



BOARD MEETING

May 10, 2023

Jester Park Nature Center Board Room

12130 NW 128th St., Granger, IA

5:30 PM – PCC Board Meeting

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Financial Reports**
- 4) **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.

- 5) **Approving** bill list.
- 6) **Approving** the fee increase for the Jester Park Nature Center after-hours rental charge to compensate for the years of service wage paid to all facility attendants.
- 7) **Approving** the selection of the recommended branding and marketing firms for various discipline areas identified to provide professional consulting services to Polk County Conservation for the next three years.

ACTION ITEMS

- 8) **Approving** the submittal of a Federal Department of Transportation Charging & Fueling Grant in collaboration with Polk County and the Metropolitan Planning Organization in the requested amount of \$1,221,700 with a 20% cost-share match of \$244,340 from the Polk County Conservation Board for 54 Electric Vehicle charging stations in 21 areas.
- 9) **Approving** the purchase of 11.32 acres of land located at 1500 NE 52nd Court, Pleasant Hill, IA, from Connie and Carl Deaton in the amount of \$300,000 plus closing costs.
- 10) **Approving** a Memorandum of Understanding (MOU) with the City of Des Moines for the development of the Lauridsen Skatepark Parking Lot.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

- 11) **Land Acquisition**

ADJOURNMENT

Upcoming Events

- May 7 – [Skate DSM Beginner Clinic](#) at Lauridsen Skatepark
- May 13 – [Grind for Life](#) at Lauridsen Skatepark
- May 13 – [Native Plant Sale](#) at Outdoor Recreation and Wellness Center
- May 17 – Crane Meadows Dedication Event – Chichaqua Bottoms Greenbelt
- May 20 – [Coas and Cranks Scooter Day](#) at Lauridsen Skatepark
- May 20 – [Bicycle, Brew, BBQ Bike Ride](#) at Chichaqua Valley Trail
- May 28 – [Skate DSM Beginner Clinic](#) at Lauridsen Skatepark
- May 30 – [Skate DSM End of School Year Celebration](#) at Lauridsen Skatepark
- June 3 – [Hillbilly Bike Ride](#) at Chichaqua Valley Trail
- June 4 – [Skate DSM Ollie Clinic](#) at Lauridsen Skatepark
- June 14 -- Polk County Conservation Board Meeting-Yellow Banks Park Prairie View Shelter

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2022-23 Revenue Budget
- as of 04/30/23 (83.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0212	Conservation Infrastructure	\$ 1,006,055	\$ 986,055	\$ 20,000	98.0%
0213	Equipment	\$ 85,473	\$ 85,473	\$ -	100.0%
6006	Environmental Ed	\$ 107,053	\$ 112,622	\$ (5,569)	105.2%
6009	Natural Resources	\$ 124,000	\$ 117,042	\$ 6,958	94.4%
6101	Administration	\$ 45,189	\$ 29,609	\$ 15,580	65.5%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 223,118	\$ 223,118	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 722,500	\$ 568,167	\$ 154,333	78.6%
6118	Fleet Services	\$ 20,000	\$ 20,814	\$ (814)	104.1%
6119	Construction/Maint.	\$ 12,050	\$ 12,050	\$ -	0.0%
6124	Equestrian Center	\$ 243,170	\$ 185,460	\$ 57,710	76.3%
Sub-Total - General Fund 1		\$ 2,588,608	\$ 2,340,410	\$ 248,198	90.4%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 100,000	\$ 58,948	\$ 41,052	58.9%
6127	Miscellaneous	\$ 5,051	\$ 7,321	\$ (2,270)	144.9%
6128	Cabins	\$ 140,000	\$ 115,077	\$ 24,923	82.2%
6129	Lauridsen Skatepark	\$ 25,000	\$ 11,813	\$ 13,187	47.3%
Sub-Total - General Fund 6		\$ 270,051	\$ 193,159	\$ 76,892	71.5%
REAP - Fund 26					
0211	Resource Enhancement	\$ 117,730	\$ 121,602	\$ (3,872)	103.3%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 1,000,000	\$ -	\$ 1,000,000	0.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 1,417,200	\$ 1,490,159	\$ (72,959)	105.1%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 350,800	\$ 360,458	\$ (9,658)	102.8%
6126	Sleepy Hollow	\$ -	\$ 6,846	\$ (6,846)	0.0%
Sub-Total - Enterprises Fund 286		\$ 350,800	\$ 367,304	\$ (16,504)	104.7%
Grand Total - Conservation		\$ 5,744,389	\$ 4,512,634	\$ 1,231,755	78.6%

2022 - 2023 Expense Budget
- as of 04/30/23 (83.33% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure	\$ 952,808	\$ 909,181	\$ 43,627	95.4%
0213	Equipment	\$ 406,868	\$ 342,125	\$ 64,743	84.1%
6006	Environmental Ed	\$ 724,905	\$ 578,267	\$ 146,638	79.8%
6009	Natural Resources	\$ 1,385,242	\$ 1,078,958	\$ 306,284	77.9%
6101	Administration	\$ 1,177,346	\$ 1,167,971	\$ 9,375	99.2%
6103	Community Outreach	\$ 215,162	\$ 158,656	\$ 56,506	73.7%
6104	Conservation Grants-FEMA	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 1,540,123	\$ 1,179,396	\$ 360,727	76.6%
6118	Fleet Services	\$ 669,418	\$ 601,430	\$ 67,988	89.8%
6119	Construction/Maint.	\$ 873,238	\$ 765,979	\$ 107,259	87.7%
6124	Equestrian Center	\$ 794,873	\$ 665,482	\$ 129,391	83.7%
Sub-Total - General Fund 1		\$ 8,739,983	\$ 7,447,445	\$ 1,292,538	85.2%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,598,617	\$ 1,284,390	\$ 314,227	80.3%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ -	\$ -	\$ -	0.0%
REAP - Fund 26					
0211	Resource Enhancement	\$ 262,069	\$ 110,720	\$ 151,349	42.2%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 500,000	\$ -	\$ 500,000	0.0%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 23,308,237	\$ 12,641,039	\$ 10,667,198	54.2%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 438,500	\$ 127,910	\$ 310,590	29.2%
6126	Sleepy Hollow	\$ 162,293	\$ 264,417	\$ (102,124)	162.9%
Sub-Total - Enterprises Fund 286		\$ 600,793	\$ 392,327	\$ 208,466	65.3%
Grand Total - Conservation		\$ 35,563,789	\$ 22,255,169	\$ 13,308,620	62.6%

