



BOARD MEETING

July 10, 2024

**Yellow Banks Park, Prairieview Shelter
6801 SE 32nd Ave, Pleasant Hill, IA 50327
5:30 PM**

PCC BOARD MEETING AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Financial Reports** (pg 3)
- 4) **Policy & Procedure Discussion Topic – PCC Annual Report**
- 5) **Action on the Minutes of the Previous Meeting(s)** (pg 6)

CONSENT AGENDA

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

- 6) **Approving** bill list.
- 7) **Approving** the 2023 Polk County Conservation Annual Report (pg 11).
- 8) **Approving** revisions and additions to the Employee Administrative Manual of the Polk County Conservation Board that was approved at the January 10, 2024 Conservation Board Meeting. All changes in this manual will be effective July 1st, 2024 (pg 28).
- 9) **Awarding** the bid for re-sprout spraying of woody vegetation on 145 acres in various parks to Adaptive Wildlife Management in a contracted amount not to exceed \$33,375 (pg 31).
- 10) **Approving** the exterior staining of the Jester Park Nature Center for a total cost not to exceed \$25,650 to Berry Painting (pg 33).
- 11) **Approving** a 5% pay increase to Elizabeth Peitzman on an interim basis during the Equestrian Center Manager vacancy time period (pg 35).

ACTION ITEMS

- 12) **Approving** a fee structure for Polk County Conservation's Public EV Charging Stations (pg 36).

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

- 13) **Going** into closed session pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. (pg 38)

ADJOURNMENT

Upcoming Events

- July 4 – Independence Day Holiday
 - PCC offices closed.
 - Nature Center, Outdoor Recreation and Wellness Center, and Athene North Shore open.
- July 8-12 – [Summer Skate Day Camp](#), 9:30 am - 12 pm at Lauridsen Skatepark, hosted by Skate DSM
- July 10 – Polk County Conservation Board Meeting at 5:30 pm, Yellow Banks Park
- July 18 – [Prairie Stomp Music Concert](#) at Jester Park Nature Center
- July 21 – [All-Skills Clinic](#), 9:30 - 11 am, Lauridsen Skatepark, hosted by Skate DSM
- July 22-26 – [Summer Skate Day Camp](#), 9:30 am - 12 pm at Lauridsen Skatepark, hosted by Skate DSM
- July 27 – [40/35 Equal Access Festival](#), 10:30 am - 4:30 pm, Athene North Shore Recreation Area
- August 3-20 – State Fair Camping at Sleepy Hollow
- August 14 – Polk County Conservation Board Meeting at 5:30 pm, Fourmile Mountain Bike Park

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

2023-24 Revenue Budget
- as of 6/30/24 (100.0% of budget year expired)

	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0212	Conservation Infrastructure	\$ 20,000	\$ 20,000	\$ -	0.0%
0213	Equipment	\$ 53,280	\$ 53,281	\$ (1)	100.0%
6006	Environmental Ed	\$ 127,000	\$ 114,163	\$ 12,837	89.9%
6009	Natural Resources	\$ 114,000	\$ 130,265	\$ (16,265)	114.3%
6101	Administration	\$ 26,900	\$ 12,806	\$ 14,094	47.6%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 4,100	\$ 4,100	\$ 0	100.0%
6110	Parks Advocacy Unit	\$ 740,000	\$ 674,425	\$ 65,575	91.1%
6118	Fleet Services	\$ 15,000	\$ 8,528	\$ 6,472	56.9%
6119	Construction/Maint.	\$ 3,970	\$ 7,870	\$ (3,900)	0.0%
6124	Equestrian Center	\$ 215,000	\$ 262,843	\$ (47,843)	122.3%
Sub-Total - General Fund 1		\$ 1,319,250	\$ 1,288,281	\$ 30,969	97.7%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 97,000	\$ 97,759	\$ (759)	100.8%
6127	Miscellaneous	\$ 7,500	\$ 10,596	\$ (3,096)	141.3%
6128	Cabins	\$ 140,000	\$ 134,164	\$ 5,836	95.8%
6129	Lauridsen Skatepark	\$ 35,000	\$ 18,067	\$ 16,933	51.6%
6131	Athene North Shore	\$ -	\$ 292,528	\$ (292,528)	#DIV/0!
Sub-Total - General Fund 6		\$ 279,500	\$ 553,114	\$ (273,614)	197.9%
REAP - Fund 26					
0211	Resource Enhancement	\$ 143,000	\$ 147,811	\$ (4,811)	103.4%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 200,000	\$ 337,650	\$ (137,650)	168.8%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 6,465,000	\$ 5,330,202	\$ 1,134,798	82.4%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 398,800	\$ 398,179	\$ 621	99.8%
6126	Sleepy Hollow	\$ 494,200	\$ 322,300	\$ 171,900	65.2%
Sub-Total - Enterprises Fund 286		\$ 893,000	\$ 720,479	\$ 172,521	80.7%
Grand Total - Conservation		\$ 9,299,750	\$ 8,377,537	\$ 922,213	90.1%

2023 - 2024 Expense Budget
- as of 6/30/24 (100.0% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure	\$ 30,000	\$ 30,000	\$ -	100.0%
0213	Equipment	\$ 536,591	\$ 536,591	\$ -	100.0%
6006	Environmental Ed	\$ 763,956	\$ 743,931	\$ 20,025	97.4%
6009	Natural Resources	\$ 1,514,322	\$ 1,529,119	\$ (14,797)	101.0%
6101	Administration	\$ 1,296,266	\$ 1,164,989	\$ 131,277	89.9%
6103	Community Outreach	\$ 252,043	\$ 235,689	\$ 16,354	93.5%
6104	Conservation Grants-FEMA	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 1,796,086	\$ 1,856,626	\$ (60,540)	103.4%
6118	Fleet Services	\$ 743,581	\$ 763,223	\$ (19,642)	102.6%
6119	Construction/Maint.	\$ 858,863	\$ 781,481	\$ 77,382	91.0%
6124	Equestrian Center	\$ 844,372	\$ 939,003	\$ (94,631)	111.2%
Sub-Total - General Fund 1		\$ 8,636,080	\$ 8,580,652	\$ 55,428	99.4%
6125	JP Lodge	\$ 26,500	\$ 10,191	\$ 16,309	38.5%
6127	Miscellaneous	\$ 33,665	\$ 30,480	\$ 3,185	90.5%
6128	JP Cabins	\$ 79,298	\$ 62,899	\$ 16,399	79.3%
6129	Lauridsen Skatepark	\$ 591,551	\$ 189,286	\$ 402,265	32.0%
6131	Athene North Shore	\$ 26,500	\$ 24,020	\$ 2,480	90.6%
Sub-Total - General Fund 6		\$ 757,514	\$ 316,876	\$ 440,638	41.8%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,900,337	\$ 1,903,896	\$ (3,559)	100.2%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 50,000	\$ 47,302	\$ 2,698	94.6%
REAP - Fund 26					
0211	Resource Enhancement	\$ 132,000	\$ 45,139	\$ 86,861	34.2%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 100,000	\$ 81,987	\$ 18,013	82.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 22,105,629	\$ 20,108,781	\$ 1,996,848	91.0%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 399,500	\$ 362,582	\$ 36,918	90.8%
6126	Sleepy Hollow	\$ 2,366,346	\$ 1,687,206	\$ 679,140	71.3%
Sub-Total - Enterprises Fund 286		\$ 2,765,846	\$ 2,049,788	\$ 716,058	74.1%
Grand Total - Conservation		\$ 36,447,406	\$ 33,134,421	\$ 3,312,985	90.9%

