



BOARD MEETING

January 13, 2021

5:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/4432756020>

Meeting ID: **443 275 6020**

-OR-

One tap mobile

+13126266799, 4432756020# US (Chicago)

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Employee Introductions**
 - **Shae Rossetti – FT Community Outreach Coordinator**
- 4) **Financial Reports**
- 5) **Action on the Minutes of the Previous Meeting(s)**
- 6) **FY21/22 Budget Presentation**
- 7) **Bond Funding Update**

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** multiple maintenance/operation agreements for operations of the Lauridsen Skatepark - \$85,340.00 estimate.
- 10) **Approving** Professional Service Agreement for preliminary design/engineering for a trail connection between Polk City and the High Trestle Trail with Snyder & Associates in an amount of \$35,500.00, if Polk City agrees to reimburse Polk County Conservation 50% of contract costs (\$17,500.00).
- 11) **Approving** funding commitment for the replacement of the Trestle-to-Trestle bridge over Beaver Creek from partner cost-share contributions and a minimum 20-year maintenance period.
- 12) **Approving** contract award to JEO Consulting Group for design/engineering services for the Chichaqua Drainage Study within the Chichaqua Bottoms Greenbelt in the amount of \$50,000.
- 13) **Ratifying** Board's electronic vote approving renovation work at the Easter Lake Park Ranger residence for a total cost not to exceed \$70,000, waiving of the Board's procurement approval and authorizing staff to complete the repairs.
- 14) **Approving** revisions of the Polk County Conservation Board Administrative Manual to address pay differential for Conservation Laborers with Certified Pesticide Applicators Licenses.
- 15) **Authorizing** the Director or his designee the authority to approve a construction contract upon receiving of quotes within the approved budget, not to exceed \$44,000.00 for the Skunk River bridge guardrail repair along the Chichaqua Valley Trail.

- 16) **Approving** payment to Lyle Sumek & Associates LLC in an amount not to exceed \$20,000.00 for strategic planning services.
- 17) **Approving** recommendation to the Polk County Board of Supervisors to grant a temporary easement to the Iowa Department of Transportation (DOT) as part of the improvements to State Highway 28 bridge over the Raccoon River on land known as Brown's Woods.
- 17A) **Approving** agreements to finish the mezzanine office area at the Natural Resources facility at Chichaqua Bottoms Greenbelt to aid in separating staff due to COVID. - \$45,519.31

ACTION ITEMS

- 18) **Approving** revisions of the Polk County Conservation Board Bylaws and place on the February Board meeting for adoption, action requires two affirmative votes.
- 19) **Approving** Vehicle and Equipment Replacement program for FY21/22 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY21/22 budget approval and reallocate any proceeds from sales to support equipment needs.
- 20) **Approving** additional funds for the Trails End Mitigation Bank Phase I - Stream Restoration project in an amount of \$750,000 for a project total not to exceed \$1,686,387.00.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks

CLOSED SESSION

21) Land Acquisition

ADJOURNMENT

Upcoming Events

- February PCC Board Meeting – Wed, 2-10-21, 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

2020- 2021 Revenue Budget
- as of 12/31/20 (50.0% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 5,000	\$ 49,382	\$ (44,382)	987.6%
6006	Environmental Ed	\$ 80,000	\$ 19,884	\$ 60,116	24.9%
6009	Natural Resources	\$ 54,000	\$ 94,782	\$ (40,782)	175.5%
6101	Administration	\$ 20,600	\$ 3,436	\$ 17,164	16.7%
6103	Community Outreach	\$ -		\$ -	0.0%
6104	Conservation Grants	\$ 1,000,000	\$ 49,790	\$ 950,210	0.0%
6110	Parks Advocacy Unit	\$ 542,500	\$ 369,841	\$ 172,659	68.2%
6118	Fleet Services	\$ -	\$ 3,271	\$ (3,271)	
6119	Construction/Maint.	\$ -	\$ 1,500	\$ (1,500)	0.0%
6124	Equestrian Center	\$ 215,000	\$ 87,734	\$ 127,266	40.8%
Sub-Total - General Fund 1		\$ 1,917,100	\$ 679,621	\$ 1,237,479	35.5%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 100,000	\$ 21,510	\$ 78,490	0.0%
6126	Mitigation Banking	\$ -	\$ -	\$ -	0.0%
6127	Miscellaneous	\$ 11,000	\$ 10,670	\$ 330	97.0%
6128	Cabins	\$ 100,500	\$ 89,013	\$ 11,488	88.6%
Sub-Total - General Fund 6		\$ 211,500	\$ 121,192	\$ 90,308	57.3%
REAP - Fund 26					
0211	Resource Enhancement	\$ 101,000	\$ 109,464	\$ (8,464)	108.4%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 367,000	\$ 456,816	\$ (89,816)	124.5%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 304,000	\$ 156,613	\$ 147,387	51.5%
Sub-Total - Enterprises Fund 286		\$ 304,000	\$ 156,613	\$ 147,387	51.5%
Grand Total - Conservation		\$ 2,900,600	\$ 1,523,706	\$ 1,376,894	52.5%

2020 - 2021 Expense Budget
- as of 12/31/20 (50.0% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 280,000	\$ 381,243	\$ (101,243)	136.2%
6006	Environmental Ed	\$ 687,549	\$ 339,053	\$ 348,496	49.3%
6009	Natural Resources	\$ 1,055,119	\$ 625,898	\$ 429,222	59.3%
6101	Administration	\$ 1,107,678	\$ 568,224	\$ 539,454	51.3%
6103	Community Outreach	\$ 185,354	\$ 80,364	\$ 104,990	43.4%
6104	Conservation Grants-2018 Flood	\$ 800,000	\$ 173,966	\$ 626,034	0.0%
6110	Parks Advocacy Unit	\$ 1,240,797	\$ 677,615	\$ 563,182	54.6%
6118	Fleet Services	\$ 524,983	\$ 262,551	\$ 262,432	50.0%
6119	Construction/Maint.	\$ 683,757	\$ 398,292	\$ 285,465	58.3%
6124	Equestrian Center	\$ 627,493	\$ 339,612	\$ 287,881	54.1%
Sub-Total - General Fund 1		\$ 7,192,730	\$ 3,846,819	\$ 3,345,911	53.5%
6125	JP Lodge	\$75,000	\$101,551	(\$26,551)	135.4%
6126	Mitigation Banking	\$0	\$0	\$0	0.0%
6127	Miscellaneous	\$25,000	\$12,484	\$12,516	49.9%
6128	JP Cabins	\$60,371	\$37,896	\$22,475	62.8%
Sub-Total - General Fund 6		\$160,371	\$151,931	\$8,440	94.7%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,521,671	\$ 715,350	\$ 806,321	47.0%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 94,300	\$ 52,315	\$ 41,985	55.5%
REAP - Fund 26					
0211	Resource Enhancement	\$ 107,069	\$ 2,084	\$ 104,986	1.9%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,524,641	\$ 2,136,763	\$ 387,878	84.6%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$325,000	\$104,970	\$220,030	32.3%
Sub-Total - Enterprises Fund 286		\$ 325,000	\$ 104,970	\$ 220,030	32.3%
Grand Total - Conservation		\$ 11,925,782	\$ 7,010,231	\$ 4,915,551	58.8%

PCWLL EXPENDITURES AS OF :

December 31, 2020

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN)	\$ 49,851	\$ 99,643	\$ -	\$ 865,150	\$ 94,142	\$ 175	\$ (809,974)	\$ 149,494	\$ (0)	DONE
C06-6134	CBG SHAW ACQUISITION	\$ 432,776	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ 0	DONE
C08-6142	JESTER PARK CABINS	\$ 687,625	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 0	DONE
C11-6205	CVT CONN-BONDURANT TO NE 29TH	\$ 1,265,051	\$ 30,683	\$ -	\$ 1,954,413	\$ 131,607	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)	DONE
C12-6213	CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0	DONE
C12-6214	CBG OBSERVATION DECK	\$ 89,040	\$ -	\$ -	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (0)	DONE
C12-6218	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 406,291	\$ 13,762	\$ -	\$ 420,053	\$ -	\$ -	\$ -	\$ 420,053	\$ (0)	DONE
C12-6219	EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 7,253	\$ 3,418	\$ -	\$ -	\$ 10,671	\$ 0	DONE
C12-6220	4-MILE CREEK WATERSHED	\$ 20,309	\$ -	\$ 1,077,061	\$ -	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ 0	DONE
C12-6221	JP NATURE CENTER	\$ 363,349	\$ 3,636,651	\$ 1,000,000	\$ 8,077,560	\$ 2,073,148	\$ 506,700	\$ (4,124,623)	\$ 6,532,784	\$ (1,032,784)	\$ 143,642
C12-6222	CBG MASTER PLAN	\$ 87,000	\$ 484,185	\$ 303,709	\$ 201,148	\$ 369,249	\$ 1,560	\$ -	\$ 571,956	\$ (0)	
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,083,651	\$ -	\$ 189	\$ 903,781	\$ 176,108	\$ 3,951	\$ -	\$ 1,083,840	\$ 0	DONE
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 644,718	\$ 93,918	\$ -	\$ 1,066,959	\$ 216,221	\$ 15,457	\$ (560,000)	\$ 738,636	\$ (0)	DONE
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ 52,661	\$ 941,136	\$ -	\$ 3,906,577	\$ 580,827	\$ 9,891	\$ (1,940,951)	\$ 2,556,344	\$ (0)	\$ -
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 679,065	\$ 49,386	\$ -	\$ 769,399	\$ 136,036	\$ 23,016	\$ (200,000)	\$ 728,451	\$ 0	DONE
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 121,175	\$ 1,364,205	\$ -	\$ 1,044,826	\$ 203,713	\$ 340,277	\$ (103,437)	\$ 1,485,380	\$ 0	DONE
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 382,911	\$ -	\$ -	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ (0)	DONE
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ 1,404	\$ 350	\$ -	\$ 11,554	\$ -	\$ -	\$ 11,554	\$ (0)	DONE
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,027,125	\$ 38,682	\$ -	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ (0)	DONE
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 56,574	\$ 57,371	\$ 160,055	\$ 43,175	\$ 57,553	\$ 24,712	\$ (1,205)	\$ 124,236	\$ (0)	
C12-6232	YB PARK IMPROVEMENTS	\$ 55,797	\$ 626,772	\$ 500,000	\$ 427,935	\$ 143,513	\$ 160,873	\$ (209,981)	\$ 522,341	\$ 794,981	
C19-6323	YB SHOP BUILDING				\$ 69,858		\$ 5,490		\$ 75,347	\$ (60,213)	
C19-6338	YB CABINS	\$ -	\$ -	\$ -	\$ -	\$ 17,109	\$ 1,280	\$ -	\$ 18,389	\$ (18,389)	
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 33,720	\$ 126,863	\$ 491,282	\$ 121,539	\$ 20,500	\$ 8,052	\$ -	\$ 150,091	\$ (0)	DONE
C12-6234	JP ENTRANCE RELOCATION	\$ 352,768	\$ 743,313	\$ -	\$ 946,670	\$ 122,707	\$ 37,197	\$ -	\$ 1,106,573	\$ 0	DONE
C12-6235	CBG WOOSLEY PROPERTY	\$ 2,200	\$ 516,683	\$ -	\$ -	\$ -	\$ 518,883	\$ -	\$ 518,883	\$ (0)	DONE
C12-6236	CBG MENDENHALL ACQUISITION	\$ 681,167	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ 0	DONE
C12-6237	CXT VAULT TOILETS	\$ 64,133	\$ 106,807	\$ 144,060	\$ -	\$ -	\$ 268,927	\$ -	\$ 268,927	\$ 46,073	
C12-6238	CBG WETLANDS/DRAINAGE RESTORATION	\$ 67,221	\$ 303,836	\$ 277,474	\$ 521,244	\$ 147,214	\$ 10,380	\$ (100,000)	\$ 578,837	\$ (0)	DONE
C12-6239	YB DAM REPAIRS	\$ 898,097	\$ -	\$ -	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ 0	DONE
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0	DONE
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,237	\$ 615,221	\$ 829,542	\$ 1,062,805	\$ -	\$ -	\$ -	\$ 1,062,805	\$ 571,703	
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ 3,365	\$ -	\$ -	\$ -	\$ 345,562	\$ -	\$ 345,562	\$ -	DONE
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -	DONE
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0	DONE
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -	DONE
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 242,087	\$ (60,638)	\$ -	\$ -	\$ -	\$ 246,099	\$ (64,650)	\$ 181,449	\$ 0	DONE
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -	DONE