2021 Bond PCWLL EXPENDITURES AS OF :

April 30, 2023

SUB- LEDGER	PROJECT	BALANCE 2012 BOND	May 2022 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C12-6221	JP NATURE CENTER	(\$68,793)	\$ 68,793					\$ -	-
C12-6222	CBG MASTER PLAN		\$ 250,000					\$ -	250,000
C12-6228	JP PARK IMPROVEMENTS					\$ 25,171		\$ 25,171	(25,171)
C12-6232	YB PARK IMPROVEMENTS	(\$63,256)	\$ 63,256					\$ -	-
C12-6233	TRAIL IMPROVEMENTS ALL AREAS		\$ 350,000		\$ 31,453	\$ 31,463		\$ 62,915	287,085
C19-6323	YB SHOP BUILDING							\$ -	-
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$13,666	\$ 100,000	\$ 42,652	\$ 23,894	\$ 1,760		\$ 68,306	45,360
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$31,595	\$ -			\$ 1,032	\$ (569,838)	\$ (568,806)	600,401
C12-6250	YB PRIEST PROPERTY ACQUISITION					\$ 3,023		\$ 3,023	(3,023)
C13-6256	PCWLL PUBLIC AWARENESS		\$ 2,430			\$ 2,430		\$ 2,430	-
C13-6258	NATURAL AREA RESTORATIONS	\$185,859	\$ 1,500,000		\$ 22,747	\$ 513,273	\$ (10,000)	\$ 526,020	1,159,839
C14-6272	EL RAIN GARDENS						\$ 12,604	\$ 12,604	(12,604)
C15-6277	WATER QUALITY	(\$857,705)	\$ 1,500,000	\$ 456,953	\$ 35,580	\$ 145,028	\$ (416,544)	\$ 221,018	421,277
C17-6291	4-MILE BANE PROPERTY					\$ 19,109		\$ 19,109	(19,109)
C17-6299	CBG-K KIMBERLY PROPERTY	(\$1,255,237)	\$ 1,087,558			\$ 200	\$ (167,879)	\$ (167,679)	-
C18-6302	WETLAND BANKING				\$ 7,600	\$ 2,000		\$ 9,600	(9,600)
C18-6312	MISCELLANEOUS LAND	(\$5,400)			\$ 4,785	\$ 5,600	\$ -	\$ 10,385	(15,785)
C19-6324	4-MILE GREENWAY RESTORATION	(\$6,652)	\$ 17,652			\$ 11,000		\$ 11,000	-
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$99,779	\$ 500,000		\$ 498,091	\$ 235,273	\$ (113,175)	\$ 620,189	(20,410)
C19-6334	CBG LANE PROPERTY	\$28,258				\$ 19,548		\$ 19,548	8,710
C20-6343	4-MILE/SLEEPY HOLLOW	(\$2,919)	\$ 5,750,000		\$ 75,780	\$ 2,274,209		\$ 2,349,989	3,397,092
C20-6346	JESTER PARK CAMPGROUND IMPROVEMENTS		\$ 1,000,000					\$ -	1,000,000
C20-6348	ARTIFACTS		\$ 54,710			\$ 54,710		\$ 54,710	(0)
C20-6349	COPPER CREEK		\$ 150,000		\$ 18,500	\$ 28,809		\$ 47,309	102,691
C20-6352	HTT TO POLK CITY		\$ 700,000					\$ -	700,000
C20-6353	SPECK PROPERTY		\$ 1,612			\$ 1,612		\$ 1,612	0
C21-6354	TRAILS END MITIGATION BANKING	(\$400,205)	\$ 1,000,000	\$ 2,913,613	\$ 140,865	\$ 225		\$ 3,054,704	(2,454,909)
C22-6355	SUSTAINABILITY	(\$5,995)	\$ 250,000			\$ 74,974		\$ 74,974	169,031
C22-6356	4-MILE/MEEK		\$ 232,884			\$ 232,684		\$ 232,684	200
C22-6357	4-MILE/LOCKARD		\$ 2,260		\$ 380	\$ 1,880		\$ 2,260	-
C23-6358	CBG - BAILEY PROPERTY		\$ 435,529			\$ 465,329	\$ (91,442)	\$ 373,887	61,642
C23-6359	SKATEPARK PARKING LOT		\$ 250,000		\$ 63,997			\$ 63,997	186,003
C22-9999	MINOR BOND IMPROVEMENTS		\$ 1,225,290			\$ 303,844	\$ (2,000)	\$ 301,844	923,446
	ICON		\$ 1,500,000			\$ 92,496		\$ 92,496	1,407,504
	WATER TRAILS		\$ 1,000,000					\$ -	1,000,000
	CONSTRUCTION MAINTENANCE SHOP		\$ 200,000					\$ -	200,000
	CBG-SKUNK RIVER BRIDGE		\$ 100,000					\$ -	100,000
	BROADWAY TO NEAL SMITH TRAIL		\$ -					\$ -	-
	PLAYGROUND RENOVATIONS		\$ 400,000						400,000
	PICNIC SHELTER UPGRADES		\$ 250,000						250,000
	PUBLIC ART		\$ 40,000						40,000
	JP BATHROOM RENOVATION-YOUTH CAMP & SHELTER 6		\$ 80,000						80,000
	JP BATHROOM RENOVATION-CAMPGROUND 4		\$ 250,000						250,000
	RETENTION FEE (5%)		\$ 1,400,000					\$ -	1,400,000
	TAXABLE PORTION OF BOND		\$ 3,000,000					\$ -	3,000,000
LAND ACQ	LAND ACQUISITIONS		\$ 3,288,026					\$ -	3,288,026
		(\$2,307,005)	\$ 28,000,000	\$ 3,413,219	\$ 923,673	\$ 4,546,681	\$ (1,358,275)	\$ 7,500,127	17,942,868

April 12, 2023
Polk County Administration Bldg., Room 120
111 Court Ave., Des Moines, IA
5:30 PM – PCC Board Meeting

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in person for regular session Wednesday, April 12, 2023. The meeting was called to order at 5:30 p.m.

- #23-0401 **Roll Call**
Members Present: **Lewis, Crane, Cataldo**
Members Absent: **Altringer (arrived 6:39 PM), Mollenhauer (arrived 5:55 PM)**
- #23-0402 **Public Comments**
- #23-0403 **Introduction: Easter Lake North Shore Program & Outreach Coordinator – Devon Boes**
- #23-0404 **Financial Reports – Budget Timeline – Natalie McFarlane**
- #23-0405 **MOVED BY Crane to approve the March 8, 2023 meeting minutes.**
SECONDED BY Cataldo
Vote Yea: **Lewis, Crane, Cataldo**
Members Absent: **Altringer, Mollenhauer**

CONSENT AGENDA

- #23-0406 **Approving** bill list.
- #23-0407 **Ratifying** Polk County Conservation (PCC) Board's electronic vote on March 22, 2023, approving funding (in accordance with the county procurement process) to add PCC Law Enforcement Staff to the Axon/Polk County five-year contract for mobile video recorders in the amount of \$186,028 with a 10% contingency.
- #23-0408 **Awarding** the lowest contractor bid for replacing existing fuel tanks at Jester Park, Jester Park Clubhouse, Jester Park Golf Course Maintenance Shop and Yellow Banks to Seneca Companies in a contracted amount of \$67,487.48 with a 10% contingency.
- #23-0409 **Directing** staff to apply for the Iowa Department of Natural Resources Wildlife Habitat Stamp grant for the Miller Property restoration at Chichaqua Bottoms Greenbelt and complying with the resolution requirement.

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

SECONDED BY Crane

Vote Yea: **Crane, Lewis, Cataldo**

Members Absent: **Altringer, Mollenhauer**

ACTION ITEMS

- #23-0410 **Awarding** the contract for installation of new snowmaking infrastructure on the tubing hill located at Sleepy Hollow to TechnoAlpin in an amount not to exceed \$171,902.30.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 23-0410.

SECONDED BY Crane

Vote Yea: **Lewis, Crane, Cataldo,**

Members Absent: **Altringer, Mollenhauer**

- #23-0411 **Awarding** the contract to the lowest bidder, Musco Sports Lighting LLC, for a lighting and audio system for the new Snowflex hill located at Sleepy Hollow in an amount not to exceed \$211,015.

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 23-0411.

SECONDED BY Crane

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

Members Absent: **Altringer**

- #23-0412 **Approving** the amendment to the agreement between Shive-Hattery, Inc. and Polk County Conservation for additional engineering and design services needed to complete the Sleepy Hollow Sports Park SnowFlex bid package development in an amount of \$77,500.

LET THE RECORD SHOW it was moved by Crane to approve Action Item 23-0412.

SECONDED BY Mollenhauer

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

Members Absent: **Altringer**

- #23-0413 **Approving** a Memorandum of Understanding (MOU) with the City of Des Moines for the development of the Lauridsen Skatepark Parking Lot project contingent the final form of the agreement largely conforms to the draft agreement.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 23-0413.

SECONDED BY Mollenhauer

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

Members Absent: **Altringer**

- #23-0414 **Approving** Addendums 12 (Mobile Video Recorder Policy) and 13 (Criminal Justice Information Services Policy) for inclusion into the Polk County Conservation Law Enforcement Manual.

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 23-0414.

SECONDED BY Cataldo

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

Members Absent: **Altringer**

BOARD DISCUSSION

Director Remarks –

PCC Board Meeting Summer Schedule:

May: *Public dedication at Lockard property?? TBD*
June 14: Yellow Banks Park
July 12: Alleman property
August 9: Sleepy Hollow

Other news: Adam and Rich designing a project with the City of West Des Moines around the Raccoon River east greenway by Brown's Woods.

Construction Maintenance & Operations department – New Shop:

- A new shop is needed for CMO (last department that needs an upgraded shop)
- Staff looking for an appropriate location at Jester Park (NW of bison and elk area)
- Moving forward with permitting from USACE so CMO shop planning can continue
- PCC Board Members will be visiting the new shop site and the existing CMO shop during the upcoming summer field trip to Jester Park.

PCC Board Member Summer Field Trips:

May 19: Chichaqua Bottoms Greenbelt & Speck Property
August 23: Trails Day
September 22: Jester Park

Glow Wild changes:

When: Sept 16, 2023

Time: 10am-4pm

What: The event will be more like PCC's old Pelican festival - more family-centric and emphasis will be on outdoor recreation and education. There will be a more emphasized focus on who we are and what PCC's mission is. There won't be a bonfire.

