



BOARD MEETING

August 11, 2021

5:30 p.m.

Yellow Banks Park Ballfield Shelter

6801 SE 32nd Avenue

Pleasant Hill, IA 50327

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Iowa Central Water Trails Operations – Rich Leopold**
- 4) **Financial Reports**
- 5) **Action on the Minutes of the Previous Meeting(s)**

CONSENT AGENDA

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

- 6) **Approving** bill list.
- 7) **Approving** the participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail to contribute \$5,000/year into the High Trestle Trail Legacy Fund over a period of Five years.
- 8) **Authorizing** Director or his designee to enter into an agreement with AmeriCorps 4-H Outreach program to support Environmental Education Division. - \$15,000.00
- 9) **Authorizing** the Board Chair or his designee to execute an agreement regarding the USDOT Build Grant to the Des Moines Metropolitan Planning Organization between the City of Des Moines, Central Iowa Water Trails (ICON), LLC and Polk County Conservation.
- 10) **Approving** Flexible Work Arrangement Policy.
- 11) **Authorizing** Director or his designee to execute a land trade in the Lower Fourmile Creek Greenway (1.4 acres along Dubuque Ave. and E 41st) for 1.7 acres along Washington and E. 40th.
- 12) **Approving** 5% bonus pay to Curtis Kentner, Equestrian Center Operations Coordinator, for special duties and assignments.

ACTION ITEMS

- 13) **Approving** Iowa REAP grant resolution requirement for funding the Ochylski Property acquisition at Chichaqua Bottoms Greenbelt (CBG).

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

14) Land Acquisition

ADJOURNMENT

Upcoming Events

- August 19: GOF Board Meeting/Strategic Planning: 8-12 @ Jester Park Nature Center
- August 28: Glow Wild: 4-10 p.m. @ Jester Park Nature Center
- September 8: PCC Board Meeting, 5:30 PM, Location TBD

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

2021- 2021 Revenue Budget
- as of 07/31/21 (8.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 5,000	\$ -	\$ 5,000	0.0%
6006	Environmental Ed	\$ 80,000	\$ 5,835	\$ 74,165	7.3%
6009	Natural Resources	\$ 64,000	\$ 41,133	\$ 22,867	64.3%
6101	Administration	\$ 2,000	\$ 10,972	\$ (8,972)	548.6%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 582,500	\$ 94,467	\$ 488,033	16.2%
6118	Fleet Services	\$ 10,000	\$ -	\$ 10,000	
6119	Construction/Maint.	\$ -	\$ -	\$ -	0.0%
6124	Equestrian Center	\$ 215,000	\$ 13,592	\$ 201,408	6.3%
Sub-Total - General Fund 1		\$ 958,500	\$ 165,999	\$ 792,501	17.3%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 100,000	\$ 10,284	\$ 89,716	0.0%
6126	Mitigation Banking	\$ -	\$ -	\$ -	0.0%
6127	Miscellaneous	\$ 1,000	\$ 953	\$ 47	95.3%
6128	Cabins	\$ 110,000	\$ 12,605	\$ 97,395	11.5%
6129	Laurisden Skatepark	\$ 2,000	\$ -	\$ 2,000	0.0%
Sub-Total - General Fund 6		\$ 213,000	\$ 23,842	\$ 189,158	11.2%
REAP - Fund 26					
0211	Resource Enhancement	\$ 111,000	\$ 80	\$ 110,920	0.1%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 320,000	\$ 100,035	\$ 219,965	31.3%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 304,000	\$ 146,610	\$ 157,390	48.2%
Sub-Total - Enterprises Fund 286		\$ 304,000	\$ 146,610	\$ 157,390	48.2%
Grand Total - Conservation		\$ 1,906,500	\$ 436,566	\$ 1,469,934	22.9%

2020 - 2021 Expense Budget
- as of 07/31/21 (8.33% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 280,000	\$ 36,008	\$ 243,992	12.9%
6006	Environmental Ed	\$ 692,549	\$ 50,866	\$ 641,683	7.3%
6009	Natural Resources	\$ 1,112,522	\$ 86,763	\$ 1,025,759	7.8%
6101	Administration	\$ 1,055,172	\$ 142,558	\$ 912,614	13.5%
6103	Community Outreach	\$ 211,875	\$ 15,648	\$ 196,227	7.4%
6104	Conservation Grants-2018 Flood	\$ -	\$ 4,473	\$ (4,473)	0.0%
6110	Parks Advocacy Unit	\$ 1,272,823	\$ 127,813	\$ 1,145,010	10.0%
6118	Fleet Services	\$ 538,527	\$ 54,297	\$ 484,230	10.1%
6119	Construction/Maint.	\$ 683,430	\$ 62,546	\$ 620,884	9.2%
6124	Equestrian Center	\$ 612,471	\$ 66,211	\$ 546,260	10.8%
Sub-Total - General Fund 1		\$ 6,459,369	\$ 647,183	\$ 5,812,186	10.0%
6125	JP Lodge	\$ 75,000	\$ 1,497	\$ 73,503	2.0%
6126	Mitigation Banking	\$ 0	\$ 0	\$ 0	0.0%
6127	Miscellaneous	\$ 25,000	\$ 110	\$ 24,890	0.4%
6128	JP Cabins	\$ 61,028	\$ 8,722	\$ 52,306	14.3%
6129	Laurisden Skatepark	\$ 100,000	\$ 47,054	\$ 52,946	0.0%
Sub-Total - General Fund 6		\$ 261,028	\$ 57,383	\$ 203,645	22.0%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,560,175	\$ 119,360	\$ 1,440,815	7.7%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 94,300	\$ 76,198	\$ 18,102	80.8%
REAP - Fund 26					
0211	Resource Enhancement	\$ 107,069	\$ -	\$ 107,069	0.0%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,524,641	\$ 251,422	\$ 2,273,219	10.0%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 335,000	\$ 2,999	\$ 332,001	0.9%
Sub-Total - Enterprises Fund 286		\$ 335,000	\$ 2,999	\$ 332,001	0.9%
Grand Total - Conservation		\$ 11,341,582	\$ 1,154,545	\$ 10,187,037	10.2%

Polk County Conservation Board
5:30 p.m. – **Easter Lake North Shore & Shelter #4**
2830 Easter Lake Drive
Des Moines, IA 50320

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met via Zoom Meeting for regular session on Wednesday, July 14, 2021. The meeting was called to order at 5:30 p.m.

