period. The calculated wastewater flows and loadings for this site are domestic/commercial and were approved by the IDNR. There is one park attendant RV campsite (single person), which is included in the metered water usage and included in the dump station calculations. The IDNR requires the calculation of design flows with specified parameters for the design of wastewater treatment facilities. These include the following:

Average Dry Weather (ADW) flow - The daily average flow when the groundwater is at or near normal and runoff is not occurring.

Average Wet Weather (AWW 30) flow - The daily average flow for the wettest 30 consecutive days.

Average Wet Weather (AWW 180) flow - The daily average flow for the wettest 180 consecutive days.

Maximum Wet Weather (MWW) flow - The total maximum flow received during any 24-hour period when the groundwater is high and runoff is occurring.

Peak Hourly Wet Weather (PHWW) flow – The total maximum flow received during one hour when the groundwater is high, runoff is occurring, and the domestic, commercial, and industrial flows are at their peak.

EXISTING 4-SHOWER HOUSE/RESTROOM

Wastewater flows were calculated based on a water usage meter located in the existing 4-shower house/restroom, which included flow for a yard hydrant used by the park attendant. Des Moines Water Works provided the water meter readings for January, 2021 - April, 2024, in a spreadsheet table (See Appendix A). The maximum monthly usage during this period was 3,095 cubic feet (23,150 gallons) in July of 2023. Currently, there are 27 RV and 9 tent campsites, all except the park attendant site, are without hookups; an RV dump station; and a 4-shower house/ restroom. The RV spaces are treated as campsites because they have no hookups, except attendant space as noted. A dump station; and a shower house/ restroom with a wastewater system are provided onsite. Dump station flows were calculated separately from the shower house/restroom flows to allow for analyzing the two distinct wastewater flows. Following are the calculated flows for the existing 4-shower house/restroom:

$ADW_e = 23,150 \text{ gal./31 days} = 747 \text{ gpd}$ (Existing 36 total, 27 RV and 9 tent campsites)

Infiltration design allowance = 200 gallons per inch of pipe diameter per mile of pipe (Iowa Wastewater

Facilities Design Standards 12.3.1.3); 320' of 6"Ø pipe → $200(6)(320/5,280)+2 \text{ MH}@10 = 93 \text{ gpd}$ = Infiltration = I

$AWW = ADW + I = 747 + 93 = 840 \text{ gpd}$

$MWW = 1.5(AWW) = 1.5(840) = 1,260 \text{ gpd}$ (Used 1.5 as a design peaking factor, PF)

$BOD_{5,30\text{-day}} = 840 \text{ gpd}(0.0016 \text{ lbs/gal.}) = 1.35 \text{ lbs./day}$ → $BOD_{5,Max. \text{ day}} = 1,260(0.0016 \text{ lbs/gal.}) = 2.0 \text{ lbs./day}$

$TSS_{30\text{-day}} = 840 \text{ gpd}(0.00175 \text{ lbs/gal.}) = 1.5 \text{ lbs./day}$ → $TSS_{Max. \text{ day}} = 1,260 \text{ gpd}(0.00175 \text{ lbs/gal.}) = 2.2 \text{ lbs./day}$

$TKN_{30\text{-day}} = 840 \text{ gpd}(0.00033 \text{ lbs/gal.}) = 0.3 \text{ lbs./day}$ → $TKN_{Max. \text{ day}} = 1,260 \text{ gpd}(0.00033 \text{ lbs/gal.}) = 0.4 \text{ lbs./day}$

Note: Metcalf and Eddy, 4th Edition (medium strength sewage): $BOD_5 \text{ loading} = 190 \text{ mg/L} = 0.0016 \text{ lbs/gal.}$;

$TSS \text{ loading} = 210 \text{ mg/L} = 0.00175 \text{ lbs/gal.}$; $TKN \text{ loading} = 40 \text{ mg/L} = 0.00033 \text{ lbs/gal.}$

EXISTING SINGLE RV DUMP STATION

There was no available flow data for the existing dump station. Wastewater flows were calculated based on an average RV wastewater dump of 25 gpd per RV camp-site (Forest Service Handbook, Supplement 7409.11, Section 44.11). It was assumed that all RV camp-sites dump in a single day and have high strength sewage. Calculated flows and loadings as follows:

RV campsites (No hookups) = Existing 27; average dump = 25* gal.; assume all RV campsites dump in one day
ADW = AWW = (25* gpd/RV site)(27 RV sites) → 680 gpd; (*Forest Service Handbook 7409.11, Section 44.11);
Inflow/infiltration for the existing piping and manholes was added in the shower house/restroom calculations.
Negligible inflow/infiltration for the 12 feet long section of pipe from the dump station to the tee into the main line.
MWW = 1.5(AWW) = 1.5(680) = 1,020 gpd

$BOD_{5,30\text{-day}} = 680 \text{ gpd}(0.0029 \text{ lbs/gal.}) = 2.0 \text{ lbs./day} \rightarrow BOD_{5,\text{Max. day}} = 1,020(0.0029 \text{ lbs/gal.}) = 3.0 \text{ lbs./day}$
 $TSS_{30\text{-day}} = 680 \text{ gpd}(0.0033 \text{ lbs/gal.}) = 2.25 \text{ lbs./day} \rightarrow TSS_{\text{Max. day}} = 1,020 \text{ gpd}(0.0033 \text{ lbs/gal.}) = 3.4 \text{ lbs./day}$
 $TKN_{30\text{-day}} = 680 \text{ gpd}(0.00058 \text{ lbs/gal.}) = 0.4 \text{ lbs./day} \rightarrow TKN_{\text{Max. day}} = 1,020 \text{ gpd}(0.00058 \text{ lbs/gal.}) = 0.6 \text{ lbs./day}$
Note: Metcalf and Eddy, 4th Edition (high strength sewage): $BOD_5 \text{ loading} = 350 \text{ mg/L} = 0.0029 \text{ lbs/gal.}$;
 $TSS \text{ loading} = 400 \text{ mg/L} = 0.0033 \text{ lbs/gal.}$; $TKN \text{ loading} = 70 \text{ mg/L} = 0.00058 \text{ lbs/gal.}$

The total combined wastewater flows and organic loadings for the existing 4-shower house/restroom and dump station, using values calculated above, are as follows:

Total AWW = 840 gpd + 680 gpd = 1,520 gpd; Total MWW = 1,260 gpd + 1,020 gpd = 2,280 gpd.

$BOD_{5,30\text{-day}} = 1.35 + 2.0 = 3.35 \text{ lbs./day}$; $BOD_{5,\text{Max. Day}} = 2.0 + 3.0 = 5.0 \text{ lbs./day}$

$TSS_{30\text{-day}} = 1.5 + 2.25 = 3.75 \text{ lbs./day}$; $TSS_{\text{Max. Day}} = 2.2 + 3.4 = 5.6 \text{ lbs./day}$

$TKN_{30\text{-day}} = 0.3 + 0.4 = 0.7 \text{ lbs./day}$; $TKN_{\text{Max. Day}} = 0.4 + 0.6 = 1.0 \text{ lbs./day}$

PROPOSED 6-SHOWER HOUSE/RESTROOM

Wastewater flows were calculated based on a ratio of the total proposed to existing campsites multiplied times the existing shower house/restroom flows with peaking factors applied as applicable. Following are the calculated flows for the proposed 6-shower house/restroom:

ADW = $ADW_e (41/36) = 850 \text{ gpd}$ (Proposed 41 total RV and tent campsites, including 5 new RV sites)

Infiltration design allowance = 200 gallons per inch of pipe diameter per mile of pipe (Iowa Wastewater Facilities Design Standards 12.3.1.3); 150' of 6"Ø pipe → $200(6)(134/5,280) \approx 30 \text{ gpd} = \text{Infiltration} = I$

AWW = $ADW + I = 850 + 30 = 880 \text{ gpd}$

MWW = $1.5(AWW) = 1.5(880) = 1,320 \text{ gpd}$ (Used 1.5 as a design peaking factor, PF)

PHWW = $ADW(\text{Peaking Factor, PF})$; $PF = [18 + P^{1/2}]/[4 + P^{1/2}]$; P = Population in thousands (Appendix I, IWFDs)

P = 41 campsites (1.67 people/campsite) = 69 → $69/1000 = 0.069 \rightarrow PF = [18 + (0.069)^{1/2}]/[4 + (0.069)^{1/2}] = 4.28$

PHWW (Peak Hourly Wet Weather) = $880(4.28) = 3,770 \text{ gpd}$

$BOD_{5,30\text{-day}} = 880 \text{ gpd}(0.0016 \text{ lbs/gal.}) = 1.4 \text{ lbs./day} \rightarrow BOD_{5,\text{Max. day}} = 1,320(0.0016 \text{ lbs/gal.}) = 2.1 \text{ lbs./day}$

