



BOARD MEETING

October 14, 2009 - 5:30 p.m.

Polk County Administration Bldg
111 Court Avenue, Room 120
Des Moines, Iowa

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

- a) Roll Call
- b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

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

- a) **Equestrian Center, ADA Entrance Project:** approve revising the scope of the Equestrian Center ADA entrance project from \$30,000 currently budgeted for one ADA entrance to \$51,000 to construct two entrances and move the steel picnic shelter directly adjacent to the Jester Lodge to the Equestrian Center; the Board accepts the low bid of \$42,390 from Pro-Line Company to provide the structures for both entryways and complete concrete work associated with the stable entry addition; and the Board authorizes the Director to sign related documents.
- b) **Thomas Mitchell Park, Shop Interior Project:** approve proceeding with the Thomas Mitchell shop break room, restroom, and office project with at a cost not to exceed \$15, 000.
- c) **Chichaqua Bottoms Greenbelt, Tyler Property – NRCS Contract Modification:** approve the additional expense of \$2,250 to the Chichaqua Bottoms Greenbelt – Tyler property earthwork project resulting in the total project cost being \$8,450 which will be 100% reimbursed by the NRCS.
- d) **Qwest Dex Phone Book Advertising:** approve \$4,878.60 in Qwest Dex Phone Book Advertising fees for advertising in the phone book from November 2009 – November 2010.
- e) **County Auction: 2009 Fall Auction Items:** approve the identified PCCB surplus items being sold at the Polk County 2009 Fall Auction on October 24 at the Greenfield Auction.
- f) **Action on Bill List:** approve the PCCB/Enterprise Fund September 2009 expenditures.
- g) **High Trestle Trail, Trail Corridor 2008:** accept the \$750,000 in Transportation Enhancement Funds, project STP-ES-C025 (074)—8I-25, 09STPES-102 for the High Trestle Trail project and authorize the PCC Director to sign the contract with the Iowa Department of Transportation.
- h) **Thomas Mitchell Park – Timber Stand Improvement Grant:** approve acceptance of the grant awarded through Polk Soil and Water Conservation District for Thomas Mitchell Park timber stand improvements in the amount of \$3,435 with the money returned to the Natural Resources Unit budget to hire seasonal staff to assist in the Timber Stand Improvement and authorize the Director to sign related documents.

3) Natural Resources

- a) Mally's Stream Bank Protection
- b) Potential Conservation Easement



BOARD MEETING

- 4) Infrastructure
 - a) Yellow Banks Park, Vault Toilets
- 5) Organizational Development
 - a) Jester Park Master Plan
- 6) Land Acquisition
 - a) Chichaqua Bottoms Greenbelt, Potential Addition
- 7) External Item
 - a) Director's Performance Evaluation

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on September 9, 2009. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Equestrian Center, ADA Entrance Project

In the 2009/2010 budget, staff proposed, and the Board approved \$30,000 to construct an entry to the Equestrian Center stable wing to improve accessibility to visitors and clients requiring special assistance. In reviewing the scope of the project and other related needs at the center, the Director proposes expanding the scope to include construction of a 48' X 30' ADA entrance to the stables building, a 18' X 19' covered entrance roof for the indoor arena, and relocating a 28' X 24' steel shelter for the Jester Park Lodge to an area north of the outdoor arena to be used for outdoor events and a trail ride waiting area. Bids were solicited and received to purchase and construct the two building additions and completed concrete work associated with the 48' X 30' project.

Quotes received for the base building and associated concrete work:

Pro-Line Company	\$ 42,390.00
Cleary Building Corp.	\$ 43,000.00
Nu-Mark Building Corp.	\$ 49,262.00

We have received a revised bid from Bissell House Movers of \$2,500 to move the shelter from the Jester Park Lodge to the Equestrian Center. In addition, we anticipate additional direct costs of \$4,150.00 to complete the relocation of the shelter and electric work associated with the two building additions. Staff will prep sites, perform electrical work, rough and final grade, complete landscape work, and assist in the relocation of the Lodge steel shelter. Staff is also requesting \$1,960.00 be budgeted as a contingency.

STAFF RECOMMENDATION: That the Board approve revising the scope of the Equestrian Center ADA entrance project from \$30,000 currently budgeted for one ADA entrance to \$51,000 to construct two entrances and move the steel picnic shelter directly adjacent to the Jester Lodge to the Equestrian Center; the Board accepts the low bid of \$42,390 from Pro-Line Company to provide the structures for both entryways and complete concrete work associated with the stable entry addition; and the Board authorizes the Director to sign related documents.

b) Thomas Mitchell Park, Shop Interior Project

There is currently no break room in the Thomas Mitchell park maintenance shop. In addition, the restroom does not meet ADA standards, and there are public programs held in the shop and adjacent areas throughout the year. The shop office area is also in need of improvements.

In the 2009/2010 budget, staff proposed, and the Board approved \$15,000 to upgrade the Thomas Mitchell shop break room, restroom, and office area. This upgrade was to be funded by Enterprise Fund dollars.