- #21-0701 Roll Call
Members Present: Crane, Cataldo, Lewis, Mollenhauer, Altringer
Members Absent:
- #21-0702 Public Comments
- #21-0703 Employee Introductions
 Jenna Gatzke - Naturalist
- #21-0704 Financial Reports
- #21-0705 **MOVED BY Altringer/Mollenhauer 2nd**, to approve the June 9, 2021 meeting minutes.
Vote Yea: Crane, Cataldo, Lewis, Mollenhauer, Altringer
Members Absent:

CONSENT AGENDA

- #21-0706 **Approving** bill list.
- #21-0707 **Approving** amendments to the PCC Administrative Manual updating the Deferred Compensation and Part-Time/Seasonal Employees Compensation sections.
- #21-0708 **Approving** the Capital Campaign and Execution Agreement with Funding Solutions Inc. President, Ellen Nelson, to raise \$3.2 million for the planned improvements to Easter Lake Park north shore for \$79,750.00.
- #21-0709 **Authorizing** Director or his designee to enter into a Community Partner Agreement with KABOOM, Inc. for construction of a 2,500 square foot playground. – Conservation costs \$8,500.
- #21-0710 **Approving** funding for the Yellow Banks shower house/restroom facility utility connections in an amount not to exceed \$55,000.00 and directing staff to continue to solicit quotes.
- #21-0711 **Approving** and entering into a cooperative agreement with the Iowa Dept. of Transportation to share costs for soil testing at the Trails End Mitigation Bank site.

#21-0712 **Recommending** to the Polk County Board of Supervisors to approve a temporary easement to the City of Des Moines for the repair of a storm sewer on land known as the Great Western Trail.

#21-0713 **Awarding** bids to harvest prairie hay at Chichaqua Bottoms Greenbelt (CBG) on Units 1 (to Zach Smith - \$20 per ton), 2 (to Zach Smith - \$15 per ton), 3 and 4 and authorize the Director, or his representative, to sign the agreement(s) authorizing harvest.

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

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

Members Absent:

ACTION ITEMS

#21-0714 **Authorizing** Director or his designee to enter into agreements with Grimes Asphalt and Paving Corporation for competitively bid projects through Polk County Public Works for park roads, trails and parking lots. Not to exceed \$135,140.96.

LET THE RECORD SHOW it was moved by **Altringer** to approve Action Item 21-0714.

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

Members Absent:

#21-0715 **Public Hearing approving** plans, specifications, form of contract documents, engineer's estimate, and designating lowest responsible bidder for the construction of the Jester Park RV Dump Station to Roger's Septic, LLC in a contract amount of \$231,933 plus a 10% contingency.

LET THE RECORD SHOW it was moved by **Altringer/Mollenhauer 2nd** to approve Action Item 21-0715.

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

Members Absent:

#21-0716 **Public Hearing approving** plans, specifications, form of contract documents, engineer's estimate and designating lowest responsible bidder for the Trail Resurfacing project to Grimes Asphalt and Paving Corp. in a contract amount not to exceed \$99,000.

LET THE RECORD SHOW it was moved by **Cataldo/Mollenhauer 2nd** to approve Action Item 21-0716.

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

Members Absent:

#21-0717 **Public Hearing approving** plans, specifications, form of contract documents, engineer's estimate, and designating lowest responsible bidder for the construction of the Yellow Banks Park RV Campground Expansion to Elder Corporation in a contract amount of \$527,935.00 plus a 10% contingency.

LET THE RECORD SHOW it was moved by Lewis/Altringer 2nd to approve Action Item 21-0717.

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

Members Absent:

BOARD DISCUSSION

Director's Remarks

Grants:

- 2021 International Mountain Biking Association "Dig In" Fundraising Grant awarded for the Copper Creek Trails project
- IA Dept of Cultural Affairs - Historical Resource Development Program (Museums) \$25,000 grant awarded to the JPNC Lithic & Historic Artifact Exhibit

Easter Lake North Shore Improvement Project Update – the feasibility study results are in and are very positive!

On Tuesday, 7-13-21, the Polk County Board of Supervisors voted 5-0 to add ballot verbiage for the Nov 2 vote regarding a 20 year, \$65 million bond referendum. The Des Moines Register featured an article covering the bond referendum after an interview with PCC Director, Rich Leopold.

Board & Chair Remarks

PCC Staff Member, Lewis Major, is very enthusiastic about the JPNC Lithic & Historic Artifact Exhibit – glad to hear that funding has been awarded for this project! Discussion about Bond Referendum and DSM Register article.

CLOSED SESSION

#21-0718 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.

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

Members Absent:

Closed Session Attendees: Katie Stoklasa, Rich Leopold, Jim Cataldo, Pam Mollenhauer, Ryan Crane, Cassie Cook, Doug Sheeley, Kate Clark, Greg Lewis, Natalie McFarlane, Doug Romig

Action on closed session:

Moved by Mollenhauer to return to open session.

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

Members Absent:

Adjournment

Meeting adjourned at 6:57 p.m.

**Date**

August 11, 2021

Item No.**CONSENT****Roll Call No.****21-0807****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Approving the participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail to contribute \$5,000/year into the High Trestle Trail Legacy Fund over a period of Five years.

INFORMATION:

Polk County Conservation has participated in the High Trestle Trail Committee since 2014, making contributions in the High Trestle Trail Legacy Fund totaling \$25,000.

This request is an extension of original agreement to renew this agreement for an additional 5 years. Polk County Conservation staff attends the Committee meetings on a quarterly basis to review any projects that request funding from this account.

This agreement was formed because the High Trestle Trail is a high quality regional asset that benefits the regional economy, provides active recreation, environmental education, and health improvement opportunities to support the overall quality of life in Central Iowa. Concern regarding the financial capability of Boone County Conservation for this regional asset brought together the original maintenance funding partners to ensure long-term maintenance of the High Trestle Trail. This collaboration is in the best interest of the agencies involved, and working collectively provides greater benefit to the trail and the agencies involved in trail maintenance.

Partners Annual Contributions:

- Ankeny \$5,000
- Sheldahl \$500
- Slater \$1,500
- Madrid \$1,500
- Woodward \$1,500
- Polk Co. \$5,000
- Dallas Co. \$750
- Story Co. \$500
- Boone Co. \$5,000

FISCAL IMPACT:

Amount: \$5,000/year
\$25,000 **Not to Exceed**

Funding Source: Polk County Operating Budget

PREVIOUS BOARD ACTION(S):

Date: May 14, 2014

Roll Call: 14-0503F **(4 Yea / 1 Absent)**

Action: Approve participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail project as outlined in the Memorandum of Understanding and further authorizes the Chair to sign the document.

RECOMMENDATION:

Approving the participation of Polk County Conservation in the Memorandum of Understanding between the partners in the High Trestle Trail to contribute \$5,000/year into a maintenance fund over a period of Five years and designating the Board Chair or his designee to sign said agreement.

MEMORANDUM OF UNDERSTANDING

PARTIES: THE CITIES OF ANKENY, MADRID, SHELD AHL, SLATER, WOODWARD, BOONE COUNTY CONSERVATION BOARD, POLK COUNTY CONSERVATION BOARD, DALLAS COUNTY CONSERVATION BOARD, STORY COUNTY CONSERVATION BOARD

PROJECT/INITIATIVE: JOINT PUBLIC SERVICE AGREEMENT

GENERAL NOTES: This Memorandum of Understanding (M.O.U.) is made and entered into, by and between, the Cities of Ankeny, Madrid, Sheldahl, Slater, and Woodward, the Boone county Conservation Board, the Polk County Conservation Board, the Dallas County Conservation Board and the Story County Conservation Board (the “Jurisdictions”).

