



BOARD MEETING

August 10, 2022

4:30 PM - **Mally's Park** - Tour of Trail's End Mitigation Bank

5792 NE Berwick Drive

Berwick, Iowa 50032

5:30 PM – PCC Board Meeting

AGENDA

- 1) Roll Call
- 2) Public Comments
- 3) New Employee Introduction
 - a. Zoey Schorzmann – Administrative Specialist
- 4) Environmental Education Annual Report Presentation – Patti Petersen-Keys
- 5) Financial Reports
- 6) 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.

- 7) Approving bill list.
- 8) Approving pay scale increases for the following Conservation seasonal and intermittent positions pending a fund allocation through the Board of Supervisors as part of the recently submitted budget appropriation process.
- 9) Approving the combined cleaning services bid proposal from Reliable Maintenance Company for a one year contract term (with the provision for two, one-year extensions) beginning on September 1, 2022.
- 10) Approving contract with JEO Consulting Group, Inc for engineering/design services for a floodplain restoration project at Chichaqua Bottoms Greenbelt in the amount of \$32,500.
- 11) Approving contract award to paleBLUEdot for development of a Sustainability Plan for Polk County Conservation in the amount of \$51,800.
- 12) Approving updated Administrative Manual of the Polk County Conservation Board. All changes in this manual will be retroactive to July 1st, 2022.

ACTION ITEMS

- 13) Approving an Iowa REAP grant resolution requirement for the Ziel Property acquisition in Alleman.
- 14) Approving the transfer of two properties, totaling 0.9 acres, within Fourmile Creek Greenway from the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) to Polk County Conservation.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

15) Land Acquisition

ADJOURNMENT

Upcoming Events

- [Full list of FREE events at Polk County Conservation's parks](#)
- August 4: [Prairie Stomp Concert Series](#) at Jester Park Nature Center
- August 5-6: [Hotwheels Superchargers Amateur Event](#) for Skate, BMX and Scooter at Lauridsen Skatepark
- August 7: [Skate DSM's Push Start Clinic](#) at Lauridsen Skatepark
- August 20: Pulmonary Vein Stenosis Four-mile Race at Easter Lake Park, Shelter 1
- August 21: [Skate DSM's Push Start Clinic](#) at Lauridsen Skatepark
- September 14: PCC Board Meeting, 5:30 PM, Jester Park Nature Center

TRAIL'S END MITIGATION BANK TOUR DETAILS:

5:00 – Gather for tour of Trail's End Mitigation Bank

- Members and attendees should arrive at the Mally's Park Shelter by 4:30 PM. A 15 passenger van will be available to drive through Trail's End Mitigation Bank.

5:30 – Official business meeting convenes

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

2022-23 Revenue Budget
- as of 7/31/22 (8.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0212	Conservation Infrastructure	\$ -	\$ -	\$ -	#DIV/0!
0213	Equipment	\$ 5,000	\$ -	\$ 5,000	0.0%
6006	Environmental Ed	\$ 102,000	\$ 4,219	\$ 97,781	4.1%
6009	Natural Resources	\$ 124,000	\$ 200	\$ 123,800	0.2%
6101	Administration	\$ 1,705,500	\$ 589	\$ 1,704,911	0.0%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	#DIV/0!
6110	Parks Advocacy Unit	\$ 672,500	\$ 84,363	\$ 588,137	12.5%
6118	Fleet Services	\$ 10,000	\$ -	\$ 10,000	0.0%
6119	Construction/Maint.	\$ -	\$ 3,800	\$ (3,800)	#DIV/0!
6124	Equestrian Center	\$ 235,000	\$ 12,443	\$ 222,557	5.3%
Sub-Total - General Fund 1		\$ 2,854,000	\$ 105,614	\$ 2,748,386	3.7%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 100,000	\$ -	\$ 100,000	0.0%
6127	Miscellaneous	\$ 1,000	\$ 1,005	\$ (5)	100.5%
6128	Cabins	\$ 200,000	\$ 9,935	\$ 190,065	5.0%
6129	Lauridsen Skatepark	\$ 25,000	\$ -	\$ 25,000	0.0%
Sub-Total - General Fund 6		\$ 326,000	\$ 10,940	\$ 315,060	3.4%
REAP - Fund 26					
0211	Resource Enhancement	\$ 111,000	\$ 72	\$ 110,928	0.1%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 1,000,000	\$ -	\$ 1,000,000	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 3,400,000	\$ 94,867	\$ 3,305,133	2.8%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 350,800	\$ 21	\$ 350,779	0.0%
6126	Sleepy Hollow	\$ -	\$ -	\$ -	0.0%
Sub-Total - Enterprises Fund 286		\$ 350,800	\$ 21	\$ 350,779	0.0%
Grand Total - Conservation		\$ 8,041,800	\$ 211,514	\$ 7,830,286	2.6%

2021 - 2022 Expense Budget
- as of 7/31/22 (8.33% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure	\$ 2,990,000	\$ 65,542	\$ 2,924,458	2.2%
0213	Equipment	\$ 320,000	\$ 20,923	\$ 299,077	6.5%
6006	Environmental Ed	\$ 661,873	\$ 69,698	\$ 592,175	10.5%
6009	Natural Resources	\$ 1,231,984	\$ 96,843	\$ 1,135,141	7.9%
6101	Administration	\$ 1,102,318	\$ 164,916	\$ 937,402	15.0%
6103	Community Outreach	\$ 196,815	\$ 12,528	\$ 184,287	6.4%
6104	Conservation Grants-FEMA	\$ -	\$ -	\$ -	#DIV/0!
6110	Parks Advocacy Unit	\$ 1,395,813	\$ 143,487	\$ 1,252,326	10.3%
6118	Fleet Services	\$ 602,341	\$ 74,160	\$ 528,181	12.3%
6119	Construction/Maint.	\$ 776,037	\$ 68,937	\$ 707,100	8.9%
6124	Equestrian Center	\$ 650,500	\$ 75,966	\$ 574,534	11.7%
Sub-Total - General Fund 1		\$ 9,927,681	\$ 793,000	\$ 9,134,681	8.0%
6125	JP Lodge	\$ 75,000	\$ 437	\$ 74,563	0.6%
6127	Miscellaneous	\$ 24,903	\$ 3,767	\$ 21,136	15.1%
6128	JP Cabins	\$ 89,468	\$ 7,443	\$ 82,025	8.3%
6129	Lauridsen Skatepark	\$ 724,720	\$ 187,562	\$ 537,158	25.9%
Sub-Total - General Fund 6		\$ 914,091	\$ 199,209	\$ 714,882	21.8%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,611,445	\$ 124,125	\$ 1,487,320	7.7%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ -	\$ -	\$ -	0.0%
REAP - Fund 26					
0211	Resource Enhancement	\$ 107,069	\$ 11,505	\$ 95,564	10.7%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 500,000	\$ -	\$ 500,000	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 4,198,945	\$ 474,994	\$ 3,723,951	11.3%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 438,500	\$ 29,002	\$ 409,498	6.6%
6126	Sleepy Hollow	\$ 162,293	\$ 0	\$ 162,293	0.0%
Sub-Total - Enterprises Fund 286		\$ 600,793	\$ 29,002	\$ 571,791	4.8%
Grand Total - Conservation		\$ 17,860,024	\$ 1,631,835	\$ 16,228,189	9.1%

PCWLL EXPENDITURES AS OF :

July 31, 2022

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKENY)	\$ 49,851	\$ 99,643	\$ -	\$ 865,150	\$ 94,142	\$ 175	\$ (809,974)	\$ 149,494	\$ (0)	DONE
C06-6134	CBG SHAW ACQUISITION	\$ 432,776	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ 0	DONE
C08-6142	JESTER PARK CABINS	\$ 687,625	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 0	DONE
C11-6205	CVT CONN-BONDURANT TO NE 29TH	\$ 1,265,051	\$ 30,683	\$ -	\$ 1,954,413	\$ 131,607	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)	DONE
C12-6213	CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0	DONE
C12-6214	CBG OBSERVATION DECK	\$ 89,040	\$ -	\$ -	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (0)	DONE
C12-6218	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 406,291	\$ 13,762	\$ -	\$ 420,053	\$ -	\$ -	\$ -	\$ 420,053	\$ (0)	DONE
C12-6219	EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 7,253	\$ 3,418	\$ -	\$ -	\$ 10,671	\$ 0	DONE
C12-6220	4-MILE CREEK WATERSHED	\$ 20,309	\$ -	\$ 1,077,061	\$ -	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ 0	DONE
C12-6221	JP NATURE CENTER	\$ 363,349	\$ 3,636,651	\$ 1,918,858	\$ 8,077,560	\$ 2,073,148	\$ 579,729	\$ (4,242,785)	\$ 6,487,651	\$ (68,793)	\$ -
C12-6222	CBG MASTER PLAN	\$ 87,000	\$ 484,185	\$ 303,709	\$ 201,148	\$ 369,249	\$ 1,560	\$ -	\$ 571,956	\$ (0)	
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,083,651	\$ -	\$ 189	\$ 903,781	\$ 176,108	\$ 3,951	\$ -	\$ 1,083,840	\$ 0	DONE
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 644,718	\$ 93,918	\$ -	\$ 1,066,959	\$ 216,221	\$ 15,457	\$ (560,000)	\$ 738,636	\$ (0)	DONE
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ 52,661	\$ 941,136	\$ 475,000	\$ 3,906,577	\$ 580,827	\$ 9,891	\$ (1,940,951)	\$ 2,556,344	\$ (0)	\$ -
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 679,065	\$ 49,386	\$ -	\$ 769,399	\$ 136,036	\$ 23,016	\$ (200,000)	\$ 728,451	\$ 0	DONE
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 121,175	\$ 1,364,205	\$ -	\$ 1,044,826	\$ 203,713	\$ 340,277	\$ (103,437)	\$ 1,485,380	\$ 0	DONE
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 382,911	\$ -	\$ -	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ (0)	DONE
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ 1,404	\$ 350	\$ -	\$ 11,554	\$ -	\$ -	\$ 11,554	\$ (0)	DONE
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,027,125	\$ 38,682	\$ -	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ (0)	DONE
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 56,574	\$ 57,371	\$ 160,055	\$ 43,175	\$ 57,553	\$ 24,712	\$ (1,205)	\$ 124,236	\$ (0)	
C12-6232	YB PARK IMPROVEMENTS	\$ 55,797	\$ 626,772	\$ 542,701	\$ 1,125,214	\$ 204,745	\$ 198,570	\$ (209,981)	\$ 1,318,548	\$ 41,475	
C19-6323	YB SHOP BUILDING				\$ 79,758		\$ 5,490		\$ 85,247	\$ (70,113)	
C19-6338	YB CABINS	\$ -	\$ -	\$ -	\$ -	\$ 33,338	\$ 1,280	\$ -	\$ 34,618	\$ (34,618)	
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 33,720	\$ 126,863	\$ 488,280	\$ 121,539	\$ 20,500	\$ 8,052	\$ (3,002)	\$ 147,089	\$ (0)	DONE
C12-6234	JP ENTRANCE RELOCATION	\$ 352,768	\$ 743,313	\$ -	\$ 946,670	\$ 122,707	\$ 37,197	\$ -	\$ 1,106,573	\$ 0	DONE
C12-6235	CBG WOOSLEY PROPERTY	\$ 2,200	\$ 516,683	\$ -	\$ -	\$ -	\$ 518,883	\$ -	\$ 518,883	\$ (0)	DONE
C12-6236	CBG MENDENHALL ACQUISITION	\$ 681,167	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ 0	DONE
C12-6237	CXT VAULT TOILETS	\$ 64,133	\$ 106,807	\$ 97,987	\$ -	\$ -	\$ 268,927	\$ -	\$ 268,927	\$ 0	
C12-6238	CBG WETLANDS/DRAINAGE RESTORATION	\$ 67,221	\$ 303,836	\$ 277,474	\$ 521,244	\$ 147,214	\$ 10,421	\$ (100,000)	\$ 578,878	\$ (0)	DONE
C12-6239	YB DAM REPAIRS	\$ 898,097	\$ -	\$ -	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ 0	DONE
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0	DONE
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,237	\$ 615,221	\$ 629,307	\$ 1,407,170	\$ 13,411	\$ 26	\$ -	\$ 1,420,607	\$ 13,666	
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ 3,408	\$ -	\$ -	\$ -	\$ 345,605	\$ -	\$ 345,605	\$ -	DONE
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -	DONE
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0	DONE
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -	DONE
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 242,087	\$ (60,638)	\$ -	\$ -	\$ -	\$ 246,099	\$ (64,650)	\$ 181,449	\$ 0	DONE
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -	DONE

