



BOARD MEETING

March 13, 2024
Polk County Administration Building
111 Court Ave, Des Moines, IA 50309 RM 120
5:00 PM - Workshop, 5:30 PM – PCC Board Meeting

WORKSHOP TOPIC

Brenton Slough Financials & Planning

PCC BOARD MEETING AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Public Hearing – Four Mile Mountain Bike Park contract**
- 4) **New Employee Introduction**
 - a. **Eric Moorman – Equine Specialist**
- 5) **Financial Reports** (pg 3)
- 6) **Policy & Procedure Discussion Topic**
- 7) **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.

- 8) **Approving** bill list.
- 9) **Approving** the dissolution of the Trails and Greenways Committee (pg 13)

ACTION ITEMS

- 10) **Approving** Vehicle and Equipment Replacement program for FY24/25 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY24/25 budget approval and reallocating any proceeds from sales to support equipment needs. (pg 15)
- 11) **Approving** Award of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Fourmile Mountain Bike Park project to Steele and Associates, Inc. in a contract amount of \$558,719.50 plus a 15% contingency. (pg 17)
- 12) **Approving** 2024-2026 bond funds for park improvements at Easter Lake Park in an amount of \$1,000,000.00. (pg 43)
- 13) **Approving** the purchase of property located at 1915 E 38th Ct. from ACC 408, LLC in an amount of \$5,000.00.

BOARD DISCUSSION

Director Remarks

CLOSED SESSION

- 14) 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 46)

ADJOURNMENT

Upcoming Events

- March 13 - Polk County Conservation Board Meeting at County Administration Building, 111 Court Ave., 5:30 pm
- March 11-15 – Spring Break Week
 - Equestrian Center is hosting spring break camps and will be buzzing with youth.
 - Expect larger crowds and more traffic at the Nature Center given schools are out for most metro districts.
 - ORWC will be open every day from Noon-4pm. Nature Center and ORWC are once again open on Sundays through fall.
- March 25 – Building Bridges DEIA training for PCC Managers, 10 am - Noon
- April 10 -- Polk County Conservation Board Meeting at County Administration Building, 111 Court Ave., 5:30 pm

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 2/29/24 (66.67% 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	\$ 5,000	\$ 53,281	\$ (48,281)	1065.6%
6006	Environmental Ed	\$ 127,000	\$ 45,010	\$ 81,990	35.4%
6009	Natural Resources	\$ 114,000	\$ 117,034	\$ (3,034)	102.7%
6101	Administration	\$ 33,500	\$ 12,296	\$ 21,204	36.7%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 4,100	\$ 4,100	\$ 0	100.0%
6110	Parks Advocacy Unit	\$ 740,000	\$ 395,218	\$ 344,782	53.4%
6118	Fleet Services	\$ 15,000	\$ 8,528	\$ 6,472	56.9%
6119	Construction/Maint.	\$ -	\$ 3,970	\$ (3,970)	0.0%
6124	Equestrian Center	\$ 215,000	\$ 142,115	\$ 72,885	66.1%
Sub-Total - General Fund 1		\$ 1,273,600	\$ 801,551	\$ 472,049	62.9%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 97,000	\$ 88,034	\$ 8,966	90.8%
6127	Miscellaneous	\$ 7,500	\$ 6,262	\$ 1,238	83.5%
6128	Cabins	\$ 140,000	\$ 97,825	\$ 42,175	69.9%
6129	Lauridsen Skatepark	\$ 35,000	\$ 18,067	\$ 16,933	51.6%
Sub-Total - General Fund 6		\$ 279,500	\$ 210,188	\$ 69,312	75.2%
REAP - Fund 26					
0211	Resource Enhancement	\$ 111,000	\$ 141,158	\$ (30,158)	127.2%
Reserve - Fund 50					
6126	Mitigation Banking	\$ 1,000,000	\$ 180,600	\$ 819,400	18.1%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 6,725,340	\$ 1,260,970	\$ 5,464,370	18.7%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 350,800	\$ 398,179	\$ (47,379)	113.5%
6126	Sleepy Hollow	\$ 404,200	\$ 146,478	\$ 257,722	36.2%
Sub-Total - Enterprises Fund 286		\$ 755,000	\$ 544,657	\$ 210,343	72.1%
Grand Total - Conservation		\$ 10,144,440	\$ 3,139,125	\$ 7,005,315	30.9%

2023 - 2024 Expense Budget
- as of 2/29/24 (66.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Conservation Infrastructure	\$ 43,627	\$ 30,000	\$ 13,627	68.8%
0213	Equipment	\$ 384,743	\$ 526,261	\$ (141,518)	136.8%
6006	Environmental Ed	\$ 756,620	\$ 490,893	\$ 265,727	64.9%
6009	Natural Resources	\$ 1,489,125	\$ 1,056,731	\$ 432,394	71.0%
6101	Administration	\$ 1,242,812	\$ 758,596	\$ 484,216	61.0%
6103	Community Outreach	\$ 248,245	\$ 147,685	\$ 100,560	59.5%
6104	Conservation Grants-FEMA	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 1,802,340	\$ 1,150,992	\$ 651,348	63.9%
6118	Fleet Services	\$ 737,583	\$ 517,846	\$ 219,737	70.2%
6119	Construction/Maint.	\$ 875,571	\$ 502,163	\$ 373,408	57.4%
6124	Equestrian Center	\$ 832,725	\$ 586,134	\$ 246,591	70.4%
Sub-Total - General Fund 1		\$ 8,413,391	\$ 5,767,302	\$ 2,646,089	68.5%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,849,251	\$ 1,217,753	\$ 631,498	65.9%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 50,000	\$ 57,715	\$ (7,715)	115.4%
REAP - Fund 26					
0211	Resource Enhancement	\$ 132,000	\$ 22,872	\$ 109,128	17.3%
Mitigation Banking - Fund 31					
6003	Mitigation Banking	\$ 500,000	\$ 65,357	\$ 434,643	13.1%
Bond - Fund 51					
0210/0215	Water & Land Dev & Trails	\$ 22,105,629	\$ 16,437,355	\$ 5,668,274	74.4%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 399,500	\$ 37,407	\$ 362,093	9.4%
6126	Sleepy Hollow	\$ 2,366,346	\$ 645,776	\$ 1,720,570	27.3%
Sub-Total - Enterprises Fund 286		\$ 2,765,846	\$ 683,183	\$ 2,082,663	24.7%
Grand Total - Conservation		\$ 36,507,207	\$ 24,432,719	\$ 12,074,488	66.9%