$TSS_{30\text{-day}} = 880 \text{ gpd}(0.00175 \text{ lbs/gal.}) = 1.5 \text{ lbs./day} \rightarrow TSS_{\text{Max. day}} = 1,320 \text{ gpd}(0.00175 \text{ lbs/gal.}) = 2.3 \text{ lbs./day}$

$TKN_{30\text{-day}} = 880 \text{ gpd}(0.00033 \text{ lbs/gal.}) = 0.3 \text{ lbs./day} \rightarrow TKN_{\text{Max. day}} = 1,320 \text{ gpd}(0.00033 \text{ lbs/gal.}) = 0.4 \text{ lbs./day}$

Note: Metcalf and Eddy, 4th Edition (medium strength sewage): $BOD_5 \text{ loading} = 190 \text{ mg/L} = 0.0016 \text{ lbs/gal.}$;

$TSS \text{ loading} = 210 \text{ mg/L} = 0.00175 \text{ lbs/gal.}$; $TKN \text{ loading} = 40 \text{ mg/L} = 0.00033 \text{ lbs/gal.}$

PROPOSED DUAL RV DUMP STATION

A new dual RV dump station is proposed to replace the existing single dump station. None of the RV campsites will have any hookups. Wastewater flows and organic loadings were calculated based on an average RV wastewater dump of 25 gpd per RV campsite (Forest Service Handbook, Supplement 7409.11, Section 44.11) and it was assumed that all RV campsites dump in a single day. Calculated flows and loadings are shown below:

RV campsites (No hookups) = Existing 27 and proposed 5 = 32; average dump = 25* gal.

ADW = **AWW** = (25* gpd/RV site)(32 RV sites) = **800 gpd**; (*Forest Service Handbook 7409.11, Section 44.11);

Negligible inflow/infiltration due to new treatment system with minimal piping and connections.

MWW = $1.5(AWW) = 1.5(800) = 1,200 \text{ gpd}$

PHWW (Peak Hourly Wet Weather) is based on the typical maximum output rate of (2) RV macerator pumps = (RV pump@12 gpm)(60 min/hr)(2 RV dump stations) = **1,440 gph**

$BOD_{5,30\text{-day}} = 800 \text{ gpd}(0.0029 \text{ lbs/gal.}) = \mathbf{2.3 \text{ lbs./day}} \rightarrow BOD_{5,Max. \text{ day}} = 1,200(0.0029 \text{ lbs/gal.}) = \mathbf{3.5 \text{ lbs./day}}$
 $TSS_{30\text{-day}} = 800 \text{ gpd}(0.0033 \text{ lbs/gal.}) = \mathbf{2.6 \text{ lbs./day}} \rightarrow TSS_{Max. \text{ day}} = 1,200 \text{ gpd}(0.0033 \text{ lbs/gal.}) = \mathbf{4.0 \text{ lbs./day}}$
 $TKN_{30\text{-day}} = 800 \text{ gpd}(0.00058 \text{ lbs/gal.}) = \mathbf{0.5 \text{ lbs./day}} \rightarrow TKN_{Max. \text{ day}} = 1,200 \text{ gpd}(0.00058 \text{ lbs/gal.}) = \mathbf{0.7 \text{ lbs./day}}$
 Note: Metcalf and Eddy, 4th Edition (high strength sewage): $BOD_5 \text{ loading} = 350 \text{ mg/L} = 0.0029 \text{ lbs/gal.};$
 $TSS \text{ loading} = 400 \text{ mg/L} = 0.0033 \text{ lbs/gal.}; TKN \text{ loading} = 70 \text{ mg/L} = 0.00058 \text{ lbs/gal.}$

The total proposed combined wastewater flows and organic loadings for the proposed 6-shower house/restroom and dual dump station, using values calculated above, are as follows:

Total AWW = 880 gpd + 800 gpd = 1,680 gpd; Total MWW = 1,320 gpd + 1,200 gpd = 2,520 gpd.

$BOD_{5,30\text{-day}} = 1.4 + 2.3 = 3.7 \text{ lbs./day}; BOD_{5,Max. \text{ Day}} = 2.1 + 3.5 = 5.6 \text{ lbs./day}$

$TSS_{30\text{-day}} = 1.5 + 2.6 = 4.1 \text{ lbs./day}; TSS_{Max. \text{ Day}} = 2.3 + 4.0 = 6.3 \text{ lbs./day}$

$TKN_{30\text{-day}} = 0.3 + 0.5 = 0.8 \text{ lbs./day}; TKN_{Max. \text{ Day}} = 0.4 + 0.7 = 1.1 \text{ lbs./day}$

CHAPTER 4 – TREATMENT FACILITY ALTERNATIVES

GENERAL

This chapter discusses two obvious and viable alternative options. The first alternative is to continue using the existing single-cell controlled discharge waste stabilization lagoon facility to treat both the shower house/restroom and dump station. The second alternative is to combine the flows of the proposed shower house/restroom and dual dump station, then discharge the final treated effluent to the soil subsurface. The design of the soil-based treatment systems would be optimized by a customized combination of trash tanks; large capacity septic and surge tanks; aeration; clarification; recirculation; pump tanks; and pressurized distribution to laterals in gravel trenches. The discussion of the alternatives will compare and describe the improvements directly associated with the wastewater treatment systems and not the construction of the new shower house/restroom and dump station structures and associated paving.

ALTERNATIVE 1 – SEPTIC SYSTEM (PRETREATMENT AND SUBSURFACE SOIL DISCHARGE)

The treatment facility site was selected based on the following:

- Outside of the 100-year floodplain.
- Close proximity to the dump station facility.
- Met the minimum separation distances; an exception applies; or a waiver has been obtained.
- Accessibility for construction and maintenance.
- Sufficient area to accommodate the treatment facility and any future expansion.
- Suitable topography and soils to accommodate subsoil absorption treatment systems.
- Not excessively encumbered by structures, utilities, or mature trees.

This facility alternative does not meet the minimum separation distance for two inhabitable residences and a private deep well. A home located at 4235 NE 108th St., Mitchellville, is less than less than 1,000 feet and a home and deep well at 4425 NE 108th St., Mitchellville, is less than less than 1,000 feet from the proposed on-site wastewater treatment site. However, waivers (See Appendix B) of separation distance for the chosen site of the proposed wastewater treatment facilities were obtained from both property owners. Both sites are more than 25 feet from any property or right-of-way line.

There is sufficient area available to accommodate this treatment facility alternative. There is additional usable area adjacent to the site for future expansion or complete replacement of the facility. The site is located near the park road and is easily accessible for construction and maintenance. Sparse trees are located near the site and there are no significant encumbrances, such as structures, buried utilities, or easements. The existing ground slope of the treatment site is 2% - 4%, which makes it suitable for a lateral field, maintenance and access.

A Soil Evaluation and Report (See Appendix C) was performed on the lateral field site. The soil consisted of Lester Loam and Clarion loam, which are both suitable for subsurface soil treatment of the wastewater effluent. The daily Soil Loading Rate (SLR) was evaluated to be 0.55 gpsf (IAC Ch. 69.9 Table IIIb; loam with strong, blocky soil structure) with a maximum trench depth of 24", confining layer was mottles at 60".

The proposed combined wastewater flows and organic loadings for the proposed 6-shower house/restroom (AWW = 880 gpd) and dual dump station (AWW = 800 gpd) are AWW = 1,680 gpd; MWW = 2,520 gpd; BOD_{5,Max. Day} = 5.6 lbs./day; TSS_{Max. Day} = 6.3 lbs./day; TKN_{Max. Day} = 1.1 lbs./day

The lower strength shower house/restroom wastewater will be combined with the high strength dump station wastewater to provide dilution for improved wastewater treatment. The septic tank effluent will be treated through aeration using Nibbler Pods supplied by Aqua Test, Inc. This will provide pretreatment to reduce the BOD₅ and TSS ≤ 30 mg/L, which will allow the soil loading rate (SLR) to be increased from 0.55 gpsf/day to 0.9 gpsf/day (Chapter 69, Table IIIa).

The total lateral length was calculated using the MWW = 2,520 gpd and SLR = 0.9 gpsf/day as follows: 2,520 gpd/(0.9 gpsf/day)/(4' trench) = 700' of pressure lateral in 4' wide trenches. Oversize the system

to 800 feet of total lateral to obtain an even number of 100 feet long laterals. This will allow for two equal fields of 400 feet for pressure distribution using a duplex pumping system to alternate between fields. The additional footage will provide for more capacity during peak events and increase the longevity of the system. A Preliminary Site Plan (See Appendix D) was prepared showing the new 6-shower house/restroom; dual dump station; and septic system wastewater treatment facility alternative.