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C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 49,882	\$ 77,804	\$ -	\$ 89,387	\$ 5,225	\$ 33,075	\$ -	\$ 127,686	\$ (0)	DONE
C12-6250	YB PRIEST PROPERTY ACQUISITION	\$ 321,640	\$ 11,775	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ -	DONE
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$ 339,492	\$ 330,508	\$ 306,609	\$ 258,164	\$ 78,383	\$ 765,920	\$ (173,200)	\$ 929,267	\$ 31,595	
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 43,095	\$ (3,095)	\$ 20,000	\$ -	\$ 43,095	\$ -	\$ -	\$ 43,095	\$ 0	DONE
C13-6252	EL LODGE CONSTRUCTION	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 165,338	\$ -	\$ -	\$ 94,351	\$ -	\$ 70,987	\$ -	\$ 165,338	\$ (0)	DONE
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ 74,257	\$ -	DONE
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ 400	\$ (400)	\$ 400	\$ -	\$ 400	\$ 311	\$ -	\$ 711	\$ (0)	DONE
C13-6256	PCWLL PUBLIC AWARENESS	\$ 2,723	\$ (2,723)	\$ 11,797	\$ -	\$ -	\$ 36,797	\$ -	\$ 36,797	\$ (0)	
C13-6258	NATURAL AREA RESTORATIONS	\$ 8,481	\$ 289,156	\$ 1,378,389	\$ -	\$ 10,721	\$ 1,359,261	\$ (97,695)	\$ 1,272,287	\$ 185,859	
C13-6259	JP ORWC	\$ 4,200	\$ (4,200)	\$ 4,200	\$ -	\$ 4,200	\$ 23,983	\$ -	\$ 28,183	\$ 0	DONE
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 908,585	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 0	DONE
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ 8,913	\$ 1,050	\$ -	\$ -	\$ 289,857	\$ (92,209)	\$ 197,648	\$ (0)	DONE
C13-6263	CVT SPUR TO MALLY'S	\$ 1,100	\$ 150,837	\$ -	\$ 87,283	\$ 49,957	\$ 14,697	\$ -	\$ 151,937	\$ 0	DONE
C13-6265	YB BANE PROPERTY	\$ 238,750	\$ 24,374	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (0)	DONE
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 230,289	\$ 2,364,456	\$ 255	\$ 6,530,936	\$ 1,136,944	\$ 486,867	\$ (4,478,758)	\$ 3,675,988	\$ (0)	
C14-6269	FDSM CLASSROOM	\$ 12,873	\$ (12,873)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DONE
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 62,714	\$ -	\$ -	\$ 56,920	\$ -	\$ 5,794	\$ -	\$ 62,714	\$ 0	DONE
C14-6271	CBG KAL-DEN FARMS PROPERTY (SWAN LAKE)	\$ 100,090	\$ (20,000)	\$ -	\$ -	\$ -	\$ 143,590	\$ (63,500)	\$ 80,090	\$ 0	DONE
C14-6272	EL RAIN GARDENS	\$ 15,379	\$ (8,983)	\$ -	\$ -	\$ -	\$ 28,874	\$ (22,478)	\$ 6,396	\$ (0)	DONE
C14-6274	CONSERVATION CORPS	\$ 48,898	\$ 152,702	\$ 483,238	\$ -	\$ -	\$ 816,004	\$ -	\$ 816,004	\$ 0	
C14-6275	GWT-BILL RILEY TRAIL	\$ 22,672	\$ 160,641	\$ -	\$ 138,984	\$ 44,285	\$ 44	\$ -	\$ 183,313	\$ 0	DONE
C14-6276	CBG SMITH PROPERTY	\$ 34,687	\$ 124,738	\$ -	\$ -	\$ -	\$ 159,425	\$ -	\$ 159,425	\$ -	DONE
C15-6277	WATER QUALITY	\$ -	\$ -	\$ 1,133,815	\$ 479,220	\$ 301,496	\$ 2,079,075	\$ (297,583)	\$ 2,562,208	\$ (857,705)	DONE
C15-6278	CBG HALE POND REPAIR	\$ -	\$ 37,051	\$ -	\$ 36,825	\$ 226	\$ -	\$ -	\$ 37,051	\$ -	DONE
C15-6279	DNR WATER REC ACCESS GRANT-FDM	\$ -	\$ 7,105	\$ 45	\$ -	\$ -	\$ 28,600	\$ (21,450)	\$ 7,150	\$ -	DONE
C15-6281	TM STROSAHL	\$ -	\$ 360,475	\$ -	\$ -	\$ -	\$ 360,475	\$ -	\$ 360,475	\$ -	DONE
C16-6282	4-MILE CREEK MASTER PLAN	\$ -	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 1,407	\$ -	\$ 63,407	\$ 0	DONE
C16-6283	TM MURRAY PROPERTY	\$ -	\$ 211,045	\$ -	\$ -	\$ -	\$ 246,045	\$ (35,000)	\$ 211,045	\$ -	DONE
C16-6284	YB MILLER PROPERTY	\$ -	\$ 2,655	\$ 700	\$ -	\$ -	\$ 3,355	\$ -	\$ 3,355	\$ -	DONE
C16-6285	CBG KIMBERLY FARMS PROPERTY	\$ -	\$ 500	\$ -	\$ -	\$ 7,078	\$ (2,964)	\$ (64,000)	\$ (59,886)	\$ 60,386	DONE
C16-6286	EL DELANEY PROPERTY	\$ -	\$ 5,122	\$ -	\$ -	\$ -	\$ 5,122	\$ -	\$ 5,122	\$ -	DONE
C16-6287	EC MASTER PLAN IMPROVEMENTS	\$ -	\$ 500,000	\$ 17,866	\$ 468,119	\$ 2,526	\$ 47,221	\$ -	\$ 517,866	\$ 0	DONE
C16-6288	EL CHURCH PROPERTY	\$ -	\$ 35,615	\$ 92,019	\$ -	\$ -	\$ 127,634	\$ -	\$ 127,634	\$ -	DONE
C17-6289	4-MILE WILSON PROPERTY	\$ -	\$ 52,792	\$ -	\$ -	\$ -	\$ 52,792	\$ -	\$ 52,792	\$ -	DONE
C17-6290	CG CLUBHOUSE RENOVATIONS	\$ -	\$ 8,829	\$ 391,171	\$ 325,288	\$ 68,279	\$ 6,433	\$ -	\$ 400,000	\$ -	
C17-6291	4-MILE BAIN PROPERTY	\$ -	\$ 336,054	\$ 210,989	\$ -	\$ -	\$ 547,043	\$ -	\$ 547,043	\$ 0	DONE
C17-6292	CBG MORGAN PROPERTY	\$ -	\$ 372,200	\$ -	\$ -	\$ -	\$ 372,200	\$ -	\$ 372,200	\$ -	DONE

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C17-6293	4-MILE TRAILS END PROPERTY	\$ -	\$ 3,500	\$ 1,311,550	\$ -	\$ -	\$ 1,315,050	\$ -	\$ 1,315,050	\$ (0)	DONE
C17-6295	CVT CONN-NE 29TH TO BROADWAY	\$ -	\$ 83,885	\$ 429,000	\$ 302,302	\$ 131,525	\$ -	\$ -	\$ 433,827	\$ 0	
C17-6296	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	DONE
C17-6297	CBG-DYKSTRA PROPERTY	\$ -	\$ -	\$ 335,368	\$ -	\$ 21,297	\$ 590,416	\$ (268,033)	\$ 343,680	\$ 0	DONE
C17-6298	CBG-VEASMAN PROPERTY	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	DONE
C17-6299	CBG-K KIMBERLY PROPERTY	\$ -	\$ -	\$ 592,623	\$ -	\$ -	\$ 2,899,085	\$ (232,102)	\$ 2,666,983	\$ (2,072,132)	DONE
C18-6302	WETLAND BANKING	\$ -	\$ -	\$ 80,573	\$ -	\$ 140,341	\$ 158,720	\$ -	\$ 299,061	\$ 0	
C18-6303	CBG-PROPERTY 18	\$ -	\$ -	\$ 950	\$ -	\$ -	\$ 950	\$ -	\$ 950	\$ -	DONE
C18-6304	4-MILE O'MARA PROPERTY	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ 4,400	\$ -	\$ 4,400	\$ -	DONE
C18-6305	YB PORTER PROPERTY	\$ -	\$ -	\$ 151,181	\$ -	\$ -	\$ 151,519	\$ -	\$ 151,519	\$ 0	DONE
C18-6306	YB JACK MILLER PROPERTY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	DONE
C18-6307	EL HAGER PROPERTY	\$ -	\$ 512,416	\$ -	\$ -	\$ -	\$ 512,416	\$ -	\$ 512,416	\$ -	DONE
C18-6309	EAGLE ROOST GOODHUE	\$ -	\$ 2,421	\$ 79	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	DONE
C18-6310	EAGLE ROOST JOHNSON	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250	\$ -	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ 22,343	\$ -	\$ 12,716	\$ 77,994	\$ -	\$ 90,710	\$ (5,400)	
C18-6313	EASTER LAKE CAMPGROUND	\$ -	\$ 4,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C18-6314	JESTER PARK LODGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (851)	\$ -	\$ (851)	\$ (0)	
C19-6318	NR SHOP	\$ -	\$ -	\$ 2,000,000	\$ 1,840,778	\$ 11,293	\$ 233,811	\$ -	\$ 2,085,883	\$ 0	
C19-6319	CBG - RANGER HOUSE	\$ -	\$ -	\$ -	\$ 287,149	\$ -	\$ 32,265	\$ -	\$ 319,414	\$ 0	
C19-6320	T2T BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C19-6324	4-MILE GREENWAY RESTORATION	\$ -	\$ -	\$ 14,634	\$ 6,048	\$ 19,204	\$ 8,112	\$ -	\$ 33,364	\$ (6,652)	
C19-6325	CBG-SPRAGUE PROPERTY	\$ -	\$ -	\$ 116,099	\$ -	\$ 338	\$ 115,761	\$ -	\$ 116,099	\$ (0)	
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 251,337	\$ 147,277	\$ (111,070)	\$ 287,544	\$ 100,023	
C19-6328	MALLY'S WILLIAMSON	\$ -	\$ -	\$ 120,913	\$ -	\$ -	\$ 120,913	\$ -	\$ 120,913	\$ -	
C19-6330	YB - DEBOEF PROPERTY	\$ -	\$ -	\$ 57,836	\$ -	\$ -	\$ 57,836	\$ -	\$ 57,836	\$ 0	
C19-6331	YB- DEATON	\$ -	\$ -	\$ 59,804	\$ -	\$ -	\$ 60,176	\$ -	\$ 60,176	\$ 0	
C19-6334	CBG LANE PROPERTY	\$ -	\$ -	\$ 568,705	\$ -	\$ 862	\$ 592,966	\$ (53,381)	\$ 540,447	\$ 28,258	
C19-6337	JP BIOCELLS	\$ -	\$ -	\$ -	\$ 24,129	\$ -	\$ 19,020	\$ -	\$ 43,149	\$ (0)	
C20-6341	CBG/DAN MILLER PROPERTY	\$ -	\$ -	\$ 206,998	\$ -	\$ -	\$ 206,998	\$ -	\$ 206,998	\$ 0	
C20-6342	YB/PUIA PROPERTY	\$ -	\$ -	\$ 10,224	\$ -	\$ -	\$ 10,224	\$ -	\$ 10,224	\$ -	
C20-6343	4-MILE/SLEEP HOLLOW	\$ -	\$ -	\$ 283,528	\$ -	\$ 38,044	\$ 248,403	\$ -	\$ 286,447	\$ (2,919)	
C20-6344	MALLY'S/RANKIN	\$ -	\$ -	\$ 2,652	\$ -	\$ -	\$ 2,652	\$ -	\$ 2,652	\$ -	
C20-6346	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C20-6349	COPPER CREEK	\$ -	\$ -	\$ 326,141	\$ -	\$ 14,000	\$ 318,832	\$ (6,691)	\$ 326,141	\$ 0	
C20-6351	EASTERN MOUNDS	\$ -	\$ -	\$ 35,200	\$ -	\$ -	\$ 35,200	\$ -	\$ 35,200	\$ -	
C20-6352	HTT TO POLK CITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ (6,000)	\$ -	\$ -	
C20-6353	SPECK PROPERTY	\$ -	\$ -	\$ 502,653	\$ -	\$ -	\$ 502,653	\$ -	\$ 502,653	\$ -	
C21-6354	TRAI;S EMD MITIGATION BANKING	\$ -	\$ -	\$ -	\$ 400,205	\$ -	\$ -	\$ -	\$ 400,205	\$ (400,205)	

PCWLL EXPENDITURES AS OF :

July 31, 2022

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
LAND ACQ	LAND ACQUISITIONS	\$ -	\$ -	\$ 2,632,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 756,509	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6332	4-MILE GREINER PROPERTY	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ 2,200		\$ 2,200	\$ -	
C19-6333	ADELPHI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6335	BEAVER CREEK - SWAICH	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ 1,800		\$ 1,800	\$ -	
		\$ 14,030,000	\$ 15,979,172	\$ 20,357,200	\$ 37,705,790	\$ 7,424,331	\$ 25,017,639	\$ (17,480,545)	\$ 52,667,217	\$ (2,300,762)	\$ -

Polk County Conservation Board
5:00 p.m. – Trestle To Trestle Bridge Tour
5:30 p.m. – PCC Board Meeting
Google Map Pin: <https://goo.gl/maps/huQ4YHZGbs4kzKP8>
(See add'l directions end of agenda)

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in person for regular session Wednesday, July 13, 2022. The meeting was called to order at 5:30 p.m.

- #22-0701 Roll Call
Members Present: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:
- #22-0702 Public Comments
- #22-0703 New Employee Introduction
a. Megan Bohall – Community Outreach Coordinator
b. Alyssa Ayersman – Equestrian Program Coordinator
- #22-0704 ~~Environmental Education Annual Report Presentation – Patti Petersen-Keys~~
Postponed until August 2022 PCC Board Meeting
- #22-0705 Financial Reports
- #22-0706 MOVED BY Mollenhauer, 2nd Altringer to approve the June 8, 2022 meeting minutes.
Vote Yea: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:

CONSENT AGENDA

- #22-0707 Approving bill list.
- #22-0708 Approving the purchase of a replacement mower for the parks department at Chichaqua Bottoms Greenbelt in the amount of \$37,851.28 off of the Sourcewell contract.
- #22-0709 Approving contract award to FYRA Engineering for research/design/engineering services for the Thomas Mitchell Pond Study within Thomas Mitchell Park in the amount of \$33,401.

LET THE RECORD SHOW it was moved by Mollenhauer to approve the consent agenda.
Vote Yea: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:

ACTION ITEMS

- #22-0710 Receive and file Administrative Manual of the Polk County Conservation Board and bring said manual to PCCB's August 2022 meeting for approval. All changes in this manual will be retroactive to July 1st, 2022.

LET THE RECORD SHOW it was moved by Altringer to approve Action Item 22-0710.
Vote Yea: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:

- #22-0711 Approving the purchase of a 348-acre property within Chichaqua Bottoms Greenbelt from the Iowa Natural Heritage Foundation for \$2,304,234.13.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 22-0711.
Vote Yea: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:

- #22-0712 Approving roof repair of the Equestrian Center and the Fleet Shop at Jester Park to the lowest responsible bidder, Kurtz Coatings, LLC, in the amount of \$180,981.00 plus a 10% contingency.

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 22-0712.
Vote Yea: Lewis, Mollenhauer, Altringer, Cataldo, Crane
Members Absent:

BOARD DISCUSSION

Director's Remarks –

Last month the DOT approved the \$10,000,000 Bond allocation to GOF. PCC entered into an agreement with GOF a little over 4 years ago to fund their program and enable the hiring of an executive director dedicated to developing GOF as PCC's supporting non-profit. \$75,000/annually was subsidized by PCC to fund this GOF partnership. We are now in year four of the agreement and the process has worked very well as GOF has generated a return of over \$700,000 for the \$75,000 PCC has invested annually. GOF has been informed by Rich that PCC is not interested in continuing the subsidy as it was not meant to be ongoing. PCC is looking to phase out of this agreement but is in negotiation with GOF on how to reach an amenable transition out of this agreement. GOF harvests a % fee off of each donation made to GOF on behalf of PCC but is able to offer different donation mechanisms to the public than PCC can.

Every year Polk County does an audit and PCC was on deck this fiscal year to be audited. Fund 6 allocations changed and our discretionary funds (like Bond funds) must be included in the PCC Decision Package presentation in preparation for each fiscal year. The \$75,000 for GOF had to be re-located due to this audit of discretionary funds.

Trails End Mitigation Bank – construction has stopped because USACE determined the City of Altoona was improperly handling their sewer lines. Mike Heller is guiding PCC in our efforts with USACE. Altoona has pulled their construction crews off the site. USACE wants this project to happen and are facilitating resolution with Altoona. There will be significant demobilization and mobilization fees that PCC has to pay up front because it's our land and contract, but the fees will be passed on to the City of Altoona because of the delays.

Copper Creek Mountain Bike Park – one page handout from Rich – Kami/Jessica/Adam and others have been working hard to communicate project updates to local residents and interested parties. Please use the handout to answer any questions from residents.

Board & Chair Remarks -

Ryan – had the pleasure of attending the ELNS Capital Campaign Committee meeting out at Easter Lake today. \$8,100,000 has been raised to fund this project – congrats to the team! A press release has been given to the media to announce the successful campaign and initiate the public phase of fundraising. Ground breaking will be roughly late October and after a year of construction the grand opening will be slated for Spring 2024. The goal of the public phase will be to raise an additional \$500,000 to fund an endowment to staff a full time employee that can dedicate their time, energy, and resources to facilitate accessible programming at ELNS.

Kami – the rowing dock is being installed at Easter Lake this week in order to be used by the State Games of America the last weekend of July. If you get a chance drive by and see it! Construction will be ongoing at Easter Lake until August 10, 2022 on the roads approaching Easter Lake.

CLOSED SESSION

#22-0713 Moved by Altringer 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, Mollenhauer, Altringer, Lewis, Crane
Members Absent:

Closed Session Roll Call: Katie Stoklasa, Rich Leopold, Kami Rankin, Cassie Cook, Doug Sheeley, Greg Lewis, Jill Altringer, Natalie McFarlane, Pam Mollenhauer, Jim Cataldo, Ryan Crane, Adam Fendrick

Action on closed session:

Moved by Altringer to return to open session.
Vote Yea: Lewis, Cataldo, Crane, Mollenhauer, Altringer
Members Absent:

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

Meeting adjourned at 6:56 p.m.