2021 Bond PCWLL EXPENDITURES AS OF :

June 30, 2024

SUB-LEDGER	PROJECT	May 2022 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKENY)	\$ (6,500)				\$ (6,500)	\$ (6,500)	\$ -
C12-6221	JP NATURE CENTER	\$ 68,793					\$ -	\$ 68,793
C12-6222	CBG MASTER PLAN	\$ -			\$ 13,143		\$ 13,143	\$ (13,143)
C12-6228	JP PARK IMPROVEMENTS	\$ 787,000	\$ 510,325	\$ 3,923	\$ 335,576		\$ 849,823	\$ (62,823)
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE		\$ 398,000	\$ 6,190	\$ 9,650		\$ 413,840	\$ (413,840)
C12-6232	YB PARK IMPROVEMENTS	\$ 63,256					\$ -	\$ 63,256
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 250,000		\$ 67,908	\$ 97,582		\$ 165,490	\$ 84,510
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$313,666	\$ 42,652	\$ 31,097	\$ 53,654		\$ 127,403	\$ 186,263
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$1,032			\$ 1,032		\$ 1,032	\$ (0)
C12-6250	YB PRIEST PROPERTY ACQUISITION	\$ 15,169			\$ 15,169		\$ 15,169	\$ -
C13-6256	PCWLL PUBLIC AWARENESS	\$ -			\$ 4,930		\$ 4,930	\$ (4,930)
C13-6258	NATURAL AREA RESTORATIONS	\$1,221,662		\$ 22,747	\$ 1,552,741	\$ (250,950)	\$ 1,324,539	\$ (102,877)
	SOFT TRAIL UPGRADES	\$ 100,000			\$ 4,324		\$ 4,324	\$ 95,676
C14-6272	EL RAIN GARDENS				\$ 7	\$ 12,604	\$ 12,611	\$ (12,611)
C14-6275	GWT	\$ -			\$ 30		\$ 30	\$ (30)
C15-6277	WATER QUALITY	\$1,857,705	\$ 456,953	\$ 80,826	\$ 1,173,814	\$ (1,267,950)	\$ 443,643	\$ 1,414,062
C17-6291	4-MILE BANE PROPERTY	\$ 27,762			\$ 27,762		\$ 27,762	\$ (0)
C17-6297	CBG-DYKSTRA PROPERTY	\$ 3,404		\$ 3,404		\$ (50,000)	\$ (46,596)	\$ 50,000
C17-6299	CBG-K KIMBERLY PROPERTY	\$835,850			\$ 3,492	\$ (422,879)	\$ (419,387)	\$ 1,255,237
C18-6312	MISCELLANEOUS LAND	\$23,185		\$ 4,785	\$ 11,600	\$ -	\$ 16,385	\$ 6,800
C19-6324	4-MILE GREENWAY RESTORATION	\$17,652			\$ 11,000		\$ 11,000	\$ 6,652
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$500,000	\$ 4,468,449	\$ 1,075,775	\$ 536,366	\$ (927,188)	\$ 5,153,402	\$ (4,653,402)
C19-6334	CBG LANE PROPERTY	\$19,548			\$ 19,548		\$ 19,548	\$ 0
C20-6343	4-MILE/SLEEPY HOLLOW	\$2,850,000	\$ 1,112,509	\$ 173,168	\$ 1,404,381		\$ 2,690,059	\$ 159,941
C20-6343	4-MILE/SLEEPY HOLLOW LAND ACQUISITION	\$1,752,500			\$ 1,752,500		\$ 1,752,500	\$ -
C20-6346	JESTER PARK CAMPGROUND IMPROVEMENTS	\$ 550,000		\$ 5,914	\$ 239,803		\$ 245,717	\$ 304,283
C20-6348	ARTIFACTS	\$ 54,710			\$ 54,710		\$ 54,710	\$ -
C20-6349	FOURMILE BIKE PARK	\$ 150,000		\$ 109,610	\$ 28,839	\$ (2,000)	\$ 136,449	\$ 13,551
C20-6352	HTT TO POLK CITY	\$ 523,825		\$ 4,652	\$ 519,173		\$ 523,825	\$ -
C20-6353	SPECK PROPERTY	\$ 20,388			\$ 20,388		\$ 20,388	\$ 0
C21-6354	TRAILS END MITIGATION BANKING	\$4,000,000	\$ 8,357,005	\$ 249,131	\$ 4,190	\$ (3,127,701)	\$ 5,482,624	\$ (1,482,624)
C22-6355	SUSTAINABILITY	\$320,000			\$ 369,974		\$ 369,974	\$ (49,974)
C22-6356	4-MILE/MEEK	\$ 232,684			\$ 232,684		\$ 232,684	\$ (0)
C22-6357	4-MILE/LOCKARD	\$ 2,260		\$ 380	\$ 1,880		\$ 2,260	\$ -
C23-6358	CBG - BAILEY PROPERTY	\$ 435,529			\$ 465,529	\$ (91,642)	\$ 373,887	\$ 61,642
C23-6359	SKATEPARK PARKING LOT	\$ 250,000		\$ 211,446	\$ 27		\$ 211,473	\$ 38,527
	BOS	\$ 2,100,000					\$ -	\$ 2,100,000
C23-6360	SEPTICS	\$ 300,000		\$ 3,785	\$ 138,423	\$ -	\$ 142,208	\$ 157,792
	BOS	\$ 300,000					\$ -	\$ 300,000
C23-6361	ALLEMAN/ZIEL	\$ 378,227		\$ 2,930	\$375,297		\$ 378,227	\$ 0
C23-6362	CAMP DODGE/HARDING	\$ 10,464			\$ 1,300,464	\$ (1,300,400)	\$ 64	\$ 10,400
C23-6363	YE-DEATON (MILDRED)	\$ 317,172			\$ 317,172		\$ 317,172	\$ 0
C23-6364	BRENTON SLOUGH	\$ 231			\$ 231		\$ 231	\$ -
C24-6365	BRANDING	\$ 175,000			\$ 189,948		\$ 189,948	\$ (14,948)

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June 30, 2024

SUB- LEDGER	PROJECT	May 2022 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C24-6366	ICON WATER TRAILS	\$ 1,500,000			\$ 1,249,386		\$ 1,249,386	\$ 250,614
C24-6367	WATER TRAILS - CONSERVATION	\$ -		\$ 5,188			\$ 5,188	\$ (5,188)
C24-6368	JPEC - MOLD REMEDIATION	\$ 13,343	\$ -		\$ 20,569		\$ 20,569	\$ (7,226)
C24-6369	CMO SHOP	\$ 180,000		\$ 17,628	\$ 5,091		\$ 22,719	\$ 157,281
C24-6370	JPNC TERRACE	\$ 100,000		\$ 49,600	\$ 31		\$ 49,631	\$ 50,369
C24-6372	DEIA INITIATIVE	\$ 25,000			\$ 7,925		\$ 7,925	\$ 17,075
C24-6373	PUBLIC ART	\$ 40,000			\$ 26,382		\$ 26,382	\$ 13,618
C24-6374	TRAILS END MITIGATION BANKING II	\$ -		\$ 34,737	\$ 14,304		\$ 49,041	\$ (49,041)
C24-6375	CAMP DODGE/KARIMI	\$ 248,190			\$ 248,190		\$ 248,190	\$ (0)
C24-6376	TECHNOLOGY	\$ 10,000			\$ 6,301		\$ 6,301	\$ 3,699
C24-6379	EASTER LAKE SOUTH SHORE	\$ -			\$ 2,898		\$ 2,898	\$ (2,898)
C24-6382	CBG PLAYSCAPE	\$ -			\$ -	\$ (10,000)	\$ (10,000)	\$ 10,000
C22-9999	MINOR BOND IMPROVEMENTS	\$ 542,225			\$ 610,691	\$ (2,000)	\$ 608,691	\$ (66,466)
	JPEC ROOF REPLACEMENT	\$ 154,995			\$ 154,995		\$ 154,995	\$ (0)
	FUEL TANK REPLACEMENT	\$ 69,055			\$ 69,055		\$ 69,055	\$ 0
	YB OAK VIEW POND PIERS	\$ 25,000					\$ -	\$ 25,000
C22-9998	INTEREST INCOME	\$ (1,175,000)				\$ (1,232,904)	\$ (1,232,904)	\$ 57,904
	CBG-SKUNK RIVER BRIDGE	\$ -					\$ -	\$ -
	BROADWAY TO NEAL SMITH TRAIL	\$ -					\$ -	\$ -
	TM PLAYGROUND RENOVATIONS	\$ 400,000					\$ -	\$ 400,000
	RETENTION FEE (5%)	\$ 1,250,000					\$ -	\$ 1,250,000
	TAXABLE PORTION OF BOND	\$ 3,000,000					\$ -	\$ 3,000,000
LAND ACQ	LAND ACQUISITIONS	\$ 10,915					\$ -	\$ 10,915
		\$ 27,215,896	\$ 15,345,894	\$ 2,172,423	\$ 13,704,847	\$ (8,679,510)	\$ 22,543,653	\$ 4,672,243