JURISDICTIONS RESPONSIBILITIES & MUTUAL UNDERSTANDINGS

1. Because The High Trestle Trail is high quality regional asset that benefits the regional economy, provides active recreation, environmental education and health improvement opportunities to support the overall quality of life in Central Iowa; and
2. Because the long term maintenance of the High Trestle Trail is in the best interest of the agencies involved; and
3. Because working collectively provides greater benefit to the trail and the agencies involved in trail maintenance; the Parties above therefore agree to the following:
4. The Jurisdictions agree to serve on the High Trestle Trail Steering Committee (the “Steering Committee”) with one official representative from each of the nine government entities. The Jurisdictions support the creation of a “High Trestle Trail Agency Fund” (the “Agency Fund”) through annual contributions pursuant to available funds for a period of at least five years. This Agency Fund will be an annual set-aside for major expenditures expected in the long term future such as major trail resurfacing, devastating drainage repair, or significant issues with bridges along the trail. All Jurisdictions intend to contribute to the Agency Fund yearly, based on the contribution schedule listed below:

• Ankeny	\$5,000
• Sheldahl	\$500
• Slater	\$1,500
• Madrid	\$1,500
• Woodward	\$1,500
• Polk Co.	\$5,000
• Dallas Co.	\$750
• Story Co.	\$500
• Boone Co.	\$5,000

5. The Iowa Natural Heritage Foundation shall be assigned to manage the Agency Fund and invoice each Jurisdiction with payment due on the following dates:
 - July 31, 2021
 - July 31, 2022
 - July 31, 2023
 - July 31, 2024
 - July 31, 2025

Contribution levels and the M.O.U. guidelines will be reviewed every five (5) years.

6. Maintenance expense requests shall be reviewed and approved by the High Trestle Trail Steering Committee on a case-by-case basis. Any reimbursements from the Agency Fund shall only be for direct expenses, not staff or administrative time. In an effort to leverage the Agency Fund, funding appropriations shall not exceed 50% of total costs, unless approval for such additional funding is authorized through a majority vote of the Steering Committee.
7. This M.O.U. shall become effective upon acceptance by all parties.
8. This M.O.U. is duly recognized by all Jurisdictions and it may be amended only upon the agreement of all parties and only in writing.
9. The Jurisdictions shall approve the M.O.U. by resolution or motion of their respective Board or Council, which shall authorize the execution of the M.O.U.

EXECUTION OF AGREEMENT

This M.O.U. is hereby agreed to by all Jurisdictions to be executed in separate counterparts, each of which shall be considered an original, this _____ day of _____, 20____.

City or County of _____

Attest: _____
Mayor or County Board Chair

City Clerk or CCB Director

	Date	August 11, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-0808 Patrice Petersen-Keys Environmental Education Coordinator

AGENDA HEADING:

Authorizing Director or his designee to enter into an agreement with AmeriCorps 4-H Outreach program to support Environmental Education Division. - \$15,000.00

INFORMATION:

AmeriCorps 4-H provides youth-serving organizations and coalitions the opportunity to host one or more AmeriCorps members who coordinate youth stewardship projects and programs during their AmeriCorps service. To do this, the program applies for AmeriCorps funding each year from the Corporation for National and Community Service and the Iowa Commission for Volunteer Service. ISU Extension and Outreach has applied for funding for the 2021-2022 service year. The available slots will be awarded through this application process to host-sites across the state.

Polk County Conservation has been selected to serve as an AmeriCorps 4-H Outreach Host Site for the 2021-2022 Program year! The following positions will be filled by AmeriCorps Members:

- Two Quarter-time (450 hours) Youth Corps - Summer Crew Leaders
- Two Half-time (900 hours) Youth Corps - Crew Leaders
- Two Quarter-time (450 hours) Seasonal Naturalists

FISCAL IMPACT:

Amount: \$15,000

Funding Source: Polk County Conservation Environmental Education Budget

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Authorizing Director or his designee to enter into an agreement with AmeriCorps 4-H Outreach program to support Environmental Education Division. - \$15,000.00



Date

August 11, 2021

Item No.

CONSENT

Roll Call No.

21-0809

Submitted by:

**Douglas C. Romig
Deputy Director**

AGENDA HEADING:

Authorizing the Board Chair or his designee to execute an agreement regarding the USDOT Build Grant to the Des Moines Metropolitan Planning Organization between the City of Des Moines, Central Iowa Water Trails (ICON), LLC and Polk County Conservation.

INFORMATION:

The Metropolitan Planning Organization applied for and was awarded a Better Utilizing Investments to Leverage Development Transportation Discretionary Grants Program "Build Grant" grant in an amount not to exceed \$25,000,000 for the first phase of a multi-phased project that will mitigate a dangerous low-head dam at Scott Avenue to help facilitate a water recreational trail, and enhance access points at Prospect Park, Birdland Marina and Harriet Street along the Des Moines River within the City of Des Moines as a part of the Central Iowa Water Trails (CIWT) initiative, now entitled ICON (Iowa Confluence Water Trails).

The Build Grant Agreement for the projects is between the United States Department of Transportation, Iowa Department of Transportation and the MPO, as the first-tier recipient. The projects are estimated to cost approximately \$40 million (with up to 80%, not to exceed \$25 million) of the construction cost being funded by the BUILD Grant, \$550,000 of Surface Transportation Block Grant funds, and remaining funding from CIWT through donations and local contributions.

The Build Grant Agreement allows the IDOT, as the Recipient, to enter into a separate agreement with the MPO as the First Tier Recipient to assign responsibilities among the Recipient and First-Tier Recipient for administration and oversight. The IDOT and the MPO have entered into a Sub-Agreement regarding the financing and obligations that accompany the Federal funding provided by the BUILD Grant and Surface Transportation Block Grant funding. The MPO is the contracting authority and responsible for the Project construction.

The MPO is a planning organization and not an operating/managing entity. Therefore, the parties are requesting Polk County Conservation (PCC) to assume management of the in-water project improvements constructed with the 2019 BUILD grant, the STBG funds and funds raised by CIWT, and in conformance with the maintenance standards of the CITY-CIWT 28E Agreement. CIWT shall contract with PCC to provide all in-water maintenance for the Project. Said maintenance shall continue for a period of twenty years from the date that the Scott Avenue portion of the Project opens and is accepted by the Des Moines City Council.

In the event that CIWT or its successor entity is ever dissolved or declared insolvent, or the Agreement is terminated for breach and failure to cure in accordance with Section 1.10(b), PCC will continue to be responsible for all in-water maintenance for the Project for

the twenty year period required under the terms of the BUILD grant and in conformance with the maintenance standards of the CITY-CIWT 28E Agreement. Said funding for PCC's maintenance obligation will be through a restricted fund held by the Great Outdoors Foundation and transferred to PCC upon the dissolution or declared insolvency of CIWT or its successor entity.

The funding for the long-term maintenance of the downtown sites will be covered by the revenues generated through the downtown livery and programming income. Before activation of Center Street and the realization of those revenues, maintenance and operations costs will be covered by fundraising dollars. In-water maintenance covered by the 28E partner agreements is for the in-water cleanup operations that will cover all 150-miles of waterways of the regional project.