2021 Bond PCWLL EXPENDITURES AS OF :

February 29, 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
C12-6228	JP PARK IMPROVEMENTS	\$ 787,000	\$ 450,012	\$ 3,923	\$ 333,066		\$ 787,000	\$ (0)
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE				\$ 9,650		\$ 9,650	\$ (9,650)
C12-6232	YB PARK IMPROVEMENTS	\$ 63,256					\$ -	\$ 63,256
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 250,000		\$ 67,908	\$ 76,036		\$ 143,943	\$ 106,057
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$313,666	\$ 42,652	\$ 24,905	\$ 46,186		\$ 113,744	\$ 199,922
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	\$ 1,276,874	\$ (250,950)	\$ 1,048,672	\$ 172,990
	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	\$ -					\$ -	\$ -
C15-6277	WATER QUALITY	\$1,857,705	\$ 456,953	\$ 68,326	\$ 1,059,927	\$ (1,235,371)	\$ 349,835	\$ 1,507,870
C17-6291	4-MILE BANE PROPERTY	\$ 27,762			\$ 27,762		\$ 27,762	\$ (0)
C17-6297	CBG-DYKSTRA PROPERTY	\$ 3,404		\$ 3,404		\$ -	\$ 3,404	\$ 0
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	\$ 10,600	\$ -	\$ 15,385	\$ 7,800
C19-6324	4-MILE GREENWAY RESTORATION	\$17,652			\$ 11,000		\$ 11,000	\$ 6,652
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$500,000	\$ 3,460,163	\$ 668,535	\$ 312,558	\$ (116,675)	\$ 4,324,580	\$ (3,824,580)
C19-6334	CBG LANE PROPERTY	\$19,548			\$ 19,548		\$ 19,548	\$ 0
C20-6343	4-MILE/SLEEPY HOLLOW	\$2,850,000	\$ 1,112,509	\$ 162,892	\$ 1,514,152		\$ 2,789,553	\$ 60,447
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	\$ 238,133		\$ 244,047	\$ 305,953
C20-6348	ARTIFACTS	\$ 54,710			\$ 54,710		\$ 54,710	\$ -
C20-6349	FOURMILE BIKE PARK	\$ 150,000		\$ 100,910	\$ 28,809	\$ (2,000)	\$ 127,719	\$ 22,281
C20-6352	HTT TO POLK CITY	\$ 424,000		\$ 4,652			\$ 4,652	\$ 419,348
C20-6353	SPECK PROPERTY	\$ 20,388			\$ 20,388		\$ 20,388	\$ 0
C21-6354	TRAILS END MITIGATION BANKING	\$4,000,000	\$ 8,357,005	\$ 229,045	\$ 4,190	\$ (98,526)	\$ 8,491,713	\$ (4,491,713)
C22-6355	SUSTAINABILITY	\$320,000			\$ 368,537		\$ 368,537	\$ (48,537)
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		\$ 195,116			\$ 195,116	\$ 54,884
	BOS	\$ 2,100,000					\$ -	\$ 2,100,000
C23-6360	SEPTICS	\$ 300,000		\$ 3,785	\$ 75,421	\$ -	\$ 79,206	\$ 220,794
	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	\$ (1,290,000)	\$ 10,464	\$ -
C23-6363	YE-DEATON (MILDRED)	\$ 299,013			\$ 299,013		\$ 299,013	\$ (0)
C23-6364	BRENTON SLOUGH	\$ 231			\$ 231		\$ 231	\$ -
C24-6365	BRANDING	\$ 175,000			\$ 144,655		\$ 144,655	\$ 30,345
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	\$ -		\$ 13,343		\$ 13,343	\$ 0
C24-6369	CMO SHOP	\$ 180,000		\$ 1,883	\$ 5,091		\$ 6,974	\$ 173,026
C24-6370	PC BOARD PACKET PG 4	\$ 100,000		\$ 37,400	\$ 31		\$ 37,431	\$ 62,569
C24-6372	DEIA INITIATIVE	\$ 25,000			\$ 7,925		\$ 7,925	\$ 17,075

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February 29, 2024

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C24-6373	PUBLIC ART	\$ 40,000			\$ 10,993		\$ 10,993	\$ 29,007
C24-6374	TRAILS END MITIGATION BANKING II	\$ -		\$ 19,141	\$ 14,304		\$ 33,445	\$ (33,445)
C24-6375	CAMP DODGE/KARIMI	\$ 2,000			\$ 2,000		\$ 2,000	\$ -
C24-6376	TECHNOLOGY	\$ 10,000			\$ 3,150		\$ 3,150	\$ 6,850
C22-9999	MINOR BOND IMPROVEMENTS	\$ 542,225			\$ 541,624	\$ (2,000)	\$ 539,624	\$ 2,601
	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)				\$ (1,180,728)	\$ (1,180,728)	\$ 5,728
	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	\$ 375,089					\$ -	\$ 375,089
		\$ 27,215,896	\$ 13,879,294	\$ 1,641,367	\$ 12,162,650	\$ (4,684,667)	\$ 22,998,645	\$ 4,217,252

AGENDA OUTLINE/MINUTES TEMPLATE

February 14, 2024
Polk County Administration Building
111 Court Ave, Des Moines, IA 50309
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, February 14, 2024. The meeting was called to order at 5:35 p.m.

#24-0201 Roll Call

Members Present: **Lewis, Altringer, Mollenhauer, Crane, Feltner**
Members Absent:

#24-0202 Public Comments

#24-0203 Public Hearing – Lauridsen Skatepark Parking Lot

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 construction of the Lauridsen Skatepark Parking Lot project to Corell Contracting with a base bid of \$1,823,666.20 and accepting Bid Alt. #3 in an amount of \$185,900.00 for a total contract amount of \$2,009,566.20 plus a 10% contingency.

Does anyone present have any comments? None

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

#24-0204 Public Hearing – Fourmile Drainage Ditch Restoration in Fourmile Creek Greenway

At this time, I'm going to open the Public Hearing awarding lowest contractor bid for a drainage ditch restoration and wetland creation in the Fourmile Creek Greenway to Elder Corporation in a contract amount of \$185,732.20, plus a 10% contingency.

Does anyone present have any comments? None

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

#24-0205 New Employee Introduction

a. Steve Green – Park Ranger (Sleepy Hollow)

#24-0206 Financial Reports

AGENDA OUTLINE/MINUTES TEMPLATE

- #24-0207 **Policy & Procedure Discussion Topic**
- Const/Maint/Ops Property Review Protocols & Deaton Property Report

- #24-0208 **Action on the Minutes of the Previous Meeting(s)**
MOVED BY Crane to approve the January 10, 2024 meeting minutes.
SECONDED BY Mollenhauer
Vote Yea: **Feltner, Lewis, Altringer, Mollenhauer, Crane**
Members Absent:

CONSENT AGENDA

- #24-0209 **Approving** bill list.
- #24-0210 **Approving** updates to the Polk County Conservation Board Bylaws (second vote). Adoption requires two affirmative votes (January & February meetings). (pg 11)
- #24-0211 **Approving** the Delegation of Authority Procedure document as a requirement of the AmeriCorps Planning Grant. (pg 18)
- #24-0212 **Approving** a Contract Amendment with JEO Consulting Group for additional services on the Trails End Mitigation Bank in an amount Not to Exceed \$48,000. (pg 22)
- #24-0213 **Approving** recommendation to the Polk County Board of Supervisors for a permanent Storm Sewer Easement and a Temporary Easement for Construction and Construction-Related Activities to the City of Pleasant Hill, Iowa. (pg 24)
- #24-0214 **Approving** recommendation to the Polk County Board of Supervisors for a Stormwater Facility Maintenance Agreement with the City of Des Moines for Two Rivers Park. (pg 34)
- #24-0215 **Approving** recommendation to the Polk County Board of Supervisors for a Permanent Access Easement to the WRA (Water Reclamation Authority) on land known as Fourmile Mountain Bike Park and the Gay Lea Wilson Trail. (pg 43)
- #24-0216 **Awarding** the contract to Ames Goats on the Go, LLC for goat grazing services at Fort Des Moines Park in a contract amount of \$59,800.00, plus a 10% contingency. (pg 47)
- #24-0217 **Approving** the renewal of the Sycamore Trails Lease Agreement DACW25-1-24-4017 with the Department of the Army for a term of 25 years, beginning October 1, 2023 and ending September 30, 2048. (pg 49)
- #24-0218 **Approving** \$72,850 (plus 10% contingency) with Red Dot Advertising and Design to provide website design and development services for Athene North Shore Recreation Area. (pg 82)

AGENDA OUTLINE/MINUTES TEMPLATE

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

SECONDED BY Feltner

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

Members Absent:

ACTION ITEMS

- 24-0213** **Approving** recommendation to the Polk County Board of Supervisors for a permanent Storm Sewer Easement and a Temporary Easement for Construction and Construction-Related Activities to the City of Pleasant Hill, Iowa. (pg 24)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0213.