Park User Feedback: PCC will be gathering park user feedback via QR codes that will go to a JotForm survey. The QR codes will be posted where visitors can share their experience/maintenance requests. QR codes will be posted over the summer.

Board & Chair Remarks –

Crane: Iowa River Revival event this Friday, 4-14-23 from 4-6pm. PCC has a large presence in this statewide, nonprofit kickoff event that talks about water quality. This is a large event and several partners will be there including the Iowa National Heritage Foundation. The event will be held at Big Grove Brewing on Ingersoll in Des Moines. It would be great to see everyone there! Ryan will be speaking on PCC's behalf. PCC has sponsored many of Iowa River Revival's events. This group goes out and cleans the junk out of streams and rivers.

Altringer: Requested a running total of bond spending (as it pertains to land acquisition).

CLOSED SESSION

#23-0415 **MOVED BY Mollenhauer** to go into closed session pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. **SECONDED BY Crane**
Vote Yea: **Lewis, Crane, Mollenhauer, Cataldo**
Members Absent: **Altringer**

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

Action on closed session:6:59

MOVED BY Altringer to return to open session. **SECONDED BY Crane** .
Vote Yea: **Mollenhauer, Altringer, Lewis, Crane, Cataldo (Unanimous Aye)**
Members Absent:

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AND WITH NO OBJECTIONS,
THIS MEETING IS ADJOURNED.** Meeting adjourned at 6:59 PM .

	Date	May 10, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-0506 Kami Rankin Deputy Director

AGENDA HEADING:

Approving the fee increase for the Jester Park Nature Center after-hours rental charge to compensate for the years of service wage paid to all facility attendants.

INFORMATION:

Upon review of Polk County Conservation's fees and charges, staff is recommending the following adjustment that would become effective May 11, 2023:

- Increase the Jester Park Nature Center After-Hours Facility Attendant Fee from \$17 per hour to \$18 per hour.

This proposed fee change from \$17/hr. to \$18/hr. is to cover the Facility Attendant fee that is included within the rental contract for the Jester Park Nature Center. Facility attendants can earn a wage of \$17/hr., \$17.25/hr., \$17.50/hr., or \$18/hr. based on years of service specific to each employee. The \$18/hr. fee adjustment covers the pay range of all facility attendants.

FISCAL IMPACT:

Amount: N/A

Funding Source: N/A

PREVIOUS BOARD ACTION(S):

Date: 12-14-22

Roll Call Number: 22-1210 (Yea-5)

Action: Approving the fee adjustment for the Jester Park Nature Center after-hours rental fee and the elimination of the senior discount and off-season campsite rates.

Date: 12-9-20

Roll Call Number: 20-1208 (Yea-5)

Action: Approving fee adjustments for the Jester Park Nature Center Board Room; electric and non-electric campsites, and establishing a ball field rental fee effective January 2, 2021.

Date: 2-13-19

Roll Call Number: 20-1208 (Yea-5)

Action: Approving rental fee increase from \$30.00 to \$50.00 for use of the Great Hall within the Jester Park Nature Center.

RECOMMENDATION:

Approving the fee increase for the Jester Park Nature Center after-hours rental charge to compensate for the years of service wage paid to all facility attendants.

	Date	May 10, 2023
	Item No. Roll Call No. Submitted by:	CONSENT 23-0507 Jessica Lown Community Outreach Supervisor

AGENDA HEADING:

Approving the selection of the recommended branding and marketing firms for various discipline areas identified to provide professional consulting services to Polk County Conservation for the next three years.

INFORMATION:

Polk County Conservation has identified a number of needed branding and marketing projects between June 2023 – June 2026 as a result of the organization's growth and anticipated opening of properties like Sleepy Hollow and Athene North Shore Recreation Area. In anticipation of these projects, a Request for Qualifications (RFQ) was released in April, 2023 seeking formal submittal of qualifications for the following professional service disciplines:

- Branding
- Citizen/customer research
- Creative Direction
- Media Buying

The RFQ was sent to nearly a dozen agencies and was posted on the website for firms we may have missed. Firms were asked to submit their qualifications for one or more of the disciplines listed above outlining core competencies, strategic approach/philosophies, team member roles and qualifications, examples of past projects, current fee schedule, and client references. We received seven submitted proposals.

The intent of the RFQ was to identify a list of qualified firms that PCC would utilize over the next three years when undertaking projects specific to marketing and branding. PCC would then have the option to select firms from this list for individual projects in the future without involving further RFQ/RFP processes. Staff and the Board are not restricted to the selected firms. Other firms can be used for projects if needed for more effective and efficient implementation.

A small internal review committee consisting of Jessica Lown, Megan Bohall, Heidi Anderson, Missy Smith, Cassie Cook, Alyssa Ayersman, and Jeff Condon reviewed and selected the qualifying agencies. These employees will be involved in reviewing and approving key deliverables for various projects when appropriate, however the Community Outreach team will handle the majority of project/relationship management – from estimates and scope of work through to final reporting. Firms were selected based on experience, personnel experience, project experience, and other factors such as clarity of proposal, and fee structure.

The selected firms are listed below:

- [Red Dot Advertising and Design](#)
- [ZLR Ignition](#)
- [Trilix](#)

FISCAL IMPACT: N/A

PREVIOUS BOARD ACTION(S): N/A

RECOMMENDATION:

Approving the selection of the recommended branding and marketing firms for various discipline areas identified to provide professional consulting services to Polk County Conservation for the next three years.

Request for Qualifications (RFQ) for Branding and Marketing Services



Purpose of Request

Polk County Conservation is seeking formal submittal of qualifications for **one or more of the below listed professional service disciplines, to serve as an approved, qualified vendor for the duration of three years.**

1. Branding
2. Citizen/customer research
3. Creative direction
4. Media Buying

About Polk County Conservation

Polk County Conservation provides the citizens of Polk County with quality outdoor recreation, conservation education, and long term protection of Polk County's natural heritage.

Background

Polk County Conservation is in a period of exponential growth. In the next two years, three new parks providing unique new services will wrap up construction and open to the public. This growth is an incredible benefit to residents and park visitors. It also presents an opportunity to clarify and unify the organization's brand(s) and associated identities, as well as create structure through which future marketing and communication will be executed. To harness this opportunity Polk County Conservation is seeking professional branding and marketing services.

Work performed to-date:

Over the last six months staff in the Community Outreach unit of Polk County Conservation have conducted an in-depth brand and content audit. This audit revealed the county has many identities that may bear resemblance to each other and many that are clearly unique and separate. This evaluation and a number of other factors has lead Conservation to propose a hybrid brand architecture and set a criteria through which any and all newly proposed brands will be vetted. All work to-date will be shared with selected firm(s).

Current needs:

Under the proposed brand architecture and criteria, potential areas of support are identified. These include formalization and refinement of brand architecture, suggested refresh of a few sub-brands, potential refresh of master brand, two new sub-brands, and creation of master style/identity guide.

Future potential needs:

Over the next three years Polk County Conservation may leverage the selected firm(s) for periodic campaign creation and support, updates to master style and identity guide, website design, media buying consultation and advice, and signage development.

Resources:

Below is a list of links to aid in research and understanding. Through these you can see current park facilities, some of the current identities, and emerging projects that need branding support.

[Full list of current Park and Trails](#)

Key locations or services with unique identities:

[Jester Park Nature Center](#)

[Jester Park Equestrian Center](#)

[Lauridsen Skatepark](#)

[Jester Park Golf Course](#)

[Polk County Conservation Volunteers](#)

Emerging parks and projects:

[Sleepy Hollow](#)

[Athene North Shore Recreation Area](#)

[Mountain Bike Park Project](#)

General Information

Polk County Conservation Board reserves the right to reject any or all submittals presented. Further, Polk County Conservation Board may, entirely at its own discretion, request additional information or clarification from any or all proposers and to allow for corrections of errors or omissions. This request is not intended to, nor shall it limit Polk County Conservation Board's right to negotiate with individual responding firms or other firms as it deems appropriate to establish contract terms and conditions on a project-by-project basis.

The Polk County Conservation Board may also contract with any qualified firm to provide consulting work without an RFP. The Polk County Conservation Board may contract with additional qualified firms for smaller projects when it is advantageous to do so to expedite projects or more efficiently complete the projects.

There is no expressed or implied obligation for the Polk County Conservation Board to reimburse responding firms for any expenses incurred in the preparation of submittals for this request. Submittal of RFPs does not obligate the Polk County Conservation Board to hire a consultant.