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C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 49,882	\$ 77,804	\$ -	\$ 89,387	\$ 5,225	\$ 33,075	\$ -	\$ 127,686	\$ (0)	DONE
C12-6250	YB PRIEST PROPERTY ACQUISITION	\$ 321,640	\$ 11,775	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ -	DONE
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$ 339,492	\$ 330,508	\$ 100,000	\$ -	\$ 71,893	\$ 677,142	\$ (173,200)	\$ 575,836	\$ 194,893	
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 43,095	\$ (3,095)	\$ 20,000	\$ -	\$ 43,095	\$ -	\$ -	\$ 43,095	\$ 0	DONE
C13-6252	EL LODGE CONSTRUCTION	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 165,338	\$ -	\$ -	\$ 94,351	\$ -	\$ 70,987	\$ -	\$ 165,338	\$ (0)	DONE
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ 74,257	\$ -	DONE
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ 400	\$ (400)	\$ 400	\$ -	\$ 400	\$ 311	\$ -	\$ 711	\$ (0)	DONE
C13-6256	PCWLL PUBLIC AWARENESS	\$ 2,723	\$ (2,723)	\$ 11,797	\$ -	\$ -	\$ 11,797	\$ -	\$ 11,797	\$ 25,000	
C13-6258	NATURAL AREA RESTORATIONS	\$ 8,481	\$ 289,156	\$ 1,479,125	\$ -	\$ -	\$ 597,917	\$ (25,000)	\$ 572,917	\$ 1,071,807	
C13-6259	JP ORWC	\$ 4,200	\$ (4,200)	\$ 4,200	\$ -	\$ 4,200	\$ 23,983	\$ -	\$ 28,183	\$ 0	DONE
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 908,585	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 0	DONE
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ 8,913	\$ 1,050	\$ -	\$ -	\$ 289,857	\$ (92,209)	\$ 197,648	\$ (0)	DONE
C13-6263	CVT SPUR TO MALLY'S	\$ 1,100	\$ 150,837	\$ -	\$ 87,283	\$ 49,957	\$ 14,697	\$ -	\$ 151,937	\$ 0	DONE
C13-6265	YB BANE PROPERTY	\$ 238,750	\$ 24,374	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (0)	DONE
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 230,289	\$ 2,364,456	\$ 255	\$ 6,530,936	\$ 1,136,944	\$ 486,867	\$ (4,478,758)	\$ 3,675,988	\$ (0)	
C14-6269	FDSM CLASSROOM	\$ 12,873	\$ (12,873)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DONE
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 62,714	\$ -	\$ -	\$ 56,920	\$ -	\$ 5,794	\$ -	\$ 62,714	\$ 0	DONE
C14-6271	CBG KAL-DEN FARMS PROPERTY	\$ 100,090	\$ (20,000)	\$ -	\$ -	\$ -	\$ 143,590	\$ (63,500)	\$ 80,090	\$ 0	DONE
C14-6272	EL RAIN GARDENS	\$ 15,379	\$ (8,983)	\$ -	\$ -	\$ -	\$ 28,874	\$ (22,478)	\$ 6,396	\$ (0)	DONE
C14-6274	CONSERVATION CORPS	\$ 48,898	\$ 152,702	\$ 483,238	\$ -	\$ -	\$ 816,004	\$ -	\$ 816,004	\$ 0	
C14-6275	GWT-BILL RILEY TRAIL	\$ 22,672	\$ 160,641	\$ -	\$ 138,984	\$ 44,285	\$ 44	\$ -	\$ 183,313	\$ 0	DONE
C14-6276	CBG SMITH PROPERTY	\$ 34,687	\$ 124,738	\$ -	\$ -	\$ -	\$ 159,425	\$ -	\$ 159,425	\$ -	DONE
C15-6277	WATER QUALITY	\$ -	\$ -	\$ 1,093,355	\$ -	\$ 1,800	\$ 1,277,690	\$ -	\$ 1,279,490	\$ 279,319	\$ 100,000
C15-6278	CBG HALE POND REPAIR	\$ -	\$ 37,051	\$ -	\$ 36,825	\$ 226	\$ -	\$ -	\$ 37,051	\$ -	DONE
C15-6279	DNR WATER REC ACCESS GRANT-FDM	\$ -	\$ 7,105	\$ 45	\$ -	\$ -	\$ 28,600	\$ (21,450)	\$ 7,150	\$ -	DONE
C15-6281	TM STROSAHL	\$ -	\$ 360,475	\$ -	\$ -	\$ -	\$ 360,475	\$ -	\$ 360,475	\$ -	DONE
C16-6282	4-MILE CREEK MASTER PLAN	\$ -	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 1,407	\$ -	\$ 63,407	\$ 0	DONE
C16-6283	TM MURRAY PROPERTY	\$ -	\$ 211,045	\$ -	\$ -	\$ -	\$ 246,045	\$ (35,000)	\$ 211,045	\$ -	DONE
C16-6284	YB MILLER PROPERTY	\$ -	\$ 2,655	\$ 700	\$ -	\$ -	\$ 3,355	\$ -	\$ 3,355	\$ -	DONE
C16-6285	CBG KIMBERLY FARMS PROPERTY	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 4,500	\$ (62,000)	\$ (57,500)	\$ 58,000	DONE
C16-6286	EL DELANEY PROPERTY	\$ -	\$ 5,122	\$ -	\$ -	\$ -	\$ 5,122	\$ -	\$ 5,122	\$ -	DONE
C16-6287	EC MASTER PLAN IMPROVEMENTS	\$ -	\$ 500,000	\$ 17,866	\$ 468,119	\$ 2,526	\$ 47,221	\$ -	\$ 517,866	\$ 0	DONE
C16-6288	EL CHURCH PROPERTY	\$ -	\$ 35,615	\$ 92,019	\$ -	\$ -	\$ 127,634	\$ -	\$ 127,634	\$ -	DONE
C17-6289	4-MILE WILSON PROPERTY	\$ -	\$ 52,792	\$ -	\$ -	\$ -	\$ 52,792	\$ -	\$ 52,792	\$ -	DONE
C17-6290	CG CLUBHOUSE RENOVATIONS	\$ -	\$ 8,829	\$ 391,171	\$ 325,288	\$ 68,279	\$ 6,433	\$ -	\$ 400,000	\$ -	
C17-6291	4-MILE BAIN PROPERTY	\$ -	\$ 336,054	\$ 210,989	\$ -	\$ -	\$ 547,043	\$ -	\$ 547,043	\$ 0	DONE
C17-6292	CBG MORGAN PROPERTY	\$ -	\$ 372,200	\$ -	\$ -	\$ -	\$ 372,200	\$ -	\$ 372,200	\$ -	DONE

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C17-6293	4-MILE TRAILS END PROPERTY	\$ -	\$ 3,500	\$ 1,311,550	\$ -	\$ -	\$ 1,315,050	\$ -	\$ 1,315,050	\$ (0)	DONE
C17-6295	CVT CONN-NE 29TH TO BROADWAY	\$ -	\$ 83,885	\$ 429,000	\$ 302,302	\$ 131,525	\$ -	\$ -	\$ 433,827	\$ 0	
C17-6296	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	DONE
C17-6297	CBG-DYKSTRA PROPERTY	\$ -	\$ -	\$ 320,915	\$ -	\$ 6,845	\$ 590,416	\$ (268,033)	\$ 329,227	\$ (0)	DONE
C17-6298	CBG-VEASMAN PROPERTY	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	DONE
C17-6299	CBG-K KIMBERLY PROPERTY	\$ -	\$ -	\$ 592,623	\$ -	\$ -	\$ 594,851	\$ (232,102)	\$ 362,749	\$ 232,102	DONE
C18-6302	WETLAND BANKING	\$ -	\$ -	\$ 49,384	\$ -	\$ 109,966	\$ 157,706	\$ -	\$ 267,672	\$ 0	
C18-6303	CBG-PROPERTY 18	\$ -	\$ -	\$ 950	\$ -	\$ -	\$ 950	\$ -	\$ 950	\$ -	DONE
C18-6304	4-MILE O'MARA PROPERTY	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ 4,400	\$ -	\$ 4,400	\$ -	DONE
C18-6305	YB PORTER PROPERTY	\$ -	\$ -	\$ 147,878	\$ -	\$ -	\$ 149,307	\$ -	\$ 149,307	\$ (1,091)	DONE
C18-6306	YB JACK MILLER PROPERTY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	DONE
C18-6307	EL HAGER PROPERTY	\$ -	\$ 505,316	\$ -	\$ -	\$ -	\$ 505,316	\$ -	\$ 505,316	\$ -	DONE
C18-6309	EAGLE ROOST GOODHUE	\$ -	\$ 2,421	\$ 79	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	DONE
C18-6310	EAGLE ROOST JOHNSON	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250	\$ -	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ 16,945	\$ -	\$ 5,067	\$ 56,397	\$ -	\$ 61,464	\$ 18,448	
C18-6313	EASTER LAKE CAMPGROUND	\$ -	\$ 4,336	\$ -	\$ -	\$ 9,622	\$ -	\$ -	\$ 9,622	\$ 353,501	
C18-6314	JESTER PARK LODGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (851)	\$ -	\$ (851)	\$ (0)	
C19-6318	NR SHOP	\$ -	\$ -	\$ 2,000,000	\$ 1,840,778	\$ 11,293	\$ 232,759	\$ -	\$ 2,084,830	\$ (84,830)	
C19-6319	CBG - RANGER HOUSE	\$ -	\$ -	\$ -	\$ 227,847	\$ -	\$ 29,975	\$ -	\$ 257,822	\$ 45,116	
C19-6320	T2T BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C19-6324	4-MILE GREENWAY RESTORATION	\$ -	\$ -	\$ -	\$ 107,522	\$ 18,504	\$ 1,460	\$ -	\$ 127,486	\$ (13,934)	
C19-6325	CBG-SPRAGUE PROPERTY	\$ -	\$ -	\$ 114,011	\$ -	\$ 338	\$ 115,761	\$ -	\$ 116,099	\$ (2,088)	
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,444	\$ -	\$ 24,444	\$ (0)	
C19-6328	MALLY'S WILLIAMSON	\$ -	\$ -	\$ 120,913	\$ -	\$ -	\$ 120,913	\$ -	\$ 120,913	\$ -	
C19-6330	YB - DEBOEF PROPERTY	\$ -	\$ -	\$ 57,836	\$ -	\$ -	\$ 57,836	\$ -	\$ 57,836	\$ 0	
C19-6331	YB- DEATON	\$ -	\$ -	\$ 44,804	\$ -	\$ -	\$ 45,176	\$ -	\$ 45,176	\$ 0	
C19-6334	CBG LANE PROPERTY	\$ -	\$ -	\$ 568,705	\$ -	\$ -	\$ 578,705	\$ (10,000)	\$ 568,705	\$ 0	
C19-6337	JP BIOCELLS	\$ -	\$ -	\$ -	\$ 24,129	\$ -	\$ 19,020	\$ -	\$ 43,149	\$ (0)	
C20-6341	CBG/DAN MILLER PROPERTY	\$ -	\$ -	\$ 204,529	\$ -	\$ -	\$ 204,529	\$ -	\$ 204,529	\$ 0	
C20-6342	YB/PUJA PROPERTY	\$ -	\$ -	\$ 10,031	\$ -	\$ -	\$ 10,031	\$ -	\$ 10,031	\$ -	
C20-6343	4-MILE/SLEEP HOLLOW	\$ -	\$ -	\$ 208,662	\$ -	\$ -	\$ 208,662	\$ -	\$ 208,662	\$ (0)	
C20-6344	MALLY'S/RANKIN	\$ -	\$ -	\$ 1,850	\$ -	\$ -	\$ 1,850	\$ -	\$ 1,850	\$ -	
C20-6345	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

PCWLL EXPENDITURES AS OF :

December 31, 2020

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
LAND ACQ.	LAND ACQUISITIONS	\$ -	\$ -	\$ 4,529,246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,653,523	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6332	4-MILE GREINER PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200		\$ 2,200	\$ (2,200)	
C19-6333	ADELPHI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6335	BEAVER CREEK - SWAICH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800		\$ 1,800	\$ (1,800)	
		\$ 14,030,000	\$ 15,972,029	\$ 20,363,243	\$ 35,558,830	\$ 6,661,678	\$ 19,833,627	\$ (16,819,960)	\$ 45,234,175	\$ 5,127,136	\$ 243,642

Polk County Conservation Board
5:30 p.m. – **Join Zoom Meeting**
<https://zoom.us/j/4432756020>
Meeting ID: **443 275 6020**
-OR-
One tap mobile
+13126266799, 4432756020# US (Chicago)

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met via Zoom Meeting for regular session on Wednesday, December 9, 2020. The meeting was called to order at 5:30 p.m.

- #20-1201 Roll Call
Members Present: Crane, Northway, Cataldo, Altringer, Mollenhauer
Members Absent:
- #20-1202 Public Comments
- #20-1203 PCC Solar Power Presentation
- #20-1204 Strategic Planning Update
- #20-1205 Financial Reports
- #20-1206 **MOVED BY Mollenhauer, seconded by Crane** to approve the November 10, 2020 meeting minutes.
Vote Yea: Northway, Crane, Cataldo, Altringer, Mollenhauer
Members Absent:

CONSENT AGENDA

- #20-1207 **Approving** bill list.
- #20-1208 **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.
- #20-1209 **Approving** amendment to the Administrative Manual authorizing double time pay for seasonal/part-time employees required to work County recognized holidays effective immediately and clarifying language on compensation.
- #20-1210 **Awarding** lowest contractor bid for HVAC system at Jester Park Equestrian Center as a part of their office remodel in a contracted amount not to exceed \$16,920.
- #20-1211 **Awarding** lowest contractor bid for privacy fence replacement at the Yellow Banks resident ranger residence to American Fence Company in a contracted amount not to exceed \$16,606.
- #20-1212 **Awarding** lowest contractor bid for hazard tree mitigation and debris removal from PCC hard-surface trails to Xtreme Tree in a contracted amount of \$150/hour, not to exceed a total of \$24,000.

- #20-1213 **Awarding** lowest contractor bid for hazard tree mitigation and debris removal from PCC multi-surface trails to Xtreme Tree in a contracted amount not to exceed \$24,750.
- ~~#20-1214 **Approving** amendment to the Professional Services Agreement for the Fourmile Creek 35th Street Wetland with JEO Consulting to provide additional engineering services for an amount of \$49,500.~~
MOVED by Mollenhauer to add this to Action Items.
- #20-1215 **Approving** additional funds for repair work to the Easter Lake Stream Stabilization Project in an amount of \$6,153.20.
- #20-1215A **Approving** change order to add additional services to the agreement with Stantec Consulting Services Inc. for the Priest Ravine Regeneration in the amount of \$12,000.

LET THE RECORD SHOW it was moved by Altringer, seconded by Mollenhauer, to approve the consent agenda.

Vote Yea: Crane, Northway, Cataldo, Altringer, Mollenhauer

Members Absent:

ACTION ITEMS

- #20-1214 **Approving** amendment to the Professional Services Agreement for the Fourmile Creek 35th Street Wetland with JEO Consulting to provide additional engineering services for an amount of \$49,500 subject to approval by the City of Des Moines.

LET THE RECORD SHOW it was moved by Altringer to approve Action Item 20-1214.

Vote Yea: Cataldo, Northway, Crane, Mollenhauer, Altringer

Members Absent:

- #20-1216 **Awarding** lowest contractor bid for full-service shower house at Yellow Banks Park to Huffcut in a contracted amount not to exceed \$113,600.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 20-1216.

Vote Yea: Cataldo, Northway, Crane, Mollenhauer, Altringer

Members Absent:

- #20-1217 **Public Hearing approving** plans, specifications, form of contract documents, engineer's estimate and designating the lowest responsible bidder for the construction of Skull Pond Renovations project to RW Excavating Solutions, LC in the contract amount of \$121,781.50 plus a 10% contingency.