Date

August 10, 2022

Item No.

CONSENT

Roll Call No.

22-0808

Submitted by:

Kami Rankin

Deputy Director

AGENDA HEADING:

Approving pay scale increases for the following Conservation seasonal and intermittent positions pending a fund allocation through the Board of Supervisors as part of the recently submitted budget appropriation process.

INFORMATION:

Following a recent meeting with Polk County Human Resources and the budget office, we have determined that now is an ideal time to ask the Board of Supervisors for an increased budget appropriation for select part-time staff positions. While some position's wages have been increased in recent years, many have not and we are starting to experience hiring inadequacies and shortfalls within the agency. A combination of low wages and a decreased workforce facilitates the need for Polk County Conservation to increase our part-time wage so they are competitive with like positions in their field.

Staff completed local and regional research to gain comparable wages for the positions listed below. This pay scale is reflective of that research. These wage increases are contingent upon the Board of Supervisors allocating the funding needed to cover the budget shortfalls.

Position	Season 1	Season 2	Season 3	Season 4	Season 5+
Clerk	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Outreach Technician	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00
Cabin Attendant	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Conservation Laborer - Parks	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Conservation Laborer - Natural Resources	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00
Conservation Laborer - Construction	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00
Facility Attendant	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Youth Corps Program Assistant	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00
Assistant Naturalist	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Assistant Volunteer Coordinator	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Assistant Mechanic	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00
Park Officer	\$29.00	\$29.25	\$29.50	\$29.75	\$30.00
Park Ranger Intern	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00

Suggested pay rates for seasonal/intermittent positions. Pay raises shall be available to returning employees that received a favorable end of season evaluation or at one calendar year of employment (annually). **Pesticide Application: In addition to the established wage rates as provided above, Employees shall be paid an additional hourly rate one dollar (\$1.00) upon obtaining a Pesticide Applicator's License as mandated by Section 206.6 of the Iowa Code.**

FISCAL IMPACT:

Amount: \$40,020 annually

Funding Source: General Operating Fund: Personal Services (pending approval from BOS)

PREVIOUS BOARD ACTION(S):

Date: April 10, 2019

Roll Call: 19-0414 (Yea-4; Absent-1)

Action: Approve implementation of Polk County Conservation reorganization plan and seasonal pay rate adjustments and submit the Board's recommendation to Polk County Human Resources Department.

Date: December 14, 2016

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

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

Date: July 13, 2016

Roll Call: 16-0714 (Yea-3; Absent-1)

Action: Approved the adjustment in base pay and five-step pay scale for Polk County Conservation's seasonal and intermittent job positions effective July 1, 2016 and directing staff to re-evaluate said pay scale in 2019 for any market adjustments subject to Polk County

RECOMMENDATION:

Approving pay scale increases for the following Conservation seasonal and intermittent positions pending a fund allocation through the Board of Supervisors as part of the recently submitted budget appropriation process.



Date

August 10, 2022

Item No.

CONSENT

Roll Call No.

22-0809

Submitted by:

Kami Rankin

Deputy Director

AGENDA HEADING:

Approving the combined cleaning services bid proposal from Reliable Maintenance Company for a one year contract term (with the provision for two, one-year extensions) beginning on September 1, 2022.

INFORMATION:

Varied levels of contracted cleaning services are needed at the Jester Park Nature Center, Jester Park Outdoor Recreation & Wellness Center, Jester Park Equestrian Center, and Natural Resources Headquarters. Bids were last obtained in 2018 so it was time to send out another Invitation to Bid for cleaning services.

Four bids were received. A breakdown of these bids are included below.

Company Name	Equestrian Center Monthly Charge	Natural Resources Headquarters Monthly Charge	Jester Park Nature Center Monthly Charge	Outdoor Rec. & Wellness Center Monthly Charge
Reliable Maintenance Company	\$700	\$860	(April-October) \$1,800 (November-March) \$1,000	(April-October) \$350 (November-March) \$250
Stratus of Iowa	\$935	\$1,040	(April-October) \$2,220 (November-March) \$1,950	(April-October) \$150 (November-March) \$90
Nationwide Office Care	\$780	\$563	(April-October) \$3,750 4x per week (November-March) \$2,920	(April-October) \$260 (November-March) \$130
Jeffries Cleaning LLC	\$1,213	\$1,040	(April-October) \$2,946 (November-March) \$2,080	(April-October) \$346 (November-March) \$346

Staff recommends approving the low bid from Reliable Maintenance Company and enter into a one-year contract for combined cleaning services. At the end of year one, an extension can be granted if both parties are agreeable.

FISCAL IMPACT:

Amount: \$40,020 annually

Funding Source: General Operating Fund: Administration

PREVIOUS BOARD ACTION(S):

Date: July 11, 2018
Roll Call: 18-0708 Yea-3; Absent-2
Action: Awarding Jester Park Equestrian Center and Nature Center Custodial Services contract to Stratus Building Solutions in the annual amount of \$25,857 and authorize the Director to sign the Proposal Form.

Date: February 12, 2014
Roll Call: 14-0202e Yea-5
Action: Approved annual renewal of the three-year contract for cleaning services with Stratus Building Solutions.

Date: June 12, 2013
Roll Call: 13-0602e Yea-4; Absent 1
Action: Approved Stratus Building Solutions cost modification of \$322/month from \$295.50/month for cleaning services at the Jester Park Equestrian Center due to an increase in cleaning responsibilities at that location.

Date: December 12, 2012
Roll Call: 12-1205e Yea-4
Action: Approved awarding the bid for cleaning services at the Polk County Conservation Board office and Jester Park Equestrian Center to Stratus Building Solutions.

RECOMMENDATION:

Approving the combined cleaning services bid proposal from Reliable Maintenance Company for a one year contract term (with the provision for two, one-year extensions) beginning on September 1, 2022 and authorizing the Director or their designee to sign the contract.

**ITB #2022-005
COMBINED CLEANING SERVICES
FOR
POLK COUNTY CONSERVATION BOARD
PROPOSAL FORM**

Company Name: Reliable Maintenance Company

Street Address: 2525 Douglas Ave.

City: Des Moines State: IA Zip Code: 50310

Email Address: Andre@reliablemaintenancecompany.com Phone Number: 515-681-0924

Description	Bid Amount
1) Jester Park Equestrian Center:	
A. Cleaning Services (two (2) cleanings/week) monthly charge, # of persons <u>2</u> # of hours: <u>8</u>	\$ <u>700</u>
2) Jester Park Nature Center:	
A. Cleaning Services monthly charge April-October (see 3.2.2-3.2.4)	\$ <u>1,800</u>
B. Cleaning Services monthly charge November-March (see 3.2.2-3.2.4)	\$ <u>1,000</u>
C. Carpet Cleaning (single charge as requested)	\$ <u>1,600</u>
	\$ <u>4,400</u>
3) Outdoor Recreation & Wellness Center:	
A. Cleaning Services monthly charge April-October	\$ <u>350</u>
B. Cleaning Services monthly charge November-March	\$ <u>250</u>
A. Concrete Floor Steam Cleaning (single charge as requested)	\$ <u>750</u>
	\$ <u>1,350</u>
4) Natural Resources Headquarters:	
A. Cleaning Services (2 cleanings/week) monthly charge	\$ <u>860</u>
B. Interior/Exterior Window Cleaning (single charge)	\$ <u>300</u>
C. Carpet Cleaning (single charge as requested)	\$ <u>550</u>

By execution and completion of this proposal, Contractor certifies that he/she possesses the professional knowledge, skills and equipment to perform the work and will do so in a competent manner. This signed proposal and accompanying ITB constitutes a formal contract to perform said services listed in the Invitation to Bid.

For: Reliable Maintenance Company 07/20/22

Company Name Reliable Maintenance Co.

Date 7/20/22

By: [Signature] - Business Development Andre McKay
Name, Title Printed Name

For the Polk County Conservation Board:

By: _____
Director Date

The undersigned, an authorized representative of _____
(bidder), does hereby state that the Bidder acknowledges, understands and certifies
compliance with the following requirements.

A. NONCOLLUSION

This proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any other bidder and that all statements in said proposal or bid are true.

B. EQUAL EMPLOYMENT AND NONDISCRIMINATION

Bidder and his subcontractors shall comply with the relevant provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, national origin or disability.

The above statement regarding **NONCOLLUSION, EQUAL EMPLOYMENT AND NONDISCRIMINATION** are condensed versions of the requirements of this bid or proposal. The complete texts of these requirements are on file and may be examined at the Polk County Administrative Office Building, 111 Court Avenue, Room 365, and Des Moines, Iowa.

I further acknowledge receipt of Addenda # _____ through # _____

Name (Please Print) _____

Authorized Signature _____

Title _____ Phone _____

	Date	August 10 th , 2022
	Item No. Roll Call No. Submitted by:	CONSENT 22-0810 Amanda Brown Conservation Ecologist

AGENDA HEADING:

Approving contract with JEO Consulting Group, Inc for engineering/design services for a floodplain restoration project at Chichaqua Bottoms Greenbelt in the amount of \$32,500.

INFORMATION:

In 2021, Polk County hired JEO to complete a hydrology and water quality feasibility study for Chichaqua Bottoms Greenbelt (Chichaqua) and the surrounding landscape. Specifically, this study was completed on Drainage Ditch 4, the abandoned Skunk River channel, Drainage Ditch 52 (DD52) and all of the land draining into these areas.

During the study, a potential water quality project was identified within the park boundary of Chichaqua. This project would involve diversion structure on the DD52 east levee in order to restore hydrology to the abandoned Skunk River channel as it moves through Chichaqua. The result would be improved water quality and creation of essential habitat for our native wildlife species.

Before moving forward on this project, staff sees benefit in obtaining more engineering work to determine scope and feasibility and to be sure the project will not have negative impact on the surrounding drainage districts. Because DD52 is also part of an active drainage district, Polk County is seeking answers from the consultant related to the drainage district boundaries and necessary steps moving forward with the drainage district if the project would occur.

This project was presented to the Polk County Board of Supervisors (BOS) as a potential recipient of the American Rescue Plan Act (ARPA) funds. The BOS approved allocation of one million dollars towards this project at the board meeting on July 26th, 2022.

FISCAL IMPACT:

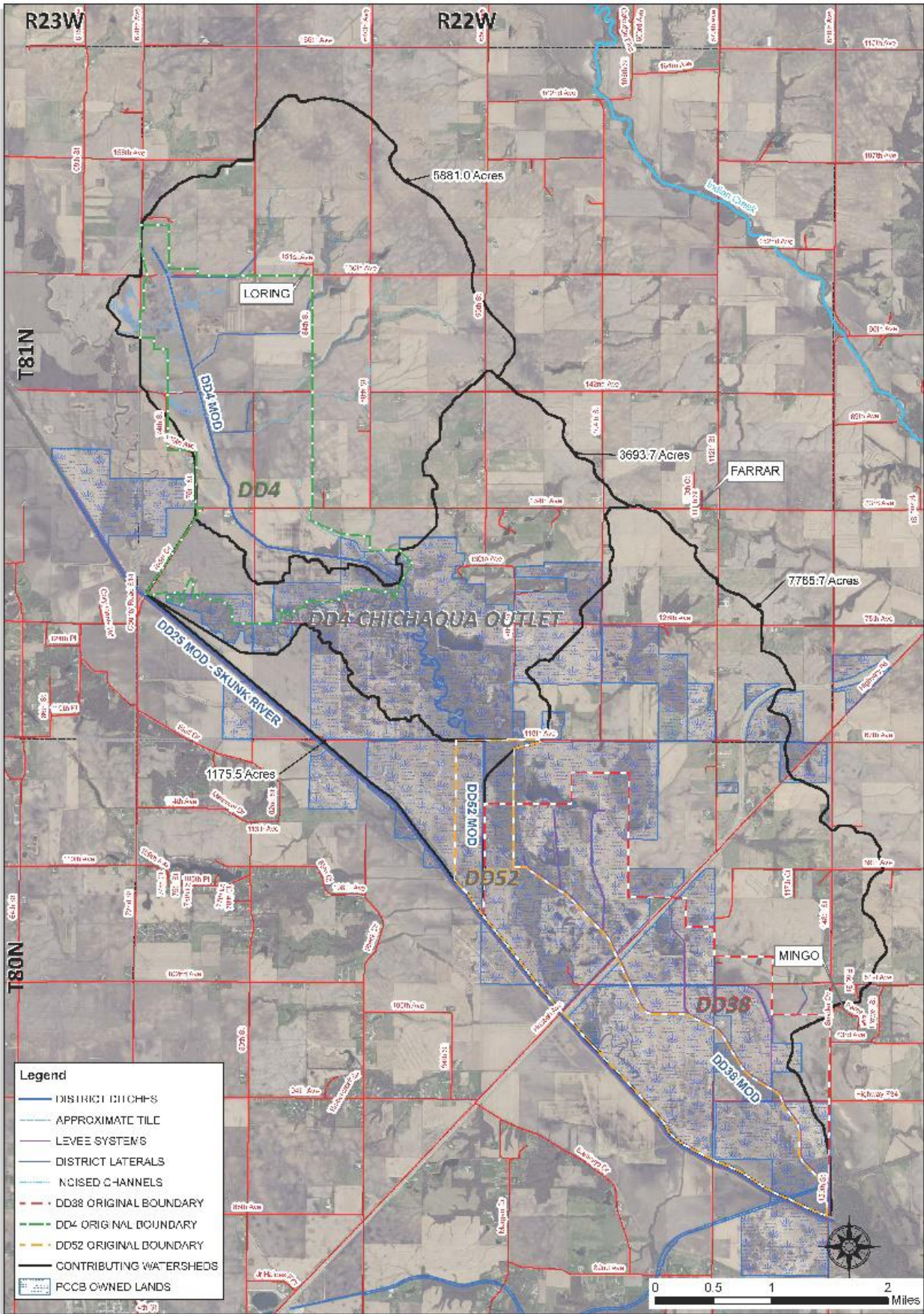
Amount: \$32,500

Funding Source: American Rescue Plan Act (ARPA) funds

PREVIOUS BOARD ACTION: None

RECOMMENDATION:

Approving contract with JEO Consulting Group, Inc for engineering/design services for a floodplain restoration project at Chichaqua Bottoms Greenbelt in the amount of \$32,500 and authorizing the Director or Deputy Director to sign contractual agreements.



Created By: CDR
 Date: 3/10/2021
 Revised:
 Software: ArcGIS 10.2
 File: 201947.00
 This map was prepared using information from record drawings supplied by JEO and/or other applicable city, county, federal, or public or private entities. JEO does not guarantee the accuracy of this map or the information used to prepare

DRAINAGE OVERVIEW

CHICHAQUA BOTTOMS GREENBELT





**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between Polk County Conservation Board ("Owner") and JEO Consulting Group, Inc. ("Engineer").

Owner's project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Chichaqua Floodplain Restoration Feasibility Evaluation ("Project").

JEO Project Number: 201947.01

Owner and Engineer further agree as follows:

ARTICLE 1 - SERVICES OF ENGINEER

1.01 Scope

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 - OWNER'S RESPONSIBILITIES

2.01 Owner Responsibilities

- A. Owner responsibilities are outlined in Section 3 of Exhibit B.

