



AGENDA OUTLINE/MINUTES TEMPLATE

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

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD (ESTABLISHED 1956)

The Polk County Conservation Board met in person for regular session Wednesday, October 9, 2024. The meeting was called to order at 5:32 p.m.

- #24-1001 **Roll Call**
Members Present: **Altringer, Mollenhauer, Crane, Lewis, Feltner (Zoom)**
Members Absent:
- #24-1002 **Public Comments** None
- #24-1003 **Public Hearing – Intent to Award Contract for Thomas Mitchell Septic System Project**
- #24-1004 **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
- #24-1005 **Financial Reports** (pg 3)
- #24-1006 **Policy & Procedure Discussion Topic:** Encroachment Issues & Engaging Neighbors
- #24-1007 **Action on the Minutes of the Previous Meeting(s)** (pg 6)

MOVED BY Mollenhauer to approve the September 11, 2024 meeting minutes.

SECONDED BY Crane

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

Members Absent:

CONSENT AGENDA

- #24-1008 **Approving** bill list.
- #24-1009 **Approving** pricing structure for Sleepy Hollow ski and snowboard tuning services. (pg 10)
- #24-1010 **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)

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

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

ACTION ITEMS

- #24-1011 **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)

LET THE RECORD SHOW it was moved by Crane to amend Action Item 24-1011.
SECONDED BY Lewis

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

- #24-1012 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)

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-1012.
SECONDED BY Lewis

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

- #24-1013 **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)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-1013.
SECONDED BY Mollenhauer

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

- #24-1014 **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)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-1014.
SECONDED BY Mollenhauer

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

- #24-1015 **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)

LET THE RECORD SHOW it was moved by Mollenhauer to table Action Item 24-1015 until Board Members receive more information.

SECONDED BY Lewis

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

Members Absent: **Feltner (jumped off Zoom call before vote)**

BOARD DISCUSSION

Director Remarks – regarding discussion pertaining to the McGrath Classification & Compensation Survey Presentation by Ella McGowan:

- The Class & Comp Survey changes will move forward as planned, with implementation in Polk County systems effective Nov 2, 2024. Restructuring the classification and compensation system has always been within the purview of the Polk County HR Department, and PCC traditionally aligns with the structure established.
- For setting the compensation of the PCC Director, it is clear in Iowa State Code 350.46 that the Polk County Conservation Board should set the compensation of the Polk County Conservation Director. Polk County's Pay Adjustment Policy needs to accommodate Iowa State Code's directive before the PCC Board can adopt it.
- For Special Pay circumstances, such as offering above Base Pay to a new hire (up to 10% above), or compensating 5% to temporarily backfill a management role, PCC staff and Board Members need to review verbiage in the proposed policy and discuss further.
- Per Amanda Brown's efforts, Polk County Conservation won the Izaak Walton League Habitat Improvement Award of First Place (20,000+ population qualifier) for outstanding efforts in establishing habitats for wildlife. The plaque will be hung in the NR shop at CBG.

Board Remarks –

- Polk County's Pay Adjustment Policy as written does not accommodate Iowa State Code regarding setting Director's pay so voting must be tabled until further information can be provided from Polk County HR.
- Polk County Conservation has Bylaws that already address some compensation and pay policies and facilitate a way to align with Polk County pay directives – this Action Item seems duplicitous when compared to the already established Bylaws.
- More time is needed to review Iowa State Code pertaining to Conservation Board authority in this matter.



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CLOSED SESSION **PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD**

The Polk County Conservation Board met in closed session Wednesday, October 9, 2024 at _____ p.m.

MOTION: _____

#24-1016 **MOVED BY** _____ **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 79)
SECONDED BY _____

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 _____ Seconded by _____ 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 **Mollenhauer**.

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

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

Meeting adjourned at **7:40** p.m.