AGENDA OUTLINE/MINUTES TEMPLATE

June 12, 2024
Fort Des Moines Park, Shelter #3
7200 SE 5th St, Des Moines, IA 50315
5:30 PM

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD (ESTABLISHED 1956)

The Polk County Conservation Board met in person for regular session Wednesday, June 12, 2024. The meeting was called to order at 5:37 p.m.

- #24-0601 **Roll Call**
Members Present: **Altringer, Lewis, Crane, Feltner**
Members Absent: **Mollenhauer**
- #24-0602 **Public Comments**
- #24-0603 **Public Hearing** – Great Western Trail Improvements

At this time, I'm going to open the Public Hearing awarding contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the Great Western Trail Improvements project to TK Concrete, Inc. in a contract amount of \$517,511.00 plus a 10% contingency.

Does anyone present have any comments?

If there are no (further) comments, the public hearing is closed.

- #24-0604 **Financial Reports** (pg 3)
- #24-0605 **Policy & Procedure Discussion Topic** – Storm Shelters/Storm Events – ~~PCC Park Rangers Charlie Finch & David Weidt~~
- #24-0606 **Action on the Minutes of the Previous Meeting(s)** (pg 6)

MOVED BY Crane to approve the May 8, 2024 meeting minutes.

SECONDED BY Feltner

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

Members Absent: **Mollenhauer**

CONSENT AGENDA

- #24-0607 **Approving** bill list.
- #24-0608 **Awarding** the agreement for oak wilt survey at Brown's Woods with Jake's Woods, LLC in an amount not to exceed \$25,000. (pg 11)

- #24-0609 **Awarding** a contract to American Greens for the installation of additional run-out turf and artificial turf at the base area of the Sleepy Hollow Snowflex hill in an amount not to exceed \$72,600.00. (pg 12)

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

SECONDED BY Crane

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

Members Absent: **Mollenhauer**

ACTION ITEMS

- #24-0610 **Approving** the cooperative agreement between Polk County Conservation and the Iowa Department of Natural Resources (DNR) for the Easter Lake shoreline stabilization project, contingent on DNR approval. (pg 15)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-0610.

SECONDED BY Crane

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

Members Absent: **Mollenhauer**

- #24-0611 **Approving** the agreement for design and engineering of shoreline stabilization at Easter Lake with Snyder and Associates in an amount not to exceed \$65,250 plus a 10% contingency. (pg 27)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-0611.

SECONDED BY Crane

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

Members Absent: **Mollenhauer**

- #24-0612 **Awarding** the contract for well installation at Chichaqua Bottoms Greenbelt to Thorpe Water Development Company in a contract amount of \$143,635.48 plus a 10% contingency. (pg 28)

LET THE RECORD SHOW it was moved by Feltner to approve Action Item 24-0612.

SECONDED BY Crane

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

Members Absent: **Mollenhauer**

- #24-0613 **Approving** the purchase of a 79-acre property in the Chichaqua Bottoms Greenbelt from Kent Lehs. (pg 31)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0613.

SECONDED BY Lewis

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

Members Absent: **Mollenhauer**

- #24-0614 **Approving** Personal Leave to Permanent Part-Time employees who work 40+

hours per bi-weekly pay cycle. (pg 33)

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 24-0614.

SECONDED BY Crane

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

Members Absent: **Mollenhauer**

#24-0615 **Approving** Plans, Specifications, Engineer's estimate and form of Contract for the Great Western Trail Improvements project to TK Concrete, Inc. in a contract amount of \$517,511.00 plus a 10% contingency. (pg 35)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0615.

SECONDED BY Feltner

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

Members Absent: **Mollenhauer**

#24-0616 **Approving** the Mitigation Rights Purchase Agreement between Sandy Creek Partners, LLC (SCP) and the Polk County Conservation Board (PCC) and authorize the Director to sign said agreement. (pg 102)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0616.

SECONDED BY Feltner

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

Members Absent: **Mollenhauer**

No: **Lewis**

BOARD DISCUSSION

Director Remarks –

Kudos to Doug Sheeley for taking the lead on arranging the Mitigation Banking agreement with Sandy Creek Partners, LLC!

Nature Summit – Oct9 & 10 – will sponsor in some way and host one of the events at JPNC

PCC Board Trails Tour – 6-18-24: 9 AM – 2 PM, start at Brown's Woods

Attending: Crane, Feltner, Lewis, Altringer possibly a little late, will check with Mollenhauer

EV Charging Stations – PCC is required to pay taxes on EV "fuel", PCC needs to start charging the public for electricity and taxes so there will be a board item presented at a future meeting. Polk County currently does not have any EV charging stations.

Sleepy Hollow update – SnowFlex - strong weekend traffic – no safety incidents – weekends higher traffic – temporary concession stand at base of hill successful – permanent solution in the works – June 5th 111 kids from SE Polk enjoyed 2.5 hrs of fun on SnowFlex hill.

Areas for improvement – increase marketing efforts, need more staffing, need more skilled staff to relieve FT & PPT staff, doing ski & snowboard testing soon (Wednesdays), pond needs to be repaired and filled (starting 6-24-24 work will begin to repair it)

Board Remarks –

Altringer – as a Board member truly appreciated invitation to attend all-staff potluck – brought a personal aspect to the event – thanks for all the work to prepare for that day!

After 11 years of Director Leopold not having a review, PCC Board Members gave him a review that took 2.5 hours. This will take care of 2024 and Mollenhauer did a great job compiling the data/input from staff. Things are going really well and there were some areas suggested for increased focused. One thing encouraged is to present more graphically projects that have been accomplished over a timeline. Appreciate organizing tours for PCC Board Members too!

Lewis – Rich hires great people and then gets out of their way! Regarding the pond at SH that is frustrating! Would like to see more projects completed before moving on to new projects. Has received feedback from constituents regarding maybe offering a longer day pass at Sleepy Hollow. Hiring Tammy Palazzo was a great hire for running concessions! We need more gates installed at parks to control after hours activity.

Leopold – regarding 4 Mile Mountain Bike Park – hired contractor who works on established timeline so have constituents

NO CLOSED SESSION

CLOSED SESSION PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in closed session Wednesday, May 8, 2024 at _____ p.m.