LET THE RECORD SHOW it was moved by Cataldo to approve Action Item 20-1217.

Vote Yea: Cataldo, Northway, Crane, Mollenhauer, Altringer

Members Absent:

- #20-1218 **Approving** the purchase of 42.28 acres of property from Grinnell State Bank near Northwoods of Copper Creek for \$300,000 plus all closing costs.

LET THE RECORD SHOW it was moved by Crane to approve Action Item 20-1218.

Vote Yea: Cataldo, Northway, Crane, Mollenhauer, Altringer

Members Absent:

BOARD DISCUSSION

Director's Remarks

Due to the additional graphic design and social media needs resulting from the Lauridsen Skatepark venture, Shae Rossetti will be transitioning from PT status to a FT Public Outreach Coordinator role with PCC.

A funding package of \$2 million has been completed with contributions from multiple sources for the Trestle to Trestle Bridge project.

Park usage has consistently been up by 150% - 200% due to the pandemic. As a result, the Guide By Cell audio programs available in PCC's parks have experienced a 90% increase in usage!

PCC was awarded a REAP CEP grant to fund the "Growing River Literacy" project, in which drones will be used to show video footage of Polk County's waterways.

Future Bond discussions are taking place with multiple collaborators in anticipation of an escalated timeline.

A donation of land in Ankeny has been offered in an area next to Fourmile Creek.

Discussion is being conducted on use and future maintenance.

Thanks to Dann Flaherty for his 29+ years of service to Polk County and his guidance/counsel to the PCC Board! We wish him a happy retirement!

Thanks to Lance Northway for fulfilling his five years of service on the PCC Board, three years of which he served as Board Chair! We wish you all the best in your future endeavors!

Board & Chair Remarks

A motion was made by Lance Northway to appoint new PCC Board Officers for 2021:

Nominations were approved as follows:

Board Chair:	Ryan Crane
Board Vice Chair:	Jill Altringer
Board Secretary:	Pam Mollenhauer

Vote YEA: **Crane, Mollenhauer, Altringer, Cataldo, Northway**

CLOSED SESSION

None

Adjournment

Meeting adjourned at __6:52__ p.m.

Polk County Conservation

January 2021 Budget Presentation

Polk County Conservation

Leading You Outdoors



Our Mission:

*To provide the citizens
of Polk County with:
quality outdoor recreation,
conservation education,
and the long-term protection
of Polk County's natural heritage*



Polk County Conservation

Leading You Outdoors



LEADING YOU OUTDOORS!

Polk County Conservation's FAMILY OF PARKS & TRAILS

HIKE, BIKE, PADDLE, CAMP, AND MORE...

In Polk County Conservation's 22 parks, trails, and wildlife areas. Explore the great outdoors during all four seasons at our programs and events or on your own!

Get out and explore locally. | www.LeadingYouOutdoors.org

PARKS BROWN'S WOODS • CHICHAQUA BOTTOMS GREENBELT • EASTER LAKE PARK
FORT DES MOINES PARK • FOURMILE CREEK GREENWAY • JESTER PARK • MALLY'S PARK
STRASSER WOODS • THOMAS MITCHELL PARK • YELLOW BANKS PARK

TRAILS CHICHAQUA VALLEY TRAIL • GAY LEA WILSON TRAIL • GREAT WESTERN TRAIL
HIGH TRESTLE TRAIL • MARK C. ACKELSON TRAIL • SYCAMORE TRAILS

The poster features several photos of people enjoying outdoor activities: a person hiking, a group of people on a trail, a person paddling a canoe, and a group of people sitting on a bench. At the bottom, a couple is shown paddling a canoe on a river.

- 15,000+ acres of parkland
- 47 miles of paved trails; 43 miles of natural trails; 143,000 users
- 3.2+ million annual visitors
- 1,682 annual public programs serving 32,835 youth and adults
- 19,300 annual hours of volunteer service
- \$1,297,246 General Fund support

FY 21/22 Budget Request

Estimated revenue	\$	1,603,000
Requested expense	\$	11,098,000
Current FTEs		65.8



FY 21/22 Revenue Estimate

Revenue decrease compared to current budget	-\$994,000
--	-------------------

Change includes:

- | | |
|--|------------|
| ■ Elimination of prior year FEMA and state reimbursement | -1,000,000 |
| ■ Miscellaneous adjustments | 6,000 |



FY 21/22 Expense Request

Expense decrease compared to current budget

-\$503,000

Change includes:

- | | |
|---|----------|
| ■ Elimination of prior year appropriation for Trestle to Trestle bridge | -800,000 |
| ■ Personal services – base wage and benefit increases | 257,000 |
| ■ Miscellaneous adjustments | 40,000 |



Use of Technology: Special Events & Programs



Recent Accomplishments



Recent Accomplishments



Slide 9



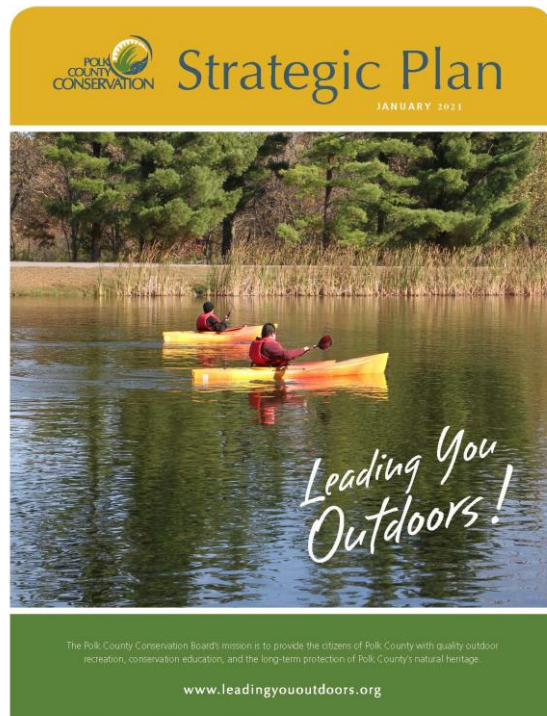
What We Intend to Accomplish in FY 21/22



What We Intend to Accomplish in FY 21/22



Slide 11



**Date**

January 13, 2021

Item No. **CONSENT**
Roll Call No. **21-0109**
Submitted by: **Douglas C. Romig**
 Deputy Director

AGENDA HEADING:

Approving multiple maintenance/operation agreements for operations of the Lauridsen Skatepark - \$85,340.00 estimate.

INFORMATION:

On March 11, 2020, the Conservation Board by Roll Call No. 20-0309 ratified approval of the Lauridsen Skatepark Management Agreement with the Polk County Board of Supervisors.

The funding for the Skatepark will initially come from the County's general fund as a \$100,000 operating loan that would be paid back from future proceeds until repaid in full. The expectation is that once the Lauridsen Skatepark is operational and local, regional, and national events can be secured and hosted, revenues will exceed operating expenses. The revenue arrangement in the agreement calls for net proceeds, following all expenses being paid off, go to Conservation:

10% Management fee

20% Set-aside for future capital repairs

70% Support the mission of PCCB to support Conservation's operating budget to be allocated as the Board desires once the initial operating subsidy is paid back.

Upon execution of this agreement, staff has bid or piggybacked onto existing competitively bid agreements to support operations for the Lauridsen Skatepark. Each partner is listed in the Fiscal Impact with the anticipated cost for each service. Cost will fluctuate due to the length of the season which will be impacted by weather.

FISCAL IMPACT:

Amount:	Service	Company	Est. Cost
	Custodial / Site Inspection	Operation Downtown	\$43,000.00
	Landscaping/Irrigation	Kaldenberg	\$18,000.00
	Cameras	In bid process	\$10,000.00
	Fiber	UPN	\$ 8,340.00
	Rest Room Cleaning	Stratus	\$ 6,000.00
	Total Estimated Costs:		\$85,340.00

Source: Skatepark Operating Budget – Funded by Polk County

PREVIOUS BOARD ACTION(S):

Date: March 11, 2020

Roll Call: 20-0309 **(4 Yea / 1 Vacant)**

Action: Ratifying approval of Lauridsen Skatepark Management Agreement between Polk County and the Polk County Conservation Board.

Date: November 13, 2019

Roll Call: 10-1111 **(4 Yea / 1 Absent)**

Action: Approving Guiding Principles for Polk County Conservation to assume management of the Lauridsen Skatepark and directing staff to create a management agreement, concession operations, and business plan in conjunction with associated partners and approving Atlantic Bottling as the beverage provider to the Skatepark and directing staff to prepare the agreement and sign same.

RECOMMENDATION:

Approving multiple maintenance/operation agreements for operations of the Lauridsen Skatepark - \$85,340.00 estimate and authorizing the Director or his designee to sign same.



Date

January 13, 2021

Item No.

CONSENT

Roll Call No.

21-0110

Submitted by:

**Adam Fendrick
Park Planner**

AGENDA HEADING:

Approving Professional Service Agreement for preliminary design/engineering for a trail connection between Polk City and the High Trestle Trail with Snyder & Associates in an amount of \$35,500.00, if Polk City agrees to reimburse Polk County Conservation 50% of contract costs (\$17,500.00).

INFORMATION:

Polk County Conservation has been working with Polk City to create a trail connection from Polk City to the High Trestle Trail. Polk City hired Snyder & Associates in 2015 to identify potential trail connections. Staff has met with landowners and we have identified a possible connection. This contract will authorize Snyder & Associates to survey the land needed for acquisition and provide preliminary trail design. Once this information is collected, we can proceed with negotiations with landowners for potential land acquisition for the trail.

The Polk City Council meets on Monday January 11, 2021 to approve their commitment of half the contract cost. If approved, Polk City will reimburse Polk County Conservation \$17,500.00 by July 2021. Staff will update the Board at the meeting if this was approved by Polk City Council.

FISCAL IMPACT:

Amount:

\$35,000

Contract Amount

\$17,500

Polk City Reimbursement

\$17,500

Polk County Conservation

Funding Source:

High Trestle Trail Legacy Fund (Option A)

Polk County Land and Legacy Bond (Option B)

PREVIOUS BOARD ACTION(S): N/A

Date:

Roll Call:

Action:

RECOMMENDATION:

Approving Professional Service Agreement for preliminary design/engineering for a trail connection between Polk City and the High Trestle Trail with Snyder & Associates in an amount of \$35,500.00, if Polk City agrees to reimburse Polk County Conservation 50% of contract costs (\$17,500.00) and directing the Director or his designee to sign said agreement.

**Date**

January 13, 2021

Item No.**CONSENT****Roll Call No.****21-0111****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Approving funding commitment for the replacement of the Trestle-to-Trestle bridge over Beaver Creek from partner cost-share contributions and a minimum 20-year maintenance period.

INFORMATION:

In spring 2018, the Trestle-to-Trestle bridge collapsed due to the ice-jams in the spring melt of Beaver Creek. Polk County Conservation reached out to local agencies and formed cost-share partnerships that contributed funds towards the bridge replacement. Upon receiving the funds for the bridge, Polk County Conservation will own and maintain the bridge for a minimum of 20-years as outlined by the Des Moines Metropolitan Planning Organization (MPO).

FISCAL IMPACT:

Amount: \$2,000,000 Estimated Project Cost

Funding Source:

FEMA	\$ 213,000
State of Iowa	\$ 28,400
Polk County	\$ 400,000
Polk County Conservation	\$ 198,010
City of Des Moines	\$ 200,000
City of Johnston	\$ 575,000
MPO	\$ 400,000
TOTAL=	\$2,014,410

PREVIOUS BOARD ACTION(S):

Date: April 10, 2019

Roll Call: 19-0413 **(4 Yea, 1 Absent)**

Action: Approve waiving Board's purchasing authority and authorizing the Director or his designee to award the bridge removal contract upon receipt of competitive bids. Directing staff to issue bids for construction of a new Trestle-to-Trestle trail bridge over Beaver Creek between Des Moines and Johnston and negotiate a cost-share with Polk County and the cities of Des Moines and Johnston. - \$2,012,500 estimate.

RECOMMENDATION:

Approving funding commitment for the replacement of the Trestle-to-Trestle bridge over Beaver Creek from partner cost-share contributions and a minimum 20-year maintenance period.

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

MOVED by _____ that the following Resolution be adopted:

WHEREAS, Polk County Conservation has completed the application for the Des Moines Area Metropolitan Planning Agency for the Transportation Alternatives Program (TAP Grant) for the Trestle-to-Trestle bridge replacement over Beaver Creek (Polk County, Iowa); and

WHEREAS, it is desirable to outline the funding commitments from local, State, and Federal partners that will contribute funding towards the bridge replacement; and

WHEREAS, the local funding partners include, City of Des Moines contribution of \$200,000; City of Johnston contribution of \$575,000; Polk County contribution of \$400,000; Polk County Conservation contribution of \$198,010; totaling 68% of the project funds; and

WHEREAS, State and Federal funding partners include, State of Iowa of \$28,400; Federal Emergency Management Agency (FEMA) of \$213,000; and

WHEREAS, Polk County Conservation will have ownership of the bridge and will maintain the bridge for a period of 20-years as outlined in the MPO's requirements; and

NOW, THEREFORE BE IT RESOLVED that Polk County Conservation Board has approved the funding commitments from local, State, and Federal partners and 20-year maintenance for the Trestle-to-Trestle bridge replacement over Beaver Creek.

Approved this 13th day of January, 2021

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Board Chair



Date

January 13th, 2020

Item No.

CONSENT

Roll Call No.