SECONDED BY Feltner

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

Members Abstain: **Mollenhauer**

- #24-0219** **Reviewing** and approving of Sandy Creek Partners, LLC (SCP) wetland and stream mitigation banking proposal as outlined in their Letter of Interest dated February 2, 2024. (pg 93)

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-0219.

SECONDED BY Crane

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

Members Absent:

- #24-0220** **Awarding** of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Lauridsen Skatepark Parking Lot project to Corell Contracting with a base bid of \$1,823,666.20 and accepting Bid Alt. #3 in an amount of \$185,900.00 for a total contract amount of \$2,009,566.20 plus a 10% contingency. (pg 99) **(PUBLIC HEARING AT BEGINNING OF MEETING)**

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-0220.

SECONDED BY Feltner

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

Members Absent:

- #24-0221** **Awarding** lowest contractor bid for a drainage ditch restoration and wetland creation in the Fourmile Creek Greenway to Elder Corporation in a contract amount of \$185,732.20, plus a 10% contingency. (pg 103) **(PUBLIC HEARING AT BEGINNING OF MEETING)**

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-0221.

SECONDED BY Crane

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

Members Absent:

AGENDA OUTLINE/MINUTES TEMPLATE

- #24-0222 Approving a Professional Service Agreement with Bolton & Menk to provide Construction Administration/Construction Observation/Construction Staking and Geotechnical Investigations for the Lauridsen Skatepark Parking Lot project in a contract amount not to exceed \$273,000.00. (pg 106)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0222.

SECONDED BY Mollenhauer

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

Members Absent:

- #24-0223 **Approving** a Memorandum of Understanding for the development of the Raccoon River Greenway Boat Launch between the City of West Des Moines and Polk County Conservation Board. (pg 127)

LET THE RECORD SHOW it was moved by Mollenhauer to approve Action Item 24-0223.

SECONDED BY Feltner

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

Members Absent:

- #24-0224 **Approving** the purchase of a property from Saeed and Rhonda Karimi as a part of the Army Compatible Use Program. (pg 148)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0224.

SECONDED BY Feltner

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

Members Absent:

- #24-0225 **Approving** North American Wetlands Conservation (NAWCA) Grant application for wetland creation within Chichaqua Bottoms Greenbelt with a \$500,000 ask and a \$500,000 commitment from Polk County Conservation for a total project cost of \$1,000,000. (pg 150)

LET THE RECORD SHOW it was moved by Crane to approve Action Item 24-0225.

SECONDED BY Feltner

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

Members Absent:

BOARD DISCUSSION

Director Remarks –

PCC leverages grant money as much as possible. Grant updates are presented at manager meetings once a month. Staff does a great job with summaries/presentations of all the projects that qualify for grant funding. Kami does a wonderful job with putting together the logistics and thanks to Katie for logistical support also.

We are going to start having a “pre-meeting” workshop starting in March 2023 at 5:00 pm (Topic: Brenton Slough Financials & Planning). These pre-meeting workshops will enable Board

AGENDA OUTLINE/MINUTES TEMPLATE

Members to ask additional questions and hear more information about specific projects before they need to be voted on. PCC employees work with these projects every day but Board Members need refreshers.

The idea is that the topic discussed will be for a future Board Meeting Item (current meeting topics will be saved for the current Board Meeting).

Board Members are welcome to bring topic suggestions to Jill or Rich for discussion.

The workshops will be a good opportunity to collaborate and discuss – it will be publicly posted and advertised as a workshop and the public can attend, but no votes will be held.

The workshops be held on a trial basis for the next few months.

The next Polk County Conservation Advisory Committee meeting will be May 15th at the Fred & Carol Lockard property. The PCC Board & BOS will be notified closer to the date of the meeting.

District 1 Meeting Jan 18, 2024 – The Iowa County Conservation System is divided into districts – Polk County hosted the Jan 18th District 1 Meeting at Sleepy Hollow. Presentations were given on the progress at Sleepy Hollow Sports Park and about DEIA at Athene North Shore Recreation Area at Easter Lake. Slightly over 40 attended and the meeting went really well in spite of the snowy weather.

Sleepy Hollow Sports Park – development is going well and all departments are collaborating to stay on timeline, within budget, and in anticipation of the Memorial Day Grand Opening. The Polk County BOS budget talks have occurred and went well regarding the Sleepy Hollow budget. PCC received authorization to hire a Sleepy Hollow Administrative Specialist starting 4-1-24. Plans are in place to recruit and hire Permanent Part Time, On-Call, and Seasonal positions.

The question was asked if the BOS was just creating a position or creating and then filling it? The Administrative Specialist position was created and also authorized to fill effective 4-1-24.

Sleepy Hollow Sports Park has been set up as an Enterprise account and expected to make a profit. Expenses occurring now will need to be paid back so finances are more flexible with this expectation.

Board Chair & Member Remarks –

Mollenhauer – attended the Polk County Conservation Advisory Committee Meeting for the first time and it was really good – got a lot out of it. Some who attended the meeting are professional volunteers and Pam ran into three that volunteered for the State Ombudsmen.

Lewis - was approached by a well-known volunteer and given a note. According to the note, from January through April 2023 Jester Park benefitted from 42 improvement projects. Brown's Woods benefitted from two projects. Thomas Mitchell benefitted from three projects. PCC should remain cognizant that volunteers and the general public pay attention to which areas receive improvement efforts over time.

AGENDA OUTLINE/MINUTES TEMPLATE

Leopold – PCC is also consistently doing a lot of work in Thomas Mitchell Park, Easter Lake Park, Fort Des Moines Park, and the Four Mile Greenway.

Lewis – regarding the two new playgrounds for Easter Lake – was one supposed to be at Thomas Mitchell and one at Easter Lake?

Leopold – PCC staff are working on finishing the Thomas Mitchell Park playground right now (which was obtained using funding from the previous Bond letting). When PCC had the opportunity to purchase a playground from an existing supplier at a significant discount, it was decided that the discounted playground would be divided into two playgrounds that will be placed in two different locations at Easter Lake.

Lewis – accolades to Julie Perrault and how she manages her volunteer crews! The honeysuckle that was taken out at Fort Des Moines revealed very steep banks! The honeysuckle was 30 ft tall – it was incredible to see the volunteers take it out! Julie does a great job with her volunteer crews!

Altringer – the Strategic Planning Meeting for Board members has been moved from February 16th to March 1st, 2024.

AGENDA OUTLINE/MINUTES TEMPLATE

CLOSED SESSION PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in closed session Wednesday, February 14, 2024 at 7:18 PM.

MOTION:

#24-0226 **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. (pg 152)
SECONDED BY Crane.

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

MEMBERS PRESENT: Lewis, Mollenhauer, Crane, Altringer, Feltner, Leopold, Rankin, Cook, Stoklasa, McFarlane, Fendrick, Sheeley, Clark

MOTION: Moved by Crane, Seconded by Mollenhauer to go back into open session.

VOTE YEA: **(Unanimous)** Lewis, Mollenhauer, Crane, Altringer
Members Absent: Feltner (departed at 8:00 PM)

The Board returned to open session.
There was no action taken during closed session.

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

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

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AND
WITH NO OBJECTIONS, THIS MEETING IS ADJOURNED.**
Meeting adjourned at 8:10 PM.