ARTICLE 3 - COMPENSATION

3.01 Compensation

- A. Owner shall pay Engineer as set forth in Exhibit A and per the terms in Exhibit B.
- B. The fee for the Project is detailed in Exhibit A.
- C. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1) to reflect equitable changes in the compensation payable to Engineer. The current hourly rate schedule can be provided upon request.

ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS

4.01 Exhibits

Exhibit A – Scope of Services

Exhibit B – General Conditions

4.02 Total Agreement

- A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Owner:

Engineer: JEO Consulting Group, Inc.

By: Richard Leopold

By: Caleb Rasmussen

Title: Director

Title: Project Manager

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:

Polk County Conservation

JEO Consulting Group, Inc.

12130 NW 128th St

1615 SW Main St, Suite 205

Granger, IA 50109

Ankeny, IA 50023

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC
SCOPE OF SERVICES
CHICHAQUA FLOODPLAIN RESTORATION FEASIBILITY EVALUATION

Project Understanding and Objective

Polk County Conservation Board wishes to advance the concept investigated previously within the Chichaqua Bottoms area through further analysis and feasibility review. The concept includes breach of the Ditch 52 east levee and associated restoration of floodplain hydrology to the abandoned Skunk River channel. Previous studies and reports will be utilized to support this effort including the Chichaqua Bottoms Greenbelt Master Plan. Additionally, Polk County desires further investigation into Drainage District boundaries and processes for modification if the project moves forward.

SCOPE OF WORK

To meet the above objective, the following scope of services is proposed:

Task 1: Data Collection/Survey

Drainage District Review

JEO will review the identified drainage districts' current assessment boundaries. JEO will refine maps for the Drainage District boundaries. JEO will assess the properties in each Drainage District that receive perceived benefits from the proposed project, along with providing a review of the assessment schedule of each Drainage District. JEO will develop, in Memo format, a discussion of the process of Drainage District dissolution.

- Analyze current assessment boundary for DD52 and determine number of parcels, and work with drainage attorney to determine number of landowners.
- Utilize current DD assessment schedule and available property parcel data and other GIS data to conduct the review.

Limited Site Survey/Data Collection (per

JEO will collect limited topographic survey information to supplement LiDAR at critical locations throughout the project area. Instead this information would be collected by Polk County, with JEO to process the information. One Call for utility locates will be performed prior to data collection, but no survey of the utilities will be collected. Survey data will be drafted in AutoCAD. Survey data will be collected in 1.5-full day trips to the site with a 2-person crew. JEO will look into the availability and use of the most recent LiDAR information for this area. Should Polk County collect the survey information \$3,000 would be removed from the fee this task.

Review historical aerial imagery to map historic oxbows within the project area. Project management will be performed throughout the duration of this task.

Task 1 Meetings & Deliverables

- Survey drawings
- DD52 Assessment schedule summary Memo

Task 2: H&H/Proof of Concept Modeling

JEO will update hydrologic and 2D hydraulic models developed during the study with survey data collected. Preliminary CAD grading will be performed to support the proposed conditions modeling. It is anticipated that up to three (3) iterations of modeling will be performed, and it is anticipated that the model will end at Hubbell Ave.

A budgetary opinion of probable construction cost will be prepared for the proposed conditions. JEO will perform internal QA/QC of the modeling and deliverables. A summary of the modeling

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SCOPE OF SERVICES
CHICHAQUA FLOODPLAIN RESTORATION FEASIBILITY EVALUATION

and brief analysis of the feasibility of the proposed improvements will be provided in a feasibility technical memorandum. Project management will be performed throughout the duration of this task.

Proposed Model Iterations:

1. Calibration run with levees intact
2. Restoration Run with improvements to DD52 only:
 - a. Rehydration of the old channel and oxbows
 - b. Wetland development or enhancement
 - c. Flow diversion structure
 - i. Capture Low Flow (target 5yr event)
 - ii. Bypass High Flows (storm event to be determined)
 - iii. Explore a new outlet into DD25

JEO will develop maps and visuals of the proposed improvements using the proposed condition model results.

Task 2 Meetings & Deliverables

- Modeling results for proposed conditions and DD52 Flood Benefits, GIS based maps
- Maps and visuals of the proposed improvements
- Feasibility technical memorandum

Task 3: Stakeholder Coordination

JEO anticipated meetings with several stakeholders throughout the duration of all Tasks. Project management will be performed throughout the duration of this task. The anticipated stakeholders and meetings are:

- Modeling Review Meeting (Polk County, Iowa DOT, IDALS, DNR, NRCS)
- Final Analysis Meeting (All stakeholders)
- Drainage District No. 52, 38, 25
 - o 1 informational meetings
- Drainage District No. 4
 - o 1 informational meeting

There is potential for additional meetings based on the outcome of the feasibility study. These meetings would be public hearings for drainage district modifications and other progress meetings. These are not included in the current scope and would be added through amendment as necessary.

Task 3 Meetings & Deliverables

- Summary to be included in the feasibility report as part of Task 2
- 4 total meetings
- Conceptual Cost Estimate for the floodplain restoration work

PROPOSED PROJECT SCHEDULE

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SCOPE OF SERVICES
CHICHAQUA FLOODPLAIN RESTORATION FEASIBILITY EVALUATION

Notice to ProceedAugust 2022
 Task 1 – Data Collection/SurveyCOMPLETED AT EARLIER DATE
 Task 2 – H&H/Proof of Concept Modeling...September/October 2022
 Task 3 – Drainage District Coordination.....Throughout Project

Dates above are estimates of the anticipated completion date for each task and subtask and are subject to weather and timeliness of information availability (i.e., survey and site reviews).

It is acknowledged that the outcome of the Drainage District informational meetings could alter the course of the project and scope listed herein. If support for the project is not gained through those meetings and the project must be halted, only work up to that point, along with finalizing delivery of data, will be invoiced.

PROPOSED PROJECT FEE:

The consultant will provide the services described herein as listed below:

Task 1 (Lump Sum):	\$7,500.00 (includes \$3,000 of survey)
Task 2 (Lump Sum):	\$18,000.00
Task 3 (Hourly, Estimated Fee):	\$7,000.00
Total:	\$32,500.00

SERVICES PROVIDED BY THE OWNER

Provide one project manager to JEO.

Distribute public forum invitations.

Coordinate with landowners to provide access to the drainage facilities and study areas.

SERVICES NOT INCLUDED

If necessary, a fee for these services can be negotiated, and added via contract amendment.

- Final plans, specifications, contract documents.
- Geotechnical evaluation and analysis.
- USACE Section 404 or 408 permitting.
- Wetland delineation.
- Subsurface tile investigation or mapping.
- Services for the drainage districts pursuant to Iowa Code 468.
- Funding assistance.

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GENERAL CONDITIONS

1. SCOPE OF SERVICES: JEO Consulting Group, Inc. (JEO) shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

2. ADDITIONAL SERVICES: JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

3. CLIENT RESPONSIBILITIES: The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

4. TIMES FOR RENDERING SERVICES: JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

5. INVOICES: JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

6. STANDARD OF CARE: The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the

same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

7. REUSE OF DOCUMENTS: Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

8. ELECTRONIC FILES: Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text, data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.

b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

c. The client may make and retain copies of documents for information and reference in connection with use on the project by the client.

d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

9. SUBCONSULTANTS: JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

10. INDEMNIFICATION: To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and

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GENERAL CONDITIONS

consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

11. INSURANCE: JEO shall procure and maintain the following insurance during the performance of services under this agreement:

- a. Workers' Compensation: Statutory
- b. Employer's Liability
 - i. Each Accident: \$500,000
 - ii. Disease, Policy Limit: \$500,000
 - iii. Disease, Each Employee: \$500,000
- c. General Liability
 - i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - ii. General Aggregate: \$2,000,000
- d. Auto Liability
 - i. Combined Single: \$1,000,000
- e. Excess or Umbrella Liability
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$1,000,000
- f. Professional Liability:
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$2,000,000
- g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.
- h. The client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.
- i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

12. TERMINATION: This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

13. GOVERNING LAW: This agreement is to be governed by the law of the state in which the project is located.

14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: The client and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the client

and JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the client nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.

b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the client or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the client and JEO and not for the benefit of any other party.

15. PRECEDENCE: These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

16. SEVERABILITY: Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the client and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

17. E-VERIFY: JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Engineer shall require the same of each consultant.

	Date	August 10 th , 2022
	Item No. Roll Call No. Submitted by:	CONSENT 22-0811 Amanda Brown Conservation Ecologist

AGENDA HEADING:

Approving contract award to paleBLUEdot for development of a Sustainability Plan for Polk County Conservation in the amount of \$51,800.

INFORMATION:

Polk County Conservation (PCC) formed a sustainability committee in 2021 in response to the sustainability initiatives outlined in the current PCC strategic plan. This committee developed a preliminary sustainability plan highlighting organization goals and action steps to reach these goals.

While going through this planning process, the committee reviewed many sustainability plans completed by various public organizations throughout the state. While the plan that has been created was an important first step, it was quickly determined that an outside consultant would have the ability to take the plan a step further and help us reach our goals in a more efficient, timely manner.

A request for proposals was sent out to three consulting firms for the development of a Sustainability Plan for PCC. One proposal was received from paleBLUEdot. Once complete, this plan would highlight the baseline of where PCC sits currently in terms of sustainability and give the committee a road map on how to reach our goals as an organization. A few topics that will be explored in detail as part of the planning process will be reduction of greenhouse gas emissions, carbon sequestration, energy efficiency, and water conservation.

FISCAL IMPACT:

Amount: \$51,800

Funding Source: 2022 PCWLL Bond (Sustainability)

PREVIOUS BOARD ACTION: None

RECOMMENDATION:

Approving contract award to paleBLUEdot for development of a Sustainability Plan for Polk County Conservation in the amount of \$51,800 and authorizing the Director or Deputy Director to sign contractual agreements.



Proposal for Services PCC Sustainability Report

May 13, 2022

Revised May 27 at PCC Request

Submitted By:



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Cover Letter

Amanda Brown
Conservation Ecologist
Polk County Conservation
11204 NE 118th Ave
Maxwell, IA 50161
Amanda.Brown@polkcountyiowa.go

Subject: Request for Proposal for Polk County Conservation Sustainability Report

Dear Amanda and Evaluation Team:

We are excited at the prospect of working with Polk County Conservation on this important undertaking that will not only shape a stronger future for PCC and Polk County communities, but serve as an example of leadership to the entire region.

We see a future that is authentically sustainable, carbon neutral, and that supports equity and a higher quality of life for all. We believe the challenges we face in making that transition are, in fact, powerful opportunities to enhance livability, economic vitality, and equity. We believe the path to that future is arrived at through a process of collaboration, inquiry, and creativity. Being a part of that future is paleBLUEdot's only mission. As a result, you will find this team to provide high quality, comprehensive service energetically delivered within a flexible fee structure.

A certified W/SBE firm, paleBLUEdot has one of the most extensive and recent portfolios of sustainability action planning, GHG assessments, and climate planning in within the Midwest. Ted Redmond, project manager and project lead, brings 29 years of experience working with municipalities, counties, and state agencies on significant public planning projects, including over 50 Community Sustainability and Climate Planning Projects as well as GHG inventory efforts for communities and NGO's in the United States, Canada, United Kingdom, and The Netherlands. Colleen Redmond brings a unique capacity for facilitating youth dialogue, and interactive "climate action design thinking" adult and youth workshops that provide the Village with additional community engagement avenues.

We are grateful for this opportunity to submit on this exciting project. Should you have any questions about our proposal, or wish to explore options further, please feel free to contact me at any time at the phone number or email address to the right.

Sincerely
paleBLUEdot



Ted Redmond
Principal, Vice President



Our mission is to hasten the transition to an authentically sustainable, no carbon economy and to elevate the public discourse.

paleBLUEdot
Certifications/Affiliations



Team Contact

Ted Redmond
2515 White Bear Avenue, A8
Suite 177
Maplewood, MN 55109

612-669-7056
tredmond@paleBLUEdot.llc

The paleBLUEdot team has extensive consulting experience with relevance to the skill set and services required by the Polk County Sustainability Plan project. Our team functions as a collaborative, interactive team with fluid cross-discipline engagement promoting creative exchange.

Serving this dual mission of consultancy and education, paleBLUEdot's principals represent a unique blend of professional expertise: Colleen Redmond, President, is an accomplished educator, a curriculum designer, and Design Thinking consultant and leads the firm's education and awareness outreach programs. Ted Redmond, Vice President, is a registered architect with over 29 years of practice providing assessment, programming, sustainability, and design services for well over 100 local, state and Federal projects

[illegible]

It all started with the amazing words of Carl Sagan. After seeing the 1990 photo taken by the Voyager 1 spacecraft, Mr. Sagan penned his thoughts, both poignant and profound, that, for us, capture the essence of our seemingly vast and indestructible planet. In his memorable and moving words, Mr. Sagan tells us that, while we may feel omnipotent and universally superior, in the cosmic scheme of things, we are but, "...a mote of dust suspended in a sunbeam." These words, though, also give us hope and remind us how, even though our planet may be small and lost among the billions of other galaxies, it is still our home, our "pale blue dot".

Mr. Sagan's words continue each day to inspire us here at paleBLUEdot and move us into action. We know our planet is both immensely fragile and infinitely precious. A love and fear for this wondrous Earth has spurred us to create avenues of environmental and social change for individuals and to build awareness of our impact on each other and our tiny planet. We work to provide effective and practical ways for each of us to make a meaningful positive impact on our precious world. Carl Sagan called us all to "...preserve and cherish that pale blue dot...", and we believe, through the efforts of us all, we can do just that.

Key Personnel



Ted Redmond
Project Role:
Lead / Project Manager

Ted will be the project team lead, responsible for final paleBLUEdot deliverables.

Community Leadership (partial)

City of Maplewood
Environment and Natural Resource Commissioner

Climate Reality Project,
Leadership Corps Member

Education

Bachelor of Architecture, with Honors, University of Detroit

Ted has over 29 years of experience leading planning efforts for local governments. Ted also has experience facilitating public engagement and input processes, both as a professional consultant as well as through his many years as a community volunteer leader. He has an expertise in delivering community sustainability, vulnerability and adaptation, Greenhouse Gas, energy, and water consumption Inventories and Reduction Action Plans. His recent experience includes over 50 community climate assessments and planning efforts and 13 non-governmental organizations.

Ted is also a national solar pv technical expert for the US Department of Energy. His work with the DOE includes technical assistance for community driven solar projects nationally as well as serving as a national solar technology trainer for architects and engineers.

Relevant Experience

(50+) Community and NGO Sustainability, Climate Vulnerability, GHG Inventory, Adaptation and Action Plans (partial list):

City of Maplewood

Community Sustainability Planning including:
Climate Vulnerabilities Assessment;
Climate Adaptation and Action Plan;
City-Wide Sustainable Energy potentials study and target goal setting;
Community-Wide Tree Inventory and Sequestration Potentials Study;
Greenhouse Gas Inventory & Reduction Plan
Maplewood, MN

City of Dubuque

Climate Vulnerable Population Assessment;
Climate Action Plan
Dubuque, IA

City of Burnsville

Climate Vulnerable Population Assessment;
Climate Adaptation Plan; Sustainability Plan
Burnsville, MN

Registrations and Affiliations (partial)

Registered Architect, State of Minnesota
Climate Action Reserve
Climate Adaptation Knowledge Exchange
American Society of Adaptation Professionals
US EPA ENERGY STAR Partner

Colleen has twenty-six years of educational experience including nine years expertise in curriculum development and implementation of gifted education. Colleen is accomplished in designing and executing youth educational programming in the classroom and across a variety of age groups. In addition, Colleen has coordinated and participated in multiple design thinking initiatives both in the classroom and with district staff members.