21-0112

Submitted by:

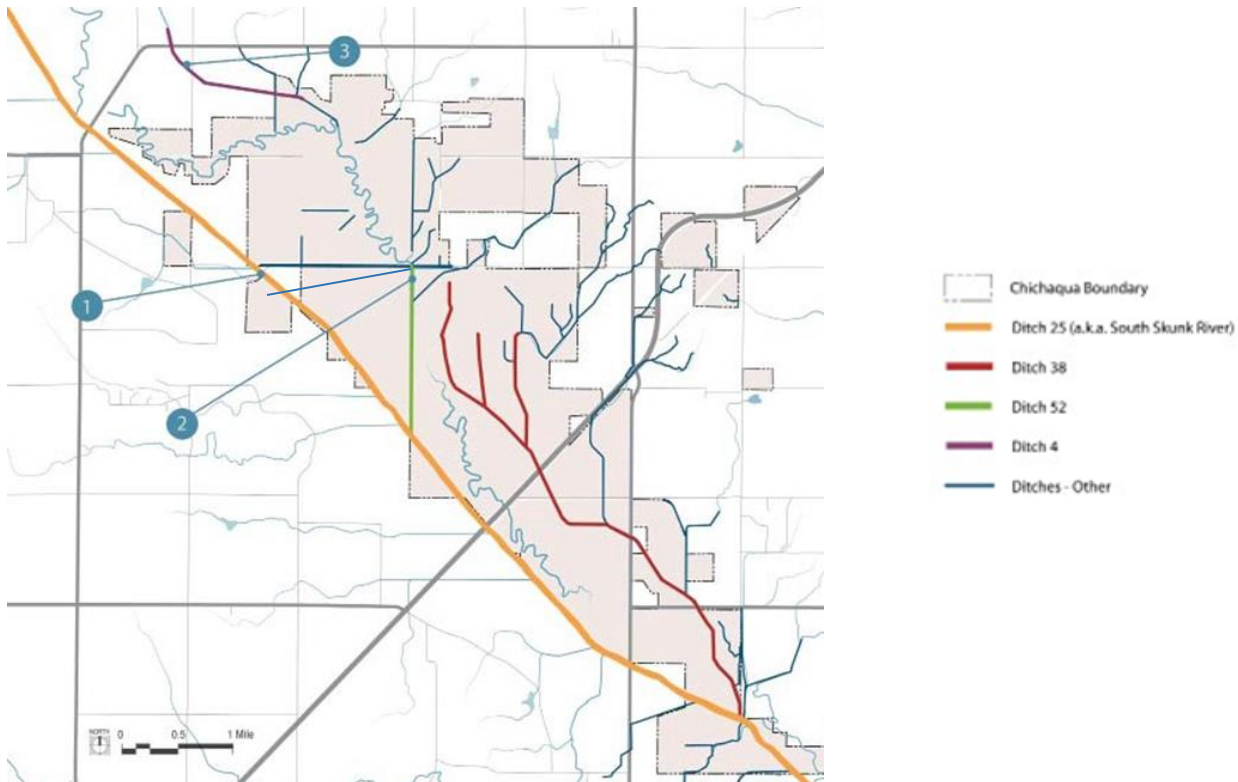
**Amanda Brown
Conservation Ecologist**

AGENDA HEADING:

Approving contract award to JEO Consulting Group for design/engineering services for the Chichaqua Drainage Study within the Chichaqua Bottoms Greenbelt in the amount of \$50,000.

INFORMATION:

In the summer of 2020, Polk County Conservation was approached by neighboring landowners with drainage concerns relating to Chichaqua Bottoms Greenbelt. Primary concerns were that drainage ditches #4 and #52, as well as the old Skunk River channel - which runs through the heart of Chichaqua - were not properly conveying water, leading to excess moisture on private upstream properties.



Overview of drainage ditches traversing Chichaqua Bottoms Greenbelt. Ditches outlined in this study are the Old Skunk River Channel (1), drainage ditch 4 (3), and drainage ditch 52 (2).

In order to determine validity of this claim and seek input on potential solutions, Polk County Conservation partnered with Polk County Public Works to send out a Request For Proposals to consultants for the development of a hydrology and water quality feasibility study focused on the drainages of concern – Ditch 4, Ditch 52 and the old Skunk River channel. Key elements in this study will include detection of flow restrictions within the park, sedimentation deposition rates, analysis and identification of potential solutions. Total project cost will be \$50,000 with \$30,000 from Polk County Conservation and \$20,000 from Polk County Public Works.

A Request For Proposals was sent out to five local firms with four firms submitting proposals. Each firm was given the total budget amount and asked what they could do to meet project goals while staying within budget. During staff reviews, JEO Consulting Group scored highest due to their experience with drainage district projects, innovative project ideas, and ability to stay under budget.

FISCAL IMPACT:

<u>Amount:</u>	\$30,000	Polk County Conservation
	<u>\$20,000</u>	Polk County Public Works
	\$50,000	Total Project Cost

Funding Source: PCWLL Bond (Water Quality)

PREVIOUS BOARD ACTION: None

RECOMMENDATION:

Approving contract award to JEO Consulting Group for design/engineering services for the Chichaqua Drainage Study within the Chichaqua Bottoms Greenbelt in the amount of \$50,000 and authorize the Chair or designee to sign said contract.



**Request for Proposal
RFP #2020 – 018**

Chichaqua Drainage Study

Prepared by
Polk County Conservation
12130 NW 128th St
Granger, IA 50109
515-323-5300
www.leadingyououtdoors.org

POLK COUNTY CONSERVATION

**REQUEST FOR PROPOSAL
RFP #2020 – 018**

CHICHAQUA DRAINAGE STUDY

On behalf of the Polk County Conservation Board, Polk County Conservation is soliciting Proposals for a Drainage Study in Chichaqua Bottoms Greenbelt in Polk County, Iowa.

Proposals should be submitted no later than December 11th, 2020 at 3:00pm:

**Amanda Brown, Conservation Ecologist
Polk County Conservation
12130 NW 128th Street
Granger, Iowa 50109
or
Amanda.brown@polkcountyiowa.gov**

Proposals must be received on or before the date specified in the RFP to be considered. ****If you would like to deliver or mail your application, please reach out to Amanda Brown at the email above or 319-361-7514 to arrange**

POLK COUNTY CONSERVATION

REQUEST FOR PROPOSAL RFP #2020 – 018

CHICHAQUA DRAINAGE STUDY

1.1 Filing of Proposals

- A. Proposals shall be on the proposal form furnished with this quote packet. The proposal form must be complete, signed, and dated. If additional information is required it should be include with the proposal form
- B. Iowa Code requires the Proposal form to be completely filled out including acknowledgement of receipt of addendum(s). Note: enter “zero” if no addendum(s) were issued.
- C. Iowa Code requires that the Proposal form be signed by an authorized person.

1.2 Official Clock

The official clock is located on the Conservation Ecologist’s phone.

1.3 Questions

All questions related to the Invitation to Bid must be submitted in writing to Amanda.Brown@polkcountyiowa.gov or Johnthon.Swanson@polkcountyiowa.gov.

1.4 Delay in Receipt of Proposal

Polk County Conservation accepts no responsibility for delays in the receipt of your Proposal due to mail delivery, messenger services, or any other method of delivery. The responsibility for timely Proposal delivery rests with the applicant.

1.5 Proposal Opening

Proposals are due no later than December 11th at 3:00pm. Proposals will be opened as received. Staff will compile Proposals and make a recommendation to the Polk County Conservation Board. Awards will be made at the regularly scheduled board meeting on January 13th, 2021 at 5:30pm. Notifications will be sent out on January 14th, 2021.

1.6 Rejection of Proposals

Polk County Conservation reserves the right to reject any or all Proposals in whole or in part, to waive irregularities, and to accept Proposals, which appear to be in the best interest of Polk County.

1.7 Reporting of Anticompetitive Practices

When for any reason collusion or other anti-competitive practices are suspected among any proposers or offerers, the Conservation Ecologist shall prepare a notice of the relevant facts, which shall be given to the Director of the Conservation Board and possible involvement of the office of the Polk County Attorney.

1.8 Polk County Conservation Board Statement

The Polk County Conservation Board may show preference in purchasing goods and services from

vendors who produce goods or maintain an office in Iowa. Preference may also be given to goods produced in Polk County or to vendors maintaining an office in Polk County. Further, the Polk County Conservation Board may actively solicit and seek out local vendors of goods and services and to encourage said vendors to stock and supply Iowa-made products.

1.9 Project Dates

The following dates represent the proposed project schedule. If it becomes necessary to change the schedule, all known proposers will be notified.

Proposal Due:	December 11 th , 2020
Award Date:	January 13 th , 2021
Notification Date:	January 14 th , 2021
Specified Completion Date:	July 31 st , 2021

1.10 Taxes - State and Local

- A. The County is exempt from federal, state, and local sales and use tax on the equipment, parts supplied, or services pursuant to this contract.
- B. Iowa Code Sections 422.42(15) & (16) and 422.47(5) authorizes the approved Proposer to purchase materials incorporated solely into this project, tax free. Polk County will issue Tax Exemption Certificates to prime Proposer and authorized sub-Proposers.
- C. The Tax Exempt Certificates will allow the purchase of qualifying items to be made exempt from Iowa sales tax, applicable local option tax, and school infrastructure local option sales tax. It is the prime Proposer's responsibility to keep records identifying the materials and supplies purchased and verifying they were used on this construction contract. Misuse of certificates could result in civil or criminal penalties.

1.11 Subcontractors

Successful Proposers shall be responsible for all acts and performance of any subcontractors or secondary suppliers that the successful vendor may engage for the completion of the terms of this proposal. A delay that results from a subcontractor's conduct, negligence, or failure to perform shall not exempt the prime Proposer from default remedies. Successful proposer shall be responsible for payment to all subcontractors or secondary suppliers. Prime Proposer shall provide Lien waivers from subcontractors prior to final payment being made.

1.12 Discrimination and Affirmative Action

- A. Proposers shall comply with the provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, national origin, or disability. Proposer shall have an affirmative action plan and shall provide the County with reports required to insure compliance with equal employment legislation and regulations if requested. Proposer shall insure that all authorized subcontractors comply with the provisions of this clause.
- B. A copy of the Proposer's "Affirmative Action Plan" must be made available to Polk County upon request.

1.13 Liquidated Damages

None.

1.14 Certificate of Insurance

A Certificate of Insurance naming Polk County as an additional insured will be required upon award of proposal as follows: "Polk County Government, it's elected officials, employees, agents and/or assigns are Additional Insured's with respect to Project: "Archaeological Survey at Bain/Trails End."

1.15 Deleted Items

Polk County Conservation reserves the right to delete parts or all of the contract items at no additional cost to the County.

1.16 Payment

Proposer can submit invoices every two weeks, depending on work completed.

1.17 Contract Award

It is anticipated that only one contract will be awarded for this work. Contract Award will be determined based on the lowest responsive, responsible Proposer. If more than one award is made, such award will be to the lowest proposer, then to the next lowest proposer(s) based on availability of the proposers and the proposer's ability to complete the project and satisfy the needs of the County according to the completion dates specified.

**POLK COUNTY CONSERVATION
REQUEST FOR PROPOSAL
RFP #2020 – 018**

**CHICHAQUA DRAINAGE STUDY
SCOPE OF WORK**

Release date: Wednesday November 18th, 2020
Submittal Deadline: 3 p.m. (CST), Friday December 11, 2020
Budget: \$50,000

Submittal Contacts:

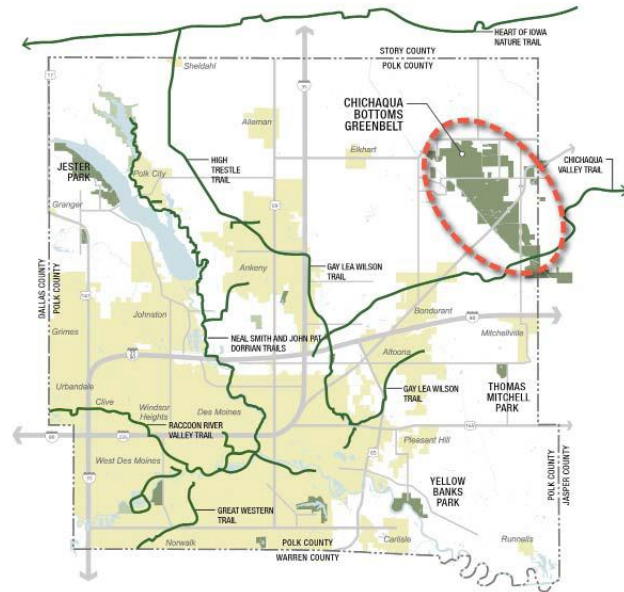
Amanda Brown
Conservation Ecologist
12130 NW 126th Street
Granger, IA, 50109
P 319.361.7514
Amanda.brown@polkcountyiowa.gov

John Swanson
Water Resources Planner
Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
P 515.875.5880
Johnathon.swanson@polkcountyiowa.gov

BACKGROUND

The Chichaqua Bottoms Greenbelt (Chichaqua) is located in northeastern Polk County, 10 miles from the corporate limits of the City of Des Moines and two miles from the corporate limits of the City of Bondurant.