	Date	March 13, 2024
	Item No. Roll Call No. Submitted by:	CONSENT 24-0309 Adam Fendrick Park Planner

AGENDA HEADING

Approving the dissolution of the Trails and Greenways Committee.

INFORMATION:

The Trails and Greenways Advisory Committee was jointly created in 2005 between Polk County Conservation and the City of Des Moines Parks Department to meet regularly to discuss and make recommendations on trail planning, funding priorities, coordinate maintenance and management issues, and other trail related matters. Over the past few years, it has become more difficult to attract and retain volunteers to participate in these meetings. Per committee by-laws, a quorum was required to act on any business matters. It was rare that quorum could be met at several meetings rendering the committee unproductive. This came as a recommendation from the City of Des Moines to dissolve this committee.

Members of the committee were invited to participate in the Polk County Conservation's Citizens Advisory Committee to remain active on matters associated with our projects.

The dissolution of the Trails and Greenways Advisory Committee requires joint approval from the Polk County Conservation Board and the Des Moines Parks and Recreation Board, which are the two controlling authorities under Article IX of the Trails and Greenways Advisory Committee By-Laws. With the recommendation to dissolve from the Des Moines Parks and Recreational Board, the Des Moines City Council will consider this request at their scheduled April 1, 2024 meeting.

FISCAL IMPACT:

Amount: NA

Funding Source: NA

PREVIOUS BOARD ACTION(S): NA

Date:

Roll Call:

Action:

RECOMMENDATION:

Approving the dissolution of the Trails and Greenways Committee and directing the Board chair to sign attached Resolution.

RESOLUTION

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

WHEREAS, in May, 2005 the Polk County Conservation Board initiated work on the establishment of a new joint Greenways and Linear Parks Committee with Des Moines Parks and Recreation, to regularly meet to discuss and make recommendations on trail planning, funding priorities, coordinated maintenance and management issues, and other related trail matters; and

WHEREAS, as directed, the Polk County Conservation Board and the Des Moines Parks and Recreation Board established the Trails and Greenways Advisory Committee (hereafter "Committee"); and

WHEREAS, Polk County Conservation Board and the Des Moines Parks and Recreation duly agree to dissolve the Committee; and

WHEREAS, on March 13, 2024, the Polk County Conservation Board voted to approve the dissolution of the Committee; and

NOW, THEREFORE, IT BE RESOLVED by the Polk County Conservation Board, Iowa, that the dissolution of the Trails and Greenways Advisory Committee is hereby acknowledged on the 13th day of March in the year 2024.

Approved this _____ day of _____, 2024.

POLK COUNTY CONSERVATION BOARD

Jill Altringer, Board Chair

RECOMMENDED FOR APPROVAL:

Richard Leopold, Director
Polk County Conservation Board

APPROVED AS TO FORM:

KIMBERLY GRAHAM
POLK COUNTY ATTORNEY

By: _____
Assistant County Attorney

	Date	March 13, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-0310 Kenneth Young Fleet Coordinator

AGENDA HEADING:

Approving Vehicle and Equipment Replacement program for FY24/25 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY24/25 budget approval and reallocating any proceeds from sales to support equipment needs.

SYNOPSIS:

The annual appropriation for equipment and vehicle replacement is budgeted at \$320,000. Any used equipment and vehicles sold at auction can be used for additional purchases. After reviewing operational needs, staff is recommending the replacement of the following pieces of equipment:

Item	Estimated Cost	Division
2011 Ford F-250	\$55,000	Parks – Jester Park
2008 Ford Ranger	\$57,000	Natural Resources
2011 Ford F-250	\$55,000	Parks – Yellow Banks
2013 Chevy Terrain	\$55,000	Natural Resources
2013 Chevy Tahoe	\$55,000	Construction
2011 John Deere Gator	\$24,000	Natural Resources
2013 Ferris Mower	\$19,000	Parks – Yellow Banks
	\$320,000	Total Request

In addition to the above equipment items, staff is also requesting to utilize identified fund accounts to purchase:

- 1) Replace Natural Resources 2007 John Deere Tractor through Sourcewell contract for an estimated cost of \$80,000. This particular piece of equipment is essential in forestry and land management. The tractor's power and durability make it suitable for diverse tasks involved in maintaining and preserving natural resources.
- 2) Replace Natural Resources Flex Wing Rotary Cutter Mower through Sourcewell contract for an estimated cost of \$23,000. This mower is designed for cutting and maintaining large areas of vegetation which can contribute to effective land and wildlife habitat management.
- 3) Maintenance vehicles: With additional responsibilities and full-time staff for the maintenance of Two Rivers Park, Lauridsen Skatepark, and ICON water trails, there is a need to add an additional truck and UTV for maintenance and snow removal. Requested equipment purchases are a Bobcat Toolcat with snow V-Blade through the State Contract for an estimated cost of \$78,000 and a 2500 series truck and snowplow through the State Contract for an estimated cost of \$60,000.

FISCAL IMPACT:

<u>Total Amount:</u>	\$561,000	
<u>Funding Source:</u>	\$320,000	Fleet Operating Budget
	\$103,000	Polk County Water & Land Legacy Bond (Tractor and Flex Wing)
	\$138,000	Two Rivers & Skatepark Operating Budgets

PREVIOUS BOARD ACTION(S):

Date: February 8, 2023

Roll Call: 23-0211 **(4 Yea; 1 Vacant)**

Action: Approving Vehicle and Equipment Replacement program for FY23/24 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY23/24 budget approval and reallocating any proceeds from sales to support equipment needs.

Date: January 12, 2022

Roll Call: 20-0119 **(5 Yea)**

Action: Approving Vehicle and Equipment Replacement program for FY22/23 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors F22/23 budget approval and reallocate any proceeds from sales to support equipment needs.

Date: January 13, 2021

Roll Call: 20-0119 **(4 Yea; 1 Vacant)**

Action: Approving Vehicle and Equipment Replacement program for FY21/22 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors F21/22 budget approval and reallocate any proceeds from sales to support equipment needs.

RECOMMENDATION:

Approving Vehicle and Equipment Replacement program for FY24/25 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY24/25 budget approval and reallocating any proceeds from sales to support equipment needs.

	Date	March 13, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-0311 Adam Fendrick Park Planner

AGENDA HEADING

Award of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Fourmile Mountain Bike Park project to Steele and Associates, Inc. in a contract amount of \$558,719.50 plus a 15% contingency.

INFORMATION:

Bid Package 1 for the construction of the trails was advertised for bid for five weeks on the professional trail builder's website that receives national publication. The engineer's estimate was \$500,000 with Bid Opening held on February 22 at 3pm. Only (1) one bid was received and read aloud. That bid was from Steele and Associates Inc. at \$558,719.50.

It was the aggressive completion date that deterred contractors from submitting a bid as most contractors are booked out for the 2024 season. If awarded, the approved contractor can begin work on this project as early as mid-April and be completed by mid-summer. This schedule fits the timelines to meet our grant requirements and fits the timelines staff promoted.

Steele and Associates operates a subsidiary company called Tailored Trails LLC out of Alpharetta, GA in which Aaron Steele is President. Aaron is on the Board of Directors of the Professional Trail Builders Association where he has become a distinguished name in the trail building community, speaking at several conferences. Tailored Trails mission statement “...is to enhance and preserve natural resources through the quality design and construction of sustainable trails”. Through this shared vision of sustainable trails, staff believes Steele and Associates, Inc. is the right contractor for this project.

Staff requests a 15% contingency from our standard 10% because there are a few situations we are already aware of that will need to utilize the contingency fund. This additional 5% will not extend the overall project budget. This money will be made up in Bid Package 2.