A review of the project has been completed and the project can be completed as budgeted. Included in the projected budget is the installation of a high efficiency HVAC system. All work on the project can be completed by PCC staff.

STAFF RECOMMENDATION: That the Board approve proceeding with the Thomas Mitchell shop break room, restroom, and office project with at a cost not to exceed \$15, 000.

c) Chichaqua Bottoms Greenbelt, Tyler Property – NRCS Contract Modification

Staff brought an item to the Board at the September meeting detailing an NRCS designed project at the former Tyler property at Chichaqua. Staff asked permission of the Board to award the earthwork project to the lowest responsible bidder. The budget estimate was \$6,600 and JT Services was the successful bidder at \$6,200.

They began the project and discovered that there was a mistake in the engineering and additional earthwork would be required to complete the project. The engineer for the NRCS had made a mistake and the flow line needed to be one foot lower than designed. The redesign by the NRCS required the removal of 1,000 cubic yards of additional material.

The NRCS has adjusted their allowable expense for the project to include an additional \$2,250 to compensate the contractor. The total cost of the project will be \$6,200 plus an additional \$2,250 for a total of \$8,450. PCCB will be reimbursed by the NRCS for all costs.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board approve the additional expense of \$2,250 to the Chichaqua Bottoms Greenbelt – Tyler property earthwork project resulting in the total project cost being \$8,450 which will be 100% reimbursed by the NRCS.

d) Qwest Dex Phone Book Advertising

Annually, staff evaluates advertising listings in the Yellow Pages. Phone book advertising has proven to be an effective method of advertising.

We will purchase advertising for the Equestrian Center, campgrounds, and Jester Park Lodge. HG Golf Properties will handle advertising for the golf course.

Please see the attached Qwest Dex Order for all PCC listings. We recommend that the Board approve the fees associated with advertising in the phone book from Nov. 09 - Nov. 10. These expenditures do fit within the proposed '09-'10 advertising budget for Community Outreach.

<u>Facility</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Jester Park Lodge	\$ 39.40	\$472.80
Polk County Campgrounds	\$ 71.40	\$856.80
Equestrian Center		
-Boarding/Training	\$ 71.40	\$856.80
-Rentals/Riding	\$224.35	<u>\$2,692.20</u>

Total

\$4,878.60

-Kami Rankin

STAFF RECOMMENDATION: That the Board approve \$4,878.60 in Qwest Dex Phone Book Advertising fees for advertising in the phone book from November 2009 – November 2010.

e) County Auction: 2009 Fall Auction Items

Each October for the past several years, Polk County has held an annual equipment surplus auction and the Polk County Conservation has participated. This year's fall auction will be October 24th at the Greenfield Auction site, 3920 Dixon, Des Moines, Iowa. Earlier this year Polk County held a spring auction we participated in, thus leaving us with few items for this auction. The following are the obsolete, non-usable items to be disposed of at this year's fall auction contingent upon board approval: (2) Nimlock Exhibit units with case

- George M. Lentz
Eqpt. Maint. Supt.

STAFF RECOMMENDATION: That the Board approve the identified PCCB surplus items being sold at the Polk County 2009 Fall Auction on October 24 at the Greenfield Auction.

f) Action on Bill List

September 2009 expenditures have been mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB/Enterprise Fund September 2009 expenditures.

g) High Trestle Trail, Trail Corridor 2008

Polk County Conservation was awarded a Transportation Enhancement Grant in the amount of \$750,000.00 on January 8, 2008. We have now received the funding agreement from the Iowa Department of Transportation. At this point, the grant will be used for a portion of the construction costs of the High Trestle Trail Des Moines River Bridge and the approaches to the bridge. The grant requires a 20% match, which will be covered through allocating a portion of the donated value of the value rail corridor. Alternatively, the match portion will be provided from public donations raised for this project and currently held by the Iowa Natural Foundation. As the lead department on the High Trestle Trail for a consortium of four counties and five municipalities, Polk County Conservation is required to sign the grant agreement on behalf of the committee.

STAFF RECOMMENDATION: That the Board accept the \$750,000 in Transportation Enhancement Funds, project STP-ES-C025 (074)—8I-25, 09STPES-102 for the High Trestle Trail project and authorize the PCC Director to sign the contract with the Iowa Department of Transportation.

h) Thomas Mitchell Park – Timber Stand Improvement Grant

In an effort to reduce the erosion entering the Thomas Mitchell pond Polk County Conservation Board applied for a grant for timber stand improvement through the Polk Soil and Water Conservation District. This work coupled with the work already under way as a result of receiving a WIRB grant should dramatically reduce silt entering the Thomas Mitchell pond.

The grant award is \$3,435 with PCCB match requirement being 100%. To reduce the expense required and to ensure work being performed at PCCB standards we intend to perform the work in-house. Staff will work with the Iowa Department of Natural Resources to develop the woodlands for multiple use benefits including watershed protection, wildlife habitat, aesthetics, and recreation. Specifics would be to maintain and enhance oak component, remove invasive species, reestablish the herbaceous layer and reintroduce fire into the management regime.