The new governance structure is being adopted by all of the regional partners, securing funding and establishing the governing body to oversee future development and operation. Now is a good time to move forward with formal discussions to establish the maintenance responsibilities that have been a part of the discussion throughout this project.

The entire in-water maintenance costs for all of the downtown sites is estimated at \$158,000. This agreement does not include the major whitewater course that is slated to be between I-235 and the Women of Achievement Bridge (Center Street Dam).

FISCAL IMPACT:

Amount: TBD

Source: Central Iowa Water Trails/ICON

PREVIOUS BOARD ACTION(S):

Date: June 9, 2021

Roll Call: 21-0612 **(4 Yea / 1 Absent)**

Action: Approving Polk County Conservation's participation in the Central Iowa Water Trails Governance Committee and committing Conservation's portion per the formula within the 28E Agreement establishing said committee – est. \$87,000 annually.

Date: October 12, 2016

Roll Call: 16-1011 **(3 Yea / 2 Absent)**

Action: Approved contribution of \$30,000 to the Metropolitan Planning Organization toward an Engineering Study as a part of implementing the Greater Des Moines Water Trails and Greenways Plan.

RECOMMENDATION:

Authorizing the Board Chair or his designee to execute an agreement regarding the USDOT Build Grant to the Des Moines Metropolitan Planning Organization between the City of Des Moines, Central Iowa Water Trails (ICON), LLC and Polk County Conservation.

	Date	August 11, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-0810 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving Flexible Work Arrangement Policy.

INFORMATION:

Polk County Conservation strives to support its employees with a healthy work/life balance while recognizing that sometimes excessive and irregular hours are required. The purpose of this program is to provide parameters for implementing Flexible Work Arrangement opportunities for Polk County Conservation employees. It is designed to provide the structure needed for effective implementation and operation of Flex Time, Telework, and Compressed Work Weeks for all eligible employees. Polk County Conservation will provide its employees with the opportunity to participate in a flexible work arrangement when practical and consistent with the Polk County and Polk County Conservation mission.

A similar policy has been approved by the Polk County Board of Supervisors for County employees. Conservation has expanded the policy to include current operations that have not been previously addressed in the agency's Administrative Manual, such as the compressed work week comprised of four extended 10-hour days, used by the Construction Maintenance and some employees in Administration, Natural Resources and Parks divisions.

The recommended policy is attached to this communication for Board Member review as we tried to be prescriptive to the intent and implementation of this program, which will require a meeting with the Division Manager and both the Director and Deputy Director to ensure consistency in implementation.

FISCAL IMPACT: None

Amount:

Funding Source:

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Approving Flexible Work Arrangement Policy.

		POLK COUNTY CONSERVATION				
		Title/Subject:		POLK COUNTY CONSERVATION Flexible Work Arrangement Policy		
		Applies to:		Effective Date:		August 12, 2021
				End Date:		Until Rescinded by the Director or Deputy Director
X	Policy	Approved by: Polk County Conservation Board		Roll Call #	21-0810	
	Procedure	Recommended by: Richard Leopold, Director		Procedure #	N/A	
	Other	Instruction:	No Action Required			
		Number of Pages:	X			

I. General Statement of Policy

PCC strives to support its employees with a healthy work/life balance while recognizing that sometimes excessive and irregular hours are required. The purpose of this program is to provide parameters for implementing Flexible Work Arrangement opportunities for Polk County Conservation employees. It is designed to provide the structure needed for effective implementation and operation of Flex Time, Telework, and Compressed Work Weeks for all eligible employees. Polk County Conservation will provide its employees with the opportunity to participate in a flexible work arrangement when practical and consistent with the Polk County and Polk County Conservation mission.

II. Definitions

Department/Office – the Polk County Department/Office entering into a flexible work arrangement with its employee.

Management – a person in the supervisory chain of command at a level of supervisor/manager or higher.

Manager – a manager with the authority to enter into flexible work arrangements with subordinate employees, to the extent such authority is delegated by the Director or Deputy Director.

Official Work Site – the official physical address established as the place of business for Polk County Conservation for which a flexible work arrangement has been approved or an alternate location identified within the terms of the flexible work arrangement.

The Flex Time Program – a temporary and short-term adjustment to the staff member’s normal working hours.

The Telework Program – an employee-initiated or employer-mandated pre-approved arrangement to work at a location away from the employee’s regular work site.

Telework Agreement – a written agreement between an employee and Polk County Conservation and/or manager requiring each to adhere to applicable guidelines of this program and any other terms required by management.

Telework Site (alternative work site) – the management approved physical address(es) from which the employee engaged in the telework agreement conducts county business.

Teleworker – the employee engaging in the telework agreement.

Compressed Work Week – FT employee work schedule in which their regular weekly hours are compressed into a shorter week comprised of four extended 10-hour days.

III. FLEX TIME

Flex time is a temporary and short-term adjustment to the staff member’s normal working hours. These adjustments must be approved by the supervisor. Employees should track their actual time used each day. Flex time should fall within the same two-week pay period whenever possible. If flex time falls within the next pay period, staff should notify supervisor of hours falling in next pay period.

Supervisors should recognize when their staff have worked excessive hours by encouraging them to use flex time to alleviate potential burnout and to assist staff in managing personal commitments. Staff may find they need to temporarily adjust their schedule from the traditional eight-hour day, Monday-through- Friday week due to:

- Personal commitments – Employees may adjust their schedule, with the consent of their supervisor, to allow for personal commitments such as, but not limited to, appointments or picking up/dropping off a child.
- Excessive hours – Some projects require additional and irregular hours for activities such as, but not limited to, member events, late night meetings, and travel. Supervisors should recognize excessive time worked by encouraging employees to use flex time. Employees should feel empowered to request this time when they have been working beyond the normal work schedule.

Flex time should never be considered a long-term or permanent arrangement. Time adjustments should be worked out with the employee’s supervisor.

IV. TELEWORK PROGRAM

PCC recognizes that working outside of the office, in so far as it reduces employee commuting miles – is desirable from an environmental point of view and under appropriate circumstances, can be productive for the organization and the employee.

Teleworkers must report to their official work site on scheduled telework days if requested by the manager. A request by the manager or the employee to report to the official work site shall not be construed as a termination of the telework arrangement. The employee's travel to the official work site is considered commute time, not hours of work, unless the employee is called into the official work site unexpectedly during the scheduled hours of a telework day.

An employee should communicate their telework schedule to the rest of the staff and indicate on their calendar when they are working from home.

Employees must be aware of their surroundings when holding meetings and phone calls at any time, including when working remotely. For example, if an employee is on a call or meeting in a public space, it is imperative that confidential information is not inadvertently shared with others in the public space.

An employee's participation in the Telework Program must not adversely affect the workload or performance of other employees in the office. The supervisor will review this arrangement periodically. If a supervisor denies an employee the benefit of working outside the office, or has reversed a previous approval, a written explanation will be shared with the employee and added to their personnel file.