MOTION: _____

#24-0617 **MOVED BY** _____ **to go into closed session** pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. (pg 36)

SECONDED BY _____.

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

Members Absent:

MEMBERS PRESENT: **Lewis, Mollenhauer, Altringer, Crane, Leopold, Rankin, Cook, Stoklasa, McFarlane, no attendees via Webex**

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

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

Members Absent:

The Board returned to open session.

There was no action taken during closed session.

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

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

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

Meeting adjourned at 7:40 p.m.

	Date	July 10, 2024
	Item No. Roll Call No. Submitted by:	CONSENT 24-0707 Jessica Lown Comm. Outreach Support

AGENDA HEADING:

Approving the 2023 Polk County Conservation Annual Report.

INFORMATION:

Attached is the 2023 Polk County Conservation Annual Report. The report includes organizational highlights, financials, and pertinent facts and figures from January 1 – December 31, 2023. With board approval, the report will be printed and distributed. Distribution destinations include the Polk County Board of Supervisors, PCC website, and by-request from the public. Additionally, partial information contained within the report will be used in public presentations to community groups as relevant.

FISCAL IMPACT:

Amount: \$300 (printing)

Funding Source: PCC Operational Budget (Outreach)

PREVIOUS BOARD ACTION(S):

Date: 03-08-23

Roll Call Number: #23-0313 **(Yea 4; Absent 1)**

Action: Approved the 2022 Polk County Conservation Annual Report.

Date: 03-09-22

Roll Call Number: #22-0308 **(Yea 4; Absent 1)**

Action: Approved the 2021 Polk County Conservation Annual Report.

Date: 03-10-21

Roll Call Number: #21-0307 **(Yea 5)**

Action: Approved the 2020 Polk County Conservation Annual Report.

Date: 3-11-20

Roll Call Number: #20-0306 **(Yea-4; Vacant 1)**

Action: Approved the 2019 Polk County Conservation Annual Report.

Date: 03-13-19

Roll Call Number: #19-0308 **(Yea-4; Absent 1)**

Action: Approved the 2018 Polk County Conservation Annual Report.

RECOMMENDATION:

Approving the 2023 Polk County Conservation Annual Report.

Polk County Conservation / 2023

ANNUAL REPORT





Letter from the Director

It would be a huge understatement to say Polk County Conservation had a few construction projects underway in 2023. From the Athene North Shore to various wetland builds to Sleepy Hollow to nature trail improvements (and so many more) you likely saw a lot of heavy equipment moving around. Though I recognize that can be frustrating for park users, I hope you will come to see the bustle of skilled trades people as a sign of progress that is well-worth the wait. I certainly do. Every improvement project we undertook this year made our parks safer and more accessible or improved the local ecosystems for native plants and wildlife.

Moving forward into the next year you will have the chance to recreate outside in ways you never could before because of the 2023 improvement projects. There were not a lot of ribbon cuttings last year while work was in-progress. That will change in 2024 with at least three new parks opening. I encourage you to take time to explore those incredible new spaces.

See you on the trails!

Richard Leopold
Director

Strategic Accomplishments

Alleman Park Acquisition

Polk County Conservation purchased a unique property in the small community of Alleman last year. Land acquisition is common for the organization, but this area checked more boxes on the list of strategic priorities than most. The space is the first and only park in the town, affording the opportunity to provide recreation to an underserved community. It also sits along Fourmile Creek, allowing Conservation to continue its water quality improvement and flood mitigation efforts for this watershed.💧



Technology Team

One of Conservation's long-term strategic priorities is to foster a high-performing team. A critical way to do this is to carefully consider how technology can be leveraged for more effective communication and collaboration, as well as for cost efficiency. The technology team embraced its first year by creating its mission; setting a functional definition of technology; conducting an inventory of current technology for resource sharing and deduplication; and organizing a Microsoft 365 training for 30+ staff.💧



Fully Electric Vehicles

Along the journey to operating a more sustainable, climate resilient organization, Conservation crossed an important milestone. Three fully electric vehicles were purchased and put into operation in 2023. Additionally, electric vehicle charging stations were installed for both public and organization use. These efforts are foundational steps toward transitioning the light-duty fleet of vehicles to 100 percent electric by 2030.



Polk County Water and Land Legacy Bond projects.



Good Stewards of Land and Water

Maintaining park and wildlife areas is vital to supporting natural ecosystems and contributing to the health of the environment. This work takes time, careful planning, and valuable resources. In 2023 Polk County Conservation worked daily, using well-established conservation practices, to maintain and improve public lands.



Water Quality Monitoring

A small army of volunteers and staff monitor water quality at 70 sites throughout Polk County. Creeks currently being monitored include Beaver, Camp, Carney, Fourmile, Saylor, and Yeader to name a few. In total more than 185 miles of water are monitored. The bimonthly monitoring at so many sites yielded 18,887 data points related to clarity, chemical makeup, and more. Top line results from analysis

showed continued negative impacts of drought conditions like dry or stagnant water at more than 50 percent of monitored sites.

A major goal of the water quality monitoring program was realized in early 2023 with the launch of a mobile app for data collection. This year field monitors submitted water quality data via their smart phone. This enhanced accuracy, and accelerated the reporting and analysis work far beyond what was possible with the paper-based reporting system.



58+ Million

pounds of carbon captured by Polk County Conservation prairies and woodlands in 2023.

Four-legged Foresters

More than 200 goats grazed 45 acres along the south side of Easter Lake over the summer of 2023. These four-legged foresters have an incredible knack for chewing up the most invasive of foliage. The effort was an extension of timber stand control efforts initiated by Conservation staff in 2022. In addition to keeping the honeysuckle and other invasive plants at bay, the goats made friends of area neighbors who frequently visited to greet the goats.



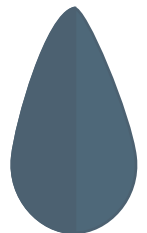
197 acres
of prairie planted



226 acres
of woodland restored



3,232 acres
of prescribed burning



85.3 acres
of wetland restored

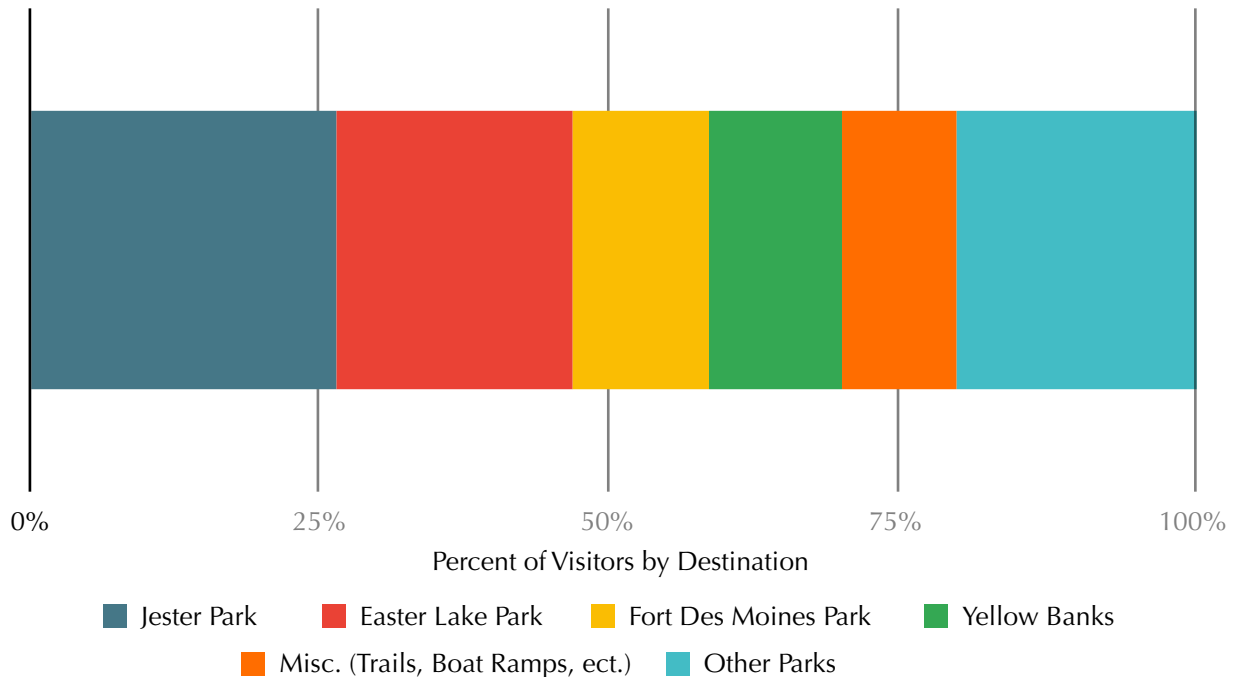
Polk County Water and Land Legacy Bond projects.