- Mark A. Dungan
Natural Resources Manager

STAFF RECOMMENDATION: That the PCCB approve acceptance of the grant awarded through Polk Soil and Water Conservation District for Thomas Mitchell Park timber stand improvements in the amount of \$3,435 with the money returned to the Natural Resources Unit budget to hire seasonal staff to assist in the Timber Stand Improvement and authorize the Director to sign related documents.

3) Natural Resources

a) Mally's Stream Bank Protection

PCCB received a grant for \$15,000 from Metro Waste Authority (MWA) for Bank stabilization on Four Mile Creek at Mally's. Subsequently, we also received an additional grant from Polk County Soil and Water District for \$10,000 with a provision that they may contribute additional funds, beyond the initial monies allocated, if required.

PCCB has had the funding in place for several months and have been waiting for final designs to be prepared by the NRCS in order to bid the job and award a contract. There has been a delay in receiving the design documents from the NRCS due to their workload.

Staff had concerns that the construction season is nearly done and the delay might jeopardize funding. Lown and Dungan met with the NRCS on site Monday, October 5, in an attempt to speed up the design process. We made sure they were aware of the deadline for the MWA grant and we were in danger of losing it if the project is not completed by December 15.

The NRCS has promised to supply us with plans and specifications in the immediate future so that we can bid, award, and construct the project yet this fall and before the grant deadline.

Staff has applied for and received the necessary permits from the Corps and the DNR and could move rapidly once we have the construction documents in hand.

Staff requests permission from the Board to bid the project as soon as we receive the documents from the NRCS, award the contract, and construct the stream protection measures as quickly as possible.

- Loren Lown
Natural Resource Specialist

STAFF RECOMMENDATION: That the Board grant the Director the authority to sign the documents awarding the contract for stream bank stabilization at Mally's, allowing for completion of the project prior to the grant deadline. Further that the Board authorizes staff to contract for a sum equal to or less than the funds available from the two grants.

b) Potential Conservation Easement

Staff is working with a private landowner in Northern Polk County on the possibility of obtaining a conservation easement on a section of farmland adjacent to the Corps-owned property along Mosquito Creek.

The 62.33 acre property is primarily farmland with the residence and farm buildings on approximately 4 acres.

The owners' representative has contacted PCC with an inquiry as to whether we would consider accepting a conservation easement on the farmland and the modest amount of timber. After the building site is removed, the remaining land is approximately 58 acres.

It is the owner's stated intent to preserve the property as farmland and to avoid future development.

Staff has discussed the possibility of an easement of this property with the Corps of Engineers and the DNR – both are enthusiastic about protecting the upland above the reservoir and along the creek.

We are working with the County Attorneys office and the landowners' attorney to be sure that the language and form of the easement is what both parties desire.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board direct staff to pursue a conservation easement on the property, and if successful, to bring the matter to the Board for consideration in the next few months.

4) Infrastructure

a) Yellow Banks Park, Vault Toilets

Information on this item will be presented to the Board at the meeting.

5) Organizational Development

a) Jester Park Master Plan

Information on this item will be presented to the Board at the meeting.

6) Land Acquisition

a) Chichaqua Bottoms Greenbelt, Potential Addition

Information on this item will be presented to the Board at the meeting.

7) External Item

a) Director's Performance Evaluation

The Board will conduct the Director's six month performance evaluation.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, September 9, 2009. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

Board Present: Hadden, Vosler, McEnany, Levis
Board Absent: Smith

#1b – Action on the Minutes of the Previous Meeting(s)

**IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE AUGUST 12, 2009 MEETING MINUTES.
VOTE YEA: MCENANY, HADDEN, VOSLER, LEVIS**

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE AUGUST 25, 2009 MEETING MINUTES.
VOTE YEA: LEVIS, VOSLER, MCENANY
ABSTAIN: HADDEN**

#2 – Consent Agenda Items

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:
A) PCCB/ENTERPRISE FUND JUNE AND JULY 2009 EXPENDITURES.
VOTE YEA: VOSLER, HADDEN, MCENANY, LEVIS**

#3 – Natural Resources

a) Memorandum of Understanding, Natural Resource Services

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD AUTHORIZE THE PCCB DIRECTOR TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH GLOBAL SPECTRUM AND THE MONEY FROM THIS MOU BE USED TO SUPPLEMENT THE NATURAL RESOURCES TEAM WITH ADDITIONAL SEASONAL STAFF AND SUPPLIES.
VOTE: LEVIS, MCENANY, VOSLER, HADDEN**

b) Land Donation

IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO ACCEPT THE APPROXIMATELY 10 ACRES OF LAND LOCATED WITHIN ½ MILE OF ENGELDINER MARSH AND THE MAIN BODY OF CHICHAQUA AS OFFERED BY THE IOWA NATURAL HERITAGE FOUNDATION AND AUTHORIZE THE PCCB DIRECTOR TO SIGN ANY DOCUMENTS RELATING TO THIS LAND DONATION.