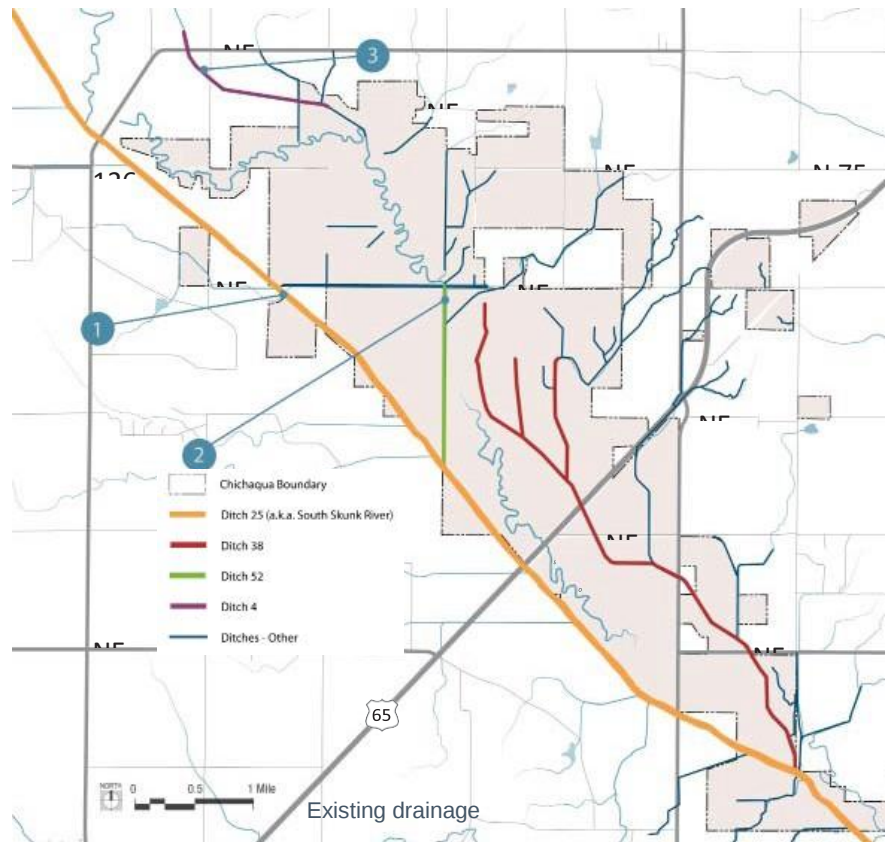
Chichaqua is a mostly-contiguous patchwork of public land totaling 9,100 acres, of which 7,300 acres are located in Polk County. Most of the Polk County acreage is owned by the Polk County Conservation Board (PCCB), with the Iowa Department of Natural Resources (IDNR) owning a smaller fraction. Additionally, many areas owned by PCCB are subject to permanent easements administered by the Natural Resources Conservation Service (NRCS). These easements were authorized by the Wetland Reserve Program (WRP) and Emergency Wetland Reserve Program (EWRP), and are thus governed by all the requirements and restrictions of those programs. The management of Chichaqua is guided by two documents: the Chichaqua Bottoms Greenbelt Master Plan and Management Plan. Both documents can be viewed at <https://www.polkcountyiowa.gov/conservation/parks-trails/chichaqua-bottoms-greenbelt/>



Chichaqua Bottoms Greenbelt is one of the largest natural areas in Iowa, managed to provide a combination of recreational, water quality, ecosystem services and wildlife habitat benefits. As we look towards the future, we want to ensure a strong relationship with neighboring agricultural producers and further understand opportunities to improve water quality. This study is key to understanding the science behind future management activities.

HYDROLOGY AND WATER QUALITY FEASIBILITY STUDY

Polk County, Iowa is seeking a consulting firm to prepare a Hydrology and Water Quality Feasibility Study. The Chichaqua Bottoms Greenbelt has a close relationship with surrounding agricultural areas and resides within several local drainage districts. As Chichaqua continues to grow, Polk County wants to ensure that local Drainage District requirements are being maintained and opportunities for water quality improvements are fully realized. Within the Chichaqua footprint, this study will be focused on the drainage network including Ditch 4, Ditch 52, and the disconnected South Skunk River channel. Specifically this study will seek to identify any negative upstream impacts to agriculture within Drainage District 4 and determine feasibility of several potential water quality projects within the park.



STUDY CONTENTS

Hydrology of Drainage District 4, 52, and the old Skunk River Channel

Drainage Ditch 4 has been an area of concern for decades as Chichaqua has continued to grow in the downstream areas of the Drainage District. In 2020, a series of meetings were held between Polk County staff and local landowners to discuss drainage concerns, landuse modifications, and future park development. As an outcome of those meetings, Polk County is seeking to answer several key elements about the drainage channels and old river channel including:

1. Assess Potential Negative Impacts
Analyze evidence and hydrological changes to DD4 and the abandoned South Skunk River channel since the expansion of conservation lands to determine if negative impacts to upstream agriculture have occurred. This includes determining if sedimentation on downstream Polk County ditch and abandoned river sections are a factor.
2. Provide Management Recommendations and Cost Opinion
If negative impacts have occurred, work with Polk County to provide a cost effective option to remediate while continuing to meet the goals of the Chichaqua Plans.

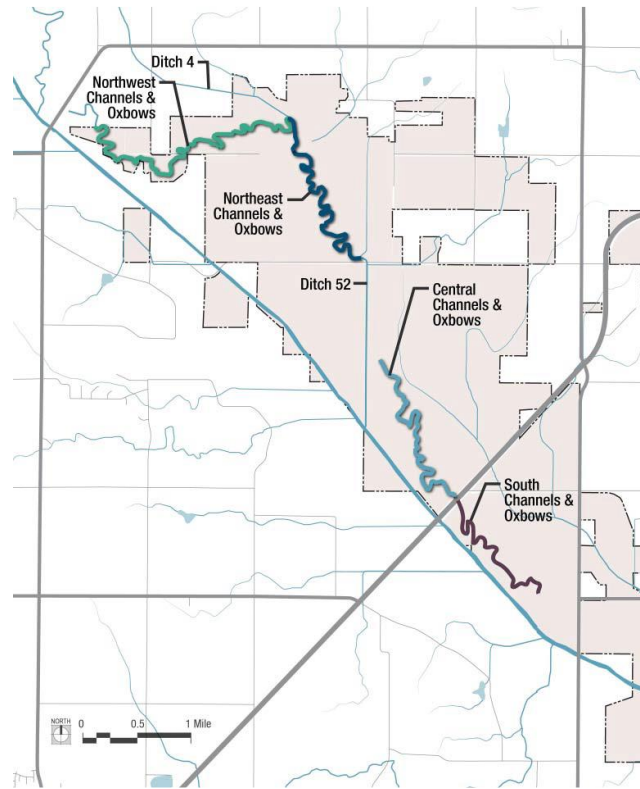
Water Quality Project Feasibility

Chichaqua is nested within the South Skunk River watershed, which has been targeted by several State water quality initiatives for nutrient reduction goals. Polk County sees an opportunity to align local and state goals to identify opportunities and funding to treat nutrients from agricultural areas as the water flows through Chichaqua. Within the same drainage network of Drainage Ditch 4/52, Polk County would like to determine feasibility and cost opinions for three potential projects to treat water quality including:

- Nutrient Reducing (CREP Style) Wetland
- Divert Ditch 4 into Northwest Channels & Oxbows
- Divert Ditch 52 into Central/South Channels & Oxbows

This analysis should look broadly at these potential structures as individuals or as a series that may work in conjunction with each other. In addition to feasibility and cost analysis of projects the study would include the following:

1. Water Quality Improvements- Determine changes to flow length, residence time, and estimate nutrient load reductions
2. Sedimentation Analysis- For projects deemed feasible, analyze expected sedimentation impacts and management recommendations
3. Project Limitations- Assess project limitations and boundaries (i.e. soils, infrastructure, active drainage district restrictions, and neighboring agriculture)
4. Potential Funding Sources- Identify and provide a list of potential federal, state, and local funding sources that may align with projects
5. Connectivity to Recreational Resources- Determine if water quality projects could be used to further recreational experiences within Chichaqua, providing connectivity through portaging or additional excavations



**POLK COUNTY CONSERVATION
REQUEST FOR PROPOSAL
RFP #2020 – 018**

**CHICHAQUA DRAINAGE STUDY
RFP REQUIREMENTS**

1. Polk County reserves the right to amend the request for qualifications at any time.
2. Questions regarding RFP should be directed via email to submittal contact.
3. Neither Polk County, nor Polk County Public Works or Conservation shall accept any responsibility for any delay or delinquency in the receipt of proposal due to email delivery responsibility for timely proposal delivery rests solely and entirely with the Provider.
4. Polk County reserves the right to reject any or all proposals in whole or in part, to waive irregularities, and to accept proposals which appear to be in the interest of Polk County.
5. Failure to supply any information requested to accompany proposals may be cause for rejection of the proposal as non-compliant. Polk County Public Works and Conservation reserve the right to request additional information if clarification is needed. Both the request and the response shall be in writing.
6. All parts of the request for proposal, the contents of the Provider's proposal response, and any clarification thereto submitted by the successful offerer shall become part of the contractual obligation and incorporated by reference into the ensuing contract document.
7. Although cost is an important consideration, the County shall not be obligated to accept the lowest cost proposal, but will base its decision on the criteria noted.
8. Expenses incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation are solely the responsibility of the respondent.
9. All data, documents and other information provided to the Polk County by the consultant because of this RFP, shall become property of Polk County.
10. It is the purchasing policy of Polk County to allow the Polk County Board of Supervisors the discretion of showing preference in purchasing goods and services from Providers who produce goods or maintain an office in Iowa. Preference may also be given to goods produced in Polk County or to Providers maintaining an office in Polk County. Further, it is the policy of Polk County to actively solicit and seek out local Providers of goods and services and to encourage said Providers to stock and supply Iowa-made products.

**POLK COUNTY CONSERVATION
REQUEST FOR PROPOSAL
RFP #2020 – 018**

CHICHAQUA DRAINAGE STUDY

EVALUATION CRITERIA

The County will evaluate proposals based on a variety of factors:

No.	Category	Maximum Points	Consultant Rating
1.	Quality of Firms included in the Project Team and Capability to perform all aspects of the project	20	
2.	Qualifications, experience and availability of designated Project Manager and team	15	
3.	Demonstrated understanding of project and scope of work, approach and methodology.	15	
4.	Realistic Project Timetable that meets specified timeline in RFP.	10	
5.	Quality and scope of similar projects previously undertaken	30	
7.	Firm's references and proposed budget breakdown	10	
Total Possible Points Available =		100	

Based on the materials submitted, the County may invite any or all firms to make a virtual presentation on their proposal.

SUBMISSION INSTRUCTIONS

Interested firms shall respond in written form to this RFP and submit documentation substantiating their qualifications to perform the services required. At a minimum, the RFP shall include:

- **Contact Information** – Name, address, phone numbers and email.
- **Statement of Qualifications** – A statement of the firm's experience and qualifications relevant to the proposed project, including public participation experience.
- **Key Personnel**– Names of key personnel who will be assigned to the project. For these individual(s), include their respective titles, experience and periods of service with the firm.
- **Project Timeline/Availability** – A brief overview of the anticipated timeline to complete the project, including a statement on the availability of key personnel to undertake the proposed project.
- **Methodology**- A brief overview of the key steps necessary to accomplish scope (i.e. modeling, field survey, review historical data)
- **Firms Fee Structure** – A summary of the firm's fee structure for all personnel that would be involved in the project and a general cost estimate to complete the project. A detailed project budget is not necessary but an estimated budget range is requested with the RFP.
- **Prior Projects**– A brief overview of prior similar projects

SUBMITTAL

An electronic copy of the RFP shall be submitted. The submittal shall be limited to fifteen (15) pages of material. The submittal shall provide a link or access to a download site for the retrieval of the submittal documents. An email with the link to the documents should be sent prior to the deadline. The submittal documents should remain available to Polk County for one (1) week after submittal. No changes are allowed to the documents after the submittal deadline. Polk County will download the information and share it with the internal review team.

Firms shall submit the RFP electronically and submissions must be received by 3 p.m. (CST), Friday December 11, 2020 to be considered. Submissions received after the deadline will not be considered.

Please sign and attach to your Proposal:

**POLK COUNTY CONSERVATION
REQUEST FOR PROPOSAL
RFP #2020 – 018**

CHICHAQUA DRAINAGE STUDY

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

A. NONCOLLUSION

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

B. EQUAL EMPLOYMENT AND NONDISCRIMINATION

Provider and all subcontractors shall comply with the relevant provisions of federal, state and local laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, sexual orientation, gender identity, national origin, creed, genetic information, disability, veteran or military service.

C. DEBARMENT

Provider shall not have been suspended or debarred from a federal project.

I further acknowledge receipt of Addenda # _____ through # _____

Name (Please Print) _____

Authorized Signature _____ Note:
This Proposal Form needs to be signed by an authorized person.

Title _____ Date _____

Phone _____ Email _____

REMINDER: Form needs to be filled out COMPLETELY or is subject to rejection.

**POLK COUNTY GOVERNMENT
INSURANCE AND
CERTIFICATE REQUIREMENTS**

REQUIREMENTS.

The Contractor shall secure and maintain throughout the duration of this contract, insurance of such types and not less than the amounts specified herein. The Contracting Authority (**POLK COUNTY**) shall be named as "Additional Insured," using the following language: "**POLK COUNTY CONSERVATION BOARD, POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns.**"

Insurance coverage will be considered acceptable when provided in one of the following methods:

The Contractor shall furnish the Contracting Authority with a proper Certificate of Insurance or affidavits executed by representatives of duly qualified insurance companies, doing business in IOWA for approval by the Contracting Authority.

The Certificate shall identify the following: the insurance company firm name and address; Contractor firm name and address; insurance policy(s) number(s); policy period; type of policy and coverage; limits of coverage; description of operations covered; certificate holder/"Additional Insured"; and cancellation clause.

All certificates submitted for the purpose of complying with these specifications shall identify as the "Named Insured" the Contractor; and the Contracting Authority, its agents and representatives, as "Additional Insured's."

This requirement shall apply with equal force, whether the work is performed by (1) persons employed directly by the Contractor, (2) by a subcontractor, or (3) by an independent Contractor.

Regardless of such approval by the Contracting Authority, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times, and failure to do so shall not relieve the Contractor of any contractual obligation or responsibility. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as such by the Contracting Authority. Failure on the part of the Contractor to comply with the requirements of this article will be considered sufficient cause to suspend the work, withhold payment(s), and/or be disqualified from receiving further contract awards.

Insurance policies filed with the Contracting Authority shall state that thirty (30) calendar days prior written notice will be given to the Contracting Authority before any policy covered thereby is changed or canceled.

Evidence of insurance coverage as identified and stipulated by these specifications shall be approved by the Contracting Authority prior to any work being performed by the Contractor, subcontractor(s), or agents of the Contractor.

TYPES OF INSURANCE

Workers' Compensation and Employers' Liability. This insurance shall protect the Contractor against all claims under Iowa Workers' Compensation Law. The Contractor shall also be protected against claims for injury, disease, or death, or employees which for any reason, may not fall within the provisions of the Workers' Compensation Law. The insurance requirements shall not be less than the following:

1. Workers' Compensation – Statutory
2. Employers' Liability
 - a. \$500,000 Per Accident
 - b. \$500,000 Disease, Policy Limit
 - c. \$500,000 Disease, Each Employee

Commercial General Liability. This insurance shall be written in comprehensive form and shall protect the Contracting Authority against all claims arising from injuries to any person or damage to property of others arising out of any negligence of the Contractor.

The Contractor shall provide and maintain insurance coverage to protect the Contracting Authority against any and all claims for damages for personal injury, including accidental death, as well as from claims under this contract, whether such operations be performed by the Contractor or any subcontractors, or by one directly or indirectly employed by the Contractor or any subcontractors.