Note: A 4-ft. wide trench is well suited for this pressurized system. The 2003 Iowa Onsite Sewage Design and Reference Manual states the following regarding non-pressurized trenches, "The shape is not critical except that it should prevent wastewater from flowing too quickly through the system. The typical shape is rectangular with a length-to-width ratio of 10:1 or 20:1 is recommended. Chapter 69 recommends 33:1, but based on the recent EPA manual this may be long." A 4 feet wide trench has a ratio of 25:1.

Septic tanks and surge tanks would be used to provide primary treatment and accommodate peak discharges. The septic tank and surge/ pump tank volumes for the shower house wastewater are 2,500 gallons each. A single 2,500 gallon septic tank will serve the two dump stations. The effluent from both the shower house and dump stations will discharge into and mix in a 4,000/1,000 surge/pump tank. Both liquid holding capacities meet the design criteria specified in IAC Chapter 69 stating, "Minimum septic tank liquid-holding capacity shall be two times the estimated daily sewage flow." Design guidelines for surge tanks specify sizing equal to the septic tank pump tanks and pump tanks should be sized for one to two times the estimated daily design sewage flow. The surge/pump tanks for both systems meet these guidelines. The Nibbler Pod system will be used for aeration to reduce the BOD₅ and TSS below 30 mg/L before subsurface soil discharge through a pressurized distribution field.

Table 1: Septic System (Pretreatment and Subsurface Soil Discharge) Cost Estimate

<u>Description (Installed)</u>	<u>Qty.</u>	<u>Unit</u>	<u>Each</u>	<u>Total</u>
2,500 gallon Septic Tank & industrial effluent filter	1	each	\$3,000	\$3,000
2,500 gallon Surge/Pump Tank delivered	1	each	\$3,000	\$3,000
Effluent Pump (15 gpm, 50' head)	1	each	\$2,000	\$2,000
Electrical, Controls, and Alarms	Lump	-	\$2,000	\$2,000
4"Ø Sch. 40 PVC (±2' depth)	130	feet	\$15	\$1,950
6"Ø Sch. 40 PVC (±2' depth)	150	feet	\$20	\$3,000
2"Ø PE SDR 11, 200 psi Force Main (42" depth)	500	feet	\$15	\$7,500
Clean-outs, fittings, and seals	Lump	-	\$1,000	\$1,000
48"Ø x 72" Trash Tank	2	each	\$1,500	\$3,000
2,500 gallon Septic Tank & industrial effluent filter	1	each	\$3,000	\$3,000
5,000 gallon Surge/Pump Tank	1	each	\$8,000	\$8,000
4,000 gallon Clarifier/Pump Tank	1	each	\$6,000	\$6,000
2,000 gallon Nibbler Tanks	3	each	\$3,000	\$9,000
Nibbler SBP Pods	24	each	\$1,000	\$24,000
Nibbler Control Panel, Blower Pumps, and Appurtenances	1	each	\$10,000	\$10,000
Sludge Pump	1	each	\$500	\$500
Effluent Pump (75 gpm, 26' head)	1	each	\$2,000	\$2,000
Electrical, Controls, and Alarms	Lump	-	\$3,250	\$3,250
2"Ø Sch. 40 PVC (±2' depth)	300	feet	\$10	\$3,000
6"Ø Sch. 40 PVC (±3' depth)	90	each	\$20	\$1,800
2"Ø Pressurized Lateral in 24" x 48" trench w/ 12" gravel	800	feet	\$60	<u>\$48,000</u>
				\$145,000
Contingency (15%)				<u>\$22,000</u>
				\$167,000
Engineering (15%)				<u>\$25,000</u>
Estimated On-site Wastewater Treatment Facility Cost				<u>\$192,000</u>

ALTERNATIVE 2 - EXISTING SINGLE-CELL CONTROLLED DISCHARGE LAGOON FACILITY

The existing single-cell controlled discharge lagoon was designed for a Maximum Wet Weather (MWW) flow of 4,600 gpd and BOD₅ of 10.0 lbs./day. This would be sufficient to treat the proposed combined flows and loadings from the shower house/restroom and dual dump station of 1,680 gpd AWW; 2,520 gpd MWW; and BOD₅ of 5.0 lbs./day.

The existing lagoon facility, with continued maintenance, is sufficient to treat the proposed wastewater demand. The facility has minimal operational expenses and energy costs. However, maintenance can be cumbersome, which includes keeping grass and other vegetation around the lagoon short; removal of rooted vegetation such as invasive duckweed plants and cattails from the lagoon, which require pulling out by the roots; and removal of any nearby trees or bushes. This helps to reduce problems due to mosquitoes, aquatic animals, and sludge accumulation. Landscaping around the lagoon is better aesthetically, but trees and shrubs close to the lagoon restrict air flow and block sunlight. Air movement is necessary to provide oxygen to microorganisms that break down wastewater and important for the evaporation of wastewater. Also, algae need air flow and sunlight to produce oxygen, which is necessary for bacteria to stabilize waste and remove BOD. There are trees and shrubs surrounding outside of the fenced area of the lagoon facility. Roots that grow into the dike can lead to degradation and failure of the dike. Trees and woody plants taller than the dike should not be allowed to grow within 50 feet of the dike. Trees and woody plants taller than the dike, and within 50 feet of the dike, would need to be removed. The lagoon is located 50 feet from the bank of Camp Creek in the floodway fringe, near the floodway. The lagoon appears to be conflicting with the encroachment limits of the floodway and/or the code recommended stream setback. The facility may be periodically subject to inundation or flooding resulting in stream contamination or facility damage. The lagoon facility may need to be relocated further from the stream bank, which would further encroach into the campgrounds area. Tent campsites and RV campsites are located less than 100 feet from the lagoon.

The existing old manholes and Vitrified Clay Pipe (VCP) sewer piping that transport the sewage to the lagoon facility are in very poor condition. This has resulted in frequent clogging and likely leaking, which can contaminate ground water. The entire existing sewer conveyance network is beyond repair and the replacement of 360 feet of 6"Ø piping and 2 manholes would be required. Additionally, installation of 590 feet of 6"Ø PVC sewer piping and two manholes would be needed to transport the sewage by gravity from the new proposed RV dump station site to the manhole near lagoon (Site Plan for Lagoon Reconstruction, See Appendix E).

Table 2: Single-cell Controlled Discharge Lagoon Facility Cost Estimate

Description (Installed)	Qty.	Unit	Each	Total
6"Ø Sch. 40 PVC (±5' depth)	950	feet	\$30	\$28,500
4"Ø Sch. 40 PVC (±2' depth)	130	feet	\$15	\$1,950
Clean-outs	2	each	\$550	\$550
48"Ø Standard Manhole and Casting Type 'A' (±6' depth)	4	each	\$10,000	<u>\$40,000</u>
				\$71,000
Contingency (15%)				<u>\$10,650</u>
				\$81,650
Engineering (±15%)				<u>\$12,350</u>
Estimated On-site Wastewater Treatment Facility Cost				\$94,000

Note: No costs were calculated for the relocation of the lagoon to meet the stream and floodway setback.

ALTERNATIVE 3 - LAND APPLICATION

Land application was evaluated and determined to be economically inefficient and not a viable process option. Also, concerns over pathogen induced illness to people and animals and odors.

DISCUSSION OF ALTERNATIVES

The lagoon is adjacent to the campgrounds, which has adverse effects on the enjoyment, health, safety, and welfare of the campground visitors.

Lagoon advantages are as follows:

- Non-electrical
- Relatively low operational and maintenance costs.
- Costs less to reconstruct and rehabilitate than construction of new alternative facilities.

Lagoon disadvantages are as follows:

- Apparent violation of the encroachment limits of the stream setback and/or floodway.
- Possibility of flooding resulting in stream contamination or facility damage.
- Controlled discharge and the associated monitoring and reporting.
- Maintenance including desludging and vegetation removal in and around the lagoon.
- Possible safety hazard to children and animals.
- Aesthetically unappealing.
- Possible foul odors drifting into the nearby campsites.
- Mosquito breeding.
- Occupies area that can be used for new campsites.

Continued use of the lagoon would require the replacement of the existing piping conveyance network consisting of 360 feet of 6"Ø PVC and two manholes. Additionally, two manholes and 590 feet of 6"Ø PVC piping would need to be constructed to convey the wastewater from the new dump station location to the lagoon. Also, if the lagoon were required to be relocated to meet the stream and floodway setback, then significant cost would be added to the calculated cost estimate.

Septic System advantages are as follows:

- No open discharge of treated effluent.
- Does not present any safety hazards to park visitors and has no foul odors.
- None of the system lies within the 100-year floodplain.
- Located for convenient access and maintenance and removed from the campground area.
- No ponding of treated effluent that could breed mosquitoes.

Septic System disadvantages are as follows:

- Electricity is required for pumps, control panels and alarms.
- Septic tanks need to be pumped annually.
- Costs more than reconstructing and rehabilitating the existing lagoon facility.