Professional Services Required

The selected consultants shall be qualified to provide one or more of the following professional services over the next three years:

1. Branding
2. Citizen/customer research
3. Creative direction
4. Media Buying

A consultant does not necessarily need to offer more than one professional service to submit a response, nor does offering multiple professional services necessarily provide an advantage. The Polk County Conservation Board will be selecting consultants that best meet the needs of the Polk County Conservation Board. Furthermore, the Polk County Conservation Board is not requesting that firms form teams for this RFQ. As part of the submission process, we are asking that firms identify other contractors they would engage to fulfill the requested professional services.

Detailed Professional Services Description

Below are descriptions of the professional services and tasks Polk County Conservation may seek in partnership with the awarded respondent(s). Individual projects scope and budget will be created on an as-needed basis.

1. Branding:
 - Formalize brand architecture
 - Formalize brand values, essence, tone
 - Potential assistance with trademarking
 - Review/freshen master brand identity
 - Re-brand identities for up to two sub-brands
 - Create identity for one new, sub-brand in short-term; potentially more sub-brands in the long-term.
2. Citizen input research and evaluation:
 - Provide assistance in the design, facilitation, and interpretation of the citizen and park user feedback.
 - Leverage both qualitative and quantitative research to inform work
 - Report out research include major findings, takeaways, and recommended action
 - Integrate research results to inform branding and marketing
 - Analysis and preparation of reports summarizing public participation, results, and recommendations
3. Creative direction:

- Review/freshen master brand identity
- Re-brand identities for up to two sub-brands
- Create identity for one new, sub-brand
- Create and organize comprehensive style guide for master and sub-brands including; aid in updating when necessary
 - Direction on how to co-logo with other organizations
 - Incorporation of web and apparel guidelines when appropriate (fonts, colors, etc)
 - Signage system including location identification and wayfinding
- General graphic design support
- Copy writing support
- Web design, navigation and usability support

4. Media Buying

- Assistance creating media buying strategy to include creating target audience(s)
- Negotiation of purchase agreement(s) including ability to combine campaigns and negotiate across client budget lines
- Media placement and ongoing monitoring
- Setting and reporting performance against objectives/KPIs

RFQ Submittal Instructions

Questions: All questions should be sent to Jessica Lown at Jessica.Lown@polkcountyiowa.gov by 12:00 pm on April 12, 2023. A log of questions and answers will be posted and updated on [Polk County Conservation's website under Invitations to Bid Opportunities](#).

Final submissions: Send one PDF file of your final submission **by 4:30 p.m., April 19, 2023** to Jessica Lown at Jessica.Lown@polkcountyiowa.gov

Submission Content

There is a maximum 20-page length for a response to this Request for Qualifications. A firm's ability to prepare a concise, well-organized, well-written presentation of its qualifications will be a consideration.

Remember that this is a request for qualifications. Polk County Conservation is not seeking project proposals at this time.

Please organize your response in the following manner:

1. Letter of interest that describes for which professional service areas you would like to be considered and your firm's core competencies.
2. Overview of your company's strategic approach or philosophy.
3. If your firm is not submitting a response for all requested disciplines, please provide a list of firms in the other requested discipline(s) that you have worked with in the past 24 months. Or, if you are submitting a response for all disciplines, but do not retain those services in-house, please identify the other contractor(s) you would engage to fulfill the requested professional service requirements.
4. Current fee schedule for each role (ex: copy writing, project management, etc) or service (brochure design, logo creation, etc.) offered by the submitter.
5. Names, qualifications, and roles of the proposed team member(s).
6. Three examples of projects your firm has completed in **one or more of the professional service areas** listed, including the following information:
 - Project name;
 - Broad timeline (start and completion dates);
 - Project description;
 - Specific role(s) of firm and personnel
 - Successful outcomes (Ex: brand recognition/recall, client feedback, project longevity, etc)
7. List of (3) client references for your firm.

Estimated Timeline

April 5, 2023:	Request for Qualifications posted/sent
April 12, 2023:	Questions due by 12:00 p.m.
April 19, 2023:	Submissions due by 4:30 p.m.
April 20-April 28, 2023:	Review process
April 28 or May 1, 2023:	Potential follow-up interviews or Q&A with submitters
May 10:	Conservation Board approval of selected firm(s)
May 11:	Notification emails distributed to all submitters

Evaluation of Submissions

Response will be evaluated based on the following:

1. Firm Experience
 - Scope and quality of experience of the firm
 - Company philosophy or approach
 - Positive references
2. Personnel Experience
 - Experience, reputation and accountability of the project manager(s)

- Demonstrated ability to successfully complete similar projects on time and meeting clearly stated timelines and deadline
- Experience, education and qualification of key personnel with similar roles and projects

3. Project Experience

- History of work that matches services required
- Ability to yield positive project outcomes that tie to goals and objectives

4. Other Factors

- Completeness and clarity of submission
- Fee structure

**Date**

May 10, 2023

Item No.**ACTION****Roll Call No.****23-0508****Submitted by:****Lori Foresman-Kirpes
Naturalist****AGENDA HEADING:**

Approving the submittal of a Federal Department of Transportation Charging & Fueling Grant in collaboration with Polk County and the Metropolitan Planning Organization in the requested amount of \$1,221,700 with a 20% cost-share match of \$244,340 from the Polk County Conservation Board for 54 Electric Vehicle charging stations in 21 areas.

INFORMATION:

Polk County and the Metro Planning Organization (MPO) are the two lead agencies applying for the Federal Department of Transportation (DOT) Charging & Fueling Infrastructure Grant #693JJ323NF0004. Polk County Conservation (PCC) Sustainability Initiative Committee is included in the grant request to install Electric Vehicle (EV) charging stations in 21 PCC parks and trail parking lots across the County.

The grant dovetails well with PCC's Sustainability goal to: Provide Electronic Vehicle charging stations for public access in all major PCC parks and public areas by 2030. The total cost for Conservation to implement these improvements is estimated to be \$1,221,700 over a period of ten years. If awarded, the grant funding will accelerate the meeting of this goal by several years and at a fraction of the cost.

Providing EV Charging Stations to park visitors particularly in the rural areas of the county facilitates broad public access to alternative fuel infrastructure network throughout the greater Metro area. This could also accelerate the adoption of zero emission vehicles, thus reducing greenhouse gas and vehicle related emissions and contributing to a cleaner environment for Polk County citizens.

FISCAL IMPACT:

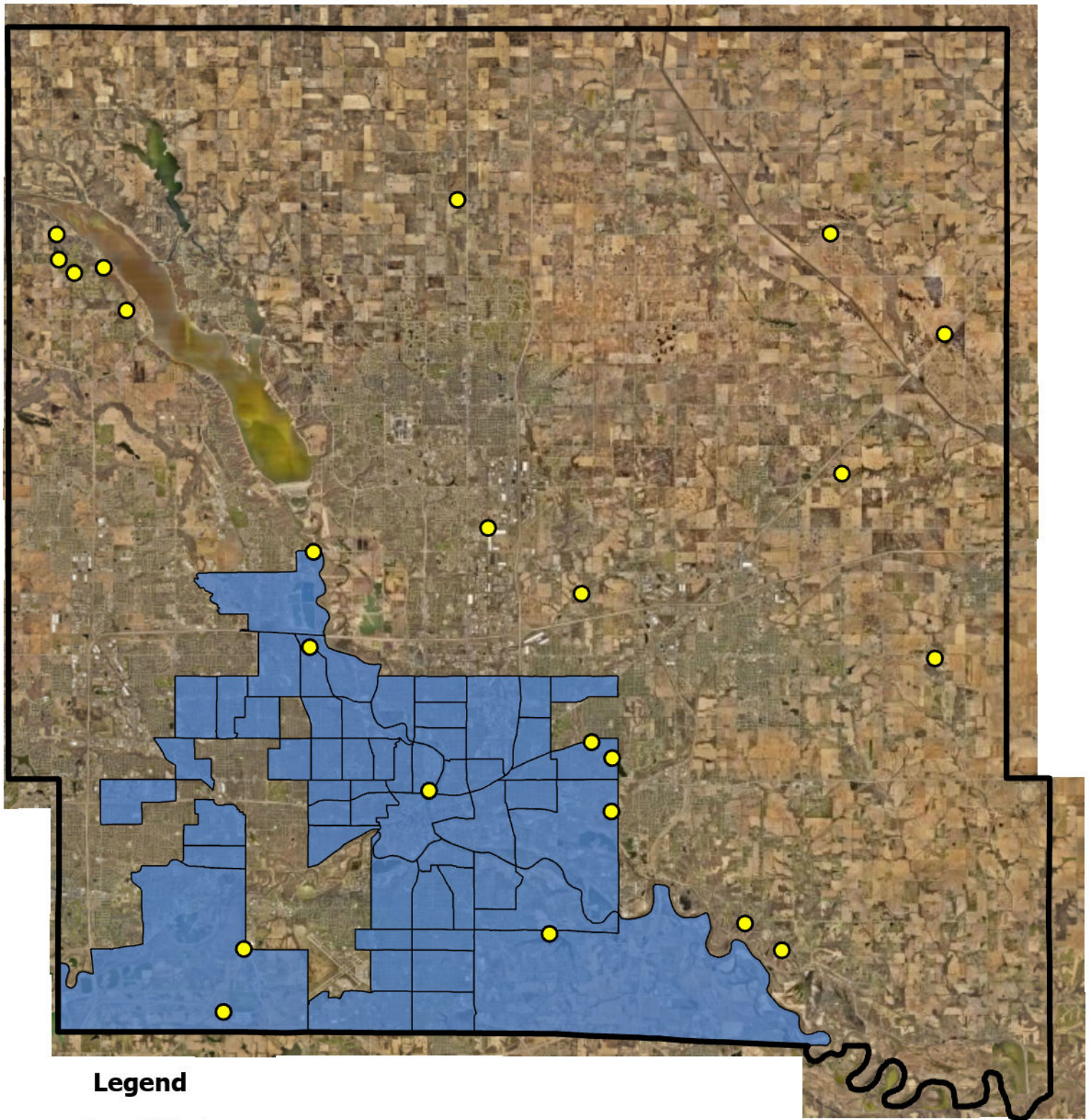
Amount: \$244,340.00 (20% cost share of \$1,221,700 grant request)