Telework does not alter the terms and conditions of employment, including an employee's rate of pay, benefits, individual rights, or obligations. Matters regarding pay, such as a change in official work site, overtime, call back, leave, travel entitlements, etc., will be administered in accordance with applicable current law, rules, and regulations. Telework shall not affect other conditions of employment, (e.g., hours of work), unless specified in a written agreement.

Participation in telework shall not affect an employee's eligibility for receipt of awards, promotions or any other condition of employment.

PCC will not provide office supplies for a Work-At-Home office.

The Polk County IT Department will only provide support for the remote desktop connection, or when computer issues are related to a PCC laptop. Any issues regarding the employee's personal laptop/computer, such as but not limited to hardware, software, peripheral devices, and internet connection, are the responsibility of the employee.

a. Classification Eligibility and Work Suitability

Positions identified as being suitable for teleworking are at the discretion of management.

1. Participation may be voluntary or mandated and management decides if the employee's duties are appropriate for offsite work. The employee must meet all criteria for eligibility established by this policy.
2. Approval for participation in the Telework Program is within management's authority and is not an employee entitlement. For employees that have an office provided within PCC facilities, telework (or Work at Home) arrangements of up to two days a week (or more dependent on Director/Deputy Director discretion) may be approved if business needs are met and there is appropriate workload planning.
3. Prior to telework commencing, the employee must have a suitable workspace, utilities adequate for installing equipment and a general work environment that is free from interruptions and provides reasonable security and protection of county property and information.
4. A position may be suitable for telework if any of the following examples apply:
 - a. Work activities are portable, can be performed as effectively outside of the official work site and are conducive to supervisory oversight at the telework site.
 - b. Job tasks are easily quantifiable or primarily project oriented.
 - c. An employee's participation in the telework program will not adversely affect the workload or performance of other employees.
 - d. Contact with other employees and/or customers is predictable.
 - e. Technology and equipment needed to perform the job offsite are available.
 - f. Office coverage, access to the customer, team involvement and access to the manager are unaffected by the employee's location.
5. A position may not be suitable for telework if any of the following examples apply:
 - a. Daily access to sensitive materials is needed and may not be removed from the official work site or is not accessible by computer.
 - b. Regular face-to-face contact or other official work site activities are required to fulfill assigned responsibilities of the position and cannot be achieved at a telework site.
 - c. If the position is a trainee, emergency, seasonal or entry-level position.
 - d. Special facilities or equipment necessary to perform the job cannot be made available.
 - e. Provision of security at the telework site is too costly as determined by management.

b. Employee Initiated Eligibility Criteria

In order for an employee initiated request to be considered for eligibility to enter into a telework agreement, the employee should meet the following conditions:

1. Have been employed with Polk County for more than six (6) months.
2. Have a current evaluation that is satisfactory.
3. Not have received any disciplinary/adverse action in the last twelve (12) months.

c. Telework Agreements

Prior to the commencement of a telework arrangement, a telework agreement must be completed and executed by Polk County Conservation and the employee. This applies to all staff assigned an office space within a PCC facility, regardless of how frequently or infrequently an employee intends to telework. All telework agreements must conform to the attached “Polk County Conservation Telework Agreement” and included in the employee’s personnel file. When an employee makes a request in writing to participate in the telework program, the manager must consider the request and respond in writing within thirty (30) calendar days.

d. Denial, Suspension, Modification and Termination of Telework Agreements

Denial of telework is at the discretion of Polk County Conservation. Following are non-exhaustive reasons for telework denial:

1. Performance of the Employee - Managers may deny telework if an employee’s performance does not meet or exceed expectations.
2. Organizational Needs - Managers may deny telework in instances which may result in severe work interruption, insufficient office coverage, lack of appropriate security/equipment or where the nature of the work otherwise precludes participation.
3. Equal Treatment – Managers may deny telework in instances where the approval of an agreement creates a disparate treatment of similarly-situated employees.

Managers may temporarily suspend, modify or terminate a telework agreement. Decisions to temporarily suspend, modify, or terminate a telework agreement are at the discretion of the manager or other appropriate designee, and are typically made on a case-by-case basis and based on business needs or employee performance. Examples of reasons for temporary suspension, modification or termination of a telework arrangement may include, but are not limited to:

1. Anytime an employee does not meet the employee eligibility criteria.
2. An employee is required to provide coverage at the official work site.
3. The employee’s performance is not satisfactory.

4. Any disciplinary/adverse action that would have otherwise rendered the employee ineligible to participate.
5. A change in the employee's duties for any reason which would render the employee ineligible to participate.
6. Refusal of a telework site inspection designed to ensure that information systems and appropriate sensitive information protection is in place at the telework site and to ensure compliance with safety standards.

e. Responsibilities

Polk County Conservation managers and employees have a responsibility to ensure a successful telework arrangement. Managers and employees are encouraged to work together to develop telework arrangements that work best for the specific needs of their work unit.

1. Responsibilities of Managers (non-exhaustive list)
 - a. Review, approve or deny written applications for the Telework Program to the extent that authority is delegated by the Director or Deputy Director.
 - b. Determine when job tasks/duties are appropriate for a telework arrangement to the extent that authority is delegated by the Director or Deputy Director.
 - c. Meet with teleworking employees annually at a minimum for the purpose of discussing, reviewing and updating the telework agreement.
 - d. Meet with employees to give assignments and review work as necessary.
 - e. Develop and discuss performance plans and goals with employees prior to beginning the telework assignment.
 - f. Communicate expectations, successes and deficiencies with employees.
 - g. Direct teleworkers to report to the official work site for events requiring their presence.
 - h. Properly certify time and attendance of teleworkers. Managers have the ultimate responsibility for ensuring their employees track telework participation.
 - i. Work with employees to design the telework arrangement so as to minimize employee isolation from the remainder of the staff and facilitate communication between the office and teleworker. Managers should ensure that efforts are made to include teleworkers as part of the team. Teleworkers should be kept abreast of office events that may be of interest to them.
 - j. Managers must identify the appropriate reference sources and other materials necessary to work at the alternate work site, and ensure that the teleworker has access to those items.