SELECTED ALTERNATIVE

After discussion with representatives from Polk County Conservation, the managing authority, the septic system facility with aeration pretreatment and subsurface soil discharge was selected. A significant factor in the selection was the elimination of the lagoon to make area available for more campsites and to eliminate its unpleasant appearance and odor. The septic system facility will provide efficient long-term quality treatment and the ability to be modified or expanded to meet possible future discharge limits. Subsurface soil absorption septic systems are the most environmentally friendly, durable, cost effective, and preferred type of onsite wastewater treatment systems for campgrounds with suitable soils and topography. There is ample usable area with permeable soils available to provide a subsurface soil absorption treatment system and for future expansion or reconstruction. The selected facility will be closely located to the access road for ease of construction, maintenance, and access to electric service. The existing lagoon facility (Permit #7700911) would remain in operation until construction of the new facility is completed and operational then the lagoon facility will be permanently abandoned and the minimum procedures for discontinuance will be executed. Permanent abandonment of the lagoon requires it to be properly dewatered and/or evaporated; followed by the removal and proper disposal of the sludge. Within fifteen (15) days of removal of the sludge, the lagoon area shall be graded and seeded with a perennial type plant growth that will prevent erosion and leaching of contaminants into surface and ground waters.

CHAPTER 5 – ENVIRONMENTAL ASSESSMENT

GENERAL

This chapter will assess the positive and negative effects from the construction and operation of the recommended wastewater treatment facility. It will discuss three areas of concern including Natural Environment, Sensitive Areas, and Irretrievable and Irreversible Commitment of Resources.

NATURAL ENVIRONMENT

WATER QUALITY

The site is located near Camp Creek, which is recreational Class A1 and warm water aquatic life Class B(WW2). A primary goal of the selected wastewater treatment facility is to eliminate designed or accidental discharge into the stream. The elimination of the current lagoon system which adjoins the floodway of Camp Creek would achieve this goal. The selected facility will be constructed more than 300 feet from the creek or any tributary ditches to the creek. This significant distance along with erosion control measures should assure that no stormwater discharge will enter the creek. Therefore, no significant negative impact on water quality is foreseen as a result of the construction and operation of the selected facility.

AIR QUALITY

Air quality can be impacted by dust particles. The campground has paved roadways to and from the proposed site and the treatment system site is covered by established grass. Therefore, no significant negative impact on air quality is foreseen as a result of the construction and operation of the selected facility.

NOISE

Noise impacts will be short term and associated with construction. The park and campground is located in a rural area with minimal traffic and residences. Depending on when construction occurs, some residences near the existing treatment facilities may be affected by heavy equipment noise. The proposed facility does not generate any noticeable level of noise, so there is no long-term impact anticipated.

ENERGY

An increase in energy consumption is anticipated as a result of the implementation of the recommended facility. The operation of the new treatment facility will require electricity for pumps, control panels and monitoring systems. The required electricity for the facility will be less than a typical home.

SENSITIVE AREAS

WILDLIFE HABITAT

The recommended facility is located in upland reconstructed native grasses away from the creek and woodlands, therefore away from areas of higher concentration of wildlife habitats. The total construction area of the facility will occupy less than one acre with minimal disturbance and completion within a few months. Therefore the facility may temporarily affect wildlife habitats, but long-term impacts should be minor. The new facility includes removal of the existing lagoon, which would provide an improved environment for aquatic and terrestrial wildlife due to improved water quality and elimination of the dangers of the pathogen laden sludge and algae blooms in the lagoon. The proposed construction of the will have some impact on small wildlife habitats and nesting areas due to the removal of ground cover and an increase in human activity. Impacts will be minimized by limiting disturbance within close proximity of the area occupied by the proposed facilities, protecting trees, and restoring disturbed areas quickly with native grasses. Erosion control measures will be incorporated to ensure successful reestablishment of ground cover.

RARE AND ENDANGERED SPECIES

Little impact is foreseen on rare or endangered species due to the proposed facility construction, since the areas of disturbance will occur in or near areas of the park that are currently developed. The proposed lateral field is the area of greatest disturbance. It is proposed in an upland area of native grasses, but away from the creek and woodlands. Shallow rooted native grasses will be reseeded over the lateral field as soon as possible after installation of the lateral field. No impact is anticipated on endangered species.

CULTURAL RESOURCES

All of the proposed facilities are located within the park on or near currently developed and occupied areas. No archaeological sites in or near the proposed wastewater treatment facility are expected.

RECREATIONAL AND OPEN SPACE

Additional campgrounds and new showers, restrooms, and dump station facilities will improve the park and campgrounds after completion of this project. This will have a positive impact on the enjoyment and use of the Thomas Mitchell Park recreational area. Open space will not be affected by the proposed facilities.

IRRETRIEVABLE AND IRREVERSIBLE COMMITMENT OF RESOURCES

Irreversible or irretrievable commitments are those that cannot be reversed, except perhaps in the extremely long-term. A commitment of resources involves the use or destruction of nonrenewable resources, as well as the effects that loss would have on future generations. The most significant commitment of resources are land, energy and materials. The project will be constructed on existing park land on and adjoining the campground area. No additional land will be required for this project. Mostly nonrenewable energy (fuel and nonrenewable generated electricity) will be utilized during construction, operation and maintenance of the facilities. The commitment of resources must be weighed with water quality and recreational benefits resulting from the construction of the new facilities.

CHAPTER 6 – FINANCING

GENERAL

No financing is required for this project. This is a private wastewater treatment system and the funding will come from the Polk County Conservation budget.

CHAPTER 7 - SCHEDULE

This report recommends the construction of a new Septic System with Nibbler aeration pretreatment and subsurface soil discharge. Based on the recommended improvements, a projected schedule for project completion is as follows:

ITEM/DESCRIPTION	SCHEDULE
Submit Facility Plan to IDNR	August 26, 2024
Receive IDNR Facility Plan Approval	September 9, 2024
Complete Plans & Specifications	September 16, 2024
Submit Construction Permit Application	September 23, 2024
Project Bids	September 30, 2024
Begin Construction	October 7, 2024
Complete Construction	November 22, 2024

CHAPTER 8 – SUMMARY AND RECOMMENDATIONS

A new 6-shower house/restroom is proposed to replace the existing 4-shower house/restroom in the same location, near the campground, for user convenience. A new dual RV dump station is proposed to replace the existing single RV dump station at a more convenient and safe location. Five additional RV campsites are proposed for the campground. The report evaluated the existing wastewater treatment facility and alternatives. This report recommends the construction of a septic system facility with Nibbler technology aeration pretreatment and subsurface soil discharge.

A summary of the findings of the study are:

Thomas Mitchell Park Campground currently uses a single-cell controlled discharge waste stabilization lagoon for wastewater treatment. The existing manhole and piping conveyance network for the lagoon system is old and comprised of clay tile, which is in poor condition and needs replacement. The current permit from the Iowa Department of Natural Resources was issued on April 1, 2020, and expires on March 31, 2025. The currently permitted flows and loadings listed on the IDNR operating permit are ADW = 0.0031 MGD; AWW-180 = 0.0031 MGD; MWW = 0.0046 MGD; BOD₅ = 10 lbs/day.

Due to addition of 5 campsites, reconstruction of the shower house/restroom to add to more showers and restrooms; and the replacement of the existing single RV dump station with a new relocated dual RV dump station; the waste-water flow and loadings are expected to increase. New flows and loadings were calculated based on water usage records and the total number of proposed RV and tent campsites. Future flows were calculated and approved for the current year and a 20-year design life in Schedule G and are shown below:

Dump Station:

Design Flows (mgd)	Maximum 30 Day Design Loadings (lbs/day)
ADW 0.0008	BOD ₅ 2.3
AWW 0.0008	TSS 2.6
MWW 0.0012	TKN 0.5
PHWW 0.0015	

Shower House:

Design Flows (mgd)	Maximum 30 Day Design Loadings (lbs/day)
ADW 0.0009	BOD ₅ 1.4
AWW 0.0009	TSS 1.5
MWW 0.0013	TKN 0.29
PHWW 0.0038	

The lower strength shower house/restroom wastewater will be combined with the high strength dump station wastewater to provide dilution for improved wastewater treatment. The septic tank effluent will be treated through aeration using Nibbler Pods supplied by Aqua Test, Inc. This will provide pretreatment to reduce the BOD₅ and TSS ≤ 30 mg/L, which will allow the soil loading rate (SLR) to be increased from 0.55 gpsf/day to 0.9 gpsf/day (Chapter 69, Table IIIa).

Lagoon advantages are as follows:

- Non-electrical
- Relatively low operational and maintenance costs.
- Costs less to reconstruct and rehabilitate than construction of new alternative facilities.