Funding Source: Polk County Water & Land Legacy Bond funding

PREVIOUS BOARD ACTION(S): None

RECOMMENDATION:

Approving the submittal of a Federal Department of Transportation Charging & Fueling Grant in collaboration with Polk County and the Metropolitan Planning Organization in the requested amount of \$1,221,700 with a 20% cost-share match of \$244,340 from the Polk County Conservation Board for 54 Electric Vehicle charging stations in 21 areas and authorizing the Board Chair to sign the required grant resolution.



Legend

-  Proposed EV Charging Station Locations
-  EJ_2020
-  County

Polk County Conservation EV Charging Station Proposed Locations

POLK COUNTY CONSERVATION BOARD
R E S O L U T I O N

MOVED by _____ that the following Resolution be adopted:

WHEREAS, A resolution authorizing Polk County Conservation staff to submit an application for funding from the U.S. Department of Transportation Federal Highway Administration in collaboration with the Metro Planning Organization (MPO) and Polk County, Iowa; and

WHEREAS, Polk County Conservation requests \$1,221,700.00 of funding from the U.S. Department of Transportation for EV Level 2 Charging Stations and infrastructure; and

WHEREAS, the U.S. Department of Transportation Federal Highway Administration grant provides funding for the construction of eligible projects and requires a 20% cost share match; and

WHEREAS, Polk County Conservation will provide the 20% cost share match of \$244,340.00 and have ownership of the charging stations and will maintain it for a period of 10+ years as outlined in the grant requirements; and

NOW, THEREFORE BE IT RESOLVED that Polk County Conservation Board has approved their commitments and the -matching funds necessary to install the EV Charging stations and infrastructure and agree to a 10+-year maintenance of the EV charging stations.

Approved this 10th day of May, 2023.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Chair

	Date	May 10, 2023
	Item No. Roll Call No. Submitted by:	Action 23-0509 Cassandra Cook Conservation Ecologist

AGENDA HEADING:

Approving the purchase of 11.32 acres of land located at 1500 NE 52nd Court, Pleasant Hill, IA, from Connie and Carl Deaton in the amount of \$300,000 plus closing costs.

INFORMATION:

Connie and Carl Deaton approached Polk County Conservation (PCC) staff about interest in purchasing their land located along the Gay Lea Wilson Trail in Pleasant Hill. PCC staff toured the area to look at the status of the house on site, as well as to assess the natural resources. This parcel totals 11.32 acres and includes an old home, various small outbuildings, and a fairly healthy tract of timber. There is also a small drainage-way that feeds into Little Fourmile Creek.

PCC staff feel that this property would be a valuable addition to land acreage in the Fourmile Greek Greenway. Acquisition of the property would create continuity of management in this area by filling in a large gap and creating a continuous forested corridor of County-owned land (see attached map) that would have a variety of benefits to wildlife. It would also help PCC better protect the Gay Lea Wilson Trail.

Upon Board suggestion, PCC staff have been negotiating with the Deatons on a purchase price and the agreed upon asking price is \$300K, plus closing costs. Closing is projected to take place in June of 2023.

FISCAL IMPACT:

Amount: \$300,000 + closing costs

Funding Source: Polk County Conservation Bond Referendum

PREVIOUS BOARD ACTION(S):

Date: April 12, 2023

Roll Call: #23-0415 **(Yea-4, Absent-1)**

Action: Discussed in closed session.

Date: March 8, 2023

Roll Call: #23-0318 **(Yea-4, Absent-1)**

Action: Discussed in closed session.

RECOMMENDATION: Approving the purchase of 11.32 acres of land located at 1500 NE 52nd Court, Pleasant Hill, IA, from Connie and Carl Deaton in the amount of \$300,000, plus closing costs.

Property Location



Land Acquisition Summary Table

Completed Land Acquisition Projects					
Project Name	Acres	Purchase Price	Purchase Date	Total Contributions	Total Bond Expenditure
Speck	9.47	\$500,000	May-22	\$ -	\$ 502,653.40
Crane Meadows	348	\$ 2,401,200.00	Jul-22	\$ 751,199.91	\$ 1,941,355.13
Sleepy Hollow	49.39	\$ 3,500,000.00	Sep-22	\$ 1,750,000.00	\$ 1,750,000.00
Meek	66.53	\$ 346,000.00	Nov-22	\$ 123,874.00	\$ 232,484.18
Jack Bailey	48.5	\$ 456,000.00	Feb-23	\$ 61,642.00	\$ 403,687.42
INHF Properties	3.53	\$ -	Dec-22	\$ -	\$ -
Lockard	8.82	\$ 280,000.00	Jan-23	\$ 280,000.00	\$ -
Total to Date:	534.24	\$7,483,200		\$ 2,966,715.91	\$ 4,830,180.13
Future Opportunities					
Alleman	42.03	\$ 368,281.57	<i>Jun-23</i>		
Deaton	11.32	\$ 300,000.00	<i>Jun-23</i>		
ACUB - Harding	62.2	\$ 1,300,000.00	<i>Jul-23</i>		

*Total Contributions include grant funding received, donations, and other partner monetary leveraging opportunities.



Date

May 10, 2023

Item No.

ACTION

Roll Call No.

23-0510

Submitted by:

**Adam Fendrick
Park Planner**

AGENDA HEADING:

Approving a Memorandum of Understanding (MOU) with the City of Des Moines for the development of the Lauridsen Skatepark Parking Lot.

INFORMATION:

Conservation has been in discussions with the City of Des Moines to develop a parking lot for the Lauridsen Skatepark that would be located north of I-235 on the existing location of the Riverwalk Dog Park. The plan is to shift the dog park to the north to make room for the parking lot, at which point that land would be deeded over to Polk County Conservation in exchange for Conservation to provide all work necessary to shift the dog park to the north. This work includes installing permanent and temporary fencing, removing sections of streets, providing a drinking fountain with dog bowl, and site restoration. The land for the parking lot will be equal to the land extended to the north for the dog park expansion area.

The final form of the agreement was contingent upon the outlined general conditions being met. However, after a few revisions with the City those conditions were no longer being met. Thus, the revised agreement is coming back for the Board's approval. Final revisions are currently under review with the Polk County legal staff and the **agreement will be emailed to the Board no later than Tuesday at 4 p.m.**

FISCAL IMPACT: N/A

PREVIOUS BOARD ACTION(S):

Date: April 12, 2023

Roll Call Number: 23-0413 (Yea 4; Absent 1)

Action: Approving a Memorandum of Understanding (MOU) with the City of Des Moines for the development of the Lauridsen Skatepark Parking Lot project contingent the final form of the agreement largely conforms to the draft agreement.