2. Responsibilities of Employees (non-exhaustive list)
 - a. Inform management when unable to perform work due to illness or personal situations for which paid leave is authorized, or in extenuating circumstances, when leave without pay may be appropriate.
 - b. Accurately report time and attendance. Employees must submit their time and attendance in accordance with existing policy making certain to appropriately code their hours of telework.
 - c. Contact the official work site to retrieve messages and to request from management approval of a change in telework site.
 - d. Meet organizational requirements regarding communication and accessibility.
 - e. Protect all county equipment by securing unattended laptops or other equipment whether it is in the office, home or while in travel status.
 - f. Transportation of supplies, computers, software, printers and other data processing equipment between the official work site and the telework site is the responsibility of the employee.
 - g. Report information system security incidents and report any work-related accidents.

f. Time and Attendance

1. Managers must accurately certify time and attendance to ensure employees are paid only for work performed and absences are appropriately requested, approved and entered on the employee's timesheet.
2. An employee's telework time must be reported. Employees must submit their time and attendance in accordance with existing policy of the official work site.
3. Overtime and compensatory time must be approved by management in advance, or in accordance with the employee manual.

g. Leave

1. Rules/policies regarding leave remain unchanged under the Telework Program. Leave must be requested and approved in accordance with existing practices, laws, regulations and office/departmental policy.
2. Managers must clearly articulate the rules for use of leave and the leave approval process. Telework employees are expected to adhere to the same policies and procedures as non-telework employees.
3. Employees at a telework site who experience an emergency (e.g., power outage) must contact their manager. Employees may be directed to report to the official work site or another approved telework site to complete their workday.

h. Home Utility Expenses

Polk County assumes no responsibility for any operating costs associated with an employee using his or her personal residence as an alternative work site. This

includes home maintenance, insurance, utilities, telephone lines, etc. When a telework agreement is employer initiated, and an adequate internet connection is required to meet the work needs of the agency, the employee will be compensated monthly for the cost of an internet connection. This connection may be achieved through a direct line or an air card, based on the physical needs of the residence. Compensation will be for the actual cost of internet charges and shall not exceed \$50 per month. When an adequate phone line is required for faxing capabilities to meet the needs of the agency, the employee will be compensated monthly for the cost of a phone line connection. Compensation shall not exceed \$25 per month. When a telework agreement is employee initiated, internet compensation and fax phone line compensation are at the discretion of the employer. Internet compensation will be added to the employee's taxable wages and is subject to taxable withholdings and reporting.

i. Equipment

Managers should assess the equipment needed for telework employees to accomplish their jobs and determine whether such equipment is available to be supplied to the employee. County-owned computers and telecommunications equipment may be placed in employee homes. While it is recognized that technology must be available to support the Telework Program in order for the agency to achieve its mission, it is also understood that the agency may not necessarily make additional equipment/technology purchases for the purpose of facilitating the Telework Program.

j. County-Owned Computers, Equipment and Information

1. As part of the telework agreement, county-owned property, including computers, docking stations, software and other telecommunications equipment may be used by employees in their private residences, provided the property is used exclusively for official county business. Polk County will retain ownership and control of hardware, software and data in all situations. Software other than that provided by the county shall not be installed on county-owned equipment.
2. Polk County is responsible for the maintenance, repair and replacement of county-owned equipment. The employee must notify the manager immediately following a malfunction of county-owned equipment. The employee may be required to bring some equipment such as a desktop or laptop computer into the office for repairs. If repairs are extensive, and replacement equipment is not available, the employee may be required to report to the official work site until suitable equipment is available.
3. If county-owned equipment and/or software is damaged by non-employees (e.g., relatives or dependents of the employee), the employee will be liable for all repair costs or replacement.

4. Only hardware/software configurations approved by Polk County IT and authorized by management for the telework site shall be installed on county-owned computers. No personally owned computers or software will be used for processing work-related information. All secure information, including sensitive but unclassified information, in the possession of the employee must be kept in a locking file cabinet or drawer.
5. Employees must comply with Polk County security procedures, and ensure adequate security measures are in place to protect the equipment and information housed or stored on assigned computers. Failure to comply with security procedures and regulations may be grounds for disciplinary action.

k. Office Supplies

1. PCC will not provide office supplies for a Work-At-Home office.

l. Home Inspections

1. Unless otherwise agreed, a minimum of twenty-four (24) hours advance notice must be given before management may inspect the employee's telework site to ensure that Information systems and sensitive information protection measures are in place at the telework site. Such inspections shall be conducted during the employee's normal working hours.
2. If the employee refuses a telework site inspection, the manager may immediately terminate the employee's telework agreement and the employee must surrender all county-owned equipment and supplies and return to the official work site.

m. Telework and Reasonable Accommodation

The Telework Program may be used to provide reasonable accommodation for employees who qualify, including those employees who have partially recovered from an injury/illness and who can perform work on a full- or part-time basis from a telework site. The reasonable accommodation process will be done in accordance with the Polk County EO/AA/AD policy and prevailing law.

V. COMPRESSED WORK WEEKS

This program allows a full-time employee to compress their regular weekly hours into a shorter week comprised of four extended 10-hour days. Such a request must be approved by the supervisor and may or may not be a permanent arrangement.

**Date**

August 11, 2021

Item No.**CONSENT****Roll Call No.****21-0811****Submitted by:****Douglas C. Romig
Deputy Director****AGENDA HEADING:**

Authorizing Director or his designee to execute a land trade in the Lower Fourmile Creek Greenway (1.4 acres along Dubuque Ave. and E 41st) for 1.7 acres along Washington and E. 40th.

INFORMATION:

Polk County Conservation received a proposal (attached) from Lance Henning, Executive Director for Habitat for Humanity, requesting Polk County Conservation to trade 1.4 acres of developable land for 1.7 acres of floodplain land within the Fourmile Creek Greenway.

Habitat has received a land donation from Kading Properties along the south side of Dubuque Avenue between E. 40th and E. 41st Street in Des Moines, Iowa. In order for them to provide owner occupied homes, they will need the adjacent property, along Dubuque to the north recently purchased by Polk County Conservation, to off-set the extension of utilities down Dubuque Ave.

This request is consistent with the adopted Fourmile Creek Greenway master plan as Polk County Conservation's interests are reestablishing the 500-year floodplain and specific references for development (where possible) would be supported.

Within the proposal, Habitat has agreed to be responsible for all direct costs of the transaction for such items as abstract update, title opinions, survey work and recording documents.

FISCAL IMPACT:

Amount: None

Source: Habitat for Humanity to cover all transaction costs.

PREVIOUS BOARD ACTION(S):

Date: May 12, 2021

Roll Call: 21-0512 **(4 Yea / 1 Absent)**

Action: Approving the purchase of two parcels of land within the Fourmile Creek Greenway from Kading Properties.

Date: November 14, 2018

Roll Call: 18-1111 **(4 Yea / 1 Absent)**

Action: Approving conceptual master plan for Lower Fourmile Creek Greenbelt.

RECOMMENDATION:

Authorizing Director or his designee to execute a land trade in the Lower Fourmile Creek Greenway (1.4 acres along Dubuque Ave. and E 41st) for 1.7 acres along Washington and E. 40th.



we build homes, communities, & hope.

July 16, 2021

To: Doug Romig, Deputy Director
Polk County Conservation
doug.romig@polkcountyiowa.gov

Proposal: Grays Woods/Eastern Mounds area along Four Mile Creek - Lot trade with Habitat for Humanity

To help create 16 affordable homeownership opportunities in Polk County, Greater Des Moines Habitat for Humanity (GDM Habitat) asks the Polk County Conservation to consider the following lot trade:

- 1) Land bordering north side of Dubuque Ave, approximately 125 feet deep, that is currently part of Outlot X Eastern Mounds Plat 1. Land would be roughly 475 feet (east/west) by 125 feet (north/south) Approximately 1.4 acres - Controlled by Polk County Conservation
- FOR
- 2) Lot 5 Broadacre (1537 E 38th) and Lot 4 Broadacre except the South 60 feet of East 130 feet. (next to bike trail, immediately west of lot at 1539 E 40th St already owned by Polk Co Conservation) Approximately 1.7 acres – Controlled by GDM Habitat

Background: In partnership with Kading Properties, current owner of Outlot Y, GDM Habitat has explored the possibility to create eight affordable single family homeowner units along the East 4000 block of Dubuque Avenue on the south side of the street. Both water and sewer service would need to be extended along Dubuque Ave between E 40th St and E 41st St. The cost to develop water and sewer service creates a significant feasibility barrier to developing only the south side of this block.