Lagoon disadvantages are as follows:

- Apparent violation of the encroachment limits of the stream setback and/or floodway.
- Possibility of flooding resulting in stream contamination or facility damage.
- Controlled discharge and the associated monitoring and reporting.
- Maintenance including desludging and vegetation removal in and around the lagoon.
- Possible safety hazard to children and animals.
- Aesthetically unappealing.
- Possible foul odors drifting into the nearby campsites.
- Mosquito breeding.
- Occupies area that can be used for new campsites.

Continued use of the lagoon would require the replacement of the existing piping conveyance network consisting of 360 feet of 6"Ø PVC and two manholes. Additionally, two manholes and 590 feet of 6"Ø PVC piping would need to be constructed to convey the wastewater from the new dump station location to the lagoon. Also, if the lagoon were required to be relocated to meet the stream and floodway setback, then significant cost would be added to the calculated cost estimate.

Septic System advantages are as follows:

- No open discharge of treated effluent.
- Does not present any safety hazards to park visitors and has no foul odors.
- None of the system lies within the 100-year floodplain.
- Located for convenient access and maintenance and removed from the campground area.
- No ponding of treated effluent that could breed mosquitoes.

Septic System disadvantages are as follows:

- Electricity is required for pumps, control panels and alarms.
- Septic tanks need to be pumped annually.
- Costs more than reconstructing and rehabilitating the existing lagoon facility.

After discussion with representatives of Polk County Conservation, it was decided that the septic system facility with Nibbler aeration pretreatment and subsurface soil discharge was the best overall option. It would allow removal of the odorous and aesthetically unappealing lagoon while making additional land available for campsites. Also, the recommended system was best for long-term flexibility and ability to accommodate possible future nutrient discharge limits. Also, it is located away from the campground in an area where future expansion or reconstruction can occur to assure longevity.

The following treatment alternatives were considered for the Thomas Mitchell Park Campground:

Alternatives Cost

- | | |
|---|-----------|
| 1. Proposed Mechanical (Nibbler Aeration) and Subsurface Soil Treatment | \$192,000 |
| 2. Existing Single-Cell Controlled Discharge Waste Stabilization Lagoon | \$94,000 |
| 3. Land Application – N/A | |

The recommended Thomas Mitchell Park Wastewater Treatment Facility was accepted by the legal representatives of Polk County Conservation, the managing authority.

APPENDIX A

THOMAS MITCHELL PARK CAMPGROUND 4-SHOWER HOUSE

DES MOINES WATER WORKS MONTHLY WATER USAGE REPORT
JANUARY 2021 - APRIL 2024

Service	Read Date	Meter	Read Type	Read Status	Previous R	Current Re	Unit	Days	Use in CF
Water DMWW	4/29/2024	36876257	Water	Actual Read	98225	98840	Cubic Feet	31	615
Water DMWW	3/29/2024	36876257	Water	Actual Read	98170	98225	Cubic Feet	29	55
Water DMWW	2/29/2024	36876257	Water	Actual Read	98170	98170	Cubic Feet	29	0
Water DMWW	1/31/2024	36876257	Water	Actual Read	98170	98170	Cubic Feet	33	0
Water DMWW	12/29/2023	36876257	Water	Actual Read	98170	98170	Cubic Feet	29	0
Water DMWW	11/30/2023	36876257	Water	Actual Read	98170	98170	Cubic Feet	30	0
Water DMWW	10/31/2023	36876257	Water	Actual Read	96915	98170	Cubic Feet	32	1255
Water DMWW	9/29/2023	36876257	Water	Actual Read	95940	96915	Cubic Feet	29	975
Water DMWW	9/12/2023	36876257	Water	Actual Read	95080	95940	Cubic Feet	12	860
Water DMWW	8/31/2023	36876257	Water	Actual Read	92820	95080	Cubic Feet	31	2260
Water DMWW	7/31/2023	36876257	Water	Actual Read	89725	92820	Cubic Feet	31	3095
Water DMWW	6/30/2023	36876257	Water	Actual Read	87010	89725	Cubic Feet	30	2715
Water DMWW	5/31/2023	36876257	Water	Actual Read	85230	87010	Cubic Feet	30	1780
Water DMWW	5/1/2023	36876257	Water	Actual Read	84520	85230	Cubic Feet	31	710
Water DMWW	3/31/2023	36876257	Water	Actual Read	84520	84520	Cubic Feet	30	0
Water DMWW	3/1/2023	36876257	Water	Actual Read	84520	84520	Cubic Feet	30	0
Water DMWW	1/30/2023	36876257	Water	Actual Read	84520	84520	Cubic Feet	33	0
Water DMWW	12/28/2022	36876257	Water	Actual Read	84520	84520	Cubic Feet	27	0
Water DMWW	12/1/2022	36876257	Water	Actual Read	84490	84520	Cubic Feet	29	30
Water DMWW	11/2/2022	36876257	Water	Actual Read	83200	84490	Cubic Feet	34	1290
Water DMWW	9/29/2022	36876257	Water	Actual Read	81850	83200	Cubic Feet	30	1350
Water DMWW	8/30/2022	36876257	Water	Actual Read	79515	81850	Cubic Feet	32	2335
Water DMWW	7/29/2022	36876257	Water	Actual Read	77695	79515	Cubic Feet	30	1820
Water DMWW	6/29/2022	36876257	Water	Actual Read	76140	77695	Cubic Feet	28	1555
Water DMWW	6/1/2022	36876257	Water	Actual Read	74290	76140	Cubic Feet	33	1850
Water DMWW	4/29/2022	36876257	Water	Actual Read	73725	74290	Cubic Feet	30	565
Water DMWW	3/30/2022	36876257	Water	Actual Read	73725	73725	Cubic Feet	29	0
Water DMWW	3/1/2022	36876257	Water	Actual Read	73725	73725	Cubic Feet	29	0
Water DMWW	1/31/2022	36876257	Water	Actual Read	73725	73725	Cubic Feet	33	0
Water DMWW	12/29/2021	36876257	Water	Actual Read	73725	73725	Cubic Feet	29	0
Water DMWW	11/30/2021	36876257	Water	Actual Read	73505	73725	Cubic Feet	33	220
Water DMWW	10/28/2021	36876257	Water	Actual Read	71600	73505	Cubic Feet	27	1905
Water DMWW	10/1/2021	36876257	Water	Actual Read	69110	71600	Cubic Feet	31	2490
Water DMWW	8/31/2021	36876257	Water	Actual Read	66715	69110	Cubic Feet	34	2395
Water DMWW	7/28/2021	36876257	Water	Actual Read	64075	66715	Cubic Feet	28	2640
Water DMWW	6/30/2021	36876257	Water	Actual Read	60970	64075	Cubic Feet	34	3105
Water DMWW	5/27/2021	36876257	Water	Actual Read	59120	60970	Cubic Feet	29	1850
Water DMWW	4/28/2021	36876257	Water	Actual Read	58515	59120	Cubic Feet	28	605
Water DMWW	3/31/2021	36876257	Water	Actual Read	58515	58515	Cubic Feet	35	0
Water DMWW	2/24/2021	36876257	Water	Actual Read	58515	58515	Cubic Feet	27	0
Water DMWW	1/28/2021	36876257	Water	Actual Read	58515	58515	Cubic Feet	31	0
Water DMWW	12/28/2020	36876257	Water	Actual Read	58515	58515	Cubic Feet	27	0

APPENDIX B

THOMAS MITCHELL PARK CAMPGROUND ON-SITE WASTEWATER TREATMENT SYSTEM

WAIVER OF SEPARATION DISTANCE

**MATT & JONI MARDESON
DENNIS & CAROLYN KELLER**

COPY



Doc ID: 039312260002 Type: GEN
Kind: CONSENT
Recorded: 03/20/2024 at 08:08:47 AM
Fee Amt: \$0.00 Page 1 of 2
Revenue Tax: \$0.00
Polk County Iowa
JULIE M. HAGGERTY RECORDER
File# 2024-00012681

BK 19745 PG 327-328

Prepared by: Adam Fendrick, Polk County Conservation 12130 NW 128th Street, Granger, Iowa. (515) 323-5309
Return to: Matt and Joni Mardesen, 4425 NE 108th St, Mitchellville, Iowa 50169 (515) 2230-3555

THOMAS MITCHELL PARK

**CONSENT AND WAIVER OF SEPARATION DISTANCE
FOR CONSTRUCTION OF AN ON-SITE WASTEWATER TREATMENT SYSTEM**

The undersigned owner/lessee of real property described on Exhibit 'A' attached hereto states that the undersigned has been informed that Polk County Conservation Board intends to construct a new on-site wastewater treatment system to service the campground in Thomas Mitchell Park located in Section 23, Township 79, Range 22 on Parcel 792223100011, Polk County, Iowa in proximity to a residential dwelling and that the property of the undersigned or some part therefor may lie within 1,000 feet in distance from the proposed facility. The undersigned further understands that present Department of Natural Resources rules of the State of Iowa Prohibit the construction of such facilities within 1,000 feet of any occupied dwelling or building unless the owner thereof shall consent to or waiver such distance in writing.