VOTE YEA: HADDEN, LEVIS, MCENANY, VOSLER

c) Chichaqua Bottoms Greenbelt, Tyler Property Enhancements - NRCS

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO ACCEPT THE LOWEST RESPONSIBLE BIDDER AND CONTRACT FOR THE WORK TO BE DONE THIS CONSTRUCTION SEASON AT THE CHICHAQUA BOTTOMS GREENBELT TYLER PROPERTY AND AUTHORIZE THE DIRECT TO SIGN RELATED DOCUMENTS.

VOTE YEA: MCENANY, VOSLER, HADDEN, LEVIS

#4 – Organizational Development

a) Purchase: Color/Print/Scan/Fax Machine

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PURCHASE OF A LANIER LD 550 COLOR/PRINT/SCAN/FAX MACHINE FROM KOCH BROTHERS, INC. AT A COST OF \$9,671 WHICH INCLUDES TRADE-IN OF CANON NP6230 AND 3-YEAR GUARANTEE MAINTENANCE AGREEMENT COSTS AS IDENTIFIED WITH ANNUAL RENEWAL OPTION AND AUTHORIZE THE DIRETOR TO SIGN RELATED DOCUMENTS.

VOTE YEA: HADDEN, LEVIS, MCENANY, VOSLER

b) Budget Update

Steve Lindner, Cons. Acct. Technician, gave a brief report on the two month review he completed on revenues and expenditures.

c) Federal Advocates

Parker explained that Polk County hired a federal lobbyist group, Federal Advocates. Completing trail around Easter Lake and the Gay Lea Wilson trail are projects included in Polk County trail enhancements. Package for Polk County could total \$5-6M. The goal is to have the projects funded as part of the Transportation Bill (SafeTea-LU) reauthorization.

Parker reported he may be taking a trip to Washington, D.C. at the end of the month with Larry Land, Polk County Public Works Director, and Ron Olson, County Administrator, to promote Polk County's package.

#5 – Environmental Education

a) Environmental Education, School Program Survey Results

Patti Petersen-Keys, Env. Ed. Coord., reviewed the survey process and the summary of the school programs survey results.

b) Healthy Polk 20/20 Grant

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE ACCEPTING THE HEALTHY 20/20 GRANT AND APPROVE THE FUNDS BEING USED FOR THE PURPOSES FOR WHICH THEY WERE RECEIVED AND AUTHORIZES THE DIRECTOR TO SIGN THE CONTRACT AND ANY RELATED GRANT MATERIALS.

VOTE YEA: VOSLER, LEVIS, MCENANY, HADDEN

#6 – Infrastructure

a) Yellow Banks Park, Boat Ramp Debris Cleanup – FEMA

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO ACCEPT THE LOWEST REASONABLE BIDDER TO CLEAN UP STORM DEBRIS AT YELLOW BANKS PARK BOAT RAMP AND CONTRACT FOR THE WORK TO BE DONE THIS CONSTRUCTION SEASON FOLLOWING FEMA GUIDELINES/POLICIES AND AUTHORIZE THE DIRECTOR TO SIGN RELATED DOCUMENTS.

VOTE YEA: HADDEN, MCENANY, VOSLER, LEVIS

PUBLIC COMMENTS – None

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION AND REMARKS

- Due to the date of the PCCB's November meeting falling on a holiday, the Board changed the November meeting date to Wednesday, November 4.
- Parker invited the Board to attend Get Motivated Conference on September 17 and distributed tickets to each board member
- Parker reported on the Pow Wow and Pelican Festival events
- Parker reported the County was meeting to get prepared for H1N1

- Parker reminded Board of the following upcoming meetings: Sept. 16, JP master plan public meeting at 6:30 at Lodge; Sept. 24, Advisory Committee meeting at 6:00 at NW Community Center
- Parker reported he would be meeting with Jim Hubbell on the GOF to square things away on the fundraiser and its future

ADJOURNMENT

Meeting adjourned at 6:30 p.m.

Prepared by: Cindy Lentz



Advertising Program Proposal

Prepared for: Polk; County Of
 12467 NW 118 Av -Jester Park
 Granger IA 50109-9758
 (515) 323-5363
 Kami Rankin

Prepared by: Donald Orban II,DEX LOCAL MARKETING CONSULTANT
 4201 WESTOWN PKWY STE 100
 West Des Moines IA 50266
 Phone: (515) 365-7100
 Fax: () -
 donald.orban@dexknows.com

Billing: 110190248 - Polk County Consrvtn Jester Golf Course (515) 999-2903
 11949 NW 118th Ave Grngr IA 50109 9732

