

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**

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- #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)

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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:

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- #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

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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.

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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.

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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.