The undersigned hereby consents to the construction of the aforesaid septic system within 700 feet of the dwelling of the undersigned and waives the setback distance requirement with regard of the placement of the new facility and the property of the undersigned.

Dated this 16th day of MARCH, 2024

Matt Mardesen
Property Owner/Lessee
Joni Mardesen
Property Owner/Lessee

STATE OF IOWA)

) ss:

COUNTY OF POLK)

On this 16th day of March, 2024 before me, a Notary Public in and for State of Iowa personally appeared at their residence (4425 NE 108th St) and acknowledged that (he, she, they) executed the above and foregoing Consent and Waiver of Separation Distance for the Construction of septic system as (he, she, they) voluntary act and deed.



Julie Hagerty
Notary Public for Iowa

Prepared by: Adam Fendrick, Polk County Conservation 12130 NW 128th Street, Granger, Iowa. (515)323-5309
Return to: Dennis and Carolyn Keller, 4235 NE 108th St., Mitchellville, Iowa 50169 ((515) 210-9148

THOMAS MITCHELL PARK

**CONSENT AND WAIVER OF SEPARATION DISTANCE
FOR CONSTRUCTION OF AN ON-SITE WASTEWATER TREATMENT SYSTEM**

The undersigned owner/lessee of real property described on Exhibit 'A' attached hereto states that the undersigned has been informed that Polk County Conservation Board intends to construct a new on-site wastewater treatment system to service the campground in Thomas Mitchell Park located in Section 23, Township 79, Range 22 on Parcel 792223100011, Polk County, Iowa in proximity to a residential dwelling and that the property of the undersigned or some part therefor may lie within 1,000 feet in distance from the proposed facility. The undersigned further understands that present Department of Natural Resources rules of the State of Iowa Prohibit the construction of such facilities within 1,000 feet of any occupied dwelling or building unless the owner thereof shall consent to or waiver such distance in writing.

The undersigned hereby consents to the construction of the aforesaid septic system within 1,000 feet of the dwelling of the undersigned and waives the setback distance requirement with regard of the placement of the new facility and the property of the undersigned.

Dated this 1 day of MARCH, 2024

Dennis Keller
Property Owner/Lessee

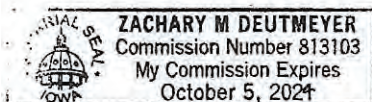
CAROLYN S. KELLER
Property Owner/Lessee

STATE OF IOWA)

) ss:

COUNTY OF POLK)

On this 1 day of March, 2024 before me, a Notary Public in and for State of Iowa personally appeared at their residence (4235 NE 108th st) and acknowledged that (he, she, they) executed the above and foregoing Consent and Waiver of Separation Distance for the Construction of septic system as (he, she, they) voluntary act and deed.



Zachary Deutmeyer
Notary Public for Iowa

APPENDIX C

THOMAS MITCHELL PARK CAMPGROUND

SOIL EVALUATION REPORT

ONSITE WASTEWATER SOIL EVALUATION FOR SEPTIC SYSTEM

File # SE2376R

Owner...: Thomas Mitchell Park - Polk County
Address: Polk County Conservation Board
11407 NW Jester Park Dr., Granger, IA 50109

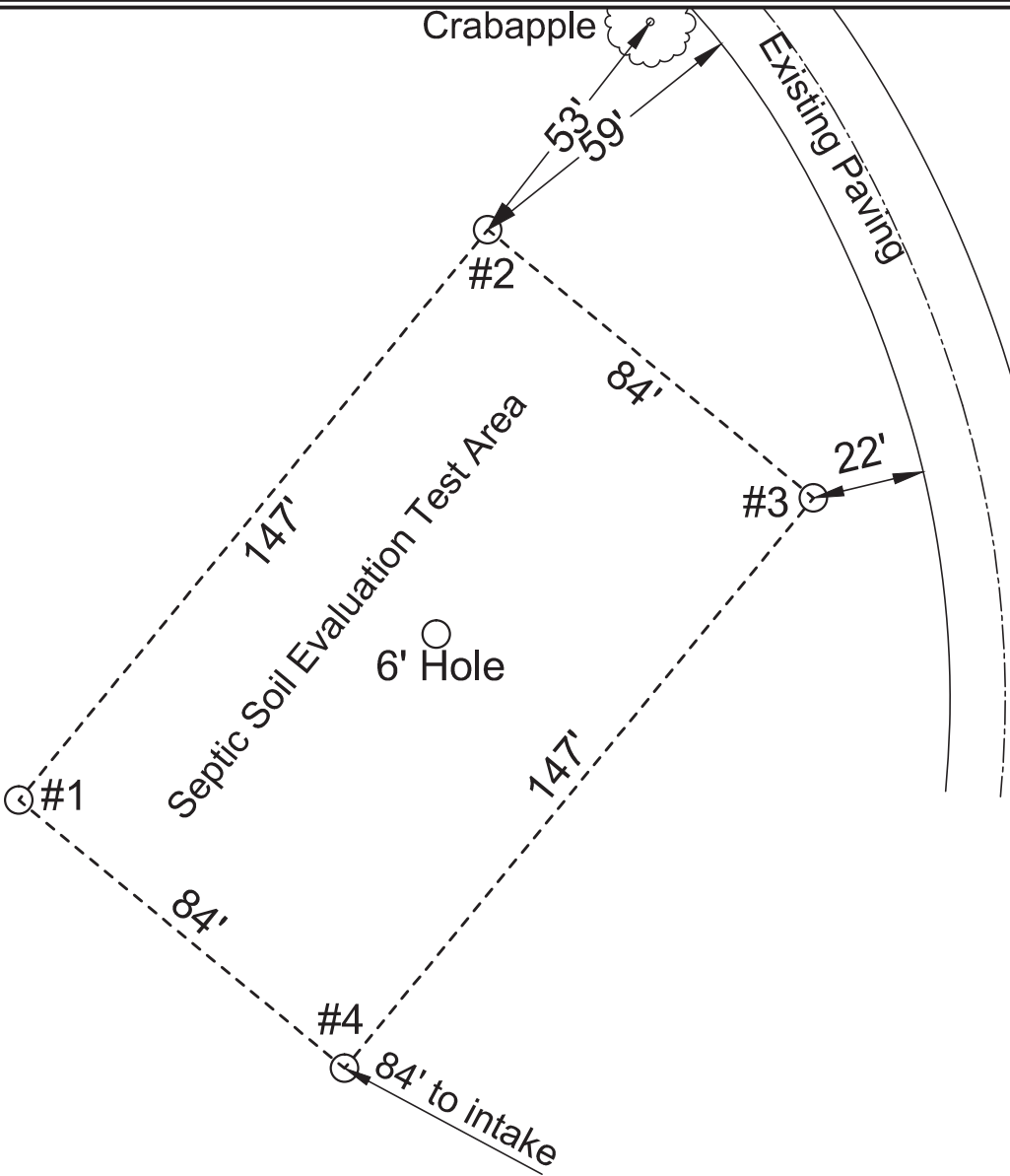
Property Address: 4250 NE 108th St., Mitchellville - Beaver Township, Polk County.
Legal Description: Part of the NW1/4 of Section 23-79-22.

Structure: New X Existing Type: Shower house & Dump station
Design Flow: 32 RV & 9 tent campsites* Flow 1680 gpd Peak 2520 gpd
Confining layer depth 60" Max. trench depth 24" SLR 0.55 gpd
Pretreated SLR 0.9 gpsi Min. Length (48" trench - pressurized) 700'
*Max. occupied campsites - comfort station, no water or sewer hookups.

Notes.: New septic system with Nibbler aeration and pressurized distribution soil discharge for the new shower house and new dump station. Total 32 RV and 9 tent campsites (no hookups). Design flows calculated on IDNR Schedule G and proposed treatment system shown and disucssed in the accompanying Facility Plan & Report. Pressurized distribution system to consist of 8 - 100' long x 2"Ø Sch. 40 PVC laterals in a 48" wide trench with rock @ 10' on-center. Dual pumping system to alternate between two fields of 400' lateral.