Relevant Experience (partial list)

Youth Engagement, Public Education Communication support on (30+) Sustainability, Community GHG Inventory, Climate Vulnerability, Adaptation and Action Plans (partial list):

City of Dubuque

Youth Climate Action Design Thinking Engagement
Dubuque, IA

City of La Crosse

Youth Climate Action Design Thinking Engagement
La Crosse, WI

Village of Northbrook

Climate Risk and Vulnerability Assessment;
Climate Action Plan (in progress)
Northbrook, IL

City of Edina

Youth Climate Action Design Thinking Engagement
Edina, MN

City of Maplewood

Maplewood, MN

City of Burnsville

Burnsville, MN

Additional Experience

Curriculum Development and Implementation - Gateway Program ISD 833
Design Thinking Process Coach/Facilitator - ISD 833 Summer Design Challenge
Community Climate Awareness Program Development and Implementation
MPCA State Fair Sustainability Stage
City of Maplewood Energize Maplewood Community Engagement



Colleen Redmond
Project Role:
Education Coordinator

Colleen will support the communications and educational content to be used in the sustainability plan.

Education and Affiliations
Master of Education - Educational Leadership
Gifted Education Certificate - St. Thomas University
Minnesota Education Association
Minnesota Educators of the Gifted and Talented
National Association for Gifted Children

Key Personnel



Paul Nicholas

Project Role:
Communications

Paul leads the paleBLUEdot team's implementation communication planning and support

Education

University of St. Thomas.
St. Paul, MN, Master of
Business Administration,
Marketing
Concentration

Nicholas Marketing provides content writing services to a variety of startup and small businesses, local governments and non-profit organizations. He spent 15 years as a senior level B2B sales and marketing executive. At one of these companies, he found his entrepreneurial passion when he was given responsibility for a struggling business unit. The team he managed had tremendous freedom and were excited and gratified when they tripled revenue and doubled profit margins within two years.

Paul launched his business in 2000 and started working with the owners of small businesses, he rediscovered my passion for writing and communication. Often these entrepreneurs knew what they wanted to say, but had trouble saying it. Now that he has expanded into the worlds of non-profits and local governments, he is finding similar challenges. The conversations he have with clients - learning their stories and reasons for doing what they do - are highlights of his work.

Paul's most recent experience includes development of the Dubuque Climate Action Plan Implementation Communications Plan and the La Crosse Climate Action Plan Implementation Communications Plan.



Ben Heck

Project Role:
Research Intern

Ben supports the paleBLUEdot team with research assistance underpinning the development of plan strategies and ground cover, tree canopy and heat island data.

Ben is a recent graduate from the University of Minnesota Duluth. Ben has received a B.A.Sc in Psychology and double minor in Cognitive Science and Philosophy. Ben has been a research assistant supporting the paleBLUEdot team since 2018. Ben's experience also includes being a staff advisor for the College of Education and Human Service Professions and the UMD providing advisory services on General/Cognitive psychology and statistics.

Ben's recent experience with paleBLUEdot includes strategy research support as well as tree canopy and ground cover data research for the City of Burnsville Sustainability Plan, Village of Northbrook Climate Action Plan, the City of Edina Climate Action Plan, the City of New Brighton Climate Action Plan, and the West Central Minnesota Regional Sustainability Plan.

Education

University of Minnesota Duluth, B.A.Sc (2022)

Project Timeline

As a highly integrated project effort between the paleBLUEdot team and PCC, we recommend a project scheduling discussion at the project kick-off meeting to validate and finalize the project schedule. Our preliminary recommended project timeline is to the right.

The paleBLUEdot team members are available to undertake the project scope outlined in this proposal.

Task

Project Kick-off
Vulnerability Assessment
GHG Inventory
Facility Energy Benchmarking
Renewable Energy Potentials / Master Plan
PCC Sustainability Indicators
PCC Sustainable Operations / Procurement Practices Review
Goalsetting – Sustainability and Resilience Targets
First Draft Sustainability Report Development
Community Engagement (Draft Plan Review by PCC Staff)
Implementation and Community Education Tools Development
Final Sustainability Plan

Timeline

June 2022
June 2022 - Sept 2022
June 2022 - Sept 2022
June 2022 - Sept 2022
Aug 2022 - Sept 2022
Aug 2022 - Sept 2022
Aug 2022 - Sept 2022
Aug 2022 - Sept 2022
Sept 2022 - Nov 2022
Nov 2022 - Dec 2022
Nov 2022 - Dec 2022
Jan 2023 - Feb 2023



Methodology

The Polk County Conservation has established visionary goals to achieve sustainability, GHG emissions reductions, and resilience. The purpose of the Polk County Conservation Sustainability Report project is to create a comprehensive, robust baseline document highlighting sustainability related metrics for the organization which reviews the organization's current sustainability status as well as guiding next steps and best practices for achieving PCC sustainability goals. As noted in the cover letter of this proposal, delivering services in support of innovative sustainability plans is paleBLUEdot's sole mission. Our project approach has been designed through our numerous organizational and community-wide climate and energy planning efforts to deliver robust and effective sustainability plans.

The paleBLUEdot project approach described in this proposal is based on our observations of what makes a successful organizational or community sustainability plan as well as our experience in crafting successful sustainability plans. Our approach includes:

Existing Condition Research and Documentation

The paleBLUEdot team believes the best Sustainability Plans must begin with a clear understanding of the organization and community's existing sustainability and sustainability indicators, vulnerabilities, and opportunities. With a strong understanding of a community's "baseline" conditions, effective and meaningful goal setting can occur, rooted not only in a vision for the future, but also an understanding of the present. Once clear goals are established, action planning can take place to establish overarching strategies and detailed actions to achieve those goals.

Implementation Support Tools

Successful sustainability plans are long-range documents which need to guide action over time. More than other organizational or community plans, sustainability plans seek to influence and guide broad action – sustainability action implementation is for everyone. Many organizations and communities struggle with the transition from planning to successful implementation. To support our clients in "hitting the ground running" our project approach includes a significant amount of tools to support implementation of the completed plan.

Community Education Content

Sustainability plans for public entities need to consider community education to support successful implementation. Many sustainability actions may rely on community support or participation. Moreover, public entities are in a unique position to help provide information to community members to support increased awareness and sustainability action within the private sector as well.

Project Approach

As noted in the RFP, the Polk County Conservation has a well established sustainability focus, including the establishment of the sustainability committee and the development of the Draft Polk County Conservation Sustainability Plan. Establishing robust sustainability baseline assessment and report including next steps and best practices offers an opportunity to refine objectives and prioritize strategies and actions to meet PCC's sustainability goals.

paleBLUEdot's project approach have been specifically built around PCC's priorities. Our scope of services includes extensive assessment of existing conditions, development of the PCC Sustainability Report, development of implementation support tools, and community education tools/graphics. The following is our proposed scope of services in response to the RFP:

Project Kickoff

Successful project launch through a kick-off meeting to confirm relevant past and current studies and data from PCC; reaffirm project goals and objectives; confirm project scope, methodology, and schedule; and identify respective project contacts. paleBLUEdot will also review our Sustainability Planning On-boarding Questionnaire to collect pertinent information to help us audit existing PCC initiatives, policies, and relevant sustainability actions, efforts and programs.

Deliverables: Review of PCC data/reports and relevant policies

Methodology

Existing Condition Research and Documentation

Sustainability Baseline Assessment and Strategic Goal Recommendations

paleBLUEDot believes effective, meaningful, and community specific Sustainability Planning is grounded in robust data collection and assessment of community existing conditions metrics. Establishing comprehensive baseline data is a necessary element that provides a point from which to inventory what you have before you set out to improve it, and from there, aid in identifying and establishing strategies, and measuring the progress of them. The broader the baseline data available, the more effective goalsetting and action planning can be. As such, the paleBLUEDot sustainability planning project approach includes a robust assessment of community existing conditions and baseline indicators.

The Existing Conditions effort will culminate in a Sustainability Baseline Assessment and Strategic Goal Recommendations report. This document will summarize PCC baseline indicators and conditions and will put forth preliminary goal and strategy recommendations for consideration as foundation to beginning the development of the Sustainability Plan. The Sustainability Baseline Assessment and Strategic Goal Recommendations report will include all sectors included in the Draft Plan: Energy Efficiency & Renewable Energy, Fleet & Fuel Management, Water & Land, and Education. paleBLUEDot suggests exploring additional sections including: Sustainable Procurement, and Waste Management. The community indicators and existing conditions assessed and summarized are outlined next.



Vulnerability Assessment

The paleBLUEDot team will develop a Vulnerability Assessment and Climate Hazards Report for Polk County Conservation. The assessment will include a review of the current and projected climate change impacts PCC should anticipate and a review of climate change risk/hazards. The assessment will also explore an identification of vulnerable populations within the community, possible impacts and risks associated with projected climate change for the region, and links to PCC in order to identify potential ways in which PCC operations may support increased climate resilience for the broader community.

Broad Climate Change Impacts and Risk Factors

The paleBLUEDot team will identify and summarize the broad climate change metrics already experienced, projected climate change impacts, and risk factors at a regional level. Data on the region will be collected from the US National Climate Assessment as well as the NOAA Integrated Sciences and Assessments Centers, NOAA Great Lakes Regional Integrated Sciences and Assessments (GLISA), University of Michigan Graham Sustainability Institute, National Oceanic and Atmospheric Administration, USDA Climate Hubs, USDA Forestry Service, and FEMA. State of Iowa specific data will be collected and summarized from State and National agencies, and regional university data sources. In addition, detailed climate projections, based on National Center for Atmospheric Research, will be developed for Polk County.

Climate Risk Factors

The paleBLUEDot team will identify, and quantify the primary climate risk factors facing Polk County Conservation. Hazards will be assessed for current risk level (probability x consequence) of the hazard, as well as the relevant sectors, asset class, or services that are expected to be most impacted by the hazard. The risk factors to be quantified will include: Future climate projections and impacts, Flood data, risk, and histories, Air Quality considerations, Food Environment and Food Access considerations, Population health data and characteristics, and Energy resilience and cost burden.



Methodology

Quantifying PCC Vulnerability

By overlaying the data and mapping of vulnerable populations with that of the climate risk factors and community resources, the paleBLUEDot team will describe in detail the specific vulnerabilities for PCC. The “order of magnitude” for each risk as well as the areas within the PCC of vulnerability to each risk will be identified, quantified, and mapped.

Identification of Metrics, Indicators, and Sources

paleBLUEDot will include an appendix with data sources and links to publicly available metrics and indicators which can be drawn from for the establishment progress measurements for the strategies and actions included in the final plan.

Pages from
paleBLUEDot
example Climate
Vulnerability
Assessment



GHG Inventory

Greenhouse gas (GHG) inventory data for any given year should be understood to be a simple “snapshot”. Emissions can vary year-to-year based on changing weather patterns and behaviors. Long-range GHG emissions forecasting is not possible to do effectively with a single year of existing inventory data. To support improved long-range forecasting, the paleBLUEDot team suggests producing annual PCC operations GHG inventories for three subject years including 2013, 2016, and 2019 (years modeled will be finalized based on consultation with PCC and data availability). The development of the GHG inventory will be facilitated by the paleBLUEDot Integrated Inventory Tool which has been developed and refined through our past GHG modeling on dozens of inventories and plans.

paleBLUEDot will lead data collection for the inventory effort. The data collection will include collection of two types of data: raw use/activity data (energy use, transportation mileage, etc) as well as emission factor data. Emission factor data will support the development of appropriate community-specific emissions factors which can then be applied to the raw use/activity data to calculate appropriate GHG emissions by category. Emission factor data includes items such as utility-specific emissions profiles or regional eGRID values.

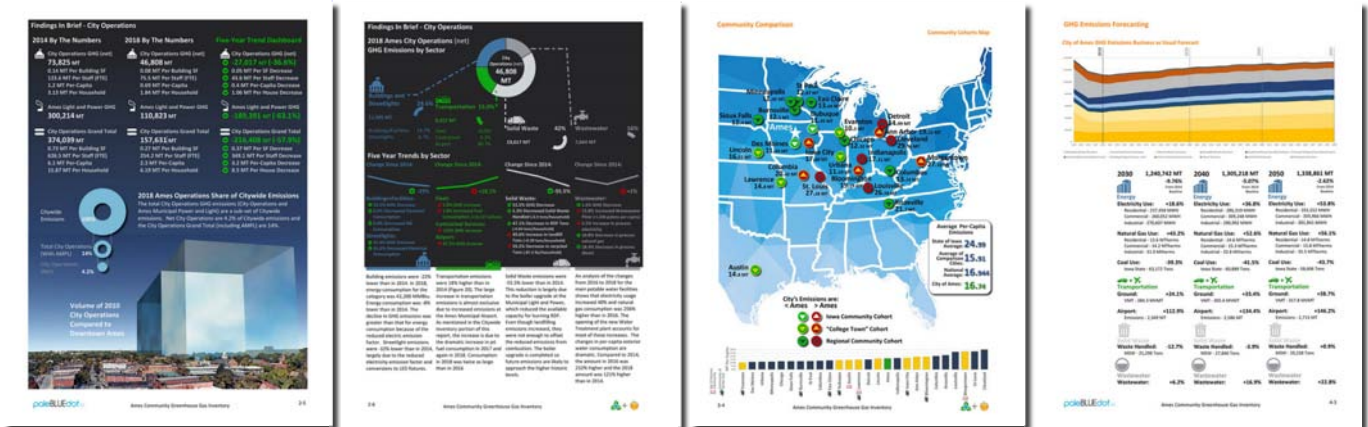
GHG Emissions Forecasting for 2030, 2040, and 2050

Our team will complete long-range GHG emissions modeling. This forecast may be used in support of identifying trends, establishing GHG reduction goals, and prioritizing emission sectors for reduction strategies and actions. The team will model a “business as usual” forecast scenario to anticipate future emissions for Polk County Conservation Sustainability assuming no further emissions reductions actions are taken. We will build the forecast scenario to anticipate emissions changes through 2050 in each of the inventory emission categories as well as total emissions. This forecast will provide a valuable tool for PCC not only in designing and prioritizing GHG emissions reductions strategies, but also supporting the measurement of strategy reduction success. The “business as usual” forecast will be based on a range of variables as data is available, including: Projected climate change impacts including Cooling Degree Day and Heating Degree Day projections, Projected emissions factor changes, Anticipated federal vehicle fuel efficiency standards (e.g., CAFE) and others.

GHG Report and Calculations Summary

paleBLUEDot will prepare a Greenhouse Gas Inventory Report summarizing the methodology and findings of the GHG inventory. The inventory report will be used as a foundation for GHG emission reduction modeling of select sustainability strategies.