Benefit of Lot Trade: Gets two more lots (nearly 1.7 acres) under Polk County Conservation's management for the larger Fourmile Creek Greenway restoration. And, the Polk County Conservation land along Dubuque Ave would help create 16 affordable single family homeowner units. It does this by allowing GDM Habitat to spread the cost of the sewer and water main installation across 16 houses and thus making the development feasible. (Actual number of houses built will depend on City of Des Moines' approval)

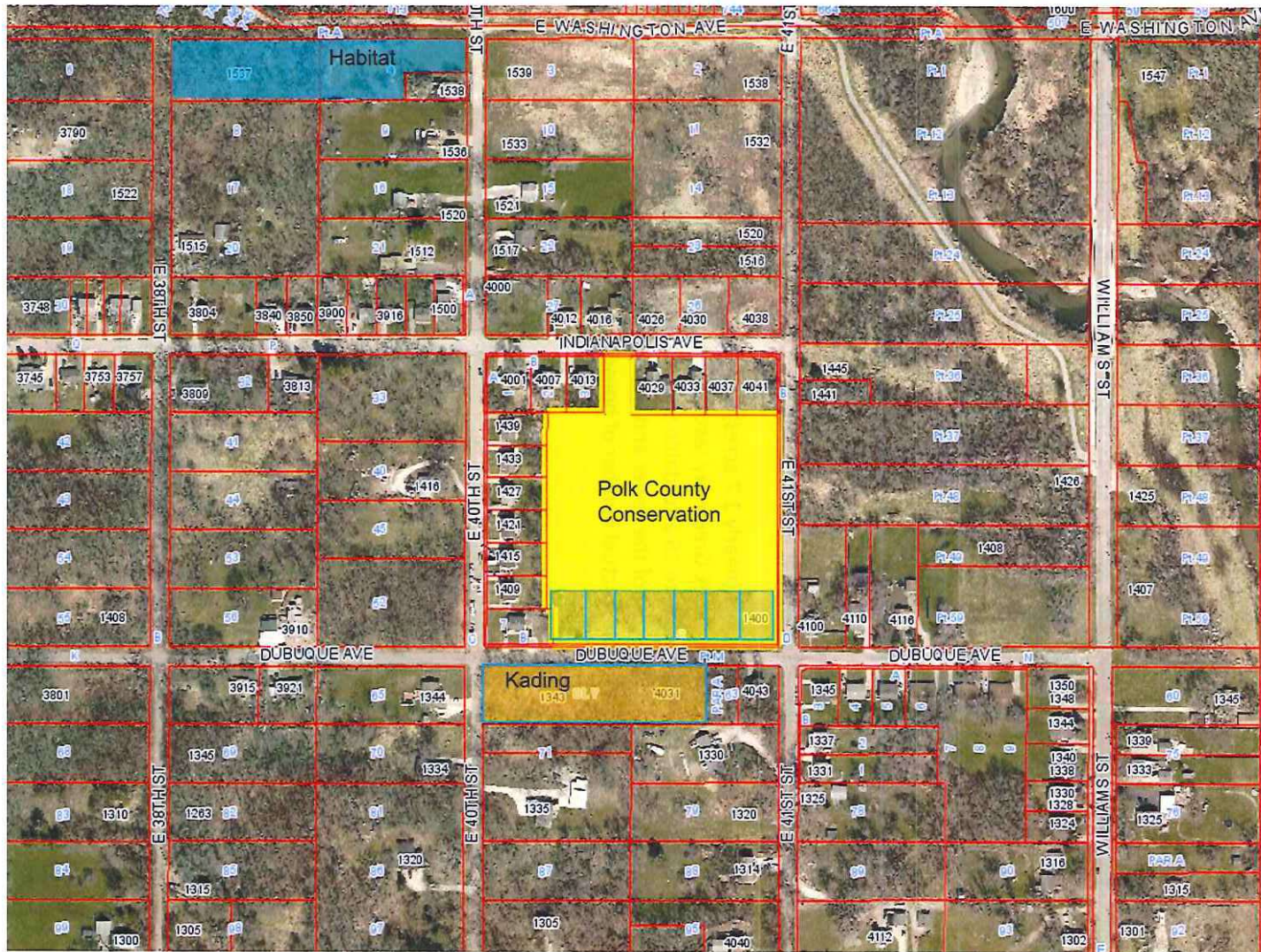
Costs of Lot Trade: GDM Habitat will be responsible for direct costs of the transaction for such items as abstract update, title opinions, survey work, and recording documents.

Project Description: GDM Habitat will work to develop 16 houses in the project that will be sold to persons earning less than 60% of the area median income. Actual number of houses in the project will depend on the City of Des Moines' approval. The three-bedroom houses will be 1,100 to 1,300 square feet. Expect balance of calendar 2021 and most of 2022 to get lots platted and sewer and water installed. GDM Habitat will plan to build on the lots in 2023.

More Information: Please let us know what additional information will be helpful.

Lance Henning, Executive Director
Greater Des Moines Habitat for Humanity
lhennig@gdmhabitat.org
mble 515-771-2048

Brian Miller, Programs Director
Greater Des Moines Habitat for Humanity
bmiller@gdmhabitat.org
mble 563-505-8302



Location:
along Dubuque Avenue
between E 40th St and E 41st
St

- Polk County Conservation
- Proposed area to trade for affordable homeownership
- Habitat for Humanity
- Kading Properties – potential land donation for 6 to 8 houses

**Date**

August 11, 2021

Item No.**CONSENT****Roll Call No.****21-0812****Submitted by:****Richard Leopold
Director****AGENDA HEADING:**

Approving 5% bonus pay to Curtis Kentner, Equestrian Center Operations Coordinator, for special duties and assignments.

INFORMATION:

Curtis Kentner, Equestrian Center Operations Coordinator came to us from work with the Budweiser Clydesdale Wagon Team. Upon a review of his work responsibilities Curtis has assumed management and training of our wagon teams and trains our wagon drivers. This work is above and beyond his essential duties as outlined in his job description.

Due to Curtis' expertise in working with draft teams and instructing wagon drivers, he is saving Polk County Conservation significant money by not having to outsource these trainings. Under the County's employment policy, individuals that provide special duties and/or assignments can be compensated an additional 5% above their base pay.

FISCAL IMPACT: N/A

Amount: \$2,889.85 annualized

Source: Equestrian Center Operating Budget

PREVIOUS BOARD ACTIONS: N/A

Date:

Roll Call:

Action:

RECOMMENDATION:

Approving 5% bonus pay to Curtis Kentner, Equestrian Center Operations Coordinator, for special duties and assignments.