Test #1	Test #2	Test #3	Test #4
DEPT H			
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4

Brown Silt Loam Blocky Strong	Brown Loam Blocky Strong	Dark Brown Loam Blocky Strong	Brown Silt Loam Blocky Strong
		Brown Loam Blocky Strong	
Dark Yellow-Brown Silt Loam Blocky Strong	Dark Yellow-Brown Loam Blocky Strong	Dark Yellow-Brown Loam Blocky Strong	Dark Yellow-Brown Loam Blocky Strong



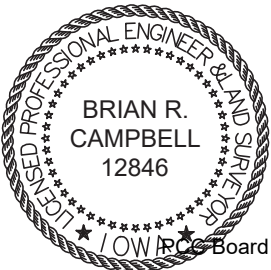
Scale 1" = 60'

The lateral field area shall be protected from all traffic or soil disturbances. The location of property boundaries, buried utilities, well locations, or any easements have not been verified by this engineer. The analyses and recommendations in this report are based in part upon the data obtained from the soil tests performed at the indicated locations, the NRCS Web Soil Survey and National Cooperative Soil Survey, and onsite inspection. Soil textural class was determined by the "Feel Method". This report does not reflect any variations, which may occur between borings or across the site.

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.

Signed: *Brian R. Campbell*
Brian R. Campbell, PE, PLS - Ph: 515-963-4385

Date....: 2/21/2024 License Number: 12846
My license renewal date is December 31, 2025.

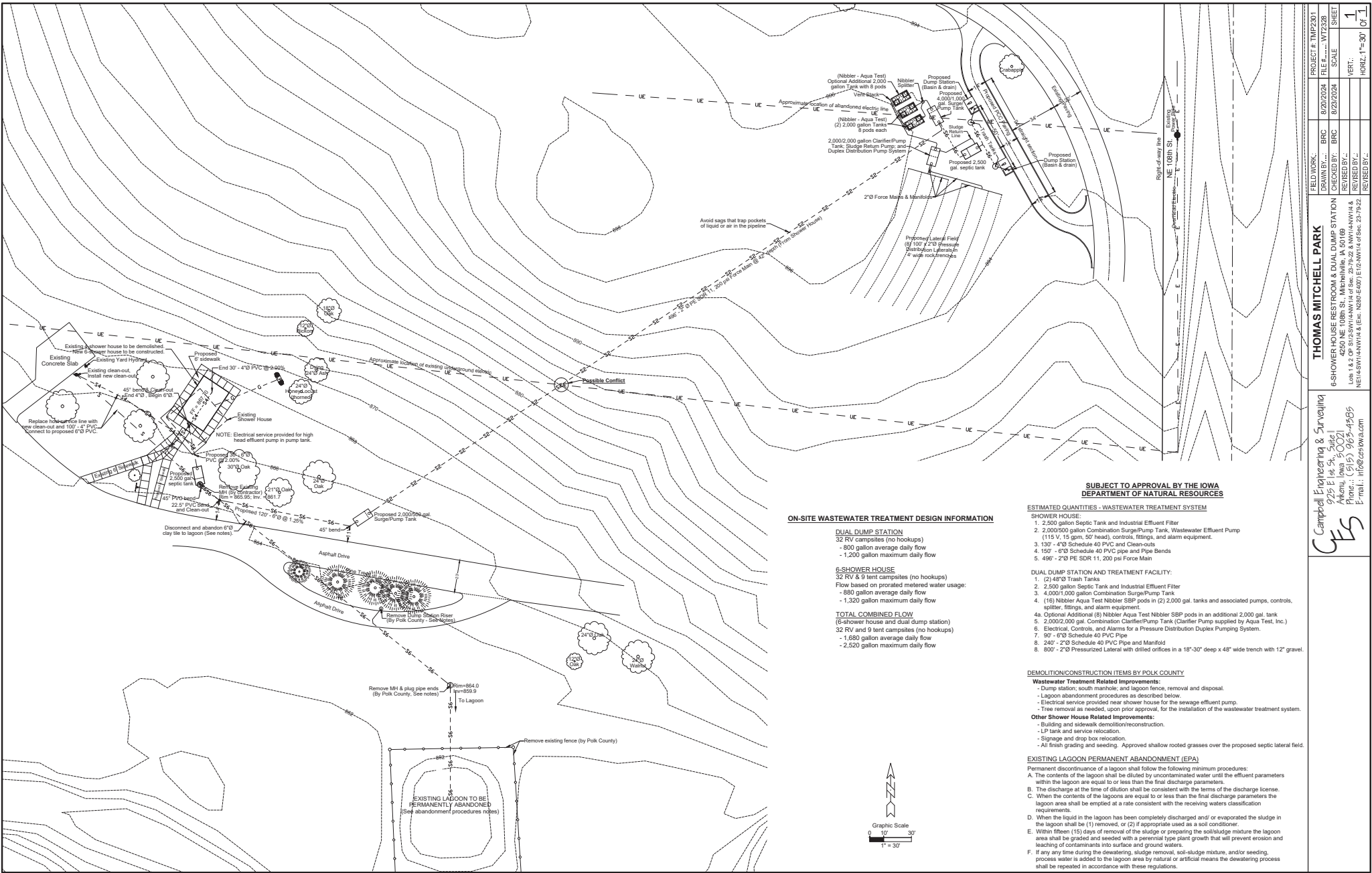


APPENDIX D

THOMAS MITCHELL PARK CAMPGROUND

PRELIMINARY SITE PLAN

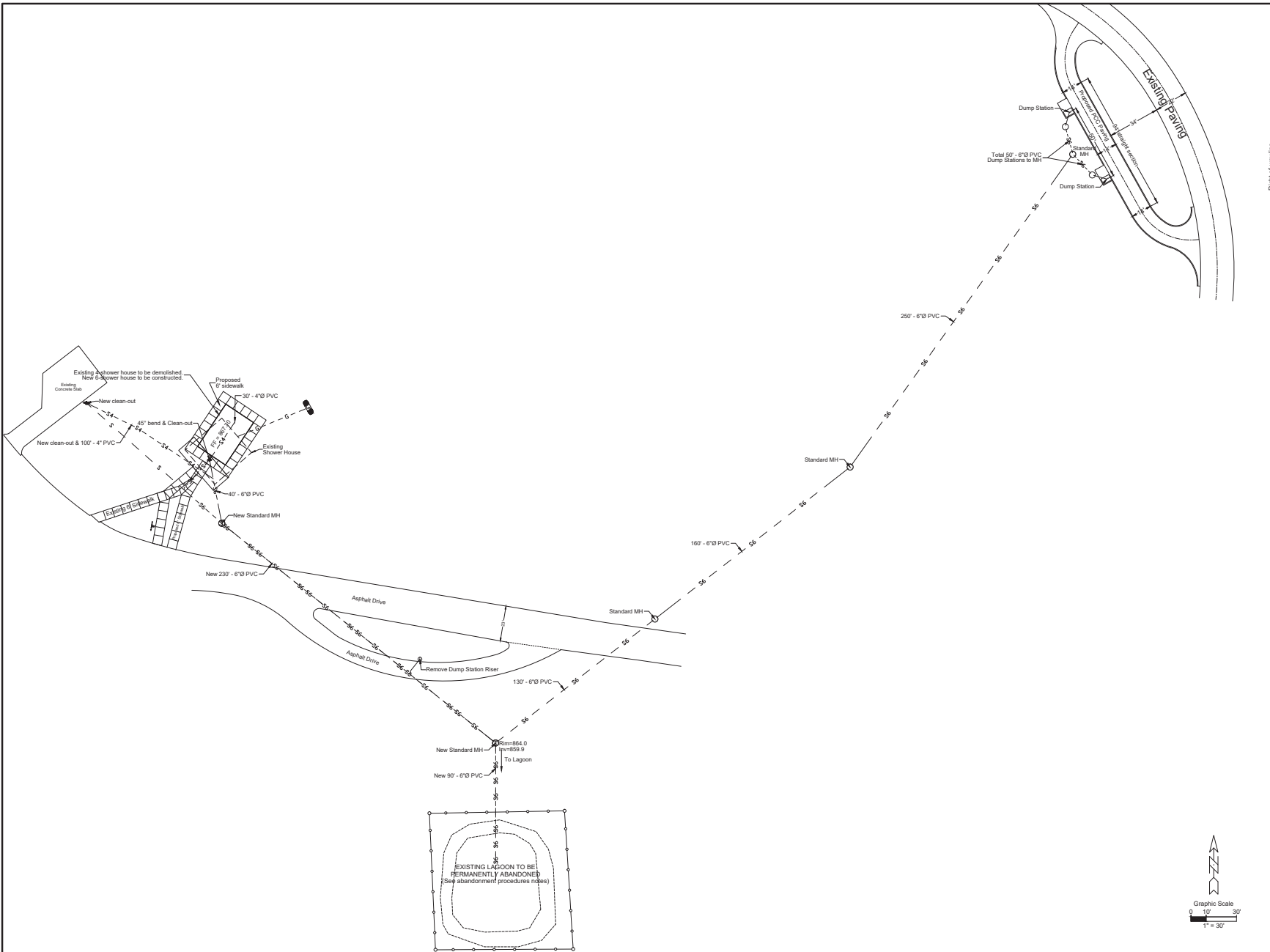
SEPTIC SYSTEM FACILITY WITH NIBBLER SYSTEM AERATION AND SUBSURFACE SOIL DISCHARGE