The liability limits shall not be less than the following:

General Aggregate	\$ 2,000,000
Products-Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	2,000,000
Each Occurrence	2,000,000
Fire Damage (Any one Fire)	100,000
Medical Expenses (Any One Person)	5,000

\$2,000,000 combined single limit liability coverage will meet the requirement

Automobile Liability. This insurance shall be written in comprehensive form and shall protect the Contractor against all claims for the operation of motor vehicles, whether they are owned, non-owned, or hired, by or on behalf of the Contractor.

The liability limits shall not be less than the following:

\$1,000,000 CSL (Combined Single Limit) per accident

D. **Excess Liability Umbrella.** The Contractor shall procure and maintain, during the life of this contract **\$1,000,000 Excess Liability Coverage (Umbrella)**. This coverage is over and above the underlying coverage of **\$2,000,000** the General Liability and Automobile & Employers Liability.

E. **Builders Risk Insurance.** Coverage shall be equal to 100 per cent of the

replacement cost of all proposed construction (when applicable).

- F. **Subcontractors.** The Contractor shall require that any of its agents and / or subcontractors, who perform work and/or services pursuant to the provisions of this contract, meet the same insurance requirements as are required of the prime Contractor.
- G. **Performance Bond.** A bond for the faithful and timely completion of the entire proposal must be provided with a limit of 100 percent of the contract sum (**when applicable**).
- H. **Liquor Liability.** Comprehensive liquor liability coverage shall be purchased with limits not less than **\$1,000,000. This coverage is mandatory when the Contractor/vendor will be serving alcohol for consumption.**

MISCELLANEOUS.

- A. **Cost of Insurance.** The Contracting Authority shall make no direct payments to the Contractor for any costs associated with securing, maintaining, and/or providing the insurance coverage required by the Contract Department. All costs of such coverage shall be included in the prices proposal and no additional payments for such costs shall be made.
- B. **Personal Liability of Public Officials.** In carrying out any of the provisions of the contract, or in exercising any power or authority granted to any agent or representative of the County Board thereby, there shall be no liability upon such agent or representative, including the engineer or authorized assistants, either personally or as an official of the County Board, it being understood that in such matters they act as the agent and representative of the County Board.
- C. **Non-Waiver of Legal Rights.** The Contracting Authority shall not be precluded or estopped by any measurement, estimate, or certificate made either before or after the completion and acceptance of the work and payment thereof, from showing the true amount and character of the work performed and the materials furnished by the Contractor, or from showing that such measurement, estimate, or certificate is untrue or incorrectly made or that the work or materials do not in fact conform to the contract.

The Contracting Authority shall not be precluded or estopped, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and Surety such damages as it may sustain by reason of failure to comply with the terms of the contract. Neither the acceptance by the Contracting Authority, nor any representative(s), nor payment for acceptance of the whole or any part of the work, nor any extent of time, nor any possession taken place by the Contracting Authority shall operate as a waiver of any portion of the contract, or any powers herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held to be a waiver of any other subsequent breach.

- D. **Litigation for Claims and Save Harmless Clause.** The Contractor shall indemnify and hold harmless the Contracting Authority, Board of Supervisors, Elected Officials,

Employees, Agents, and Assigns from all suits, actions, or claims of any character brought because of any injuries or damages received or sustained by any person(s), or property because of any act, omission, or neglect in safeguarding or performing the work, or through use of unacceptable materials in constructing the work.

The Contractor shall also hold the Contracting Authority, Board of Supervisors, Elected Officials, Employees, and their Assigns harmless from all claims for damages arising from any neglect, default, or mismanagement or omission of the Contractor, any subcontractor(s), agent, or employee in the performance of any duties imposed by this contract, or by law. If any litigation on account of such claims shall be commenced against the Contracting Authority, Board of Supervisors, Elected Officials, Employees, Agents, or Assigns, the Contractor, upon notice thereof from the Contracting Authority, shall defend the same at their cost and expense; and the record of any judgment rendered against the Contracting Authority, Board of Supervisors, Elected Officials, Employees, Agents, or Assigns to recover the full amount thereof, with interest and costs, and attorney's fees incurred by said Contracting Authority. The right of action therefore shall accrue to the Contracting Authority as soon as judgment shall have been rendered, whether the Contracting Authority shall have paid the amount or not.

THE CONTRACTOR IS REQUIRED TO BE IN ACCORDANCE WITH ALL O.S.H.A. SAFETY GUIDELINES AND REGULATIONS AT ALL TIMES DURING THE CONTACT PERIOD.

**POLK COUNTY GOVERNMENT
CERTIFICATE OF INSURANCE**

REQUIREMENTS.

Certificates of Insurance are required on every contract to show proof of adequate insurance. A Certificate shall be submitted with each set of contract documents to the Risk Manager for review. Contract documents will not be submitted to the Board of Supervisors for execution until the Certificate of Insurance is correct and has received staff approval. The Certificate(s) must specifically identify the project (No yearly or all – project certificates will be accepted), and show **POLK COUNTY CONSERVATION BOARD, POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns,** as “Additional Insured.”

The following statements are requirements and should aid in the preparation of an acceptable certificate. The statement numbers refer to the circled numbers on the sample certificate.

1. The name of the producer with complete address, zip code, and telephone number.
2. The Name of the Insured with complete address, zip code, and telephone number.
3. The issue date must be complete.
4. The insurance companies affording coverage must be named and approved by the Insurance Commission of the State of Iowa. The Company letters (**4a**) must be placed

along the corresponding insurance coverages **(4b)**.

5. All Certificates shall state that XCU Coverage is included. (If applicable)
The limits listed below are minimum acceptable limits. The Insurance Agent should review the Contract Special Provisions for each project, and verify with **POLK COUNTY RISK MANAGEMENT** that the insurance requirements have not been changed, as limits may vary from project to project.
6. **General Liability:**

General Aggregate	\$2,000,000
Product Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Each Occurrence	\$2,000,000
Fire Damage (Any one fire)	\$ 100,000
Medical Expense (Any one person)	\$ 5,000

(\$2,000,000 per occurrence single limit will meet the requirement)
7. **Automobile Liability:**

Each Accident	\$1,000,000
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Combined Single Limit
8. **Workers' Compensation:**
 - Statutory Benefits
 - Employers' Liability (Coverage B) \$ 500,000
9. **Excess Liability Umbrella** \$1,000,000
10. **Builders Risk**
 - a. Shall be equal to 100 per cent of replacement cost of construction.
(When Applicable)
11. **Performance Bond**
 - a. For the faithful and timely completion of the entire proposal with a limit of 100 percent of the contract sum
(When Applicable)
12. **Liquor Liability** \$1,000,000
 - a. Mandatory for Contractors/vendors who serve alcohol for consumption
13. Policy numbers for all policies must be included
14. Policy effective dates for all policies must be included
15. Policy expiration dates must be included.
16. Description of Operations: The Project Name and Work Order Number must be shown. All contracts require **"POLK COUNTY CONSERVATION BOARD, POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns"** to be additionally

insured.

17. POLK COUNTY GOVERNMENT must clearly and explicitly be shown the Certificate Holder.

18. The Cancellation Clause must read exactly as follows:

“Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left.”

19. All certificates of insurance must be signed by an authorized representative.

20. In order to preserve the governmental immunities available as defenses to Contractor (or Licensor) and its officials and employees, any insurance policy must contain an endorsement with the following language:

“The Company and the Insured expressly agree and state that the purchase of this policy of insurance by the Insured does not provide coverage for torts specified in Iowa Code 670.4, and that the Insured does not waive any of the defenses of governmental immunity available to the Insured under Iowa Code 670.4 as it now exists and as it may be amended from time to time. The Company and the Insured further expressly agree and state that the Insured may, at any time, assert any of the governmental immunity defenses available to it without affecting the coverage afforded under this policy.”

	Date	January 13, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-0113 Ron VanDenBroeke Construction Maintenance Manager

AGENDA HEADING:

Ratifying Board's electronic vote approving renovation work at the Easter Lake Park Ranger residence for a total cost not to exceed \$70,000, waiving of the Board's procurement approval and authorizing staff to complete the repairs.

INFORMATION:

The Easter Lake Park residence (2830 Easter Lake Drive) is a 1,302 square foot 3 bedroom ranch home with an unfinished basement built in 1968. Since that time, there have not been any upgrades or renovations done to the property except the recent replacement of the HVAC system in 2018.

As a part of employment, Conservation Park Rangers are required to live on-site and be available to address park issues 24/7. Historically, Polk County Conservation has relied on the Park Rangers to notify of any needs to their homes. Upon the recent retirement of the previous resident Park Ranger, a detailed inspection of the home was conducted. Construction and Parks staff have determined that renovation work needs to be done to make the residence livable for the incoming Park Ranger. Going forward, all Polk County Conservation structures will have annual inspections. This is the final Conservation Park Ranger residence needing major repairs. A new residence was constructed last year at Chichaqua Bottoms Greenbelt and a home was acquired as a part of an acquisition at Thomas Mitchell Park, where the Ranger was relocated and the former residence converted into a rental cabin. The other existing homes at Jester and Yellow Banks were updated in 2015 and 2016 respectively.

Aside from required work including new appliances, fixtures, cabinets, flooring, countertops, drywall and structural needs, Polk County Conservation has identified the more costly repair of the basement foundation where braces will need to be installed, tiling/water seal membrane installed, replacement of sump pump, installation of egress window and installing piers in garage due to ceiling sag. Total cost of basement foundation is estimated at \$17,323.

FISCAL IMPACT:

Amount: \$70,000 Total Estimated Cost Not to Exceed

Source: Bond and Cabin revenue

PREVIOUS BOARD ACTION(S):

Date: December 14, 2016

Roll Call: 16-1206 (Yea-4, Absent-1)

Action: Approving renovation work at the Yellow Banks Park Ranger residence in the amount of \$30,000 with a contingency of \$3,000, for a total cost not to exceed \$33,000.

RECOMMENDATION:

Ratifying Board's electronic vote approving renovation work at the Easter Lake Park Ranger residence for a total cost not to exceed \$70,000, waiving of the Board's procurement approval and authorizing staff to complete the repairs.

**Date**

January 13, 2021

Item No.**CONSENT****Roll Call No.****21-0114****Submitted by:****Douglas C. Romig
Deputy Director****AGENDA HEADING:**

Approving revisions of the Polk County Conservation Board Administrative Manual to address pay differential for Conservation Laborers with Certified Pesticide Applicators Licenses.

INFORMATION:

Polk County Conservation has worked with the County's Human Resources Department to streamline the hiring and placement of seasonal and part-time employees within the Parks and Natural Resources Divisions. In the past, Conservation had two Conservation Laborer job descriptions with the only difference being that the Conservation Laborer II was paid \$1.00 more per hour for having their Certified Pesticide Applicators License.

By amending the Administrative Manual to reflect that seasonal and part-time employees in the Conservation Laborer classification in Parks and Natural Resources with Certified Pesticide Applicators License will be paid \$1.00 more per hour, this eliminates the need for two separate job descriptions, thus streamlining the hiring process.

FISCAL IMPACT: N/A

Amount:

Source:

PREVIOUS BOARD ACTION(S):

Date: December 9, 2020

Roll Call: 20-1209 **(5-Yea)**

Action: Approving amendment to the Administrative Manual authorizing double time pay for seasonal/part-time employees required to work County recognized holidays effective immediately and clarifying language on compensation.

Date: August 14, 2019

Roll Call: 19-0818 **(4-Yea / 1-Absent)**

Action: Approving amendments to the Administrative Manual Procurement Policy, increasing Deputy Director and Directors' purchasing authority from \$10,000 to \$15,000.

Date: July 11, 2018

Roll Call: 18-0707 **(3-Yea / 2-Absent)**

Action: Approving addition of the Anti-Harassment Policy and Vacant Positions Due to Extended Medical Leaves Policy to the Polk County Conservation's Administrative Manual.

RECOMMENDATION:

Approving revisions of the Polk County Conservation Board Administrative Manual to address pay differential for Conservation Laborers with Certified Pesticide Applicators Licenses.

Compensation

Supervisory/Professional/Management (SPM) Employees (Exempt)

Supervisory/Professional/Management (SPM) employees covered by the provisions of this manual, except as otherwise noted, shall be compensated in accordance with their assigned job classification and corresponding pay grade. Pay ranges may be adjusted each July 1 to maintain consistency with competitive pay practices. It is expected that SPM positions work the number of hours required to complete their assignments.

The movement of SPM employees through their assigned salary range shall be determined by merit. All merit salary adjustments shall be based on an annual performance appraisal utilizing a performance review system issued by PCC Director and/or his/her designee. The purpose of the annual performance appraisal is to keep employee performance records up to date and provide employee feedback on their performance. The reviews are not to be construed as a guarantee of a salary increase. A salary adjustment, based on individual merit, may be recommended by the employee's supervisor, subject to approval of the Director.

Salary adjustments shall not exceed 4% of the employee's current salary or the approved maximum salary for their position.

Pay adjustments for merit increases for employees shall be made effective on the employee's anniversary date of their appointment to their current position.

Full-Time Employees

Full-time employees covered by the provisions of this manual, except as otherwise noted, shall be compensated in accordance with their assigned job classification and corresponding pay grade. Assigned pay ranges may be adjusted each July 1st.

Pay adjustments shall be made effective on the employee's anniversary date of his/her current position. Salary adjustments shall not exceed 4% of the employee's current salary or the approved maximum salary for their position.

Pay grids can be located on the Human Resources website:
<http://www.polkcountyowa.gov/hr/>.

Part-time/Seasonal Employees

(Part-time and seasonal employees pay rate is the hourly rate as designated per their class code)

Position	Season 1	Season 2	Season 3	Season 4	Season 5+
Clerk	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Recreation Clerk	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Stable Laborer I	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Cabin Attendant	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Asst. Riding Inst.	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Conservation Laborer - Parks	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Conservation Laborer – Natural Resources	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Conservation Laborer - Construction	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00
Stable Laborer I (Lead)	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00
Youth Corps Program Assistant	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00
Assistant Naturalist	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00
Assistant Volunteer Coordinator	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00
Assistant Mechanic	\$24.00	\$24.25	\$24.50	\$24.75	\$25.00
Park Officer	\$24.00	\$24.25	\$24.50	\$24.75	\$25.00
Pay raises shall be available to returning employees that received a favorable end of season evaluation or at one calendar year of employment (annually).					