Methodology



Pages from paleBLUEDot example GHG Inventory Summary report

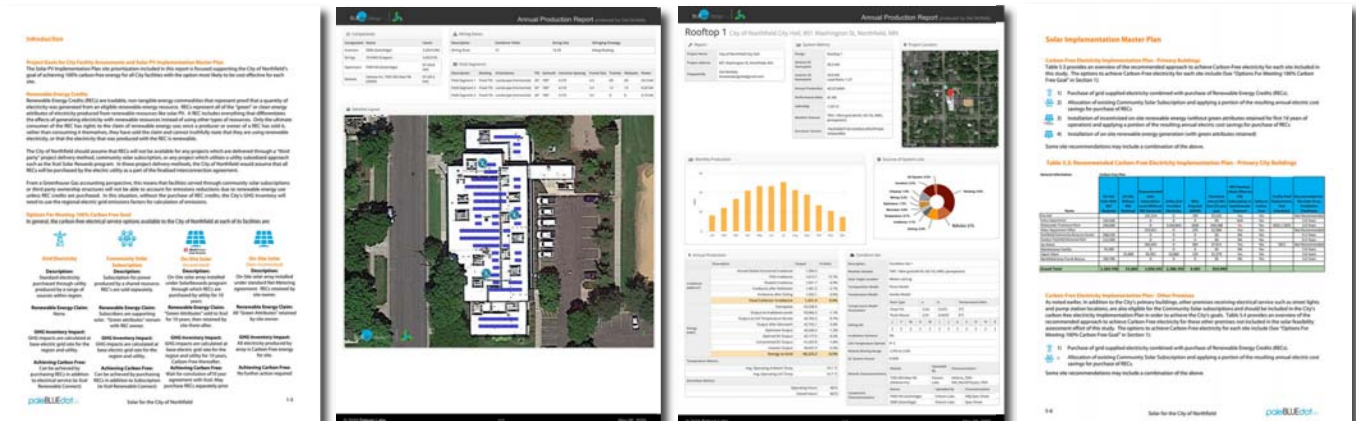
Facility Energy Benchmarking (Optional Service)

paleBLUEDot proposes to provide energy benchmarking for all PCC sites and properties. This benchmarking will be conducted using the US EPA ENERGY STAR Portfolio Manager (ESPM) tool based on energy consumption data collected through the GHG Inventory effort. The paleBLUEDot team will create ESPM records for all PCC sites and properties (individual records for each major building and site / park records aggregating support and ancillary facilities and meters). Once established, these ESPM records will enable an energy benchmarking comparison of PCC facilities against a national database of similar facilities and support the identification of energy efficiency potential and goalsetting. At the completion of the project, these accounts will be turned over to PCC and will enable PCC to maintain on-going energy efficiency benchmarking of all facilities.

Renewable Energy Potentials / Master Plan

Intent of this effort is to establish a vision and identify recommended pathway towards 100% renewable energy for PCC buildings, and empowering PCC to be “in the driver’s seat” in identifying and achieving renewable energy goals. This effort will include the following tasks:

- Determining feasibility of on-site energy generation for all primary PCC buildings.
- Establishing a Solar concept plan for all primary PCC buildings, including: concept design; projected monthly and annual energy generation and comparison to building energy use; project budget; identification of project delivery, funding, and financing options; and project timelines.
- Assess range of renewable energy options including on-site PCC owned, on-site 3rd party ownership, utility purchase, shared/community solar purchase, and Renewable Energy Credit purchase. Compare anticipated costs, payback, and advantages/disadvantages of options for each site, identifying option(s) likely to be most advantageous for each property.
- Establish a Renewable Energy Master Plan based on findings of assessments and recommendations.



Pages from paleBLUEDot example Renewable Energy Potentials / Master Plan report



Methodology

PCC Sustainability Indicators

Baseline Buildings and Energy Metric

paleBLUEdot will create summary of existing building and energy metrics of PCC operations. This summary will be based on the Energy Benchmarking effort outlined previously. The baseline will include a high level review of energy efficiency considerations and projected achievable energy efficiency potential. Baseline summary and metrics will support PCC sustainability goalsetting and action identification.

Ground Cover, Tree Canopy, and Carbon Sequestration Baseline (Service removed at PCC request)

paleBLUEdot will conduct a baseline assessment of PCC ground cover and tree canopy conditions. This baseline will be an expansion of information currently available to PCC. The ground cover baseline will identify ground cover conditions (grass, water, wetland, tree canopy, dark and light impervious surfaces) for PCC in aggregate as well as by site. Baseline calculations will also be made for annual carbon sequestration rates, carbon stock, tree canopy/green space economic value, and pollution absorption rates (CO, O3, NO2, SO2, particulate pollution). Baseline data will be mapped by neighborhood/census tract and with data generated to standard error (SE) of 2.5% or less.

Micro Heat Island and Storm Water Characteristics Baseline

(Service removed at PCC request)

In conjunction with the Ground Cover study, paleBLUEdot will conduct a baseline assessment of PCC micro-heat island and storm water characteristics and conditions. The existing baseline will identify impervious surface conditions and coverage (sidewalks, roadway, parking, and building) and compile data in subcategories of light reflective and light absorbent conditions. Baseline calculations will also be made for overall heat island contribution coefficient and Storm Water uptake and runoff by site. Baseline data will be mapped by site and with data generated to standard error (SE) of 2.5% or less.

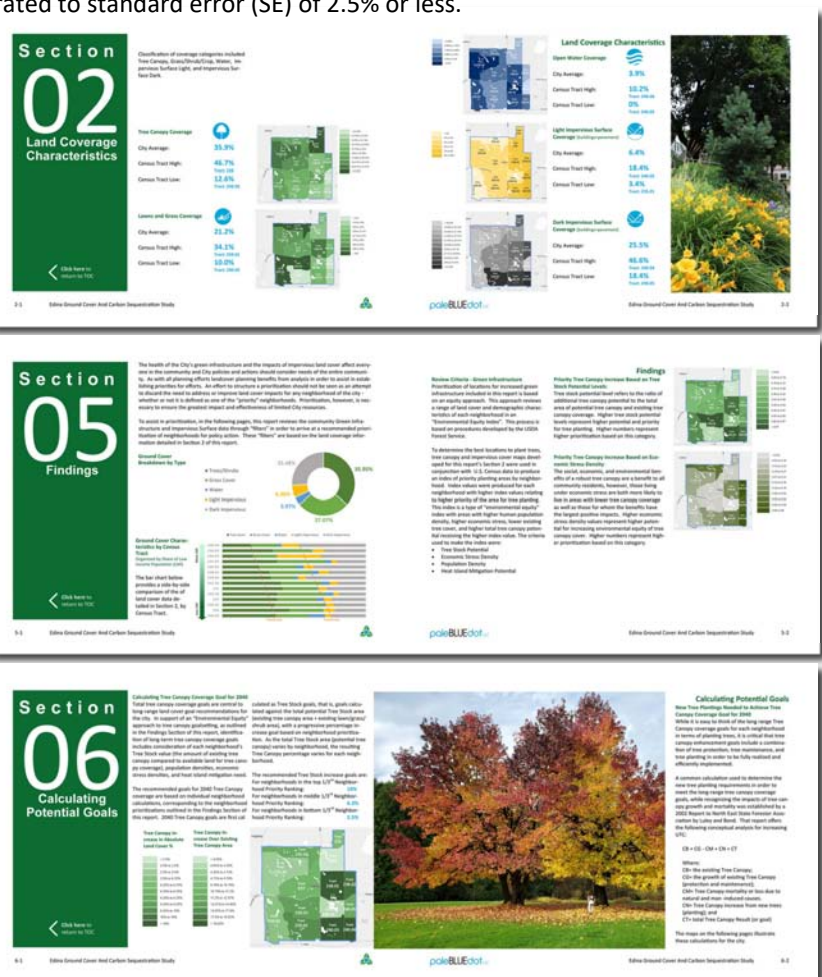
Equity Characteristics

(Service removed at PCC request)

Ground cover, tree canopy benefits, micro-heat island, and storm water metrics by site will also be reviewed against the immediate community demographics. This review will help support the identification of potential opportunities to improve community equity relative to tree canopy benefits, community heat island mitigation, and other climate adaptation benefits supporting vulnerable populations.

PCC Sustainable Operations and Procurement Practices Review

paleBLUEdot will collaborate with PCC to review and record existing PCC operational practices supporting sustainability. This review will include data collection through the paleBLUEdot Sustainability Planning On-boarding Questionnaire to capture information on existing sustainable practices, policies, and programs. Following completion of the questionnaire, paleBLUEdot will facilitate PCC key staff interviews for a broad review of PCC operations and procurement practices and policies as well as sustainable practices history and past successes. The result of this engagement will be a baseline review of PCC sustainable operations and procurement practices. This review may then be used in sustainability plan goal setting.



Pages from paleBLUEdot example Ground Cover, Tree Canopy, Carbon Sequestration and Heat Island report

Methodology

Goalsetting – Sustainability and Resilience Targets

Based on the findings of the sustainability baseline assessment efforts, the paleBLUEdot team will work with PCC and the sustainability subcommittee to establish PCC sustainability goals. Goals are anticipated to address broad sustainability considerations as well as both climate adaptation and climate mitigation (such as emissions reduction and renewable energy targets). Goals will be established for all sectors included in the Draft Plan: Energy Efficiency & Renewable Energy, Fleet & Fuel Management, Water & Land, and Education as well as paleBLUEdot suggested additional sections including: Sustainable Procurement, and Waste Management.

Final goals will be collaboratively established with the sustainability subcommittee team. To support this critical next step, we will provide a survey of sustainability, greenhouse gas emissions reduction, and climate adaptation goals from communities and peer organizations throughout Iowa and the Midwest. We will collect comparable data from our team's recent and on-going 40+ regional community GHG inventories, as well as comparable community data collected from the C40 Community Comparison Dashboard, CDP Reporting Dataset, and a review of other Parks and Conservation district sustainability plans. All of these efforts will allow us to assess and present a range of goals for the sustainability subcommittee team and PCC to consider as a foundation for a collaborative consensus building on the goals appropriate for PCC.

Deliverables: Sustainability Baseline Assessment and Strategic Goal Recommendations to include indicators and preliminary goal recommendations for all plan sectors; Vulnerability Assessment report, GHG Emissions Forecast, Renewable Energy Potentials report (electronic documents).

Sustainability Report

The paleBLUEdot team proposes to develop a Sustainability Report which integrates broad sustainability strategies and actions along with both climate mitigation (greenhouse gas reduction) as well as climate adaptation measures for Polk County Conservation. The primary goal for the Sustainability Plan is to identify cost effective strategies and detailed actions to address PCC's sustainability goals. Effective strategies can meet these goals while improving quality of life, increasing community equity, building prosperity, and enhancing community resilience. The Sustainability Plan planning effort should focus on prioritizing strategies and actions to ensure that the final plan will be achievable. The actions included in the final implementation plan should be vetted as the actions most likely to achieve success towards the community's goals while being appropriate for PCC specifically.

The Sustainability Plan should provide a format to coordinate PCC's initiatives and department activities to achieve consistency with the established goals while providing metrics for measuring progress. An effective Sustainability Plan must also recognize that long-range success will be achieved only through community buy-in and should include an identification of actions to facilitate community education.



Pages from paleBLUEdot example Sustainability Baseline Assessment and Strategic Goal Recommendations report



Methodology

Strategy and Action Development

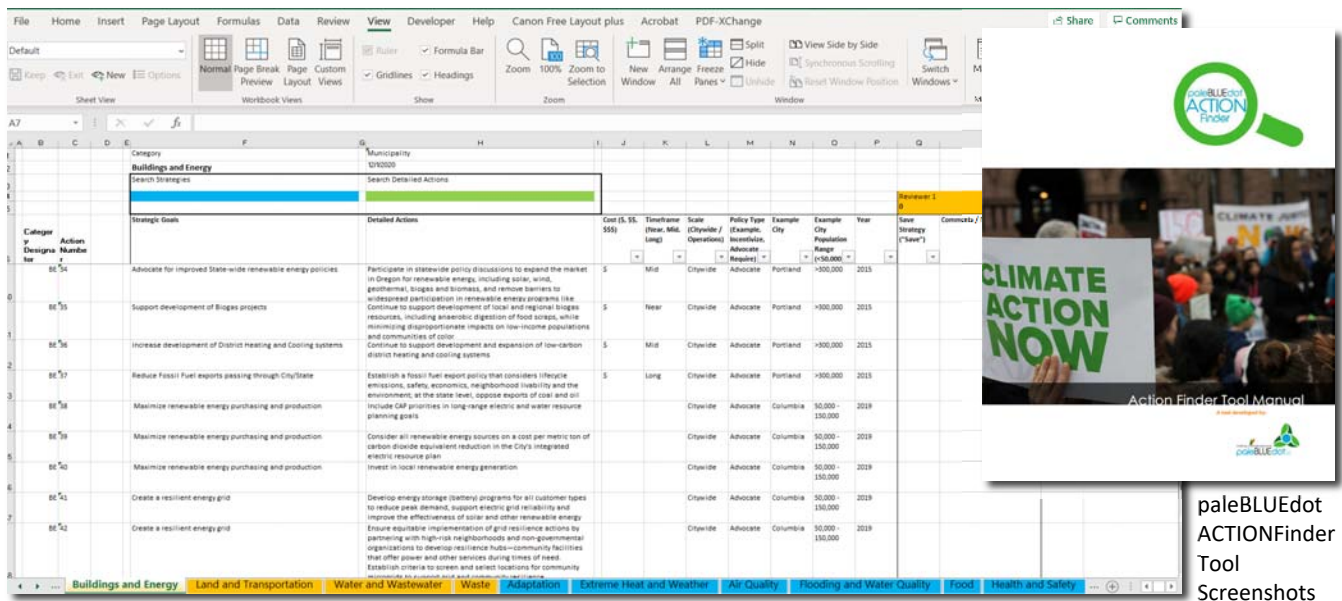
The process to develop PCC specific measures will use the previously described Sustainability Baseline Assessment and Strategic Goal Recommendations report and will include an identification of existing regional measures and national best practices.

Regional and National Strategy Review

Through our sustainability and climate action planning work with communities, paleBLUEdot believes collaboratively developing community-specific strategies with the broad stakeholders represented in the sustainability subcommittee Team is the most effective planning process. Sustainability and climate action encompass such a broad range of considerations in our communities that the task of exploring what may even be possible can seem insurmountable. We've discovered that simply being able to see what others have done before us can ignite a community's own ideas and give clarity to how a community wishes to approach their own solutions. This led us to create the ACTIONFinder tool.

The ACTIONFinder tool is a robust database of community organization and municipal climate mitigation, climate adaptation, climate economy, and sustainability strategies and actions from across the United States. The over 4,000 strategies and actions included in the ACTIONFinder come from public entities and communities large and small from nearly every region of the country. The ACTIONFinder is designed as a collaborative tool to support Sustainability Plan Teams and stakeholder groups in exploring a range of strategies and actions as they work to visualize what would be most effective and appropriate for their own community.

Using this tool, paleBLUEdot will develop a national strategy best practice summary of actions organized by Sustainability Plan sector and an identification of action recommendations for inclusion in the updated Sustainability Plan. This process will also include a review of other Parks and Conservation district sustainability plans for an identification of best practices.



The screenshot displays the ACTIONFinder tool interface. The main window shows a spreadsheet with columns for Category, Action Number, Action Description, Detailed Actions, Cost (\$), Timeline, Scale, Policy Type, Example City, Example City Population, Year, New Strategy ("Save"), and Comments. The spreadsheet is filtered by "Buildings and Energy" and shows several actions related to renewable energy, energy efficiency, and climate resilience. A sidebar on the right contains a search bar, a magnifying glass icon, and a list of categories: Buildings and Energy, Land and Transportation, Water and Wastewater, Waste, Adaptation, Extreme Heat and Weather, Air Quality, Flooding and Water Quality, Food, Health and Safety. The sidebar also includes a "paleBLUEdot ACTIONFinder Tool Screenshots" link.