 Campbell Engineering & Surveying 925 E 14th St, Suite 1 Akeny, Iowa 50021 Phone: (515) 965-4565 E-mail: info@ces5iowa.com	THOMAS MITCHELL PARK			
	6-SHOWER HOUSE RESTROOM & DUAL DUMP STATION 4250 NE 108th St., Mitchellville, IA 50169 Lots 1 & 2 of S1/2 SW1/4 NW1/4 of Sec. 23-79-22 & NW1/4 NW1/4 & NE1/4 SW1/4 NW1/4 & (Ecc. N80W-E40W) E1/2 NW1/4 of Sec. 23-79-22			
	FIELD WORK:	DRAWN BY: _____	BRC	8/20/2024
	REVISIONS:	CHECKED BY: _____	BRC	8/23/2024
	RECEIVED BY: _____	RECEIVED BY: _____	SCALE	SHEET
	RECEIVED BY: _____	RECEIVED BY: _____	VERT.:	1
			HORIZ.:	1=30' 1/2"
			PROJECT #	TWP2301
			FILE #	WT3238

APPENDIX E

THOMAS MITCHELL PARK CAMPGROUND GENERAL SITE PLAN EXISTING SINGLE-CELL CONTROLLED DISCHARGE LAGOON SYSTEM RECONSTRUCTION AND REHABILITATION



Right-of-way line		NE 108th St.	
FIELD WORK:		PROJECT # TWP2301	
DRAWN BY: BRC		FILE #..... WT2328	
CHECKED BY:		SCALE	
REVISED BY:		VERT: 1	
REVISED BY:		HORIZ: 1"=30' 0' 1	
THOMAS MITCHELL PARK		SINGLE-CELL LAGOON FACILITY RECONSTRUCTION PLAN	
4250 NE 108th St., Minneapolis, MN 55418		L. 108th St. & NE 108th St.	
L. 108th St. & NE 108th St.		L. 108th St. & NE 108th St.	
L. 108th St. & NE 108th St.		L. 108th St. & NE 108th St.	

	Date	October 9, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-1015 Richard Leopold Director

AGENDA HEADING:

Approving changes to the Polk County Conservation Administrative Manual to incorporate Polk County's Pay Adjustment Policy as written in August of 2020.

INFORMATION:

The Polk County Board of Supervisors have supported the ongoing compensation study to ensure Polk County's competitive placement in the labor market as well as internal equity across our diverse organization. To ensure continued equity across Polk County Conservation, the Board of Supervisors recommends Polk County Conservation Board adopt language deferring to Polk County Human Resources for the recommendation and approval of salary actions as outlined in the Pay Adjustment Policy. This action would ensure compensation best practice applications and consistency in future pay decisions within Polk County Conservation Board.

FISCAL IMPACT:

Amount: N/A

Funding Source: N/A

PREVIOUS BOARD ACTION(S):

Date: N/A

Roll Call:

Action:

RECOMMENDATION:

Approving changes to the Polk County Conservation Administrative Manual to incorporate Polk County's Pay Adjustment Policy as written in August of 2020.

		POLK COUNTY GOVERNMENT			
		Human Resources Department			
		Title/Subject:	Pay Adjustment Policy		
		Applies to:	All Polk County Employees and Candidates for Vacant Positions	Effective Date:	August 2020
End Date:	N/A				
X	Policy	Approved by: Board of Supervisors		Policy #	300.013
	Procedure			Procedure #	
	Other	Instruction:	Annual Review		
		Number of Pages:	2		

I. General Statement of Policy

The purpose of this policy is to provide criteria for pay adjustments for Polk County employees, as well as offers to candidates for vacant Polk County positions. To the extent this policy conflicts with any terms of a collective bargaining agreement negotiated between Polk County and an employee organization (union), the terms of the collective bargaining agreement shall prevail.

II. Definitions

For the purposes of this policy the following definitions are applicable:

- Promotion/Upgrade: Advancement of an employee to a higher paying job classification (higher pay grade/salary range). Includes temporary promotions.
- Demotion/Downgrade: Permanent movement of an employee to a lower paying job classification (pay grade/salary range).
- Transfer: Permanent movement of an employee to a job classification with the same pay grade/salary range.
- Reclassification: Permanent movement of an employee to a different job classification following a Human Resources audit of the position. Can result in upgrade, downgrade, or transfer.
- Red-Circled Salary: An individual pay rate that is above the range maximum for the pay grade as approved by the Board of Supervisors. The employee is typically ineligible for pay increases until the range maximum surpasses the actual pay rate.
- Hire/rehire: An employee that is being newly hired to the County or is being rehired to the county after a break in service.
- Within-Grade: Means pay between the established minimum and maximum pay associated with a pay grade.

III. Pay Upon Promotion/Upgrade, Demotion/Downgrade, Transfer or Reclassification

- Pay Upon Promotion/Upgrade: Upon receiving a promotion, the Employee shall receive a 5% increase, or the pay rate commensurate with the Minimum level in the higher job classification, whichever is greater. In no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range. The promotion shall be effective at the beginning of the payroll period following Board approval of the action.
- Pay Upon Demotion/Downgrade: Upon receiving a demotion or downgrade, the rate of pay shall be established by the Director of Human Resources but in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range unless the Board approves red-circling of the employee's salary. The demotion/downgrade shall be effective at the beginning of the payroll period following Board approval of the action. An employee who voluntarily accepts a demotion/downgrade shall not be eligible to have their pay red-circled.
- Pay Upon Transfer: No pay adjustments are made following transfers.
- Pay Upon Reclassification: Movement to a higher paying job classification will be treated the same as pay upon promotion/upgrade. Movement to a lower paying job classification shall be at the employees current

pay rate except in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range, unless the Board approves red-circling of the employee's salary. The reclassification shall be effective at the beginning of the payroll period following Board approval of the action.

IV. Progression Following Promotion/Upgrade, Demotion/Downgrade, Transfer or Reclassification

Promotions/upgrades, demotions/downgrades, transfers and reclassifications do not change the anniversary date for within pay grade increases except for Teamsters (the anniversary date for Teamsters promoted to sworn positions changes to the Civil Service Date).

V. Pay Upon Hire/Rehire

All regular full-time Employees, with the exception of management employees, shall be hired at the minimum of their respective pay grade, unless otherwise agreed to in a collective bargaining agreement. The Director of Human Resources may authorize an advance appointment rate not to exceed 10% above the minimum of the pay range for excluded, management/supervisory, and/or director employees, with the approval of the Board of Supervisors. If the appointment is above the minimum of the pay grade, the employee shall not advance at the end of their probationary period but would advance annually upon their applicable anniversary date. Procedures for pay upon hire/rehire shall not apply to any other section of this policy.

Appointment above the minimum rate involving bargaining unit employees requires the signed agreement of the applicable bargaining unit representative in addition to Board approval, unless specifically addressed in the collective bargaining agreement.

VI. Special Pay

The following special pay may be granted as set forth below:

Exceptional Circumstances. Where exceptional circumstances exist, such as the recruitment and/or retention of individuals that would provide exceptional value to Polk County, and as recommended by the Human Resources director subject to approval by the Board, a new hire, rehire or current employee may be placed at a within-grade salary above the percentages contemplated in Sections III and V, above.

Special duty. An employee who is temporarily assigned to a vacant position in a class with a higher pay grade may be given additional pay equal to the minimum of the higher paygrade or an increase of 5%, whichever is greater. Special duty pay shall be recommended by the Human Resources director and is subject to approval by the Board.

Extraordinary duty. An employee or class of employees who are temporarily assigned higher level duties, including supervisory duties, may be given additional pay. The amount of pay shall be recommended by the Human Resources director and is subject to approval by the Board. Employees receiving this pay shall not be entitled to other benefits associated with the position(s) that perform the higher level duties.

Completion of Temporary Assignment. When an employee completes a temporary assignment contemplated by either the special duty or extraordinary duty pay, the employee shall return to the rate of pay they were earning prior to receiving the special or extraordinary duty pay; however, the employee will be entitled to any within grade pay increases that occurred during the special or extraordinary duty pay period up to the maximum of their pay grade.

Effect on within grade increases. Temporary assignments shall not affect an employee's eligibility for within grade pay increases, and the additional pay amount shall be recalculated whenever a within grade pay increase is granted. The class to which the employee is temporarily assigned shall be controlling for purposes of overtime, shift differential, standby and call back pay.

Contact: Human Resources
(515) 286-3200

Revised: June 2012
August 2020

	Date	October 9, 2024
	Item No. CLOSED SESSION Roll Call No. 24-1016 Submitted by:	

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.