Date: March 8, 2023

Roll Call Number: 23-0312 (Yea 4; Absent 1)

Action: Approving contract with the Iowa Department of Agriculture and Land Stewardship (IDALS) for the Water Quality Initiative Grant for the Lauridsen Skatepark Parking Lot project and committing \$103,500 in matching funds.

Date: January 11, 2023

Roll Call Number: 23-0113 (Yea 5)

Action: Approving the Professional Service Agreement with Bolton & Menk for design/engineering services for the Lauridsen Skatepark Parking Lot in the contract amount of \$135,000.

RECOMMENDATION:

Approving a Memorandum of Understanding (MOU) with the City of Des Moines for the development of the Lauridsen Skatepark Parking Lot project and authorizing the Board Chair to sign said agreement.

**MEMORANDUM OF UNDERSTANDING FOR THE
RIVERWALK DOG PARK & LAURIDSEN SKATE PARK PARKING LOT
BETWEEN
POLK COUNTY, IOWA, ACTING BY AND THROUGH THE POLK COUNTY
CONSERVATION BOARD,
AND
THE CITY OF DES MOINES**

THIS AGREEMENT is made and entered into, by and between the Polk County, Iowa, 111 Court Avenue, Des Moines, IA 50309 and the City of Des Moines, 400 Robert Ray Drive, Des Moines, IA 50309; and

WHEREAS, Polk County, Iowa and the City of Des Moines, Iowa desire to enter into this Memorandum of Understanding to provide mutual support for the construction of a parking lot that serves the public need for parking at the Riverwalk Dog Park, the Lauridsen Skate Park, and the future Central Place Levee Trail; and

WHEREAS, the City of Des Moines currently owns and operates the Riverwalk Dog Park located at 1111 Illinois St. and is anticipating to remove W. River Dr. for the future Central Place Levee Trail; and

WHEREAS, Polk County, Iowa requests the relocation of the Riverwalk Dog Park and ownership of the land required for the construction of the parking lot that will serve users of the Riverwalk Dog Park, the Lauridsen Skate Park and the future Central Place Levee Trail. The land shall be deeded to Polk County, Iowa by Warranty deed and will be equal to the expansion of the Riverwalk Dog Park, as shown in Exhibit 1, 2, 3, and 4; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein set forth, the parties agree as follows:

1. Project improvements and joint responsibilities in **Attachment A**.
2. Duties of County Conservation Board are listed in **Attachment B**.
3. Duties of the City are listed in **Attachment C**.
4. No separate legal or administrative entity is created by this Agreement. No real or

personal property will be purchased in the performance of this Agreement.

5. The Polk County Conservation Board shall be the lead agency for carrying out the terms of this Agreement.
6. The City of Des Moines Director of Parks and Recreation or their designee shall administer performance of this Agreement for the City of Des Moines. The County Conservation Board Director or their designee shall administer performance of this Agreement for the County Conservation Board.
7. The parties hereby agree that this Agreement shall be in effect upon its approval and execution by both parties and until the date of acceptance of the Dog Park Improvements by resolution of the City of Des Moines City Council.
8. Either party to this Agreement may notify the other of its desire to terminate this Agreement by sending written notice of such desire to terminate, specifying the reasons for termination, at least sixty days prior to the effective date of such requested termination. Notice shall be sent to the governing body of the other party at their principal place of doing business by registered mail. The termination of this Agreement shall not relieve any party to this Agreement of any obligations or liability arising during the term of this Agreement.
9. In the event of a breach by any entity of this Agreement, that breach shall not be considered to affect any remaining terms or conditions of this Agreement. If any terms or conditions of this Agreement are held to be invalid or illegal, those remaining terms or conditions shall not be construed to be affected.
10. This is the entire Agreement between both duly recognized parties and it may be amended only upon the agreement of both parties and only in writing.
11. The parties shall approve this Agreement by resolution or motion of their respective Board or Council, which shall authorize the execution of the Agreement.
12. The City of Des Moines shall indemnify, defend and hold harmless PCCB, Polk County, Iowa, its elected and appointed officials, directors, employees, volunteers, agents, their predecessors, successors and assigns from and against any and all liabilities, disputes, claims, demands, cause of actions, lawsuits, damages, judgments, losses, costs and expenses, including without limitation reasonable legal and accounting fees, asserted or recovered against the County, by reason of or resulting from any injury or damages to persons, including but not limited to any personal injury, including death; or damages to any property, including but not limited to any loss of use thereof, and economic damages claimed, caused, arising out of or in connection with the CITY OF DES MOINES,

including CITY OF DES MOINES employee's, agent's, representative's or subcontractor's, acts, errors, omissions, default, breach, mismanagement or negligence, in the performance of the terms, obligations or duties imposed by the terms of this Agreement or required by law. This provision shall survive the expiration or termination of this Agreement.

13. To the fullest extent permitted by law, the County Conservation Board agrees to defend, pay on behalf of, indemnify and hold harmless the City of Des Moines, Iowa, including its elected and appointed officials, employees and volunteers and others working on behalf of the City, against any and all claims, demands, suits, damages or losses, including any and all outlay and expense connected therewith, including but not limited to attorneys' fees and court costs, that may be asserted, claimed against, recovered from, or suffered by the City of Des Moines, Iowa including its elected and appointed officials, employees and volunteers and others working on behalf of the City, including, but not limited to, personal injury, including bodily injury or death, property damages, including loss of use thereof, and economic damages arising out of or in any way connected or associated with the PCCB's work, services, acts or omissions associated with this Agreement, including, without limitation, the design and construction of the Dog Park Improvements. For the purposes of this indemnification, the PCCB shall include its elected and appointed officials, employees, and volunteers and others working on behalf of the County Conservation Board arising from or with respect to it fulfilling its obligation under this agreement. This requirement shall survive the termination of this Agreement.
14. The PCCB expressly assumes full and sole responsibility for any and all damage caused to City property arising out of the PCCB's work or services under this Agreement, including that of its officers, agents, employees, contractors, subcontractors and others under the control of the PCCB or its contractors or subcontractors.
15. Except as otherwise specified, all notices, consents, approvals, requests and other communications (hereinafter referred to as "Notices") required or permitted under this Agreement shall be given in writing and mailed by certified mail, return receipt requested, addressed as follows:

If to the CITY OF DES MOINES:

City of Des Moines
Park and Recreation Department
1551 E Martin Luther King Jr Pkwy
Des Moines, IA 50317
Attention: Benjamin R. Page

If to the POLK COUNTY CONSERVATION BOARD:

Polk County Conservation Board
12130 NW 128th Street
Granger, Iowa 50109
Attention: Richard A. Leopold, Director

All Notices shall be deemed given on the day of mailing. Any party to this Agreement may change its address for the receipt of Notices at any time by giving notice thereof to the other party as herein provided. Any Notice given by a party hereunder must be signed by an authorized representative of such party.

16. This Agreement will be governed by and interpreted in accordance with the laws of the State of Iowa, and any action relating to this Agreement shall be brought in the Iowa District Court in Polk County, Iowa or the United States District Court for the Southern District of Iowa. If any provision of this Agreement is held to be invalid or unenforceable, the remainder shall be valid and enforceable.
17. This Agreement represents the entire agreement between PCCB and the City related to the Dog Park Improvements. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly approved and executed amendment to this Agreement.

EXECUTION OF AGREEMENT

IN WITNESS THEREOF, this Agreement has been executed on behalf of the Polk County Conservation Board on this _____ day of _____, 2023.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Chair

POLK COUNTY, IOWA

Tom Hockensmith, Chair
Polk County Board of Supervisors

EXECUTION OF AGREEMENT

IN WITNESS THEREOF, this Agreement has been executed on behalf of the City of Des Moines on this _____ day of _____, 2023.