Parks and Trails Abuzz

Despite notable closures on two popular trails, more than 3.2 million visitors hiked, biked, paddled, camped, fished and more in 2023. This year Jester Park was the most visited county park with 839,000+ visitors. This was an unusual change in traffic. Typically, Easter Lake Park is the most visited, but with construction underway for the Athene North Shore, traffic notably dropped over the summer months.

3.2M Visitors in 2023



382

cabin reservations



935

shelter or lodge reservations



4,672

campsite reservations



Building the Largest Tubing Hill in the World

Sleepy Hollow was anything but sleepy this year with heavy machinery buzzing around the park grounds. Many tons of dirt were moved to prepare the tubing hill for installation of a 50-thousand-square-foot, all-weather turf surface called Snowflex. In addition, a 600-foot long conveyor lift was installed and the park pond was expanded to nearly twice its original size; holding more than 3.5 million gallons of water. In fact, the pond will be the heart beat of the operation. Its water will be used to mist and lubricate the Snowflex surface for a faster slide down. The pump houses that connect the pond to the hill will clean and recycle around 70 percent of the water; a key conservation feature that aligns with the organization's mission to protect our natural resources. 💧

Creating Access For All

From universally accessible playgrounds to facilities to water access points, so much has transformed along the north side of Easter Lake Park this year. The very least of these improvements includes a beach expansion which added 140 feet more shoreline and a sandscape that now sits at 18 inches deep, for even more safe, sensory play! Construction of the Athene North Shore Recreation Area has been ongoing for nine months, with more to come. But the critical work of each shovel, hammer or wrench in 2023 moved Polk County even closer to the opening of a recreation area that is designed for people of all abilities to enjoy nature, together. 💧



The Jester Park Nature Center continues to be a heavily used facility for Polk County Conservation hosting most educational programming and special events. Late morning on Saturdays throughout the year tend to be the busiest at the Nature Center, while Monday afternoons are a great time to visit if you prefer a quieter visit.

36,093
TOTAL ATTENDANCE



Powered by People

Polk County Conservation owes much of its success to the many volunteers and partners who invest their time, skill, and dollars into parks and wildlife areas. From water quality monitoring to leading equestrian camps to native gardening to wildlife monitoring and event staffing, the impact of volunteers is as varied as it is deep. In fact, the State of Iowa values the time contributed at more than \$586,498.

20,879 Hours

of volunteer work over 3,633 shifts



460 native flowers and
grasses planted



199 pounds of seed harvested



82,078 sq. feet of native
gardens maintained



Wildlife Species Monitored

- Bats
- Bluebirds
- Butterflies
- Cranes
- Kestrels
- Purple Martins
- Snakes
- Wood Ducks



Silver Cord Nights on the Prairie

New this year, the Youth Corp coordinator created a series of four volunteer events for high school youth seeking to contribute hours on their way toward earning a silver cord designation prior to graduation. These specially targeted volunteer events lured more than 50 participants from 12 different schools. In addition to providing valued labor, the students learned about conservation and the local ecosystems.



Volunteer Spotlight: The Ackermans

At the heart of preserving a forest ecosystem in Iowa lies its volunteers, epitomized by Tom and Becky Ackerman in Brown's Woods. Tom and Becky's welcoming attitudes inspire volunteers weekly, resulting in significant achievements. In 2023, they contributed to events totaling 1,065.5 volunteer hours, clearing over 8 acres of invasive species, with 664.5 hours contributed by the couple alone. Their efforts fostered community relationships, attracting corporate partnerships and donations.



Engaging, Educating the Public

Educational programming continues to expand with significant increases in both total programs facilitated and attendance. Notably, the number of programs offered in school classrooms more than doubled, from 181 in 2022 to 427 in 2023, reaching more than 9,500 students. Outside of the classroom, public programming continues to be popular with adults, youth and entire families who enjoy trail rides on horseback, wildlife-centered lessons, and even cultural holidays that honor nature.



53k+

collective attendance

32% increase from 2022



2,370

total programs

40% increase from 2022



73k+

staff contact hours

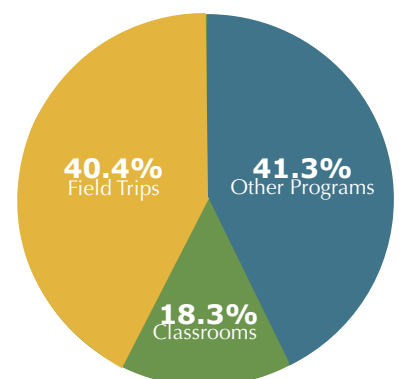
27% increase from 2022



Supporting Local Schools

Trained naturalists and equestrian specialists provide a vital service to schools located in both Polk and surrounding counties. Field trips and in-class programs comprise more than 57% of programs and more than 58% of attendance.

Attendance





Ramping Up Cultural Events

Environmental Education staff embraced the challenge of celebrating diversity by creating a wildly popular programming series surrounding cultural holidays. Hundreds attended free public events honoring the natural world's connection to the Chinese New Year, Hindu festival of Holi, and Mexican Dia de los Muertos. Each event had lengthy waiting lists! The series culminated in December with a Holidays Around the World event.

Pony Tales

The popularity of this unique program took off in 2023 with some events drawing nearly 200 kids and care providers. The interactive events introduce children to the wonders of ponies through storytelling and the chance to pet and engage with the Equestrian Center herd. Staff also use the events as an opportunity to educate on all that horses have to offer humans and nature.



New Interpretive Signs

Educational signage can provide meaningful learning opportunities as visitors meander the parks, trails and water bodies. The colorful panels provide a moment of reflection and opportunity to interpret what they are observing around them. This year Environmental Education staff installed a new educational panel on creek walking at Camp Creek and fishing at Fort Des Moines Park's pond. These are just a few interpretive signs on the unit's master plan.

Water Quality Park Packs

Staff in a variety of roles embrace the mission of offering environmental education. In 2023 the Water Quality Monitoring Program Coordinator worked with an extern to create educational backpacks focused on the role of water in our lives and the environment. Included in the backpacks are books, activities, experiments and games for all ages. The backpacks can be checked out, free of charge at numerous locations including Jester Park Nature Center, City of Clive, and libraries in Altoona and Des Moines.