Pesticide Application: In addition to the established wage rates as provided above, employees shall be paid an additional hourly rate one dollar (\$1.00) upon obtaining and maintaining a Pesticide Applicator's License as mandated by Section 206.6 of the Iowa Code.



Date

January 13, 2021

Item No.

CONSENT

Roll Call No.

20-0115

Submitted by:

**Adam Fendrick
Park Planner**

AGENDA HEADING:

Authorizing the Director or his designee the authority to approve a construction contract upon receiving of quotes within the approved budget, not to exceed \$44,000.00 for the Skunk River bridge guardrail repair along the Chichaqua Valley Trail.

INFORMATION:

On August 10, 2020, the Derecho storm caused significant damage to trees along the Chichaqua Valley Trail. As part of this storm, a tree fell on the Skunk River bridge damaging approximately 80 linear feet of the guardrail.

Polk County CMO staff, along with WHKS Engineers, reviewed possible solutions to replace the guardrail with the challenge of trying to figure out how to connect the posts to the bridge stringers that are too rotted to connect into. The solution is to remove the section of asphalt trail and replace it with a concrete trail with post brackets embedded directly into the concrete trail.

Staff was able to utilize construction drawings used on a previous bridge guardrail detail and WHKS prepared a preliminary cost estimate. The estimate for this repair is approximately \$40,000 plus a 10% contingency. Bids will be received prior to the February Board meeting, so staff is requesting the Board to waive their procurement authority and authorize the Director or his designee to award said contract for an amount not to exceed \$44,000, based on lowest compliant bid response.

FISCAL IMPACT:

Amount:

\$44,000

Not to Exceed

\$40,000

Construction Estimate

\$ 4,000

10% Contingency

Funding Source:

85% (\$37,400) Reimbursed by FEMA & State of Iowa

15% (\$6,600) County FEMA fund

PREVIOUS BOARD ACTION(S): N/A

Date:

Roll Call Number:

Action:

RECOMMENDATION:

Authorizing the Director or his designee the authority to approve a construction contract upon receiving of quotes within the approved budget, not to exceed \$44,000.00 for the Skunk River bridge guardrail repair along the Chichaqua Valley Trail.

**Date**

January 13, 2021

Item No.**CONSENT****Roll Call No.****21-0116****Submitted by:****Richard Leopold
Director****AGENDA HEADING:**

Approving payment to Lyle Sumek & Associates LLC in an amount not to exceed \$20,000.00 for strategic planning services.

INFORMATION:

In the fall of 2020, Director Richard Leopold, Deputy Director Douglas C. Romig and Community Outreach Supervisor, Kami Rankin reviewed multiple proposals from strategic planning firms to assist Polk County Conservation in updating their strategic plan.

Upon evaluating the proposals, Lyle Sumek & Associates LLC was selected to provide these services for an estimated cost of \$14,000.00. Since this dollar amount is within the Director's authority, we entered into an agreement with Mr. Sumek. As we have worked through this process, we have exceeded staff's budget authority and have finalized a cost not to exceed to complete the remaining work for Polk County Conservation's strategic plan.

The original proposal was based on an anticipated number of hours for meetings, interviews and research by the consultant. The hours spent to date on this plan have exceeded the original estimate and therefore require Board action to authorize payment above staff's \$15,000 threshold limit.

Staff is pleased with the progress and excited to receive the final report from the consultant once all of the remaining work is completed.

FISCAL IMPACT:

Amount: \$20,000.00 Not to Exceed

Source: REAP funds

PREVIOUS BOARD ACTION(S): N/A

Date:

Roll Call:

Action:

RECOMMENDATION:

Approving payment to Lyle Sumek & Associates LLC in an amount not to exceed \$20,000.00 for strategic planning services.

**Date**

January 13, 2021

Item No.**CONSENT****Roll Call No.****21-0117****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Approving recommendation to the Polk County Board of Supervisors to grant a temporary easement to the Iowa Department of Transportation (DOT) as part of the improvements to State Highway 28 bridge over the Raccoon River on land known as Brown's Woods.

INFORMATION:

The Iowa DOT needs a temporary easement for clearing and grubbing on land known as Brown's Woods managed by Polk County Conservation Board. This request comes from the need to access the bridge on Highway 28 to perform road and bridge improvements.

Polk County Conservation performed a site visit on the requested area and determined that no significant oak trees would be damaged or removed by this easement. Trees that would be impacted by this easement have little ecological value to Brown's Woods as a Forest Preserve.

FISCAL IMPACT: N/A

Amount:

Funding Source:

PREVIOUS BOARD ACTION(S): N/A

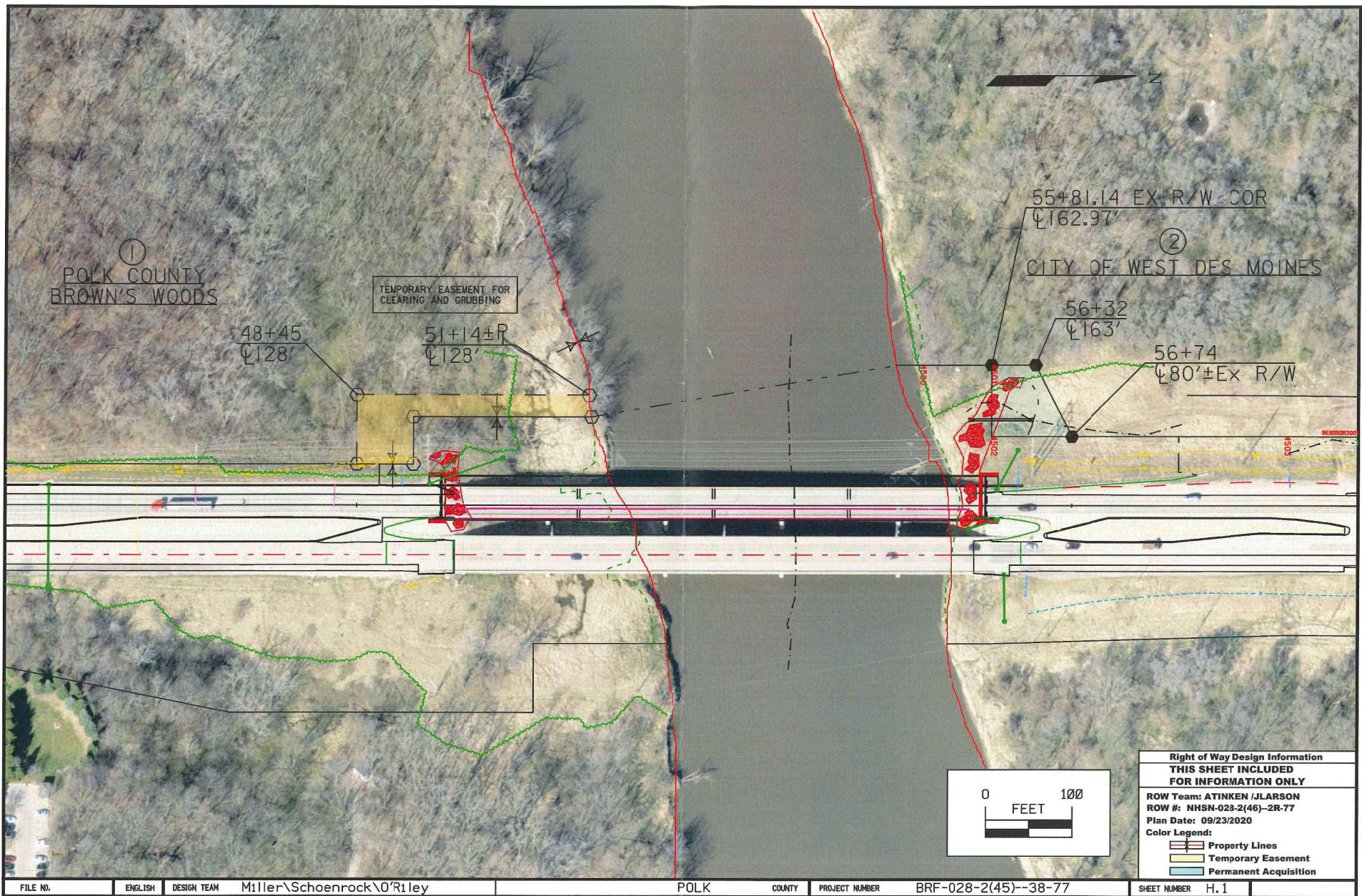
Date:

Roll Call:

Action:

RECOMMENDATION:

Approving recommendation to the Polk County Board of Supervisors to grant a temporary easement to the Iowa Department of Transportation (DOT) as part of the improvements to State Highway 28 bridge over the Raccoon River on land known as Brown's Woods.





Date

January 13, 2021

Item No.

CONSENT

Roll Call No.

21-0117A

Submitted by:

Doug Sheeley

Natural Resources Manager

AGENDA HEADING:

Approving agreements to finish the mezzanine office area at the Natural Resources facility at Chichaqua Bottoms Greenbelt to aid in separating staff due to COVID in an amount not to exceed \$45,519.31.

INFORMATION:

The addition of volunteer staff to the Natural Resources Unit occurred in the midst of planning for the new Natural Resources facility. Initially, offices were added to the design to accommodate this change, but they were later removed to reduce initial cost. Plans were made to office volunteer staff in the former administration building until offices could be added to the NR facility.

Delays in construction and an agreement with Conservation Corps of Minnesota & Iowa (CCMI) for rental of the administration building, as well as concerns related to the COVID-19 pandemic, have pushed us to pursue addition of this office space as soon as possible. Currently, ecologists and volunteer staff share offices designed for a single occupant.

Quotes for construction elements and HVAC system have been sought with two bids received for both project components. Gregson Construction and Roberts Plumbing, Heating & Cooling were the lowest responsible bidders.

FISCAL IMPACT:

Amount:	<u>\$45,519.31</u>	Not to Exceed
	\$34,400.00	(Construction)
	\$ 6,990.28	(HVAC)
	\$ 4,129.03	(10% Contingency)

Source: Fund 6 – Cabins

PREVIOUS BOARD ACTION(S):

Date: February 13, 2019

Roll Call: 19-0217 **(4 Yea / 1 Absent)**

Action: Public Hearing approving plans, specifications, form of contract documents, engineer's estimate and designating Bushong Construction as lowest responsible bidder for the construction of the Natural Resources shop at Chichaqua Bottoms Greenbelt. – \$1,958,000 plus 10% contingency.

RECOMMENDATION:

Approving agreements to finish the mezzanine office area at the Natural Resources facility at Chichaqua Bottoms Greenbelt to aid in separating staff due to COVID in an amount not to exceed \$45,519.31 and authorizing the Director or his designee to sign same.

**Date**

January 13, 2021

Item No.**ACTION****Roll Call No.****21-0118****Submitted by:****Douglas C. Romig
Deputy Director****AGENDA HEADING:**

Approving revisions of the Polk County Conservation Board Bylaws and place on the February Board meeting for adoption, action requires two affirmative votes.

INFORMATION:

The Polk County Conservation Board's Bylaws updates have been made to address actions taken by the Board and conformance with current practices for establishing salaries for full-time and part-time employees.

Specific changes include:

Article VI. e. Elimination of this section as Conservation no longer uses private banks for transactions and utilizes the County's Treasurer Department and County established banking institutions.

Article VI. f. add established by the Board to recognize the Board's authority to approve Conservation's annual budget.

Article VI. g. switch fiscal to calendar for the agency's annual report

Article VI. h. add long-range to strategic plans as approved by...

Article VII & VIII. Combine due to redundancy and have language reflect current practice for establishing pay grades for full-time and part-time employees.

Article X. d. Increase expenditure limit from \$10,000 to \$15,000 per previous Board action for procure threshold limit.

FISCAL IMPACT: N/A

Amount:

Source:

PREVIOUS BOARD ACTION(S):

Date: January 9, 2019

Roll Call: 19-0109 (Yea-5)

Action: Approving Bylaws of the Polk County Conservation Board

RECOMMENDATION:

Approving revisions of the Polk County Conservation Board Bylaws and place on the February Board meeting for adoption, action requires two affirmative votes.

BYLAWS
OF THE
POLK COUNTY CONSERVATION BOARD

WHEREAS, the Bylaws governing the Polk County Conservation Board were originally adopted on the 8th day of January, 1958, and;

WHEREAS, the Polk County Conservation Board shall review its Bylaws annually to ensure functionality regarding the governance, administration and management of Polk County Conservation.

NOW THEREFORE, We, the undersigned members of the Conservation Board, as duly appointed by the Polk County Board of Supervisors, and as authorized by Chapter 350, Code of Iowa, do so decree as follows:

ARTICLE I. That all the covenants and provisions of former Bylaws as amended and adopted by the Polk County Conservation Board prior to this date are here and now annulled, canceled, revoked, and of no consequence for effect in the administration, development or operation and management of its areas, its facilities, nor its employees.

ARTICLE II. That Chapter 350, Code of Iowa, is recognized as, and declared to be, the governing authority; and that the purpose, and the power and duties, as defined and set forth in said Chapter shall control the functions of the Conservation Board, its employees, and/or its facilities.

ARTICLE III. That there shall be selected preceding the first regular meeting of each calendar year, from its members, by its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the Board for the calendar year and/or until their successors are selected and qualify. In the event that the chairperson is absent, the vice-chair shall serve as the pro-tem chairperson. In the event that both the chairperson and vice-chairperson are absent, the secretary shall serve as the pro-tem chairperson and, if necessary, a temporary secretary shall be appointed. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the Board at the particular meeting.

ARTICLE IV. That this Board shall generally meet on the second Wednesday of each month at such time and place as may be designated by the chairperson, and said meeting shall be known as the regular meeting of the Board. That Board Members shall be expected to make all reasonable efforts to attend all regularly scheduled meetings; absences in excess of 1/3 of the regularly scheduled meetings in a six-month period will subject the Board Member's appointment to review by the Board. Special meetings may be called by the chairperson, or a majority of the members, when necessary for specific purposes requiring Board action. A closed session may be held by affirmative vote of two-thirds of the members present in accordance with Chapter 21 of the Iowa Code.