- 1) Alternate routes were bid at a unit cost, so we can build additional trail in the field as budget allows.
- 2) The creek crossing was to be built in Bid Package 2. However, with the SRT Grant and Iowa DOT that timeline got pushed back, but we need that bridge constructed now to complete the trail work.
- 3) The soil stockpile area was designed to only have 2,500 CY available for use. Now, 9,500 CY will be available and used for trails. Additional work is anticipated in this area to utilize this soil stockpile.

FISCAL IMPACT:

<u>Amount:</u>	\$558,719.50	Contract Amount
	\$ 83,807.93	15% Contingency
	\$642,527.43	Total Not to Exceed
 <u>Funding Source:</u>	 \$ 200,000.00	 LAWCON Grant
	\$ 6,500.00	IMBA Gant & CITA donations
	\$ 436,027.43	Polk County Water & Land Legacy Bond

PREVIOUS BOARD ACTION(S):

Date: December 14, 2022

Roll Call: 22-1217 (**Yea - 4, Absent – 1**)

Action: Approving Professional Service Agreement with Snyder and Associates for Design/Engineering Services for the Mountain Bike Park in the contract amount of \$106,500.

Date: December 14, 2021

Roll Call: 21-1214 (**Yea - 4, Absent – 1**)

Action: Approving the proposal from IMBA (International Mountain Biking Association) Trail Solutions in the contract amount of \$44,930.00 for Planning/Design Services for the Copper Creek Mountain Bike Park.

RECOMMENDATION:

Approve Award of Contract for the plans, specifications, form of contract documents, engineer's estimate, and designating the lowest responsible bidder for the construction of the Fourmile Mountain Bike Park project to Steele and Associates, Inc. in a contract amount of \$558,719.50 plus a 15% contingency and designating the Chair of their designee to sign said agreement.

Order Confirmation

Not an Invoice

Account Number:	1250081
Customer Name:	Polk County Conservation
Customer Address:	Polk County Conservation 12130 NW 128th St. Katie Stoklasa Granger IA 50109
Contact Name:	TION POLK COUNTY CONSERVA
Contact Phone:	
Contact Email:	
PO Number:	

Date:	02/26/2024
Order Number:	9895294
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	27.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
DES Des Moines Register	1	03/01/2024 - 03/01/2024	Public Notices
DES desmoinesregister.com	1	03/01/2024 - 03/01/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$26.20
Service Fee 3.99%	\$1.05
Cash/Check/ACH Discount	-\$1.05
Payment Amount by Cash/Check/ACH	\$26.20
Payment Amount by Credit Card	\$27.25

Order Confirmation Amount	\$26.20
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NOTICE OF PUBLIC HEARING

Notice is hereby given that the Polk County Conservation Board will meet at 5:30 PM, central time on March 13, 2024, at the Polk County Administrative Building, Room 110, Des Moines, Iowa 50309, at which time the said Board will hold a public hearing on the proposed plans, specifications, form of contract and estimated cost for the construction of the Fourmile Mountain Bike Park located at 1601 Williams St. Des Moines, Iowa 50309. At the said public hearing, any interested persons may appear and state or file any objections to the proposed plans, specifications, form of contract and estimated project costs for the above-mentioned project. Thereafter, the Polk County Conservation Board will enter its decision on the plans, specifications, form of contract and estimated cost by resolution.

Polk County Conservation Board
Jill Altringer, Chair

Polk County – Fourmile MTB Park ITB 2024-002

Item No:	Description	Qty	Units	Unit Price	Total
1	Trail Segment 101 Traditional Adaptive	1,724	Lf	\$15.00	\$25,860.00
2	Features (2-3 per 100 LF)	1	Ls	\$11,637.00	\$11,637.00
3	Trail Segment 101A Tech/Gravity	745	Lf	\$20.00	\$14,900.00
4	Technical Rock Features	150	Sf	\$75.00	\$11,250.00
5	Over/Under Bridge Structure	1	Ls	\$23,750.00	\$23,750.00
6	Earth Berm Turns	4	Ea	\$1,600.00	\$6,400.00
7	Jumps (Dirt)	3	Ea	\$650.00	\$1,950.00
8	Rock Corral	1	Ea	\$5,000.00	\$5,000.00
9	Trail Segment 101B – Tech/Gravity	827	Lf	\$20.00	\$16,540.00
10	Rock Features @ Starting Hub	1	Ls	\$5,000.00	\$5,000.00
11	Rock Features	175	Sf	\$90.00	\$15,750.00
12	Jumps (Dirt)	4	Ea	\$650.00	\$2,600.00
13	Berm (Wood Structure)	1	Ls	\$25,000.00	\$25,000.00
14	Rock Jumps/Senders	4	Ea	\$6,000.00	\$24,000.00
15	Rock Corral	1	Ea	\$5,000.00	\$5,000.00
16	Trail Segment 102 – Trad/Adaptive	832	Lf	\$15.00	\$12,480.00
17	Trail Segment 103 – Trad/Adaptive	1,820	Lf	\$15.00	\$27,300.00
18	Trail Segment 104 – Trad/Adaptive	4,265	Lf	\$15.00	\$63,975.00
19	Rock Armor @ Drainage	100	Sf	\$90.00	\$9,000.00
20	Features (2-3 per 100 LF)	1	Ls	\$25,590.00	\$25,590.00
21	Trail Segment 105 – Traditional	3,810	Lf	\$12.00	\$45,720.00
22	Rock Armor	45	Sf	\$100.00	\$4,500.00
23	Features (2-3 per 100 LF)	1	Ls	\$22,860.00	\$22,860.00
24	Trail Segment 201 – Traditional	912	Lf	\$12.00	\$10,944.00
25	Trail Segment 202 – Traditional	717	Lf	\$12.00	\$8,604.00
26	Features (5-8 per 100 LF)	1	Ls	\$11,472.00	\$11,472.00
27	Alternate Routes	1	Lf	\$25.00	\$25.00
28	Trail Segment 203 – Traditional	850	Lf	\$12.00	\$10,200.00
29	Features (5-8 per 100 LF)	1	Ls	\$13,600.00	\$13,600.00
30	Alternate Routes	1	Lf	\$25.00	\$25.00
31	Rock Corral	1	Ea	\$5,000.00	\$5,000.00
32	Trail Segment 204 – Gravity Adaptive	1,158	Lf	\$20.00	\$23,160.00
33	Features (3-5 per 100 LF)	1	Ls	\$13,027.50	\$13,027.50
34	Trail Entrance (Posts)	6	Ea	\$225.00	\$1,350.00
35	Site Grading for Gravity Zone	1	Ls	\$10,250.00	\$10,250.00
36	Erosion Control Measures	1	Ls	\$10,000.00	\$10,000.00
37	Mobilization	1	Ls	\$35,000.00	\$35,000.00
	Total Bid Price				\$558,719.50



Proposal Documents
Prepared for: Polk County, IA
ITB 2024-002
Four Mile Mountain Bike Park

7561 Industrial Ct.
Alpharetta, GA 30004
Office: (678) 614-8300
President: Aaron Steele
Aaronsteele@TailoredTrails.net
www.TailoredTrails.net





Introduction And History

- Steele & Associates Inc. (SAI) (DBA Tailored Trails) is a fourth generation, family owned company that has been active in the construction industry for 70 years. We have been building natural surface trails , greenways, boardwalks, etc in the Southeast professionally for over a decade
- Starting out as a utility contractor in 1951, SAI owns and operates a wide array of construction equipment; some that is specific for trail construction projects. The equipment combined with our knowledge and passion for building sustainable trail systems, that has enabled us to develop and utilize equipment and construction practices that are effective in the most environmentally sensitive of areas, as well as built trails that provide the safest and most desirable routes for the users.
- In 1996, project manager Aaron Steele was looking for an Eagle scout project, and having had years of experience with hiking, backpacking and mountain biking he was interested in possibly building a nature trail. The search led to Mimosa elementary school in Roswell GA, which had a small area of unused forested area behind the school, with very little outdoor recreation options for the children. The end result was the construction of a 1000' nature trail and outdoor classroom including a large gazebo. The trail was well received by the school and the students, and that experience fueled the desire to incorporate trails into both his professional life later on.
- In the following years, we built several miles of trails that were parts of larger projects for various state and federal agencies. It wasn't until 2007 that we were able to build a project comprised of several miles at one time.