Financials

REVENUES

	General Basic	General Supp.	Insurance Reserve	REAP	PCWLL BOND	Enterprise Fund	TOTALS
Property Taxes	\$5,815,219	\$1,538,941	\$-	\$-	\$-	\$-	\$7,354,160
Recreational Fees.....	\$832,247	0	0	0	0	0	832,247
Concession.....	\$1,779	0	0	0	0	0	1,779
Miscellaneous Federal Grants.....	\$14,354	0	0	0	1,610,150	0	1,624,504
Miscellaneous State Grants & Reimbursements.....	\$9,049	0	0	0	566,860	0	575,909
Land Rent.....	\$104,366	0	0	0	0	0	104,366
Building & Shelter Rentals.....	\$112,211	0	0	0	0	0	112,211
Misc Business Permits & Licenses.....	\$2,190	0	0	0	0	0	2,190
Firewood Sales	\$21,230	0	0	0	0	0	21,230
Miscellaneous Sale of Commodities	0	0	0	0	0	0	0
FEMA	\$223,118	0	0	0	0	0	223,118
Returned Check Fees	0	0	0	0	0	0	0
Miscellaneous Contributions & Reimb. Other Govts ..	\$986,055	0	0	0	701,977	0	1,688,032
Easements	0	0	0	0	0	0	0
Fee Based Program Revenues	\$97,455	0	0	0	3,000	0	100,455
Commissions	\$8,549	0	0	0	0	0	8,549
Motor Vehicle Fuel Refunds	\$20,814	0	0	0	0	0	20,814
Miscellaneous Contributions & Donations	\$69,615	0	0	0	168,750	0	238,365
Miscellaneous Receipts.....	\$19,913	0	0	0	0	0	19,913
Fixed Assets Sold	\$85,474	0	0	0	0	0	85,474
Recoveries on Losses.....	0	0	0	0	0	0	0
REAP Annual Per Capita Payment.....	0	0	0	116,730	0	0	116,730
Bond Revenues.....	0	0	0	0	0	0	0
Golf Course Revenues.....	0	0	0	0	0	358,744	358,744
Sleepy Hollow	0	0	0	0	0	108,220	108,220
Mitigation Banking Revenues.....	0	0	0	0	0	0	0
Jester Park Lodge Revenues.....	0	0	0	0	0	65,639	65,639
Jester Park Cabin Revenues.....	0	0	0	0	0	136,307	136,307
Miscellaneous Revenues.....	0	0	0	0	0	9,780	9,780
Laurisden Skatepark.....	0	0	0	0	0	11,813	11,813
Transfers in from Enterprise Fund.....	0	0	0	0	0	0	0
Fund Balances Used.....	0	0	0	0	0	0	0
Fund Interest.....	0	0	0	5,781	750,143	1,900	757,824
TOTAL REVENUES.....	\$8,423,638	\$1,538,941	\$-	\$-	\$122,511	\$3,800,880	\$692,403 \$14,578,373

EXPENDITURES

	General Basic	General Supp.	Insurance Reserve	REAP	PCWLL BOND	Enterprise Fund	TOTALS
Conservation Infrastructure/Equipment	\$1,251,306	\$-	\$-	\$-	\$-	\$-	\$1,251,306
Environmental Education.....	\$666,249	164,401	0	0	0	0	\$830,650
Natural Resources	\$1,286,497	372,897	0	0	0	0	\$1,659,394
Administration	\$1,125,546	198,317	0	0	0	0	\$1,323,863
Community Outreach	\$198,679	30,004	0	0	0	0	\$228,683
Conservation Grants	0	0	0	0	0	0	\$-
Parks Advocacy	\$1,566,719	306,415	0	0	0	0	\$1,873,134
Fleet Services	\$705,095	98,530	0	0	0	0	\$803,625
Construction, Maintenance, Operations	\$719,434	174,083	0	0	0	0	\$893,517
Equestrian Center	\$904,113	194,294	0	0	0	0	\$1,098,407
Insurance, Unemployment, & Workers Comp. Medical	0	0	0	0	0	0	\$-
Conservation Special Projects & Development	0	0	0	0	0	0	\$-
Resource Enhancement & Protection	0	0	0	102,591	0	0	\$102,591
PCWLL Bond Expenditures	0	0	0	0	15,232,592	0	\$15,232,592
Enterprise Transfer to Operations & Reserve	0	0	0	0	0	0	\$-
Golf Course Minor Repairs & Maintenance	0	0	0	0	0	128,411	\$128,411
Golf Course Project Note Repayment	0	0	0	0	0	300,000	\$300,000
SleepyHollow.....	0	0	0	0	0	353,840	\$353,840
Mitigation Banking Restoration	0	0	0	0	0	10,730	\$10,730
JP Lodge Minor Repairs & Maintenance	0	0	0	0	0	5,238	\$5,238
Miscellaneous Enterprise Minor Repairs & Maintenance	0	0	0	0	0	38,848	\$38,848
JP Cabins Minor Repairs & Maintenance	0	0	0	0	0	64,784	\$64,784
Laurisden Skatepark	0	0	0	0	0	379,175	\$379,175
Gain/(Reduction) in Fund Balances	0	0	0	19,920	-11,431,712	-588,624	\$(12,000,416)
TOTAL EXPENDITURES.....	\$8,423,638	\$1,538,941	\$-	\$-	\$122,511	\$3,800,880	\$692,403 \$14,578,373



Summary

The General Basic funds expended for the various departments covered salaries, supplies, and services. The General Supplemental funds covered employee benefits. The Insurance expenditures were for Unemployment Insurance, Workers' Comp Disability, Workers' Comp Medical Expense, and Liability Insurance premiums.

Projects continued with REAP (Resource Enhancement and Protection) funds were wayfinding signs, various grant matches, and various supplies and equipment.

Projects completed or continued with the Polk County Water and Land Legacy (PCWLL) dollars have been highlighted throughout the annual report by the blue water drop designation.

Polk County Conservation continually monitors revenues and expenses to assure budget compliance. In addition, use fees are reviewed annually for camping, shelter rentals, educational programs, special events, and other fee based activities to assure that a fair mix of user fee charges and general Polk County taxpayer support is maintained in the annual budget.

Grants

The following are grants and reimbursements awarded during FY22-23. Depending upon the grant specifics the award may be received in one year or over a multi-year period.

ACUB Harding Land Acquisition.....	\$1,290,000
Future Ready Iowa, Entry Level Driver Training Program.....	\$18,584
Iowa DNR - Derecho Community Forestry.....	\$3,173
National Fish & Wildlife Foundation-Monarch & Pollinator.....	\$35,000
State of Iowa, Trees for Kids	\$1,860
US Fish and Wildlife-Bailey Land Acquisition.....	\$61,642
US Fish and Wildlife-Habitat Restoration for Migratory Birds.....	\$50,000
Total Grants.....	\$1,460,259

Looking Ahead

In 2024 the public can expect to see forward movement on some long-anticipated projects. Below is a snapshot of major initiatives.



Sensory Trail at the Nature Center

Springtime will bring the installation of a sensory trail at Jester Park. This meandering walkway will offer a sensory experience, facilitating engagement with the natural world for people of all abilities. Educational signage and interactive tools like a pebble harp will enhance the experience. You are invited to look, touch, smell, and listen.