ARTICLE V. That an executive officer shall be employed and shall be known as the Director. S/He shall be responsible to serve at the pleasure of the Conservation Board and the Board shall evaluate his/her performance annually by the month of December.

There shall be a Deputy Director employed who shall possess all the powers and perform all the duties prescribed for the Director in these Bylaws during the absence or disability of the Director or in the event of a vacancy in the office of Director; and shall perform such duties and exercise such powers as may be prescribed by the Director.

ARTICLE VI. That the principal duties of the Director shall include:

- a. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
- b. To annually outline and recommend to the Board a budget that includes a program of administration, development, maintenance and operation, for each budgetary year, including an estimated cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors. To present and explain amendments and modifications to the annual budget that may occur during the year to the Board prior to submission to the budget staff of the Board of Supervisors.
- c. The budget, or periodic budget amendments, as approved by the Conservation Board, shall be presented and explained by the director to the Board of Supervisors at each annual budget hearing or at periodic budget amendment hearings.
- d. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation and environmental education; on the design of park facilities and development; and in the preservation and rehabilitation of conservation areas; and shall periodically report to the Conservation Board the results of his/her research and investigation in these fields.

~~b. S/He is authorized to deposit in his/her name as the director for the Polk County Conservation Board, at a local bank as selected and approved by the Conservation Board, miscellaneous monies collected from the operations of all revenue-producing facilities; and to draw from said deposit, over his/her signature as the director, or his/her duly appointed representatives of the Conservation Board, funds payable to the Polk County Treasurer for allocation to the General Fund of the County for the benefit of Polk County Conservation Board.~~

~~d.b.~~ S/He shall review and approve all expenditures as established by the Board and is authorized to requisition warrants from the County Auditors Office for the payment of duly acknowledged claims. S/He shall submit to the Board monthly financial statements on the status of the conservation budget.

~~e.c.~~ As required by statute, s/he shall prepare an annual report covering each calendar~~fiscal~~ year as terminated and include, therein, his/her recommendations for future expansion and development.

~~f.d.~~ S/He will develop and maintain long-range strategic plans as approved by the Conservation Board to provide guidance in the planning and implementation of programs and projects.

ARTICLE VII. That the Director, with the approval of the Conservation Board, is authorized to employ ~~and fix the compensation of such~~ assistants and employees as may be necessary for proper and efficient administration, for development of, and for the maintenance and operation for such property and facilities as may be acquired by the Conservation Board, and/or responsibilities assumed within the framework of statutory authority.

That the compensation for the Director, his/her full-time assistants and employees, shall be determined by the Polk County Human Resources Department and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations. Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees. The Director is authorized to employ and establish hourly wage rates for seasonal/intermittent employees as set forth in the Conservation Board's budget.

~~ARTICLE VIII. That the compensation for the Director, his/her assistants and employees, shall be determined by the Conservation Board and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations. Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees.~~

ARTICLE ~~VIII~~X. That the Director, and any employees as s/he may designate, may be appointed peace officers as authorized by Section 350, and within the purview of Section 80B of the Code of Iowa.

ARTICLE ~~I~~X. That any single expenditure, or contract for services, purchase of equipment or material supplies, or to enter into rental agreements or construction contracts, shall conform to the following procedures:

- a. For the purchase of minor items and to provide for "change", a petty cash fund and change funds may be established not to exceed \$100 when authorized by the Director. Claims for reimbursement to the petty cash fund shall be submitted to the County Auditor as required and based on receipted amounts of each expenditure.
- b. Items of expenditure of \$5,000 or more shall, when possible and reasonable, be selected from at least three (3) quotations from qualified vendors and approved by the Director or his/her designee. No prior approval is required by the PCCB; however, PCCB ratifies monthly list of expenditures at each monthly regular meeting
- c. Items of expenditures up to \$10,000 shall require approval of the Director or his/her designee. No prior approval is required by the PCCB; however, PCCB ratifies monthly list of expenditures at each monthly regular meeting. In emergency situations (defined as immediate public health and welfare) the Director may spend up to \$20,000 as necessary to meet the needs of the emergency within 48 hours and inform the Conservation Board of any emergency spending as soon as possible.

- d. Items of expenditures above \$1~~50~~,000 shall be selected from at least three (3) quotations from qualified firms or supplies when applicable and the approval of at least three (3) Board Members before purchase. Members may be polled for approval. All quotations received shall be retained in the files for at least three (3) years.
- e. Contracts or purchases for public improvements as defined by Sections 26.2(3), 73A.1(3) and 573.1(4)(2011) shall conform to the requirements of said Chapters 26, 573 and 73A.
- f. The Director, or his/her duly appointed representative is authorized and empowered to act for the Board in receiving, opening, and recording bids. A public hearing, as set forth in Chapter 26 and 73A, Code of Iowa, must be held at a regular or special meeting of the Board for action on said bids.
- g. The acquisition of land (including easements) is excluded from the above requirements, but Land Purchase Options must be considered by the Conservation Board at a regular or special meeting and approved by at least three (3) Board Members for acceptance. Procedures for land acquisition shall conform to statutory requirements.
- h. The Director is authorized to apply for grants that fit within the mission of the Board. Final acceptance of grants awarded to Polk County Conservation will receive approval of the Board.
- i. The Director is authorized to negotiate mutual and cooperative agreements with final approval of agreements receiving approval of the Board.
- j. The Director is authorized to sign contractual documents on behalf of the Board, when authorized by a Board resolution, with the requirement that the resolution is documented as part of the signature.

ARTICLE X~~I~~.

While participation in the Polk County Conservation Board is voluntarily, there is a reasonable expectation for Board Members to take an active interest in Polk County Conservation beyond attending the monthly Board meetings. Engagement can take on several forms and the Director and Board Chair should identify Board Member's strengths to best serve Polk County Conservation. These may include but not be limited to:

- 1) Coming to each Board meeting educated on the agenda items
- 2) Having a clear understanding on their fiduciary requirements
- 3) Serving on standing committees of Polk County Conservation (Advisory, Golf, Public Art)
- 4) Membership and participation in the Great Outdoors Foundation
- 5) Keeping their respective Board of Supervisor apprised of major efforts being undertaken by Polk County Conservation
- 6) Attending major events hosted by Polk County Conservation and the Great Outdoors Foundation that benefit Polk County Conservation (public meetings, fund-raisers, special events, etc.)
- 7) Attendance to annual Iowa Association of County Conservation Boards (IACCB) conference
- 8) Advocacy for local and state issues that impact conservation efforts.

- 9) Learn about operations through employee engagement: (ride along with a Park Ranger; participate in a prescribed fire; harvest prairie seed; attend an environmental education program, etc.)

ARTICLE XII.

That these Bylaws shall be reviewed by the Conservation Board at the first regular Board meeting in January. Amendments may be proposed at any regular meeting but must be again considered at the next following regular meeting before adoption. Amendments shall require approval of at least three (3) Board Members.

That these Bylaws as adopted by Roll Call No. ~~21-19-0109~~ is hereby approved as of January ~~139~~, 20219 by the Polk County Conservation Board.

Chair

Board Member

Vice-Chair

Board Member

Secretary



Date

January 13, 2021

Item No.

ACTION

Roll Call No.

20-0119

Submitted by:

**Ron VanDenBroeke
Construction Maintenance
Manager**

AGENDA HEADING:

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

INFORMATION:

In reviewing the operational needs, staff is recommending the replacement of the following pieces of equipment based on the allocated budget for equipment and vehicles:

Item	Estimated Cost	Division
2008 Ford F-350 Service Truck	\$60,000	Construction Maintenance
2003 Ford F-350 Chip Truck	\$55,000	Natural Resource
2004 Ford F-350 Flat Bed	\$48,000	Natural Resource
2006 Ford F-250	\$38,000	Fleet -- Chichaqua
2011 Ford F-250	\$42,000	Parks -- Yellow Banks
Landpride Mower	\$17,500.00 \$45,000	Parks -- Easter Lake
2003 Kawasaki Mule	\$19,500	Parks -- Yellow Banks
	\$280,000	Total Request

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

- 1) A new Tandem Axle Dump Truck for the Construction Maintenance Department for an estimated cost of \$135,000 (REAP). This piece of equipment is essential for increased hauling capacity and efficiency.
- 2) Replace Equestrian Center 1993 John Deere Tractor for an estimated cost of \$44,000 that will be offset from auction sales and use of REAP funds.
- 3) Purchase 10' No-Till Drill Seeder for an estimated cost of \$39,000 (Fund 6-Haying fund). This seeder is essential to the Natural Resource Department in their land management.

REAP funds are not appropriated to cover on-going operational costs within Conservation's budget and are historically utilized for one-time purchases. The current REAP balance is approximately \$333,729. If approved the REAP account balance will be \$179,729.

FISCAL IMPACT:

Amount: \$498,000

Funding Source: \$498,000

\$280,000

\$154,000

\$25,000

\$39,000

Sources

Fleet Budget

REAP

Projected County Auction Proceeds

Fund 6 - Haying Fund

PREVIOUS BOARD ACTION(S):

Date: February 12, 2020

Roll Call: 20-0210 **(4 Yea; 1 Absent)**

Action: Approving Vehicle and Equipment needs for reorganization implementation to meet operational needs. – \$98,286.

Date: January 8, 2020

Roll Call No. 20-0110 **(4 Yea; 1 Vacant)**

Action: Replacement program for FY20/21 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY20/21 budget approval and re-allocate any proceeds from sales to support equipment needs.

Date: January 9, 2019

Roll Call No. 19-0111 **(5 Yea)**

Action: Approving Vehicle and Equipment Replacement program for FY19/20 and amending annual operating budget to increase the total appropriations for vehicle and equipment replacement to \$280,000 annually, if Board of Supervisors approve the FY19/20 Decision Package.

RECOMMENDATION:

Approving Vehicle and Equipment Replacement program for FY20/21 and authorizing staff to acquire said vehicles and equipment upon Board of Supervisors FY20/21 budget approval and reallocate any proceeds from sales to support equipment needs.

**Date**

January 13, 2021

Item No.**ACTION****Roll Call No.****21-0120****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Approving additional funds for the Trails End Mitigation Bank Phase I - Stream Restoration project in an amount of \$750,000 for a project total not to exceed \$1,686,387.00.

INFORMATION:

In 2018, the Polk County Conservation Board initiated the process of Polk County Conservation developing mitigation banks. The first site identified was Trails End along Fourmile Creek and adjacent to Mally's Park in Berwick. This site will become the largest mitigation bank location in the State of Iowa and the only site that offers emergent and forest wetland credits as well as streambank credits. The site planning and banking instrument creation are massive undertakings with reviews and approvals from several state and federal agencies needed.

Polk County Conservation, in consultation with our consulting firm JEO, ran the permitting process and the bidding process parallel to one another in an attempt to keep the project on schedule. In an unprecedented move, the United States Corps of Engineers was in the midst of updating their design criteria, and after two previous reviews with comments, recommended significant design changes to the plans regarding streambank restoration design criteria.

On September 9, 2020 by Roll Call No. 20-0910, the Board approved awarding the construction of the streambank improvements to Keller Excavating in an amount not to exceed \$1,086,387.00. The changes, which were provided after the award, resulted in additional soil that would need to be hauled off the site (from an estimated 200 cubic yards (CY) of soil in the original design, to an estimated 89,056 cubic yards (CY) of soil in the new design). The Corps is requesting flood-way benching to create a more natural stream flow that will meander. While some of this can be accomplished, the entire stream cannot be converted to a full organic state as existing and planned infrastructure would be negatively impacted. Staff have been working to identify nearby areas to discard and/or stockpile the additional soil. However, there is a significant cost increase to hauling this much material. Staff have identified two potential sites. The first site is on the Iowa Department of Transportation's (DOT) land approximately two miles away at a cost of \$7.00/CY. The second site is a nearby construction company's project site approximately four miles away at a cost of \$8.00/CY.

While the mitigation bank will ultimately generate revenues over expenses (design and construction), Conservation has taken the position that we want the highest quality restoration achievable as opposed to a private mitigation bank that provides the minimum requirements to generate the highest profit. The sale of credits will pay for

the restoration and long-term maintenance costs per the Board's adopted fiscal policy for the mitigation banks, in addition to generating over \$8.5 million in net revenues. As noted above, the ultimate final cost will depend on where we can dispose of the removed material. This authorization will allow staff to issue the notice to proceed immediately upon final Corps approval and site deposit availability.

FISCAL IMPACT:

<u>Amount:</u>	<u>\$1,086,387.00</u>	Original Costs
	\$ 988,193.50	Original Bid
	\$ 98,193.50	10% Contingency
 <u>Amended:</u>	 \$ 600,000.00	 Additional Funds
	<u>\$1,686,387.00</u>	Final Not to Exceed
 <u>Funding Source:</u>	 Polk County Water and Land Legacy Bond – Reimbursed from mitigation bank credit sales.	

PREVIOUS BOARD ACTION(S):

Date: September 9, 2020
Roll Call: 20-0910 **(5 YEA)**
Action: Public Hearing approving plans, specifications, form of contract documents, engineer's estimate and designating lowest responsible bidder for the construction of the Trails End Mitigation Bank Stream Restoration project to Keller Excavating, Inc. in a contract amount of \$998,193.50 plus a 10% contingency and authorizing the Director or his designee to sign the contract.

Date: February 13, 2019
Roll Call: 19-0209 **(4 YEA / 1 Absent)**
Action: Waiving the Boards purchasing authority and authorizing Director or Deputy Director to sign agreements related to mitigation banking planning.

Date: October 10, 2018
Roll Call: 18-1010 **(4 YEA / 1 Absent)**
Action: Approving Master Services Agreements with Impact 7G (HR Green); JEO Consulting Group, Snyder Engineering and WHKS for mitigation banking services and authorizing the Director or Deputy Director to sign said Agreements upon Legal review.

RECOMMENDATION:

Approving additional funds for the Trails End Mitigation Bank Phase I- Stream Restoration project in an amount of \$750,000 for a project total of not to exceed \$1,686,387.00 and authorizing the Director or his designee the authority to sign the Change Order.

	Date	January 13, 2021
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 21-0121 Cassandra Cook Conservation Ecologist

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.