Directory	Heading	Items	Regular Monthly Investment	Your Monthly Investment
DES MOINES PLUS - YELLOW - November 2009	GOLF COURSES-PUBLIC	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES PLUS - YELLOW - November 2009	GOLF COURSES-PUBLIC	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES PLUS - YELLOW - November 2009	GOLF COURSES-PUBLIC	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES PLUS - YELLOW - November 2009	HORSE RENTALS & RIDING	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES PLUS - YELLOW - November 2009	NO APPEARANCE	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES PLUS - YELLOW - November 2009	NO APPEARANCE	SUBCAPTION LINES	\$0.00	\$0.00
DES MOINES-MAIN - YELLOW - November 2009	NO APPEARANCE	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES-VALLEY -YELLOW - November 2009	GOLF COURSES-PUBLIC	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES-VALLEY -YELLOW - November 2009	HORSE RENTALS & RIDING	COURTESY LIGHT TYPE	\$0.00	\$0.00
DES MOINES-VALLEY -YELLOW - November 2009	NO APPEARANCE	COURTESY LIGHT TYPE	\$0.00	\$0.00



Advertising Program Proposal

Prepared for: Polk; County Of
 12467 NW 118 Av -Jester Park
 Granger IA 50109-9758
 (515) 323-5363
 Kami Rankin

Prepared by: Donald Orban II, DEX LOCAL MARKETING CONSULTANT
 4201 WESTOWN PKWY STE 100
 West Des Moines IA 50266
 Phone: (515) 365-7100
 Fax: () -
 donald.orban@dexknows.com

Billing: 110190248 - Polk County Consvrtn Jester Golf Course (515) 999-2903
 11949 NW 118th Ave Grngr IA 50109 9732

Directory	Heading	Items	Regular Monthly Investment	Your Monthly Investment
DES MOINES-VALLEY - YELLOW - November 2009	NO APPEARANCE	COURTESY LIGHT TYPE	\$0.00	\$0.00
Billing Total			\$0.00	\$0.00

Billing: 110190250 - Jester Park Riding (515) 999-2818
 11407 NW Jester Park Dr Grngr IA 50109 9675

Directory	Heading	Items	Regular Monthly Investment	Your Monthly Investment
DES MOINES-MAIN - YELLOW - November 2009	BANQUET FACILITIES	BOLD NAME & NO.	\$39.40	\$39.40
DES MOINES-MAIN - YELLOW - November 2009	CAMPGROUNDS	3/4 INCH ALPHABETICAL BOX	\$79.35	\$71.40
DES MOINES-MAIN - YELLOW - November 2009	HORSE BOARDING & TRAINING	3/4 INCH ALPHABETICAL BOX	\$79.35	\$71.40
DES MOINES-MAIN - YELLOW - November 2009	HORSE RENTALS & RIDING	1/4 COLUMN DISPLAY	\$224.35	\$224.35
DES MOINES-MAIN - YELLOW - November 2009	HORSE RENTALS & RIDING	BOLD NAME & NO. -REFERS TO DISPLAY	\$0.00	\$0.00
Billing Total			\$422.45	\$406.55

Date: 09/30/09

Proposal A - Sorted by Billing

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Advertising Program Proposal

Prepared for: Polk; County Of
12467 NW 118 Av -Jester Park
Granger IA 50109-9758
(515) 323-5363
Kami Rankin

Prepared by: Donald Orban II,DEX LOCAL MARKETING CONSULTANT
4201 WESTOWN PKWY STE 100
West Des Moines IA 50266
Phone: (515) 365-7100
Fax: () -
donald.orban@dexknows.com

Total Proposed Investment	\$422.45	\$406.55
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Natural Resources Team: Team Leaders: Loren Lown and Mark Dungan

Staff: Mark Dungan, Natural Res. Manager; Loren Lown, Natural Res. Specialist; Doug Sheeley, Natural Resources Supervisor; Ron Ugolini, Chris Lunan, Scott Gehl, Al Pasker, Dan Hrubes, – Natural Res. Technicians, Joe Boyles- Natural Resources Technician (Shared with EE)

PAST ACTIVITIES –

- attended meetings as scheduled – CCM, board, JP master planning, ,
- finished debris removal, planting at River Place and awarded contract for Trestle to Trestle bridge repair all (FEMA related) continued record keeping process and working with contractors
- consulted with several private landowners on restoration projects
- continue to maintain rain gardens and native plantings at Jester Park, Carney Marsh, Easter Lake and River Place
- continued mowing parks, obstacle spraying and weed control
- continue mowing (boom mower)
- distributed 450 trees for fall 2009 “Plant Some Shade” program
- gave tree care presentation to “Plant Some Shade” customers
- GPS Browns Woods, Thomas Mitchell and a portion of Yellow Banks and Jester Trail System
- met with USACE regarding Sycamore Trail
- removed trees and sprayed poison ivy along Easter Lake boundaries in response to complaints
- started draining TM pond (WIRB Grant)
- continued crawler/loader projects at CBG
- started wetland construction at CBG (Tyler Property)
- graded, tilled and seeded various areas at Jester, TM, YB
- finished canoe campground at YB
- finished rehabilitating trails at CBG (chipping ,clear brush and crown raise)
- TSI - area 4 at CBG
- removed two beaver dams at CBG
- spraying – *Sericea lespedeza* & purple loosestrife
- seed harvest and processing at CBG
- continued clearing trees in preparation for PCCB/Parson land swap
- finished crown raising oaks in the campgrounds
- serviced/maintained equipment as needed
- continued monitoring budget, grants, etc.
- continued monitoring Flood Mitigation Workers projects in various county parks (spent August working with NR in various areas)
- woody resprout spraying – ASVed areas
- Mitchellville DOC seed production project – trenching, lay fabric, install transplants, spraying & weeding
- Hosted Iowa Native Plant Society and Prairie Festival at CBG