**Date**

August 11, 2021

Item No.**ACTION****Roll Call No.****21-0813****Submitted by:****Cassandra Cook
Conservation Ecologist****AGENDA HEADING:**

Approving Iowa REAP grant resolution requirement for funding the Ochylski Property acquisition at Chichaqua Bottoms Greenbelt (CBG).

INFORMATION:

Polk County Conservation (PCC) personnel would like to apply for the Iowa DNR Resource Enhancement and Protection (REAP) Grant to help fund the acquisition of the Ochylski Property at CBG. This is a 233-acre parcel in the northwestern corner of CBG and was in row crop production until its purchase by the Iowa Natural Heritage Foundation (INHF) last fall. It lies within the FEMA hazard flood area of the South Skunk River, and is bisected by Drainage Ditch #4. There are many wetland signatures on this parcel, which demonstrates great potential for creating additional wetland habitat and increasing water storage capacity on the landscape.

INHF purchased this parcel in the fall of 2020 to hold in trust until PCC is able to acquire funds for acquisition. Last winter they hired a contractor to seed ~148-acres of the crop fields to high-quality prairie. Once in PCC ownership, the restoration plan for the Ochylski Property will be to continue this conversion process to a wetland-prairie complex – its pre-settlement condition. This will provide valuable habitat for wildlife, as well as important resources for pollinators. It has the potential to have great benefits to water quality for CBG by reducing sediment and chemical runoff into the drainage ditch, and increasing groundwater recharge.

As part of the grant process, a resolution must be passed by the applicant agency at a legal meeting and must be recorded in its minutes. This resolution has been drafted per grant specifications and has been included in the Board packet.

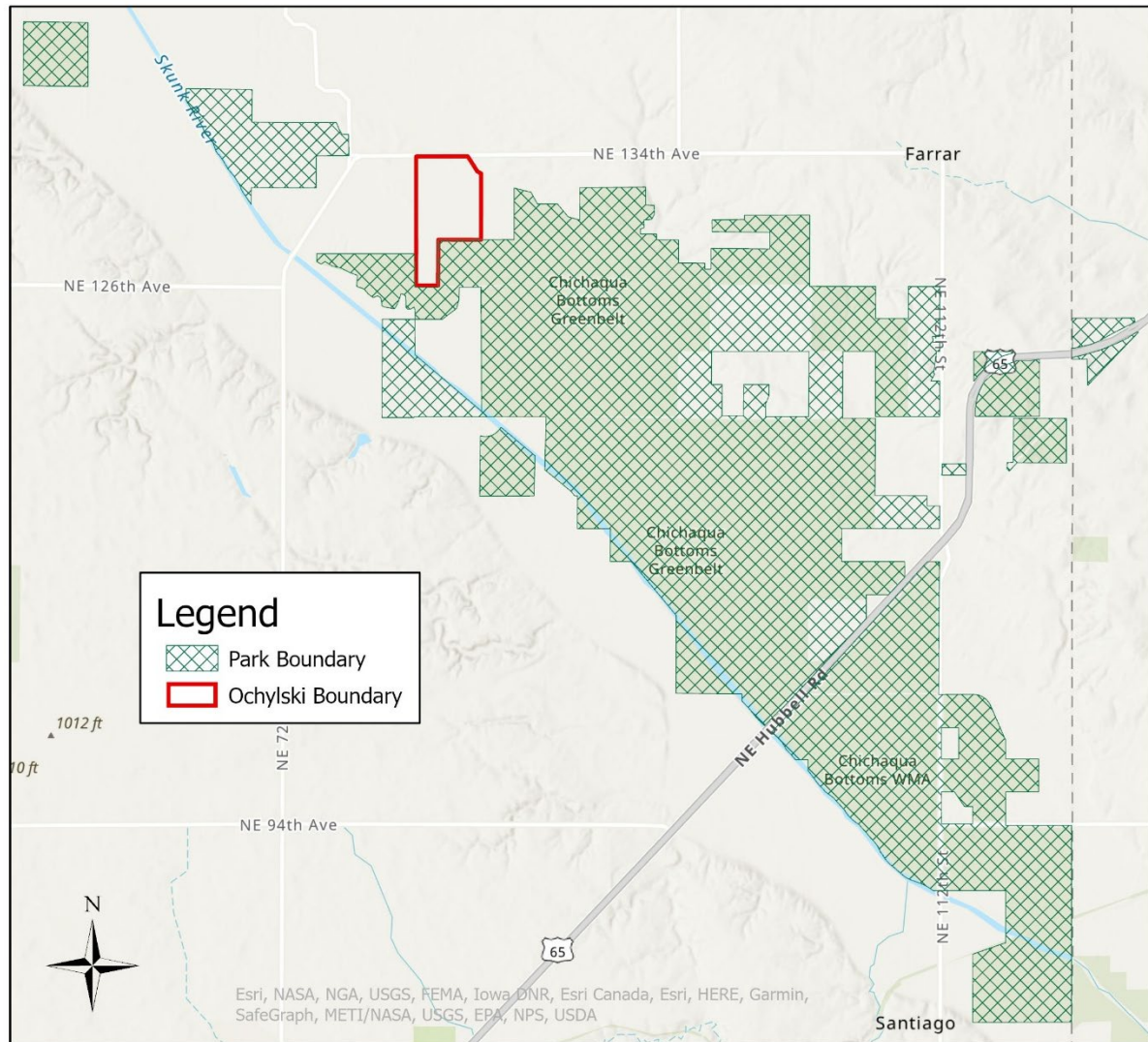
FISCAL IMPACT:

<u>Amount:</u>	Project Cost	~\$1,500,000
<u>Proposed Funding Source:</u>	REAP Grant (PCC ask)	\$500,000
	Other Grants	\$500,000
	NR Bond	\$500,000

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION: Approving Iowa REAP grant resolution requirement for funding the Ochylski Property acquisition at Chichaqua Bottoms Greenbelt (CBG) and authorizing the Board Chair to sign the above-referenced resolution.

Chichaqua Bottoms Greenbelt



RESOLUTION

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

WHEREAS, The Polk County Conservation Board is interested in acquiring wildlife habitat by means of the Ochylski Acquisition as an adjacency to Chichaqua Bottoms Greenbelt; and

WHEREAS, Iowa Natural Heritage Foundation restored 148 acres of the 233 acre parcel to high quality prairie; and

WHEREAS, Polk County Conservation is desirous to restore the remaining land to a wet-land-prairie, its pre-settlement condition; and

WHEREAS, REAP Grant funds are an eligible funding source for this acquisition.

NOW THEREFORE BE IT RESOLVED that the Polk County Conservation Board does hereby make application for assistance of Resource Enhancement and Protection (REAP) funding,

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

AND FURTHER CERTIFIES this resolution was officially adopted by the Polk County Conservation Board at a legal meeting held on the 11th day of August in the year 2021.

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Board Chair

RECOMMENDED FOR APPROVAL:

Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

Kate Clark
Assistant Polk County Attorney

	Date	August 11, 2021
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 21-0814

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.