Fourmile Mountain Bike Park

Designed and constructed by contractors that specialize in mountain bike trails you can expect the park to open in the fall of 2024. This 50-acre space will include trail sections of varying difficulty so beginners and advanced bikers alike can enjoy a safe ride. Other amenities include a lighted parking lot and restrooms. 💧



Park Openings: Sleepy Hollow & Athene North Shore

Spring will be a busy time for Polk County Conservation. Both new park destinations will open to the public with grand celebrations in May. Workers are applying the finishing touches and before you know it the world's largest tubing hill and the most universally accessible beachfront in the nation will be fully operational. 💧



Brenton Slough

Ownership of a large portion of the 1,100-acre slough will be transferred to Polk County Conservation in 2024. The unique topography combined with the relatively untouched plant life and rare wildlife found there make this property an incredible addition to Conservation's family of parks and wildlife areas. Conservation will acquire additional sections of the wildlife area in 2025 and 2026. 💧



Great Western Trail Repairs

Quite possibly the most popular and heavily trafficked trail in Polk County is due for needed repairs. Starting in fall 2024 a contractor will begin repaving sections of the Great Western Trail between Water Works Park and Orilla, Iowa. The work will require a shutdown of the trail for a period, but the new riding surface will be worth the wait. 💧

Parking Lot Construction

Lauridsen Skatepark is a busy and hectic place when warm weather arrives. To ease traffic in and out of the park Conservation is constructing a 100-spot parking lot on the north end of the skating mecca. With ample lighting and emergency access lanes, the lot will promote safety while creating needed infrastructure for future downtown trail development. 💧



Prairie Production Plot Expansion

Native plants thrive in Conservation's prairies and garden beds. However, the seeds and plant starters are often hard to find and expensive. To increase supply staff has been planting, nurturing, and harvesting their own local grasses and flowers. The project has been so successful and financially beneficial, in 2024 the number of production plots will be doubled.





Leadership

Director

Richard Leopold

Deputy Director

Kami Rankin

Board Members

Jill Altringer, Board Chair

Greg Lewis, Vice-Chair

Pamela J. Mollenhauer, Secretary

Ryan Crane

Jim Cataldo

Contact Info

12130 NW 128th Street

Granger, IA 50109

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pccb_info@polkcountyiowa.gov

LeadingYouOutdoors.org

**Date**

July 10, 2024

Item No.**CONSENT****Roll Call No.****24-0708****Submitted by: Kami Rankin****Deputy Director****AGENDA HEADING:**

Approving revisions and additions to the Employee Administrative Manual of the Polk County Conservation Board that was approved at the January 10, 2024 Conservation Board Meeting. All changes in this manual will be effective July 1st, 2024.

ADDITIONAL INFORMATION:

The Administrative Manual is designed to provide Board approval for policies that 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.

Staff are constantly working to ensure the policies within the PCC Administrative Manual are clear, concise, and thorough. Occasionally, policy evaluation and analysis reveal opportunities for re-alignment with Polk County policy, or the need for better clarification to increase employee understanding. The intention is to review this manual every 3 to 5 years in a comprehensive manner, however, if policies by Polk County are amended or further clarification is needed to support employee understanding, those individual items will continue to be brought forward as they occur. Staff is submitting these additions and revisions for the Board's approval to be effective July 1st, 2024.

FISCAL IMPACT: NoneAmount:Funding Source:**PREVIOUS BOARD ACTION(S):**

Various individual policy approvals over the years.

RECOMMENDATION:

Approving revisions and additions to the Employee Administrative Manual of the Polk County Conservation Board that was approved at the January 10, 2024, Conservation Board Meeting. All changes in this manual will be effective July 1st, 2024.

SUMMARY OF PCC EMPLOYEE ADMIN MANUAL REVISIONS

Minor revisions and additions were made to the PCC Employee Administrative Manual. All changes in this manual will be effective July 1st, 2024.

1. Front page: Effective date changed to July 1, 2024

2. Table of Contents: updated page numbering.

3. Formatting & typo edits.

4. Added On-Call and Intern Position Status Definitions Pg 7

On-Call Employee – any variable-hours employee whose weekly work hours do not exceed 29 hours per work week on an annual basis. Receives no benefits.

Intern – any employee whose weekly work hours do not exceed 29-40 hours per work week in a six (6) month or shorter term. Interns working less than 29 hours per work week may extend length of service per Deputy Director approval. Receives no benefits.

5. Added to Employee Benefit Program Pg 8

As of Jan 1st, 2024, payroll deductions for all benefits are to be based on 26 paychecks rather than 24 paychecks.

6. Added to Paid Parental Leave Policy Pg 31

e. Leave and Benefit Amount: There are two options available:

i. Approved PPL pay will be available after two (2) weeks of leave for the qualified absence. The employee must use applicable accruals during the first two (2) weeks of leave. The four (4) weeks of PPL shall be paid at one hundred percent (100%) of the employee's regular rate of pay.

ii. Approved PPL pay will be available after eight (8) weeks of sick leave continuously from the start followed by four (4) weeks of PPL for the final weeks of leave.

For the duration of the PPL, employees are eligible to receive all employer-paid benefits and accrue all forms of leave at their regular accrual rates.

7. Added to Donated Leave Policy Pg 35

An eligible employee is defined as a regular full-time or part-time employee with at least twelve (12) months of continuous employment and sufficient hours worked at the time of the employee's application to qualify for FMLA leave.

a. The employee must have the potential for ten (10) unpaid days minimally

b. The employee must be FMLA-eligible

c. The employee cannot have Short-Term Disability. For an employee's dependents, this does not affect eligibility.

8. Added verbiage to the Wearing Apparel Policy outlining. Pg 101-102

Annual wearing apparel allotments will be budgeted and managed through the Administration Division, with the exception of apparel allotments belonging to Enterprise Account employees. Those employee allotments will be charged back to the Enterprise Account's Uniform budget. Safety-toed footwear reimbursements will be processed by

Administrative Division staff and charged back to the employee's department Uniform budget. Administrative Division staff will maintain disbursement, inventory control and allotment records on each employee. All issued wearing apparel will not be available for sale to the public. Any wearing apparel created for sale to the public must be approved by both Community Outreach and Administration to ensure the apparel aligns with the brands and does not overtly imply the purchaser is an employee of Polk County Conservation or its various units or locations. Publicly-facing employees must only wear authorized employee wearing apparel during working hours, which does not include wearing apparel that's offered to the public. Logos will not be printed on non-approved wearing apparel items unless approved by the Director or their designee.

9. Added Sleepy Hollow Seasonal/On-Call Apparel Guidelines Pg 103

Sleepy Hollow Seasonal/On-Call Apparel Guidelines:

Seasonal/On-Call Sleepy Hollow new hires will receive two (2) Sleepy Hollow STAFF short-sleeved t-shirts, one (1) Sleepy Hollow STAFF long-sleeved t-shirt, and one (1) sweatshirt or an equivalent apparel bundle equaling the \$60 wearing apparel new hire stipend.

Employees are expected to wear Sleepy Hollow logoed apparel while working.

Uniform must be kept clean.

If additional logoed apparel is requested, employees can pay out-of-pocket for extra STAFF apparel.

Employees must wear closed-toe shoes.

Employees are strongly encouraged to bring a reusable water bottle and wear hats, sunscreen, and sunglasses when working outside.

10. Edited/condensed Jester Park Equestrian Center Apparel Guidelines Pg 103-104

Jester Park Equestrian Center Apparel Guidelines:

All JPEC staff shall wear JPEC-logoed apparel to work.

JPEC staff must wear long pants and sturdy closed-toe shoes or boots.

Special Event shirts and volunteer apparel will contain the JPEC logo and design per the approval of the PCC Director or their designee.

**Date**

July 10, 2024

Item No.**CONSENT****Roll Call No.****24-0709****Submitted by:****Amanda Brown
Conservation Ecologist****AGENDA HEADING:**

Awarding the bid for re-sprout spraying of woody vegetation on 145 acres in various parks to Adaptive Wildlife Management in a contracted amount not to exceed \$33,375.