CITY OF DES MOINES, IOWA

ATTEST:

T. M. Franklin Cownie, Mayor

Laura Baumgartner, City Clerk

Approved As To Form:

Glenna Frank, Assistant City Attorney II

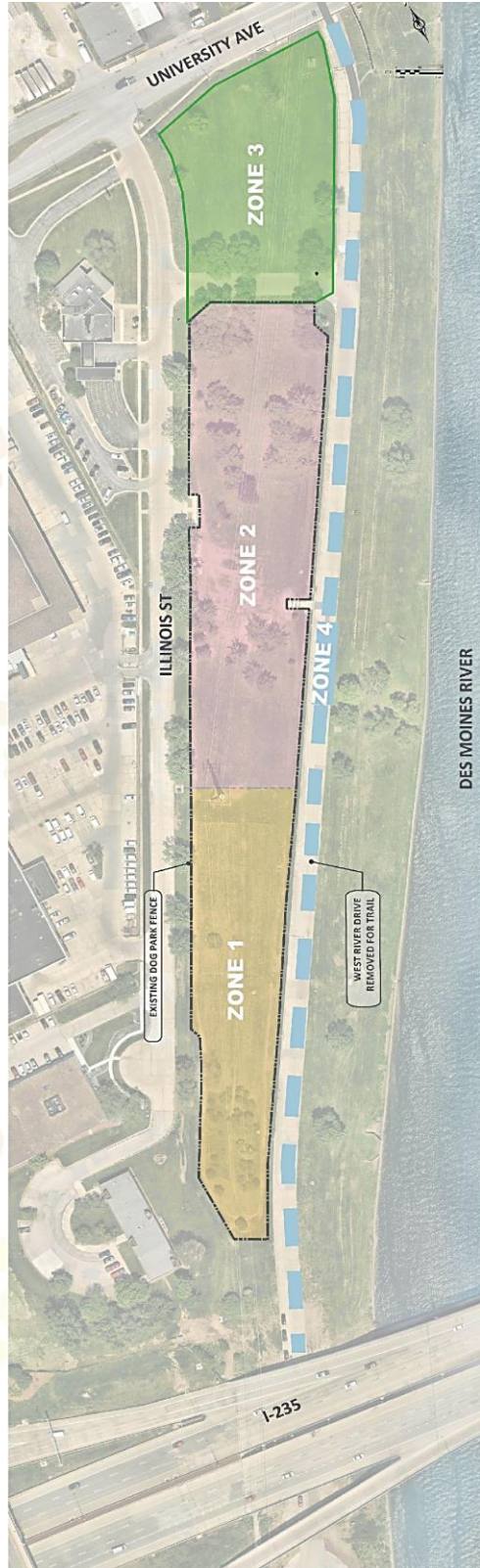
STATE OF IOWA)
) ss:
COUNTY OF POLK)

On this _____ day of _____, 2023 before me, a Notary Public in and for said County, personally appeared T. M. Franklin Cownie and Laura Baumgartner to me personally known, and who being duly sworn, did say that they are the Mayor and City Clerk, respectively of the City of Des Moines, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council, as contained in the Resolution adopted under Roll Call No. 23-_____, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

Notary Public for Iowa

EXHIBIT 1

LAURIDSEN SKATEPARK PARKING LOT & DOG PARK DIAGRAM



- ZONE 1** EXISTING DOG PARK REPURPOSED FOR PARKING
- ZONE 2** EXISTING DOG PARK TO REMAIN UNCHANGED
- ZONE 3** PROPOSED DOG PARK EXPANSION AREA
- ZONE 4** CENTRAL PLACE LEVEE TRAIL AREA IMPROVEMENTS

LAURIDSEN SKATEPARK PARKING LOT AND DOG PARK SITE PLAN CONCEPT



LAURIDSEN SKATEPARK PARKING LOT AND DOG PARK SITE PLAN CONCEPT

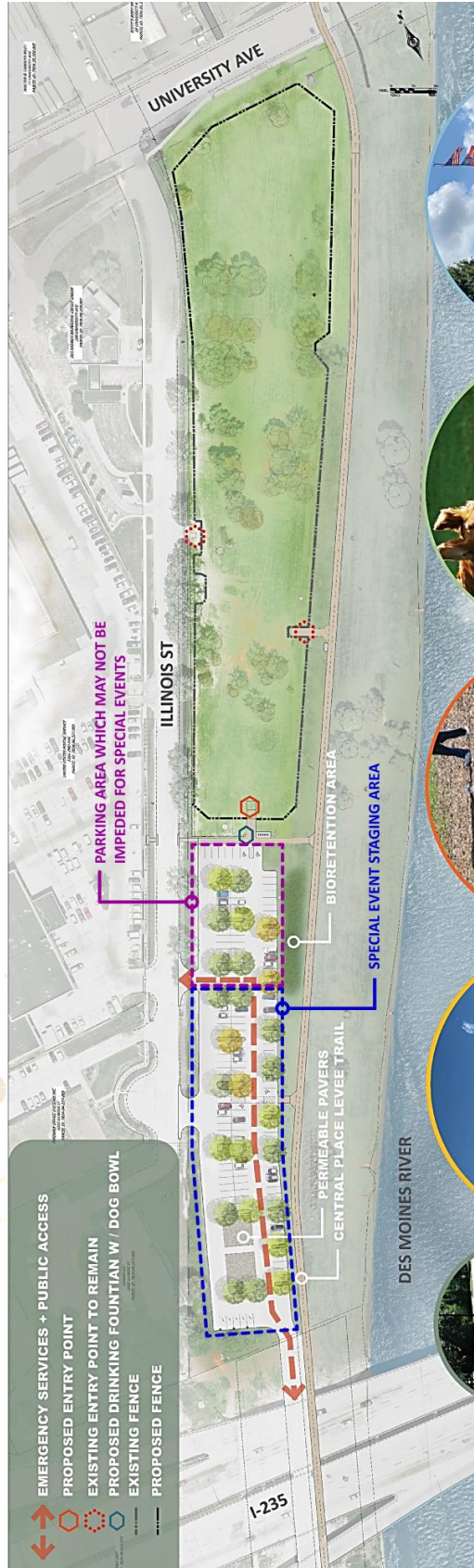


EXHIBIT 3



ACCESS



COMMUNITY



AMENITIES



CONNECTIONS



GREEN INFRASTRUCTURE

ATTACHMENT A
PROJECT IMPROVEMENTS AND JOINT RESPONSIBILITIES

The parties do hereby agree that the purpose of this Agreement is to formally establish the terms and conditions of the relationship between the City of Des Moines and Polk County, Iowa generally for the exchange of approximately 2.1 acres of parkland real estate which is currently City-owned and is to be vacated and conveyed via Warranty Deed to Polk County, Iowa in exchange for Riverwalk Dog Park facility improvements to be provided by the PCCB and owned by the City upon City Council acceptance and Parking Lot improvements which will be owned and operated by the PCCB on the vacated and transferred property, as shown in Exhibit 2.

The PCCB will be responsible for securing all construction costs. No exchange of funds to or from either party is anticipated as a part of this Agreement. The duties of the PCCB are as outlined in Attachment B, and the duties of the City are as outlined in Attachment C.

Upon completion of the improvements and acceptance by the Des Moines City Council pursuant to resolution, each party will have ownership, maintenance responsibilities, and be solely responsible for future improvements, if any, to the improvements completed on their respective properties. For the City, this includes all Dog Park improvements. For PCCB, this includes all Parking Lot Improvements.

This Agreement shall be considered to be fulfilled upon completion of the construction and City Council acceptance of the Dog Park Improvements.

ATTACHMENT B

Duties of Polk County Conservation Board

County Conservation Board shall be responsible, at its sole cost and expense, for the following:

1. Producing and providing the City a property plat of survey by a licensed engineer for the Dog Park Vacation Area. Said plat will be subject to review by the City Engineering Department, and PCCB will make or cause to be made any revisions to said plat as required by the City prior to vacation of said Area.
2. Provide written documentation of feedback received at a Public Meeting held to notify the public of the proposed improvements to the Riverwalk Dog Park and the proposed Parking Lot.
3. The PCCB shall be solely responsible for this project and shall provide all planning, concept development, preliminary and final engineering design services, survey, contract administration, and construction administration/inspection for the construction of the Dog Park improvements at no cost to the City.
4. Perform all work needed to relocate and re-establish the Dog Park from the Dog Park Vacation Area to the Dog Park Expansion Area; including all necessary fencing with maintenance beam curb, two (2) double gates for future equipment access, access gate to Dog Park from the new parking area, site restoration, and to provide potable water utility service and installation of a drinking fountain with dog waterer. This includes the removal of the section of W. River Dr. that the parking lot will impact and the connection street between Illinois and W. River Dr. for a total of an estimated 4,209 SY of pavement removal. Said work shall be completed prior to removal and closure of the Dog Park Vacation Area in order to allow access to said Vacation Area until such time as the Dog Park Expansion Area is completed, approved and accepted by the City Council. Upon completion and acceptance, all Dog Park Improvements, including the Dog Park Expansion Area Improvements described in this item are to be owned and maintained by the City.
5. Maintain emergency vehicle access to the Lauridsen Skate Park, via the north entrance under Interstate 235, during the construction of the Parking Lot and Dog Park Improvements.
6. Construct an emergency vehicle access road to the Lauridsen Skate Park.
7. Provide sufficient number of trash receptacles to address littering issues in the Parking Lot.