FUTURE ACTIVITIES–

- continue invasive specie removal
- continue fall planting projects
- continue WIRB and NRCS grant work
- continue FEMA work projects
- seed production project - Mitchellville

- Install DOT parking lot

ISSUES & OPPORTUNITIES & UPCOMING MEETINGS--

- Plant Some Shade – 10/3
- Prairie Seed Harvest at Sandhill – 10/3
- Youth Waterfowl Mentored Hunt 10/4
- All Staff Meeting – 10/13
- Prairie Festival Debrief Meeting – 10/13
- Pesticide Training – 10/21
- Seeding with Natives – 10/22

FRONT OFFICE TEAM – Team Leader: Cindy Lentz

Front Office Area – Staff: Steve Lindner, Accounting Tech.; Melissa Ritter, Account Clerk; Nancy Simmons, Account Clerk PT; Linda Lister, Seasonal Office Clerk; Ginny Malcomson, Intermittent Office Clerk

PAST ACTIVITIES --

- attended crew coordination weekly meetings
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- prepared specs to gather quotes for copier/printer machine
- continued work on Conservation's Business Plan
- coordinated meeting with IT department to discuss our IT needs
- prepared board writeup for copier/printer machine and ordered copier/printer machine following Board approval
- met with US Cellular representative to discuss Conservation account
- held unit meeting
- prepared and submitted information to Bad Check Program relating to insufficient fund checks received
- worked with Dennis on preparing narrative and spreadsheet information for Jester Park Master Plan
- attended JP Master Plan meeting on office facility
- attended Get Motivated seminar
- attended Outlook class
- assisted EM staff with VPN set up and managing files
- met with some CMO staff to move forward with developing asset inventory
- met with IT to review status of IT projects
- began audit of EC boarder payments
- met with Johnson to review expense distribution of expenses relating to projects within the EL improvement funds received by BOS and then met with other staff to discuss status of each of the projects identified initially when funds were provided to conservation
- met with Dennis and Steve to discuss GC issue

Steve Lindner –

- updated various schedules related to infrastructure, FEMA, and REAP funds for the previous year and the set up schedules for the current fiscal year
- carried forward and updated all schedules related to various trails funding
- participated in several meetings to clarify trail grant claim funding

- reviewed the inventory process and adjusted records as appropriate. I continued to add items to the inventory schedules
- attended the PCCB Board meeting and advised the Board on various current year's budget
- worked with FEMA representative and various staff members to document and file FEMA claim reimbursements.
- updated a detailed schedule of grants and the grant status of all outstanding funding sources.
- answered numerous questions from representatives of the Auditors office about year end receivables, inventories, and FEMA issues
- reviewed the execution of the current year's budget and advised section supervisors about their unit's budget execution
- worked with staff and the director to complete and submit the revenue estimate portion of the FY10/11 budget - began initial work on completing the expenditure portion of the 10/11 budget request
- prepared deposits and reconciled orders related to the GOF "Plant Some Shade" tree distribution event
- continued work on various issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation, tax letter notifications, and similar work

Melissa Ritter –

- met with Carrie on job description for riding instructor, 9/14
- attended IT meeting, 9/16
- attended BNND meeting, 9/17
- attended Becoming an Outdoors Woman (BOW), 9/18-20
- completed leave record accrual audit for auditors office
- completed payroll audit for auditors office

Nancy Simmons –

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting - mailed warrants to vendors weekly
- assisted with purchase orders
- filed invoices in respective files
- processed shelter reservations using mycountyparks online system
- assisted public by phone with on line reservations
- entered Lodge reservations on spreadsheet and receipted payments
- wrote checks for Damage Deposit refunds
- handled Environmental Education program and trip registrations and processed payments
- prepared daily deposits; took to bank when needed
- balanced Credit Card terminal daily
- balanced monthly bank statement
- kept Nature News mailing list current
- handled misc. tasks as needed - incoming calls and messages, metered outgoing mail, distributed incoming mail, filed, assisted with photo copying, picking up mail from post office
- attended Get Motivated seminar
- handled hotel reservations for attendees of IACCB Conference
- ordered supplies for warehouse as needed

Linda Lister—

- recorded applications received for Residential Tree Program and assisted with distribution of trees on Oct. 3