Strategy and Action Quantification and Evaluation

For each recommended PCC Sustainability Plan strategies and actions, the paleBLUEdot team will collaborate with the sustainability subcommittee to conduct a range of quantitative analyses to inform the selection of measures to be included in the draft Sustainability Plan. Specifically, review will include:

Reduction Potential

Our team will analyze the draft portfolio of actions for their GHG reduction potential, their contribution to one or more GHG reduction targets, and impacts on energy use and vehicle miles traveled. GHG reduction modeling will use the Integrated Inventory Tool described in the GHG Inventory section above. This tool enables our team to directly integrate all strategy GHG reduction potentials with PCC specific existing GHG data and Business as Usual forecasts.

Methodology

Action Screening Criteria

To assist in the refinement and prioritization of strategies and actions on which the Sustainability Plan should focus, paleBLUEDot will work with the sustainability subcommittee Team to identify specific criteria for screening, reviewing, and prioritizing actions to be developed for the plan. Action screening criteria may include considerations such as community support, co-benefits, feasibility, and capacity for implementation. The process of determining PCC screening criteria will begin by reviewing paleBLUEDot's database of Sustainability Action Screening Criteria used by organizations and communities throughout the region. From this initial database review, the sustainability subcommittee Team will be empowered to narrow and define action screening criteria of their own, ultimately building a consensus on the criteria against which potential actions should be measured.

Social Equity

Measures will be reviewed for compatibility with any PCC social equity goals. Additional Social Equity "filters" may be collaboratively developed between PCC, sustainability subcommittee Team, and paleBLUEDot. This interactive review process will also look to identify potential additional measures focused specifically on Social Equity strategies compatible with the sustainability goals. A number of the metrics and findings from the Sustainability Baseline Assessment will support this review process.

Prioritization

Once we have the comprehensive list of potential strategies and actions evaluated, they will be reviewed with the sustainability subcommittee Team through a collaborative workshop session for prioritization and refinement. These lists will form the basis of the draft Sustainability Plan as well as review and input by PCC Staff, the sustainability subcommittee Team, and any community engagement effort conducted by PCC staff.

Strategy and Action Measurement and Metrics

Establishing appropriate metrics to measure and track progress against sector goals is key to supporting the implementation of a Sustainability Plan. Indicators used in tracking progress need to be appropriate to the goal, up-to-date, readily available, easily understood, and repeatable. As the sustainability strategies and detailed actions are finalized, the paleBLUEDot team will establish recommended metrics against which progress can be measured throughout the plan implementation phase. As indicated in the Existing Conditions section of this proposal, paleBLUEDot will identify metrics, indicators, and data sources which can be drawn from to establish the recommended metrics for progress tracking. These metrics will be included in a "How we'll measure our progress" section for each sector.

Sustainability Plan Finalization

The Draft Sustainability Plan will be reviewed with the sustainability subcommittee Team, key PCC Staff, and through any community engagement conducted by PCC staff. The review period will include a preliminary review with the Polk County Conservation Board if desired and as directed by PCC project management staff. Following the review period, the paleBLUEDot team will revise the Draft Sustainability Plan goals, strategies, and actions based on the input received, develop a full final Sustainability Plan document with full plan narratives, graphics, charts, and figures.

The final Sustainability Plan will include an implementation and monitoring strategy developed to assist PCC in moving forward with the identified climate reduction measures. The strategy will identify implementation time frames for each measure, PCC departments or divisions responsible for implementation, potential community partners or advocates, performance indicators to monitor progress, and preliminary budget considerations. It will also describe how PCC will monitor Sustainability Plan implementation and performance over time.

Deliverables:

Final Sustainability Plan narrative report with Sustainability Goals, Strategies, and Actions;
Supporting documents, data, and calculations gathered or created in the course of this effort;
A performance monitoring tool and reporting format to track and report progress



Methodology

Implementation Support Tools

paleBLUEdot will provide an excel based implementation matrix tool for use by PCC staff in tracking and monitoring the implementation progress of all Sustainability Plan strategies and actions. The Implementation Matrix will include information on implementation responsibilities, and metrics to measure success for all actions. The Matrix will include space for annual dashboard/scorecard staff reporting on action status and performance data reporting and provide a transparent process to monitor and update progress of the sustainability subcommittee and Sustainability Plan actions in-line with appropriate reporting systems. The Matrix will be a highly searchable database enabling searches by Sustainability Plan sector, strategy grouping, department/staff responsible for implementation, and by key word/phrase. The Implementation Matrix will also retain any notes and comments which were made by all sustainability subcommittee Team members during the planning phase so that PCC staff will have ready access to those records. The Matrix will also include, where applicable, an identification of other communities or parks and conservation districts that have similar actions included in their climate or sustainability plan – enabling PCC staff to identify peer organizations who may be contacted in the future to share implementation observations and lessons learned.

Community Education Content (Service removed at PCC request)

paleBLUEdot will develop a series of up to six infographics for use in community education and outreach. This series of infographics is anticipated to include one which summarize the findings of baseline research (GHG inventory and/or other content) and an infographic supporting educating the public and staff on the benefits of sustainability practices relative to each of the anticipated Sustainability Plan sectors (Energy Efficiency & Renewable Energy, Fleet & Fuel Management, Water & Land, Sustainable Procurement, and Waste Management) . The intent of the infographics will be to support communication of data to the public through any community engagement conducted by PCC staff. The infographics will also be used in the engagement of the sustainability subcommittee Team.

Community Education Content - Optional Service

Sustainability Implementation Communications Plan (Optional Service)

The communications plan will help set the stage for implementing community communications to build community awareness and support of the PCC Sustainability Plan. The implementation concept plan will identify Sustainability Plan messaging approaches, recommended communications content, and an outline of engagement formats and event potentials supporting community education and engagement. This plan effort will include:

1. Discovery - Conduct information gathering enquiries by phone and email with staff members from PCC and conduct secondary research when appropriate.
2. Implementation Communication Goals and Objectives - The overall “big picture” desired outcome, and what specific thresholds need to be achieved to generate the outcome.
3. Target Audiences - Who is trying to be reached and why.
4. Core Messages - What is being communicated to each audience.
5. Communication Implementation Plan - What needs to be generated, what are the specific communications channels being used and who’s responsible for each task.
6. Communications Calendar - A schedule of what and when communications are occurring.
7. Measurement - Tracking the success of accomplishing the plan's objectives and goal.

Polk County Conservation Sustainability Dashboard Website (Optional Service)

paleBLUEdot offers to establish a public-facing Sustainability Dashboard website supporting the implementation phase of the Sustainability Plan. The website would be developed to support on-going “dashboard” reporting of PCC sustainability metrics as well as Sustainability Plan action implementation progress. The website will also provide appropriate public access to the final research and planning documents, a sustainability communications platform, and provide public access to educational content including the infographics developed by paleBLUEdot. The website will be developed and hosted in SquareSpace, a user-friendly website format and will be maintained with annual updates with paleBLUEdot assistance, or entirely by PCC staff as desired.

Firm's Fee Structure (5/27/22 Revision per PCC Request)

As noted in our Cover Letter, paleBLUEDot exists as a mission-driven organization solely to advance sustainability and climate action. As a result, you will find us a flexible, responsive, collaborative team providing high quality service energetically delivered and within a flexible fee structure. In that spirit, we present our fees in detail and with costs summarized by deliverable category for the Basic Services requested within the RFP and the services proposed by our team outlined in our Project Approach. We hope this provides a flexible “a-la-carte” selection of services desired by PCC.

Cost Breakdown

paleBLUEDot team proposes a lump sum fee for the services selected. We offer this fee breakdown and hope this provides a flexible “a-la-carte” selection of services desired so that the final fee will include only the services ultimately selected by PCC. Fees will be billed monthly for the team’s time spent towards progress on each item. The proposed lump sum fee for each service, including anticipated reimbursable expenses, are as follows:

Basic Services

Task	Fee
Project Kick-off:	\$2,240
Research, Existing Conditions Documentation:	
Vulnerability Assessment	\$7,000
GHG Inventory	\$6,720
Renewable Energy Potentials / Master Plan	Not Selected by PCC
PCC Sustainability Indicators - Baseline Buildings and Energy Metric only	\$2,100
PCC Sustainable Operations / Procurement Practices Review	\$5,600
Goalsetting – Sustainability and Resilience Targets	\$2,240
First Draft Sustainability Report Development	\$12,600
Implementation Matrix Tool Development	\$5,740
Final Sustainability Plan	\$7,560

Total Basic Services \$51,800

Basic Services Not Selected by PCC (5/27/22 revision)

Renewable Energy Potentials / Master Plan	\$9,100
PCC Sustainability Indicators - Ground Cover, Heat Island, and Equity	\$6,580
Community Education Content Development	\$2,500

Total Reduction from Proposed Basic Services \$18,180

Optional Services

Task	Fee
Site/Facility Energy Benchmarking	\$5,600
Sustainability Implementation Communications Plan	\$5,740
Polk County Conservation Sustainability Dashboard Website	\$5,900
Annual Maintenance and Update Support	Est range: \$1,200 - \$2,500

* Fees include all budgeted expenses including travel for up to four trips required for proposed scope of services, incidental printing and supplies for planning team meetings. All final deliverables are anticipated to be electronic documents, minimizing the environmental impact of paper use, and reimbursable expenses. Cost proposal assumes PCC acceptance of paleBLUEDot standard insurance coverage of \$2 million in general liability, \$1 million in umbrella, \$1 million auto, and no workers compensation in accordance with exemption to State laws. Additional insurance coverage is available as an additional service. As a lump sum proposal, paleBLUEDot is committed to delivering the scope of services outlined in this proposal for the fees proposed here. paleBLUEDot understands that PCC will be responsible for planning and conducting all public engagement efforts and will provide meeting spaces for all staff and sustainability plan team meetings and does not include expenses associated with securing meeting space.



Prior Projects

The paleBLUEDot team has extensive consulting experience relevant to the PCC Sustainability Plan project, including Sustainability Plans, Climate Action Plans, Climate Vulnerability Assessments, Climate Adaptation Plans, Renewable Energy Action Plans, and Tree Canopy and Carbon Sequestration Plans. Our work spans 23 States and our project experience within the last five years alone includes:

(50+) Community Sustainability, Energy, and Climate Planning Projects (partial list)

City of Dubuque
Climate Action Plan
Dubuque, IA

City of Edina
Climate Action Plan
Edina, MN

City of Bloomington
Climate Action Plan
Bloomington, IN

City of La Crosse
Climate Action Plan
La Crosse, WI

Town of Hartford
Carbon Neutral Climate Action Plan
Hartford, VT

Addison County
Climate Action Plan
Middlebury, VT

Village of Northbrook
Climate Action Plan
Northbrook, IL

City of Burnsville
Sustainability and Climate Action Plan
Burnsville, MN

City of Albert Lea
Climate Action and Adaptation Plan
Albert Lea, MN

Shakopee Mdewakanton Sioux Community
Greenhouse Gas Inventory and Mitigation Pathways Recommendations
Prior Lake, MN

(18+) Community-wide GHG Inventories (partial list)

City of Maplewood
Greenhouse Gas Inventory 2016 through 2020
(Including VMT Assessment)
Maplewood, MN

City of Ames
Greenhouse Gas Inventory 2014, 2016, 2018
(Including VMT Assessment)
Ames, IA

City of Chattanooga
Greenhouse Gas Inventory 2008, 2013, 2018
(Including VMT Assessment)
Chattanooga, TN

(42+) Renewable Energy Plans (partial list)

City of Warren
100% Clean Energy Master Plan
Warren, MN

City of Edina
Renewable Energy Potentials Study
Edina, MN

City of Maplewood
Renewable Energy Potentials Study
Maplewood, MN

City of Burnsville
Renewable Energy Potentials Study
Maplewood, MN

City of La Crosse
Renewable Energy Potentials Study
La Crosse, WI

Town of Middlebury
Renewable Energy Potentials Study
Middlebury, VT

Village of Northbrook
Renewable Energy Potentials Study
Northbrook, IL

City of Bloomington
Renewable Energy Potentials Study
Bloomington, IN

Planning Clients

(Since 2018)

Addison County, VT

Aekely, MN

Albert Lea, MN

Ames, IA

Aulander, NC

Bloomington, IN

Brainerd, MN

Brooklyn Park, MN

Burnsville, MN

Chattanooga, TN

Chrisholm, MN

Crookston, MN

Dallas, TX

Dubuque, IA

Duluth, MN

Eau Claire, WI

Edina, MN

Elk River, MN

Fairfax, MN

Faribault, MN

Granite Falls, MN

Hartford, VT

Hennepin County, MN

Keene, NH

Kelliher, MN

La Crosse, WI

LaFarge, WI

Leech Lake Band of Ojibwe

Maplewood, MN

Marion, AL

Morris, MN

Mountain Iron, MN

Northbrook, IL

Northfield, MN

Oakdale, MN

Peterborough NH

Ramsey County, MN

Ranier, MN

Roseville, MN

Saint Charles, MN

Shakopee Mdewakanton

Sioux Community

SolPurpose

St Louis Park, MN

Tuskegee AL

Warren, MN

West Linn

Winnebago, MN

Winthrop, MN

Wise, VA

Completed Work Samples:

For samples of paleBLUEDot team work, please scan the QR code:

Or go to:

<https://palebluedot.llc/pcc-examples>





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Date	August 10, 2022
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Item No.	CONSENT
Roll Call No.	22-0812
Submitted by:	Kami Rankin Deputy Director

AGENDA HEADING:

Approving the updated Administrative Manual of the Polk County Conservation Board that was received and filed at the July 13, 2022 PCC Board Meeting. All changes in this manual will be retroactive to July 1st, 2022.

ADDITIONAL INFORMATION:

Staff submitted the updated Administrative Manual for Board review at the July PCC Board Meeting and is now returning to the Board for formal adoption of the incorporated policies. The Administrative Manual is designed to provide Board approval for policies which provide direction to the workforce on how to manage various aspects of our day-to-day operations. Also contained in the manual are procedures and forms, which management reviews and amends to ensure clarity of the Board approved policies.

PCC staff have completed a comprehensive review and update of the Administrative Manual. The last time a comprehensive review was completed was in 2017, and individual policies have been Board approved and incorporated since then. It is our intention to review this manual every 3 to 5 years in a comprehensive manner, however, if policies by Polk County are amended those individuals items will continue to be brought forward as they occur.

FISCAL IMPACT: None

Amount:

Funding Source:

PREVIOUS BOARD ACTION(S):

Various individual policy approvals over the years.

RECOMMENDATION:

Approving the updated Administrative Manual of the Polk County Conservation Board that was received and filed at the July 13, 2022 PCC Board Meeting. All changes in this manual will be retroactive to July 1st, 2022.

SUMMARY OF PCC EMPLOYEE ADMIN MANUAL REVISIONS

Minor typos and grammatical errors were corrected throughout the manual. All contact information was updated in all policies due to staffing changes as of July 1, 2022. All changes in this manual will be retro-active to July 1st, 2022.