8. PCCB reserves the right to use the southern section of the parking lot for a staging area during special events at the Lauridsen Skate Park. This includes full right to close the parking lot from public use, shown in Exhibit 3, but emergency vehicle access must be preserved at all times. Conversely, normal public use of the northern section of the parking lot may not be impeded for special events, as shown in Exhibit 3.
9. Upon completion of the design of the project, the PCCB shall submit the final design documents for such improvements to the Parks and Recreation Director or their designee, and the City Engineer.
10. The PCCB shall arrange for a final inspection of the Dog Park Improvements and shall inform the City in writing of the date and time of the final inspection at least seven (7) business days prior to the inspection. The PCCB's engineer shall conduct the final inspection and develop a punch list of items for completion, if any. The Parks and Recreation Director or their designee, and the City Engineer or their designee, has the right to be present at such final inspection.
11. The PCCB shall, or shall cause its contractor to, restore the site used for construction of the Dog Park Improvements and construction staging areas to the same condition or better as prior to the start of construction activities, and shall be responsible for the laying and establishing of sod and restoring hardscape such as fencing, sidewalks, signage, and concrete, and landscaping as approved on the project plans.

ATTACHMENT C

Duties of the City of Des Moines

The City shall be responsible, at its sole costs and expense, for the following:

1. Utilizing the plat of survey provided by the PCCB, the City shall follow the statutory process to convey ownership of the Dog Park Vacation Area to Polk County, Iowa via Warranty Deed and legally describe as follows:

LEGAL DESCRIPTION PARCEL #2023-45:

A PARCEL OF LAND BEING PART OF LOT 2, BLOCK 'C', RIVER HILLS PLAT ONE, CITY OF DES MOINES, POLK COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 2, RIVER HILLS PLAT FIVE, IN SAID CITY OF DES MOINES, SAID POINT ALSO BEING ON THE SOUTH LINE OF UNIVERSITY AVENUE RIGHT-OF-WAY; THENCE S89°58'49"E, 60.00 FEET ALONG THE SOUTH LINE OF UNIVERSITY AVENUE RIGHT-OF-WAY TO THE EAST LINE OF ILLINOIS STREET RIGHT-OF-WAY; THENCE S00°02'32"E, 95.14 FEET ALONG SAID EAST LINE OF ILLINOIS STREET RIGHT-OF-WAY; THENCE CONTINUING ALONG SAID EAST LINE OF ILLINOIS STREET RIGHT-OF-WAY S26°53'53"W, 821.95 FEET TO THE POINT OF BEGINNING; THENCE S63°08'28"E, 160.30 FEET; THENCE S31°06'50"W, 425.68 FEET TO THE BEGINNING OF A 515 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE SOUTHWESTERLY 78.64 FEET ALONG SAID CURVE, LONG CHORD BEARS S26°44'22"W, 78.56 FEET; THENCE S22°21'54"W, 161.55 FEET TO THE SOUTH LINE OF SAID LOT 2; THENCE N85°37'33"W, 153.72 FEET ALONG THE SOUTH LINE OF SAID LOT 2 TO THE SOUTHWEST CORNER THEREOF; THENCE N26°53'53"E, 313.97 FEET TO THE SOUTHEAST CORNER OF ILLINOIS STREET RIGHT-OF-WAY; THENCE N26°53'53"E, 408.93 FEET ALONG THE EAST LINE OF ILLINOIS STREET RIGHT-OF-WAY TO THE POINT OF BEGINNING.

AREA OF SAID PARCEL #2023-45 IS 97,485 SQUARE FEET.

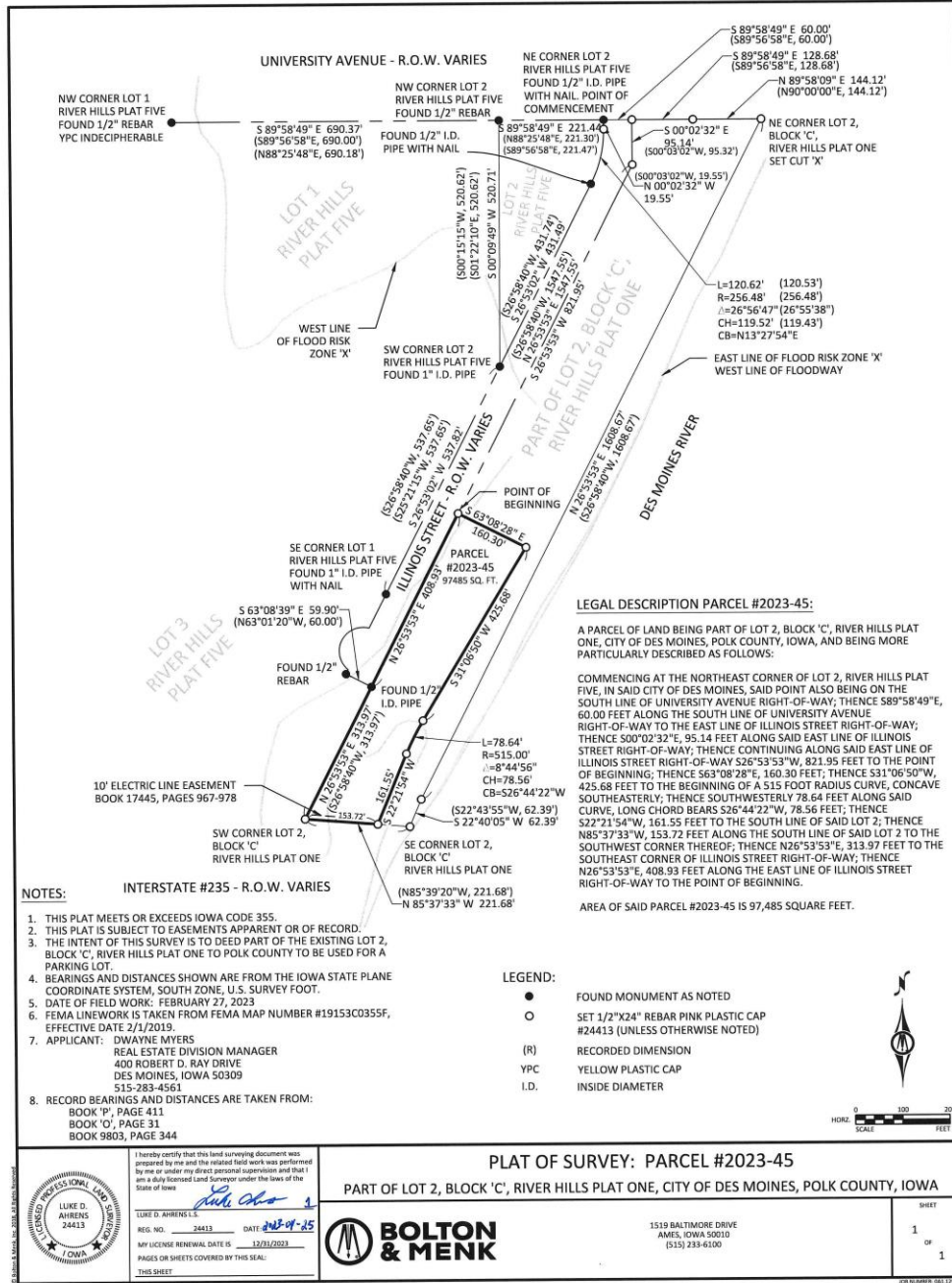
and as shown in Exhibit 4.

2. The City will own, manage and maintain the Dog Park Expansion Area immediately after PCCB completes the relocation and the City has accepted the work.
3. The City shall be responsible for the removal of the remainder of W. River Dr. with the Central Place Levee Trail project.
4. The City will own, manage and maintain Central Place Levee Trail, including without limitation:
 - a. Turf maintenance at a width no less than 5 feet along both shoulders of the trail.
 - b. Snow removal along the trail.
 - c. All trail usage rules, information, signage, and law enforcement.
 - d. Determination of trail closures.

EXHIBIT 4

INDEX LEGEND	
LOCATION:	PART OF LOT 2, BLOCK 'C', RIVER HILLS PLAT ONE, CITY OF DES MOINES, POLK COUNTY, IOWA
REQUESTOR:	CITY OF DES MOINES
PROPRIETOR:	CITY OF DES MOINES
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515)-233-6100

FOR RECORDER USE ONLY



	Date	May 10, 2023
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 23-0511

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.