- completed work on MSDS books
- assisted with BNND

Ginny Malcolmson—

- continued work on preparing files for next phase of Fortis project
- prepared forms for staff's use when gathering information needed to develop asset inventory; attended meetings relating to asset inventory
- completed research on campground rates
- completed research on rental properties

FUTURE ACTIVITIES –

- continue work on updating PCC's employee manual
- continue working on file management
- continue review of JPEC financial operations
- continue work on on-line reservations
- review financials per Christiani's contract
- continue with FEMA paperwork
- work on desk aids, all staff

ISSUES & OPPORTUNITIES—

- none at this time

COMMUNITY OUTREACH TEAM: Team Leader: Kami Rankin

Staff: Kami Rankin, Community Outreach Supervisor; Pat Spain, Planning and Outreach Coordinator

PAST ACTIVITIES –

- distributed 15 news releases
- organized a final Jester Park Master Plan public meeting; developed outline
- designed and sent out the 2008 GOF Annual Report
- coordinated Sign Committee meeting
- developed print materials for BNND, made solicitation requests, began lining up volunteers, approved advertising designs
- developed new nature trailhead signs for all PCC parks
- planned for and held a PCC Advisory Committee mtg. on 9/24/09
- developed Prairie Festival print materials and coordinated PR
- participated in IT meeting and new office brainstorm session
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- staffed booth at Wells Fargo Volunteer Fair (second location) and Drake Conservation Day
- continued working with new Eagle Scout candidates on project proposals
- continued planning rescheduled Four Mile Creek Sweep with Eagle Scout Candidate, and providing resource information for various other scouts
- coordinated a Brown's Woods work day for West Des Moines scout group
- worked with Bluebird Trail Coordinator to set up new trails, monitors and volunteers to build nesting boxes
- lined up projects and supervised Johnston service learning students
- lined up volunteers for Prairie Festival, BNND, Prairie Seed Harvest, and Residential Tree Program

- contacted West Des Moines Wal-Mart about Adopt-A-Park workdays at Brown's Woods
- met with Doug S. to go over mentored youth hunt details
- updated Volunteer Database (new contacts), United Way website and logged volunteers

FUTURE ACTIVITIES—

- GOF Board Meeting
- BNND prep.
- Advisory Committee Follow-Up
- attend Prairie Seed Harvest
- set up workday for Johnston students
- meet with Eagle Scouts to provide Invasive Specie Removal Training
- coordinate volunteer projects for Drake D.E.A.L. group
- attend Iowa State Service Plan Forum
- attend DOVIA Public Speaking Workshop
- present PCC Trail Ambassador Program to Lake Country Cyclist Club
- attend REAP Assembly Meeting

ISSUES AND OPPORTUNITIES--

CONST. MAINT. & OPERATIONS – TEAM LEADER: WAYNE JOHNSON

Staff: Steve Haefner & Barnard Fezell - Const. Technicians, Stan Manning, Special Services Technician; Shane Young & Ron Robbins – Seasonal Staff

PAST ACTIVITIES—

- attended meetings as needed
- began bridge construction on High Trestle trail
- continuing FEMA related repair projects
- began equip. maint. shop addition project interior steel liner work
- Johnson worked on various costs and met with contractors for upcoming projects
- completed JP residence exterior concrete and siding project
- continued CBG Longhouse project
- met with Triad AV service on upgrading Lodge sound system
- began Trestle trail bridge FEMA project
- worked on trail maintenance equipment grant
- assisted with parking lot post placement at CBG canoe access site
- continued work on JP Master Plan
- met with FEMA inspector for final inspection on GWT flood damage repair
- began YB campground #1 electric pedestal upgrade project
- Haefner and Fezell attended Center on Sustainable Communities HVAC training seminar
- assisted Eq. Center with adding surface material to indoor arena donated by Prairie Meadows
- Haefner conducted BNND committee meetings and worked on various items for upcoming event

FUTURE ACTIVITIES-

- continue CBG Longhouse project
- begin Eq. Center entrance addition project and site prep for Lodge shelter move
- continue Equip. Maint. shop addition project

- continue T2T bridge FEMA project
- continue High Trestle Trail project
- assist Maint. Techs. with draining water at facilities

ISSUES AND OPPURTUNITIES:

- none at this time

Northwest Maintenance Area: Staff - Tim Wears, NW Maintenance Tech; Seasonal Staff: Ed Anderson, Carroll Lister, Marty Boyd, Chris Herrstrom

PAST ACTIVITIES—

- did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua
- performed weekly sewer tests
- sent monthly sewer reports
- assisted EE department with OWLS program
- installed BBQ grill and firerings
- assisted construction with prep work around residence at Jester Park
- repaired shower door and stool in lower shower house
- repaired picnic tables
- repaired and refinished dumpster surround at lodge
- graded roads
- met with Paul Hohlfeld from Triad Productions, INC at lodge about updating the sound system there
- attended Capital Sanitary Supply open house and seminars
- attended Asset Inventory meetings
- worked on asset inventory
- pulled bent nails in decking at Paw Creek Bridge and replaced in Jester Park
- started bringing picnic tables to shop for winter repair