1. Front page: Effective date changed to July 1, 2022
2. Table of Contents: updated page numbering
3. Part-Time Employee definition: should not exceed 29 hours per work week on an annual basis
4. Employment Information: removed physical examination requirement text and replaced with “pre-employment contingencies must be cleared before commencing work duties, whether the employee is a new employee or an employee previously employed by PCC”.
5. CDL requirement: changed verbiage to “If an employee’s job description requires a Commercial Driver’s License (CDL), the employee will be responsible for working with the Deputy Director to obtain and/or resolve any licensure issues.”
6. Compensation: pay adjustments will now be granted on the anniversary of original date of hire versus the anniversary date of the employee’s appointment to current position. Anniversary Increases/Merit Increases after July 1, 2022 will be based on original hire date. Those employees who have already received their 2022 Anniversary/Merit Increase and appear on the new anniversary date report again for 2022, will be reviewed on a case by case basis.
7. Call Time: FT non-exempt employees required to answer calls specific to their job duties but outside working hours must collaborate with the Director, Deputy Director, and immediate supervisor for compensation purposes. Employee must provide documentation for calls answered.
8. Holidays: added Juneteenth (June 19th) to Holiday Calendar
9. Holiday Rate of Pay: added “Hours worked on the holiday by FT non-exempt employees do not count towards the weekly OT calculation.”
10. Overtime/Compensation Time: added to Computation of Overtime – “Hours worked on a holiday by FT non-exempt employees do not count towards the weekly OT calculation, as they are granted as COMP hours equivalent to 2X the number of hours worked on the holiday.”
11. Red-Circled Salary - An individual pay rate that is above the range maximum for the pay grade as approved by the Polk County Conservation Board (was Board of Supervisors but changed per Jeff Edgar recommendation). The employee is typically ineligible for merit or anniversary pay increases until the range maximum surpasses the actual pay rate.
12. Progression Following Promotion, Demotions, and Transfers: pay adjustments will now be granted on the anniversary of original date of hire versus the anniversary date of the employee’s appointment to current position.
13. Flexible Spending Accounts: changed verbiage to read “Health Care Reimbursement Account” vs medical expense reimbursement account.

14. Deferred Compensation Program: The County shall contribute \$1.00 for every \$2.00 contributed by the Employee up to a maximum of 4% of base wages (previously 3%).
15. Long Term Disability: changed verbiage to read "The plan's coverage offers a benefit of 60 percent of base earnings up to a maximum monthly benefit of \$10,000 (previously maximum of \$120,000 of base earnings).
16. Long Term Disability: changed verbiage to read "However, if said employee is not released to return to work his/her regular duties after 12 (previously 24) months, employment with Polk County will cease."
17. Vacation: changed verbiage to read "During the pay period prior to the Thanksgiving Holiday an employee who has accrued 200 or more hours of unused vacation time may elect to cash out up to 50 (previously 40) hours of unused vacation time."
18. Personal Time: Full-time employees with less than one year of full-time continuous service shall accrue 2.15 hours (56 hrs divided by 26 pay cycles) of personal time per pay period until July 1 following the first year of employment.
19. Conversion of Sick Leave to Personal Leave: Full-time employees who have accumulated over 750 hours of accrued sick leave, may convert new accrued sick leave to personal leave at a ratio of four (4) (previously 3) hours of sick leave to one (1) hour of personal leave.
20. Bereavement leave shall be charged by actual time used, in one quarter (1/4) hour increments. Bereavement leave of more than one quarter (1/4) hour shall be charged to the next higher one quarter (1/4) hour, except that in no case shall the charge exceed the amount of the employee's regular workday when bereavement leave is used by the day. Employees may be asked by management to provide supporting documentation for the bereavement leave.
21. Letter of Reference and Recommendation: added HR Specialist to receive requests
22. Accident/Injury/Incident Report Procedures: changed verbiage to read "The Incident Report form (Appendix #6) is also available to be completed by Polk County Conservation Personnel for any customer and/or employee accident/incident (argument, confrontation, accident, injury, etc.)"
23. Accident/Injury/Incident Report Procedures timeline: Changed timeline to "A RiskPro claim should be entered timely online no later than 24 hours from the time of the accident/incident. If the employee can't fill out the RiskPro claim themselves, the Department Manager can fill it out on their behalf. If desired, the incident report form (Appendix #6)....."
24. Risk Management staff availability: updated 7:30 AM – 4:30 PM Mon-Fri to Available 24-7.
25. Personnel Files: added Administrative Specialist and HR Specialist to those with authorized access to personnel files.
26. Employee Training: "All employees participating in a training or conference outside of Polk County, Iowa shall complete the Employee Continuing Education and Training Request Form (Appendix #8) prior to the date of said training or conference.
27. Overnight Travel: "All requests for overnight travel shall be submitted by employees to their supervisor on the Employee Continuing Education and Training Request Form

(Appendix #8) (replacing Polk County Travel Reimbursement Form). Employee overnight travel shall have prior approval on this form from Director or their designee.”

28. Overnight Travel Reimbursement Process: Added “3. Starting 1/1/22 and pertaining to Iowa Code 80.45A, PCC employees must verify that the selected Iowa lodging provider is certified on StopHTIowa.org before paying for services. Iowa Code 80.45A states that lodging providers must have all required employees complete the certified human trafficking prevention training before organizations use public funds as payment for services/lodging. Certification of the hotel/motel/conference center can be checked at StopHTIowa.org.
29. A retirement honorarium of up to \$150.00 (was \$75) will be allowed from departmental budgets to reimburse the cost of a plaque, cake, etc. honoring a retiring PCC employee who has completed a minimum of ten years of service with the County.
30. Jester Park Equestrian Center Wearing Apparel Guidelines: Changed Stable Laborer and Attendants to Program Assistants and Program Lead Assistants.
31. Equestrian Center: Updated cancellation policies to reflect 48 hr thresholds, removed Overnight Trail Camp Outs, Pony Rides, Birthday Parties from manual.
32. Emergency Management Group: added Leisure Services Manager and updated job titles as of July 1, 2022.
33. Golf Course Tree Plantings: updated to “Tree Plantings” and revised item 5. “A plaque containing identification details will be placed next to the tree.”
34. Appendices: updated page numbers
35. Polk County Conservation On The Job Injuries Protocol: eliminated employee names and substituted with job titles
36. Polk County Travel Reimbursement Form: updated image to include IA Human Trafficking website URL

	Date	August 10, 2022
	Item No. Roll Call No. Submitted by:	ACTION 22-0813 Cassandra Cook Conservation Ecologist

AGENDA HEADING:

Approving an Iowa REAP grant resolution requirement for the Ziel Property acquisition in Alleman.

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 and restoration of a property within the city of Alleman. This is a 38.46-acre parcel that is privately owned and sits along Fourmile Creek, with the majority of the land being used for pasture. It is considered a high-priority area for acquisition due to its ability to create a PCC footprint in an area that we currently do not serve, enhance water quality, and provide additional high-quality habitat for wildlife and recreational users alike.

Polk County Conservation plans to restore the pasture land into native prairie and provide some park amenities for community members to utilize. The pasture will be converted to a high-diversity prairie in order to provide enhanced habitat for wildlife. A large part of the restoration of this parcel will involve Fourmile Creek; stabilizing the banks and slowing water during storm events will be high priority action items. Park plans for public users include a gravel walking trail loop, a small parking lot and picnic shelter, and creek access points. The creation of two foot bridges over Fourmile Creek will facilitate users to utilize the majority of this property. The proximity of this parcel to North Polk Schools will mean Alleman's youth will have a high quality park to spend time in and connect to the outdoors.

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>	Total Project Cost	~\$987,000
	Acquisition	~\$337,000
	Restoration	~\$650,000
<u>Proposed Funding Source:</u>	REAP Grant (PCC ask)	\$500,000
	2022 Bond	~\$487,000

PREVIOUS BOARD ACTION(S):

Date: July 13, 2022

Roll Call: 22-0713 (Yea-5, Absent-0)

Action: Discussed in closed session.

RECOMMENDATION: Approving an Iowa REAP grant resolution requirement for the Ziel Property acquisition in Alleman and directing staff to proceed with the application process.

Project Design Map



RESOLUTION

Moved by _____, Seconded by _____ that the following resolution be adopted:

WHEREAS, The Polk County Conservation Board is interested in acquiring land for Fourmile Creek Park by means of the Ziel Property within the City of Alleman; and

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

WHEREAS, Polk County Conservation will create public amenities to facilitate low-impact human use of the park; and

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

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 10th day of August in the year 2022.

Approved this _____ day of _____, 2022.

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Board Chair

RECOMMENDED FOR APPROVAL:

Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

JOHN P. SARCONI
POLK COUNTY ATTORNEY

By: _____
Assistant County Attorney

	Date	August 10, 2022
	Item No. Roll Call No. Submitted by:	ACTION 22-0814 Amanda Brown Conservation Ecologist

AGENDA HEADING:

Approving the transfer of two properties, totaling 0.9 acres, within Fourmile Creek Greenway from the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) to Polk County Conservation.

INFORMATION:

In late 2021, Polk County Public Works identified a potential bioreactor site along Fourmile Creek that would treat nitrate from tile lines draining an adjacent farm field. The location was on a small parcel of land owned by WRA, but next to land owned by Polk County Conservation (PCC).

If the parcel would remain in WRA ownership, the bioreactor would not be installed. After further discussion with WRA and PCC staff, it was determined that because PCC is already maintaining property immediately next to this parcel, the parcel should be transferred to PCC. Another nearby parcel in WRA ownership will also be transferred. This will allow PCC staff to have continuity along Fourmile Creek when restoring and maintaining the area as well as provide a viable site for a future bioreactor installation. This would be the first bioreactor on PCC land and would result in improved water quality of Fourmile Creek.

FISCAL IMPACT:

Amount: NA

Funding Source: NA

PREVIOUS BOARD ACTION(S):

NA

RECOMMENDATION: Approving the transfer of two properties, totaling 0.9 acres, within Fourmile Creek Greenway from the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) to Polk County Conservation.



WRA Board Resolution No. 22 - 69

Agenda Item Number

Date: June 21, 202211

**RESOLUTION SETTING HEARING FOR APPROVAL OF DOCUMENTS FOR
CONVEYANCE OF EXCESS WRA-OWNED PROPERTY LOCATED NORTH
OF BROADWAY AVENUE ALONG FOURMILE CREEK TO POLK CNTY,
IOWA FOR THE USE AND BENEFIT OF THE POLK COUNTY
CONSERVATION BOARD**

WHEREAS, Polk County Conservation is implementing a project to install bioreactors to treat agricultural tile outlets and one of their bioreactor sites sits north of Broadway Avenue along Fourmile Creek where the WRA completed a State Revolving Fund (SRF) Sponsored Project; and

WHEREAS, there are two small parcels that were acquired by the Des Moines Metropolitan Wastewater Reclamation Authority (“WRA”) for the SRF Sponsored Project that Polk County Conservation is interested in acquiring; and

WHEREAS, now that the SRF Sponsored Project is complete, the WRA does not have a need for owning the properties and is agreeable to conveying them to Polk County, Iowa for the use and benefit of the Polk County Conservation Board (“Polk County”) at no cost, subject to the condition that the Property will revert back to the WRA in the event that the Polk County Conservation Board ceases to exist or loses its eligibility status as a public entity or qualified conservation organization and further subject to the reservation of a Permanent Conservation Easement as required by the SRF Sponsored Project program, both of which will be included in the Quit Claim Deed from the WRA to Polk County.

NOW, THEREFORE, BE IT RESOLVED by the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) Board, that:

1. The Des Moines Metropolitan Wastewater Reclamation Authority (WRA) Board proposes to convey the excess WRA property, located north of Broadway Avenue along Fourmile Creek, Des Moines, Iowa, as described below, to Polk County, Iowa, for the use and benefit of the Polk County Conservation Board at no cost, subject to the condition that the Property will revert back to the WRA in the event that the Polk County Conservation Board ceases to exist or loses its eligibility status as a public entity or qualified conservation organization and further subject to reservation of a Permanent Conservation Easement:

A PART OF THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 17,
TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., POLK COUNTY, IOWA
AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 17; THENCE
NORTH 00°19’47” EAST ALONG THE EAST LINE OF SAID SOUTHEAST ¼, A
DISTANCE OF 1020.63 FEET; THENCE NORTH 89°40’13” WEST, 455.11 FEET TO
THE EASTERLY LINE OF AN ACQUISITION PLAT IN BOOK 9067, PAGE 982 AS
FILED IN THE POLK COUNTY RECORDER’S OFFICE AND TO THE POINT OF
BEGINNING; THENCE NORTH 51°09’48” WEST ALONG SAID EASTERLY LINE,

WRA Board Resolution No. 22 - _____**Agenda Item Number****Date: June 21, 2022**11

347.37 FEET; THENCE NORTH 77°40'55" EAST, 72.03 FEET; THENCE SOUTH 65°27'46" EAST, 117.02 FEET; THENCE SOUTH 51°09'48" EAST, 102.10 FEET; THENCE SOUTH 06°43'51" EAST, 121.42 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.50 ACRES (21,630 S.F.)

AND

A PART OF THE EAST ½ OF THE SOUTHEAST ¼ OF SECTION 17, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST ¼ CORNER OF SAID SECTION 17; THENCE SOUTH 89°43'43" WEST ALONG THE NORTH LINE OF SAID SOUTHEAST ¼, A DISTANCE OF 922.44 FEET; THENCE SOUTH 00°06'04" WEST, 910.86 FEET TO THE EASTERLY LINE OF AN ACQUISITION PLAT IN BOOK 9067, PAGE 982 AS FILED IN THE POLK COUNTY RECORDER'S OFFICE AND TO THE POINT OF BEGINNING; THENCE SOUTH 32°26'57" EAST, 111.02 FEET; THENCE SOUTH 00°06'03" WEST, 139.63 FEET; THENCE SOUTH 11°26'29" WEST, 176.60 FEET; THENCE SOUTH 23°12'15" WEST, 3.71 FEET TO SAID EASTERLY LINE; THENCE NORTH 78°25'12" WEST ALONG SAID EASTERLY LINE, 24.03 FEET; THENCE NORTH 00°06'04" EAST CONTINUING ALONG SAID EASTERLY LINE, 405.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.42 ACRES (18,499 S.F.).

2. A public hearing shall be held on July 19, 2022, at 1:30 p.m. in the Board Room of the Metro Waste Authority (MWA), 300 East Locust Street, Suite 100, Des Moines, Iowa 50309. At that time the WRA Board will consider the above-described proposal and any other(s) submitted prior to or during the public hearing.
3. The WRA Board Clerk is hereby authorized and directed to publish notice of said proposal and hearing in the form hereto attached, all in accordance with Section 362.3 of the Iowa Code.
4. There will be no proceeds associated with the conveyance of this property.

WRA Board Resolution No. 22 - 69

Agenda Item Number

Date: June 21, 202211Moved by Smith to adopt.

AGENCY ACTION	YEAS	NAYS	PASS	ABSENT
Kurovski	X			
Duer	X			
Schrock	X			
Ruddy	X			
McKenzie	X			
McCoy				X
Goode	X			
Cownie				X
Gatto	X			
Westergaard	X			
Selby	X			
Sanders	X			
Kuhl				X
Huisman	X			
Giovannetti	X			
Sassatelli	X			
Garvey				X
Koester	X			
Hadden	X			
Smith	X			
TOTAL	16	0	0	4

CERTIFICATE

I, Chelsea Huisman, Secretary of the Board of the Des Moines Metropolitan Wastewater Reclamation Authority (WRA), hereby certify that at a meeting of the WRA Board, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year first above written.

DocuSigned by:

Chelsea Huisman

Secretary

62E7B9C9D312490...

MOTION CARRIED

APPROVED

DocuSigned by:

Sara Kurovski

Sara Kurovski, Chair

	Date	August 10, 2022
	Item No.	CLOSED SESSION
	Roll Call No.	22-0815
	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.