- In 2007, we were awarded the first of two consecutive multi-year trail construction demand services contracts by Gwinnett county. Over the course of the next eight years, we have built many miles of mountain bike single track, equestrian, and pedestrian hiking trail. The range of our services included everything from complete trail design and layout to turnkey construction of multi-loop trail systems, and both contracts included a significant amount of trail repair and reconstruction work. We were tasked with individual work orders ranging from simple drainage repairs, to re-routes of large section of trail that was either poorly designed or badly damaged.
- In 2016 we were accepted as a member of the prestigious Professional Trail Builders Association. This alliance allows us to connect regularly with our industry peers to increase our knowledge and experience, as well as teach others.
- In 2017, Tailored Trails (DBA) was established as a more marketable entity, and a way to clarify what our focus was to prospective clients. Our website, www.tailoredtrails.net was created.
- In 2018, Aaron Steele was named to the national board of directors for the Professional Trail Builders Association.
- Over the the last 17 years, we have built hundreds of miles of mountain bike, hiking and equestrian trails. We've built boardwalks, bridges, puncheon and turnpikes. Everything from singletrack to greenway trails. We have the experience and skills to design, build and maintain any manner of trail system desired.

Firm Understanding, General Approach

- We use small footprint equipment such as a Kubota U17 or a Cat 302 mini excavators that allow us to build trails as small as 36" wide.
- When the terrain allows, we have a Sweco 480 48" trail dozer that makes quick work of bench cutting slopes.
- Trails will be built to the specifications provided by the owners, or by industry best practices.
- All natural debris will be spread on site so that the area looks natural when complete.
- Rolling grade dips are installed in regular intervals to make sure that water efficiently drains from the trail.
- Stone is kept and maintained as often as possible and imported in the event that we need to armor large areas from running water.
- Preserving trees and tree roots is always a priority. We always attempt to route trails during the design phase that has the least amount of impact to the surrounding environment.
- Once the trail tread is complete, the soil is compacted to provide as much stability and long-term viability as possible.
- Trails will be finished and compacted each day to minimize the risk of erosion, and eliminate the need and expense of erosion control.



Firm Key Personnel Experience

- Aaron Steele has been a project manager with Steele & Associates Inc. for over fourteen years. Starting in 2008, Steele undertook its largest trail job to date with Harbins park in Dacula Georgia. Ever since, Steele has built and repaired dozens of miles of equestrian, hiking and mountain bike trails. He has attended training courses provided by the Professional Trail Builders Association as well as studied construction means and methods from IMBA and other colleagues in the trail construction field. He has completed the OSHA 30 hr. certification, and competent person trenching and grading certification. He is a Level 1A certified from the Georgia soil and water conservation commission. Aaron was named to the PTBA national board of directors in 2018. Steele is a licensed general and utility contractor in almost all of the southern states from Virginia to Texas.
- Walt Bready has been working with and teaching others how to build trails for well over 35 years and was responsible for the original design and layout of this project. Walt has been working with Steele for 3 years as an operator and trailbuilder. He will bring specific site knowledge and experience to the project.
- Bobby Russell has been with Steele for nearly thirty years and is our primary trail construction superintendent. Bobby has been managing our trail work for the last 12 years, and many of the projects on the above list are a result of his work. He has considerable experience with both natural surface trail design and construction, and concrete trails of all sizes. Bobby has completed his OSHA 30-hour certification, GUCA confined space trained, and is a licensed construction superintendent. He is also level 1A certified from the Georgia soil and water conservation commission. As the superintendent, Bobby is responsible for the day to day operations in the field and will be on site 100% of the time.
- Ethan Quell is a former professional BMX racer and Team USA cycling member. He raced professionally nearly full time until 2013. In 2008, he became the Jr. expert downhill national champion. Since 2013, he has been a full time professional trail builder and designer. He specializes in high end mountain bike downhill and flow trails. He has worked on trails all over North America, and has been trained by the IMBA advanced trail building school during his time working for IMBA ProTrails.

Project Management:

Weekly progress meetings on site with the superintendent at a fixed day and time weather permitting are preferred to keep everyone informed of the progress, as well as identify any issues and solve any problems that might arise.

Schedule:

TBD by the owners based on the date of award. This can be scheduled once the bid results are conclusive.



Qualifications & Abilities

- Steele & Associates is a licensed general contractor in the state of Georgia, Tennessee, Mississippi and Florida.
- We are members of the PTBA (Professional Trailbuilders Association).
- The firm's president, Aaron Steele has been on the executive board of directors for the PTBA since 2018.
- The equipment list shows that we are dedicated to building sustainable trails with a light touch. Everything is small, and dedicated to a more surgical approach in order to work with nature whenever possible.
- In addition to our construction crews, we offer professional trail design and mapping services for both small and large projects.
- We also offer consulting services for trails, bridges and boardwalks.
- We offer timber, fiberglass and aluminum options for bridges and boardwalks, as well as maintenance services as an annual subscription.

Experience On Similar Projects

- As a full time professional trail builder since 2007, we have built and repaired hundreds of miles of trails (hiking, mountain bike, OHV, equestrian, Etc) and have built hundreds of bridges, boardwalks and puncheons in that time.
- In addition to our many one off projects, we have annual contracts with several cities and counties in the metro Atlanta area. This includes Alpharetta, Gwinnett, Forsyth, Sandy Springs, and more.
- Our trail superintendents all have a minimum of 16 years of experience with sustainable trail construction with small equipment.
- While we are a general contractor, our primary business is trails, and trail related structures like bridges and boardwalks. We are not a landscaper that moonlights as a trail builder, this is what we do 52 weeks a year. We are also a licensed utility contractor in the state of Georgia.
- We have 3-4 crews working around the state and Southeast at any given time depending on our workload. We have at least 2 crews that are dedicated to work specifically in the metro Atlanta area and in North Georgia full time.
- For the bridges and boardwalks, we have 3 full time carpenters that specialize in timber bridge and boardwalk construction.
- We've provided a list of our recently completed projects in addition to references, and some miscellaneous project sheets that give some ideas of various projects that we have completed in the last couple of years.

Reference & Current Projects

References Contact Information:

- Steve Sciacco: Sandy Springs GA Asst. Parks & Rec Director (770) 238-8062
- Bette Conaway: Gwinnett County Parks Project Manager (770) 843-8261
- Matthew Pate: Johns Creek GA Trail Director (404) 784-6073
- Kurt Kirby: Alpharetta GA Asst Director of Parks & Rec (770) 871-9195
- Rebecca Mincey: Lumpkin County Development Auth (706) 482-2648
- Kim Goldener: City of Jasper GA Asst City Manager (706) 301-8452
- Rip Robertson: City of Tucker GA Parks Director (470) 481-0205
- Brooke Wright: Family Farm LLC P.M. – Rome GA (678) 551-5690
- Paul Fowler: Warner Parks PM – Nashville TN (615) 480-0550
- Aaron Wiener: City of Atlanta Parks PLA – (404) 710-6597

Current Workload:

- We are currently working on the rehab of 4 miles of trail for Forsyth county at Sawnee Mountain preserve, as well as the installation of 2 miles of mountain bike trails in Jasper GA. We will soon be repairing 5 miles of trail in Mobile Alabama, and repairing a ¼ mile stretch of boardwalk in Cumming, Ga.