INFORMATION:

Polk County Conservation (PCC) Natural Resources Division staff utilize various management techniques to control undesirable and invasive vegetation within woodland and prairie areas. If left untreated, this vegetation can quickly get out of control, resulting in degraded habitat for native wildlife and death of native vegetation. Examples of this type of vegetation include honeysuckle, Asiatic bittersweet, and multi-flora rose.

Management techniques typically used include mowing, burning, and herbicide application. Mowing and/or burning is often conducted first and then herbicide application is used as a follow up to control the re-sprouting foliage of the invasive vegetation. This herbicide application is key to the success of the overall vegetation management. If the re-sprouts are left untreated the site can return to the pre-managed condition within five years or less.

Due to the time-intensive nature of herbicide application and the already heavy burden on Natural Resource Division staff, a public invitation to bid was created and sent out to hire an outside contractor to conduct follow up re-sprout spraying. Five bids were received which are summarized below. Staff are recommending accepting the lowest bid from Adaptive Wildlife Management in the amount of \$33,375. The parks to be treated include Easter Lake, Jester Park, and Brown's Woods.

Bidder	Amount
Adaptive Wildlife Management	\$33,375
HMG Land Management	\$36,250
Fit Outdoor Services LLC	\$36,250
Four Seasons Conservation	\$57,420
Impact 7G	\$87,000

FISCAL IMPACT:

Amount: \$33,375

Funding Source: Polk County Water & Land Legacy Bond- Natural Resources

PREVIOUS BOARD ACTION(S): NA

RECOMMENDATION: Awarding the bid for re-sprout spraying of woody vegetation on 145 acres in various parks to Adaptive Wildlife Management in a contracted amount not to exceed \$33,375 and authorize the Chair or their designee to sign the contract.

**Date**

July 10, 2024

Item No.**CONSENT****Roll Call No.****24-0710****Submitted by:****Erich Braun****Parks Superintendent****AGENDA HEADING:**

Approving the exterior staining of the Jester Park Nature Center for a total cost not to exceed \$25,650 to Berry Painting.

INFORMATION:

The Jester Park Nature Center officially opened its doors in August of 2018. The Nature Center has become the gateway to the second busiest county park in the state of Iowa, with over one million annual visitors. The building is starting to show its age as the exterior wood has faded and shows signs of water and hail damage. A fresh coat of wood stain will extend the life of the building exterior and increase the positive experiences of park visitors.

Three quotes were received for the staining project, with Berry Painting being the lowest responsible bidder in an amount not to exceed \$25,650. The cost includes preparation, power washing, labor, materials, and two weeks rental of a 60-foot manlift. Berry Painting has been a family run business for 26 years, using a "hand work" technique for wood structures including log cabins. The technique allows the stain to penetrate every crack and crevice to help ward off insects and moisture. Staining will take about two weeks to complete and is scheduled to commence the last week of September, 2024.

Submitted bid proposals:

Berry Painting	\$25,650
J and A Painting	\$46,876
Top Gun Painting	\$47,460

FISCAL IMPACT:

Amount: \$25,650 Total Cost

Funding Source: Polk County Water & Land Legacy Bond Referendum

PREVIOUS BOARD ACTION(S):

Date: N/A

Roll Call:

Action:

RECOMMENDATION:

Approving the exterior staining of the Jester Park Nature Center for a total cost not to exceed \$25,650 to Berry Painting.



Berry Painting

Brad Berry
Business Number (515) 468-0011
505 36th Street Unit 102
Des Moines, IA 50312
☎ 515-249-3312
✉ 515-468-0011
berrypainting@aol.com

ESTIMATE
EST0030

DATE
05/08/2024

TOTAL
USD \$25,650.00

TO

Erich Braun

12130 NW 128th Street
Granger, IA 50109
☎ 515-323-5366
Erich.Braun@polkcountyiowa.gov

DESCRIPTION	RATE	QTY	AMOUNT
Power wash and Stain Exterior of Nature Center. Bid includes Labor, Material (up to 25 gallons of TWP Semi Transparent stain) And 2 weeks rental of 60 foot manlift w/jib. If additional stain is needed it will be billed at 43.00 per gallon + tax.	\$25,650.00	1	\$25,650.00
TOTAL			USD \$25,650.00

	Date	July 10, 2024
	Item No. Roll Call No. Submitted by:	CONSENT 24-0711 Kami Rankin Deputy Director

AGENDA HEADING:

Approving a 5% pay increase to Elizabeth Peitzman on an interim basis during the Equestrian Center Manager vacancy time period.

INFORMATION:

Effective Wednesday, July 3, 2024, Elizabeth Peitzman will be filling the Equestrian Center Manager position on an interim basis. Employee manual policy states that an employee who is temporarily assigned to a vacant position in a class with a higher pay grade may be given additional pay equal to the minimum of the higher paygrade or an increase of 5% whichever is greater.

Staff recommends granting a 5% payrate increase to Elizabeth Peitzman backdated to Wednesday, July 3, 2024.

FISCAL IMPACT: \$4,018 increase (funds available within the Equestrian operating budget)

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION: Approving a 5% pay increase to Elizabeth Peitzman on an interim basis during the Equestrian Center Manager vacancy time period.

	Date	July 10, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-0712 Kami Rankin Deputy Director

AGENDA HEADING:

Approving a fee structure for Polk County Conservation's Public EV Charging Stations.

INFORMATION:

On July 1, 2023, new sales legislation went into effect regarding taxation on Electric Vehicle Fuel Disbursements (House File 767). Owners of EV charging stations are responsible for reporting and paying to the IA Department of Revenue two and six-tenths cents for each kilowatt hour (\$0.026 per kWh) of electric fuel dispensed into an EV battery or energy storage device. This does not apply to electric fuel dispensed at residences. This exemption also applies to Polk County Conservation (PCC) charging stations used only for fleet purposes.

Currently, PCC has four public EV charging ports (two stations) at the Jester Park Nature Center. All other stations are for fleet purposes. During FY 23-24, the four charging ports at Jester Park used 3,347 kWh of energy which totals \$87 in tax. Most of this energy was consumed by PCC staff vehicles due to lack of charging stations. Now, all fleet charging stations are installed and activated. These stations are now locked and require an internal key card for staff usage only.

The current average kWh market rate charge for public stations is \$0.20. Some businesses offer free charging as a way to generate customers and some businesses incorporate the charge into associated fees such as parking. Staff is recommending approval of the \$.20 per kwh rate for the four charging ports at Jester Park and others that come online in 2024. This fee can be reviewed annually along with other PCC fees in case adjustments need to be made based on the market.

Not including MidAmerican monthly service charges which are assessed to the entire nature center address, PCC pays approximately \$.12 per kWh for energy. This energy charge added to the tax charge of \$.026 equals \$.15 per kWh. By charging \$.20 per kWh, we will recoup some of the services charges and/or use the excess to pay for EV repairs and upgrades.

For perspective, a typical long-range EV (such as a Tesla Model Y) will have a battery large enough to go around 300 miles. Assuming a 75-kwh battery and 300 miles, equals 4 miles per kwh. Pricing a kWh of electricity at \$.20 would cost \$15 to 'fuel' a Tesla vehicle that would go about 300 miles. A full tank of gas in a non-EV vehicle driving 300 miles would be \$36 based on a gallon cost of \$3.55.

FISCAL IMPACT: N/A

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION: Approving a fee structure for Polk County Conservation's Public EV Charging Stations.

	Date	June 12, 2024
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 24-0713

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.