Recently Completed Project List

- Warner Park hiking trail rehab; Nashville TN - 18 miles of natural surface trail repaired, rerouted, and armored as needed. Completed 2023
- Yahoola Reservoir Share Use Trail; Lumpkin County GA – 2.5 miles of natural surface trail providing access through the upper elevations of the property around the lake. Completed 2023
- Settle's Bridge Park trail rehab; Sugar Hill GA - 5 miles of trail repair including grading and installation of crushed slate. Completed 2023
- Ronald Reagan Park Trail Bridge; Lawrenceville GA – Demolition and replacement of a 40' timber bridge. Completed 2023
- Shy's Hill Battlefield; Nashville TN – Design and installation of a ½ mile trail including granite surfacing material and timber access stairs. Completed 2023
- Cherokee 75 Industrial Park; Acworth GA – Installation of 1 mile of concrete trail with a 35' timber bridge. Completed 2023
- Connally Nature Preserve; East Point GA – Construction of 2 miles of natural surface trail with 4 timber bridges. Completed 2022
- Burnt Hickory Park; Cartersville GA – Construction of 3 miles of natural surface trail, a 250' timber boardwalk, and 4 timber bridges. Completed 2022
- Many Streams Ranch; Rome GA – Design of 25 miles of hiking, biking and ATV trails. Construction of phase 1 included 12 miles of trails of varying degrees of difficulty with all necessary amenities such as bridges, boardwalks, drainage. Phase 1 completed in 2022.

Equipment and Tools

We use a combination of small and large equipment as needed to meet the projects goals. The list on the next page details some of the options we have as well as the pictures shown on both pages. Our goals are always to use the equipment for the least amount of disturbance, but create sustainable trails with positive drainage that requires minimal maintenance over time.



Trail Equipment List

- Kubota KX91 Mini Excavator – 60” Wide
- Kubota U17 Mini Excavator – 36”-48” Wide Variable
- Caterpillar 302 Mini Excavator – 42”-54” Wide Variable
- Sweco 480 Trail Dozer – 48” Wide Steel Tracks
- Kobelco ED160-5 Midi Excavator/Dozer Steel Tracks
- Terex Articulated Dumps (3) 60”, 72” and 84” Wide Rubber Tires
- Polaris Ranger 6x6 UTV’s (2) 54” Wide Rubber Tires
- Kawasaki Mule SX UTV 48” Wide Rubber Tires
- Kawasaki Mule 4010Trans 54” Wide Rubber Tires
- Toro Dingos (2) Mini Skid Steers Diesel w/ Various Attachments.
- Takeuchi TB180FR Mini Excavator w/ Pile Driving Attachment
- Komatsu CD60R Tracked Dump Vehicle 5 ton Capacity
- Caterpillar 257B Track Loader
- Bobcat T770 Track Loader
- Caterpillar 420D Backhoe Loader



Project Information Sheets

The following pages contain information on various projects that have been completed in the recent past. Reference information related to many of these projects is located in the earlier page. Additional projects are available upon request.



Blue Heron Nature Preserve; Buckhead GA

Blue Heron nature preserve is a 50 acre property nestled in North Atlanta in a fully developed area. We assisted the preserve by rehabilitating and building over three miles of both old and new trails, adding half a mile of timber puncheon, four timber boardwalks, multiple timber bridges and a pair of fiberglass free span bridges over a flood prone creek. This was a full top to bottom rehab project leaving no surface or structure untouched. This is now a popular destination for the local residents as well as many of the local schools for educational programs.



Greenwood School Jacksonville FL Hiking trail & Boardwalks

Greenwood school is a special needs school located in Jacksonville Florida. The school owned 20+ acres that were bisected by a creek and inaccessible. We built a ½ mile aggregate walking trail, 1/3 mile of timber boardwalks, multiple bridges and outdoor classroom platforms for the students.



Lanierland Cross Country Shared Use Trails

Forsyth County, GA

Lanierland is a new park at the North end of Forsyth county. The property was previously used as a concert venue near the outlet malls on GA 400. The trail is two stacked loops of 5' wide natural surface trail with a total length of 2.1 miles. The property is a mix of heavily wooded slopes, and thick grass flat fields, which leaves users with a variety of terrain to experience.



Doe Mountain Recreation Area Fire Tower Mountain Hike and Bike Trail Johnson County, TN

In the fall of 2020, we completed the first phase of the trail rehab at the Doe Mtn recreation area. The fire mountain trail is a 1.25 mile continuous downhill/flow trail, dropping over 1,600 feet of elevation from start to finish. The trail is a mix of downhill and flow trail full of technical rock features.



Harbins Park Gwinnett County, GA Hiking, Equestrian and Mountain Bike Trails

Located in North Gwinnett county, Harbins park is a 1,600 acre passive use park. We built a 5 mile hiking loop, 9 miles of equestrian trails and 13 miles of mountain bike singletrack trail. There is also multiple parking lots, access roads and even a large downhill MB flow trail. The project also included several bridges, boardwalks on the hiking trails as well as rock armoring on the mountain bike trails.



South Rockdale Community Park Mountain Bike Trails Rockdale County, GA

- South Rockdale park project included the construction of approximately 6 miles of single track mountain bike trails in Rockdale County near the Arabia Mtn. state park. There are five distinct loops that range in skill level from beginner, intermediate, and high advanced. There are also two downhill flow trails nestled in the advanced trail lines.



Lou Berliner Sports Park Beg. & Imdt. Shared Use Trail Loops w/ Bike Skills Park Columbus Ohio

The Berliner trails include two 1.5 mile trail loops; One beginner and one intermediate with technical features. In between the two loops is a feature rich skills area with jumps and a ride wall from Progressive Bike Ramps.



Yahoola Reservoir Shared Use Trail – Lumpkin County GA

Yahoola Reservoir in Lumpkin County is just outside of the city of Dahlonega, and provides the area with a critical store of drinking water. The area around the lake has been preserved and is used for hiking, biking and fishing. The new 2.5 mile trail line was constructed in the summer of 2023 and provides a new and sustainable route for guests that was previously not accessible.





Date

March 13, 2024

Item No.

ACTION

Roll Call No.

24-0312

Submitted by:

Kami Rankin

Deputy Director

AGENDA HEADING

Approving 2024-2026 bond funds for park improvements at Easter Lake Park in an amount of \$1,000,000.00.

INFORMATION:

The 2024-2026 bond letting identifies \$1,000,000.00 for future improvements to the south side of Easter Lake Park. Most of these improvements are routine maintenance items that will be completed in-house by staff from the Parks and Construction Maintenance divisions. Staff is requesting Board approval for the full \$1 million dollar budget, so purchasing can begin for the shelters and restrooms which will take approximately 3-4 months to arrive. Installation will begin as early as June of 2024. All projects will be completed by May of 2026. Below is a chart of all the items staff would like to accomplish with this budget. Cost estimates are listed next to each item.

No.	Item Description:	Estimate:
	RESTROOMS	
1	Remove restroom near covered bridge and relocate near playground/Shelter 1	\$50,000.00
2	Remove restroom between shelters 1 & 2 and relocate to west side of Shelter 2 parking lot	\$50,000.00
	SHELTERS	
4	Replace Shelter 1	\$150,000.00
5	Replace Shelter 2	\$150,000.00
6	Replace Shelter 3	\$150,000.00
	PLAYGROUNDS	
9	Both playgrounds have been replaced	\$122,000.00
	PARK ENTRANCE SHOP AREA	
13	Upgrade fuel tanks	\$25,000.00
14	Update Wayfinding Signage & Kiosk	\$10,000.00
15	Screen shop area	\$4,500.00
17	Exterior Entrance lighting	\$10,000.00
18	Swings/purgola behind kiosk	\$5,000.00
19	Entrance Trail	\$40,000.00
	COVERED BRIDGE AREA	
20	Install Speed Hump on the S curve	\$500.00
21	Covered bridge needs new coat of fire coating	\$10,000.00
	MISC.	
22	Repair bridge near shop	\$50,000.00
23	HMA Overlay from Shop to Shelter 2, shouldering drainage	\$70,000.00
24	Relocate the uncovered fishing pier to south side of lake & cover	
25	Diagnose the dam gate valve	\$5,000.00
26	Fish barrier on EL Spillway	\$5,000.00
	Sub-Total:	\$907,000.00
	10% Contingency:	\$90,700.00
	Total:	\$997,700.00

**Note: this may not be an exhaustive list of potential projects.*

FISCAL IMPACT:

Amount:

\$1,000,000 (plus a 15% contingency)

Funding Source:

Polk County Water & Land Legacy Bond

PREVIOUS BOARD ACTION(S): NA

Date:

Roll Call:

Action:

RECOMMENDATION:

Approving 2024-2026 bond funds for park improvements at Easter Lake Park in an amount of \$1,000,000.00.



12136 NW 128TH STREET
GRANGER, IOWA 50109
PHONE: 515.323.5300
www.leadingyouroutdoors.org

KEY

DRAWN BY: J.F.
DRAWN DATE:

PRELIMINARY
NOT FOR
CONSTRUCTION

EASTER LAKE IMPROVEMENTS

PARK ADDRESS



REV. DATE

SHEET X OF X
SHEET TITLE

L1.01

	Date	March 13, 2024
	Item No. Roll Call No. Submitted by:	ACTION 24-0313 Adam Fendrick Park Planner

AGENDA HEADING

Approving the purchasing the property located at 1915 E 38th Ct. from ACC 408, LLC in an amount of \$5,000.00

INFORMATION:

This property was purchased by ACC 408, LLC on a tax sale in 2021 and was fully transferred into the ownership to ACC on February 14, 2024. ACC now legally and fully holds the Deed to the property and wishes to sell it to PCCB via Quite Claim Deed. The property is approx. .43 ac with no structures on the property. PCCB owns property on all three-sides of this property and will make this entire area easier to manage if all the land is owned by PCCB.

FISCAL IMPACT:

Amount: \$5,000

Funding Source: Polk County Water & Land Legacy Bond

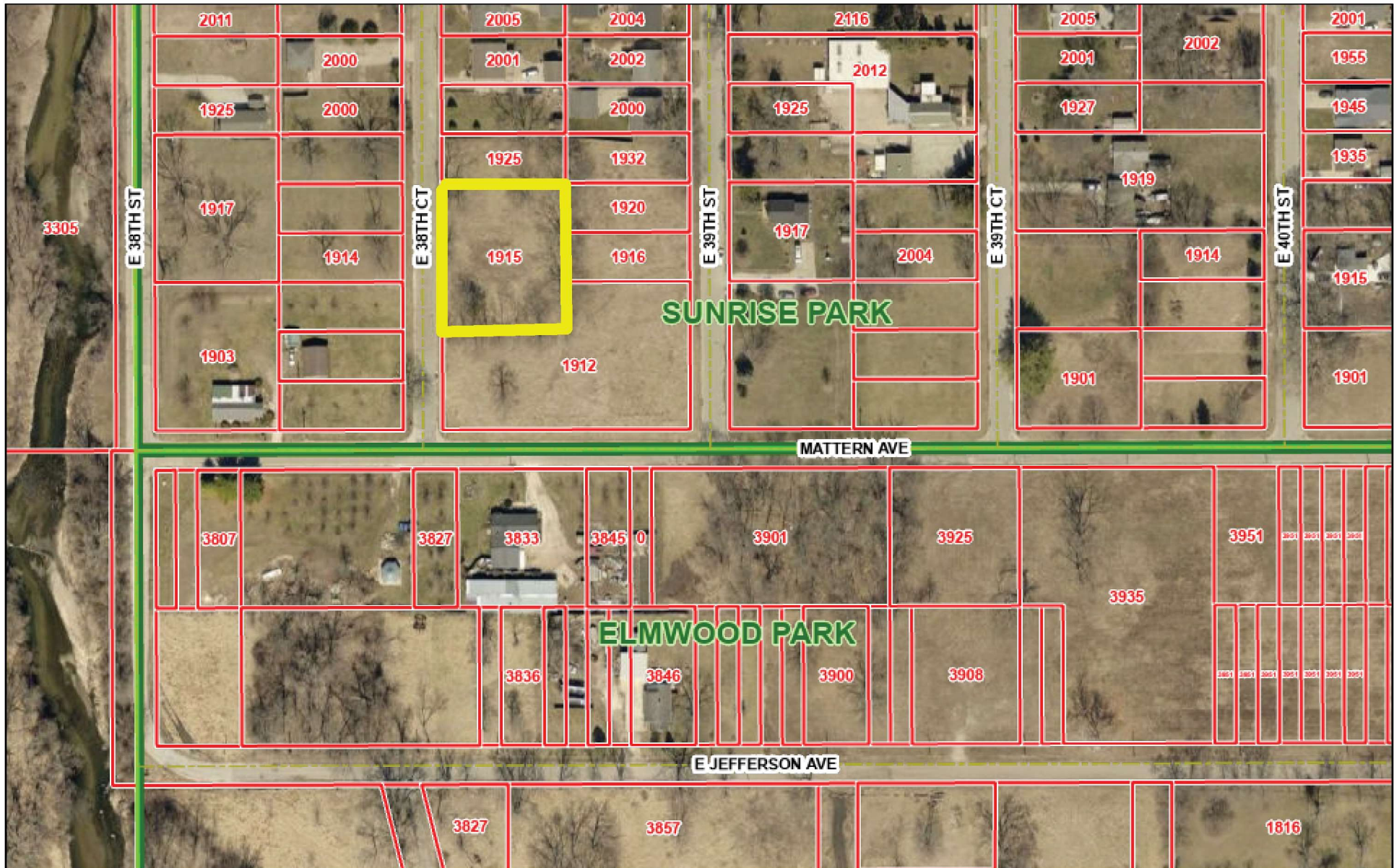
PREVIOUS BOARD ACTION(S):

Date: Presented in Closed session on February 14, 2024.

RECOMMENDATION:

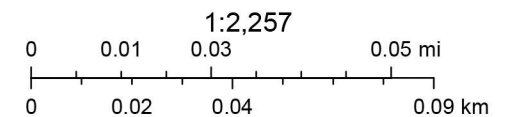
Purchasing the property located at 1915 E 38th Ct. from ACC 408, LLC in an amount of \$5,000.00 and authorizing the Director to sign said agreement.

ArcGIS Web Map



3/12/2024, 8:52:25 AM

 Tax Parcels  Subdivision  Streets



Auditor's Office, Polk County, Iowa

	Date	March 13, 2024
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 24-0314

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:

RollCall:

Action:

RECOMMEDATION:

Direct staff to proceed on these land acquisition opportunities based on information presented and pursuant to Board discussion.