FUTURE ACTIVITIES--

- finish asset inventory
- winterize buildings
- bringing tables to shop for winter repair
- add dirt to Paw Creek embankments

ISSUES AND OPPORTUNITIES—

- electricity was down in camp area over the night of September 26

South Maintenance Area: Staff – Chance Patrick, Maintenance Technician; Louis Butelli, Jim Williams, Maintenance laborers

PAST ACTIVITIES—

- performed routine maintenance to buildings and grounds
- performed monthly inspections of buildings and grounds at Easter Lake, Fort Des Moines, Brown's Woods and Great Western Trail
- getting shelters ready for rentals
- removed old shake shingles from Fort Des Moines bathrooms added new shakes
- took old fascia boards off outer bathrooms and installed new cedar fascia
- painted exterior walls of bathrooms
- brought all buoys from beach in and closed beach down for year

- took shower towers down from beach
- removed debris from culverts
- asset inventory for all parks
- ran Browns Woods and bike trail for needed repairs

FUTURE PROJECTS—

- working on getting covered bridge at Easter lake painted
- working on getting all water lines blown out for winter at beach
- one last lake edge cleaning with boat before end of the year
- getting shops organized and cleaned

ISSUES AND OPPORTUNITIES--

- none at this time

**Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician;
Seasonal Staff: Josiah McGill, Tony Dunsky, Colby Allen**

PAST ACTIVITIES--

Yellow Banks

- cleaned Park and Buildings
- cleaned grills and firerings
- cleaned out boat ramp
- added rock to camping pads
- repaired boat ramp night light
- TR3 all gravel roads in park
- repaired broken benches in shower houses
- replaced faulty breaker in shop electrical panel
- installed new toilet paper holders in river pit latrine
- began gathering info. for asset Inventory
- installed new table and flush mount grills in river shelters
- assisted contractor in boat ramp reconstruction and removal of trees from river
- replaced all broken split rail in park
- installed new flagpole rope
- assisted NRU with chipping new river campground trail

Thomas Mitchell

- cleaned park and buildings
- cleaned grills and firerings
- set poles in sand volleyball court and hung net
- repaired breaks in playground sidewalk
- stained all the benches in the park
- installed last timber surround on electric camping pads
- added sand to horseshoe pits

CVT

- changed out garbages
- asset Inventory

Gay Lea Wilson Trail

- picked up litter
- asset Inventory

Satellite Areas (Mally's, Carney Marsh)

- picked up litter
- Hotsy shelter

- asset Inventory

Other Polk County Areas

•

FUTURE ACTIVITIES—

- paint benches in YB picnic area
- stain YB ballfield pit latrine
- asset Inventory

Equipment Maintenance Area: George Lentz, Equipment Maint. Supt.; Ken Young, Mechanic; Brad Talbert, Asst. Mechanic

PAST ACTIVITIES—

- worked on vehicles and equipment as needed
- finished vehicle inspection's 2009
- repaired Toro Groundsmaster differential
- worked on EM shop addition
- repaired brakes on MacLander trailer
- replaced several tires on trailers and vehicles
- began work on 5yr. vehicle and equipment plan
- performed major service on For. Ford F-350
- replaced driveshaft on GMC Jimmy
- repaired exhaust on EC JD5300 tractor
- painted wheels on EC horse wagon
- repaired JD 6410 tractor hydraulic hose leaks
- worked on Vehicle/Trailer insurance cards
- welded EC horse hay panels
- repaired Kawasaki Prairie 4X4 front suspension damage
- attended vehicle, equipment and insurance meetings

FUTURE ACTIVITIES—

- work on vehicles and equipment as needed
- continue on 5yr. vehicle and equipment plan
- continue trailer PM
- continue vehicle/eqpt. files updates
- start generator testing and PM
- ready snow removal equipment
- start winter preventative maint. on mowers
- start winter preventative maint. on utility vehicles
- attend meetings as scheduled

ISSUES AND OPPORTUNITIES--

- none at this time

Equestrian Center – Staff: Carrie Spain, Eq. Ctr. Manager; Dennis Crowley, Barn Manager; Deb Crowley, Riding Instructor II; Deanne Mundt, Therapeutic Riding Instructor II, Stephanie Barnard, riding instructor

PAST ACTIVITIES-

- facilitated 119 therapeutic riding lessons in September, Deanne
- hosted Special Olympics Sep. 12th and had about 65 riders from across Iowa participate. P.B.S. was here filming and interviewing a few of the athletes

- held garage sale Sep. 19 at one of the volunteer's house with the proceeds going to the therapy program - over \$900 was raised!
- Goodwill Industries brought a group of adults to do therapeutic riding
- hosted and did pony rides for 7 birthday parties
- HOPE group came to groom, tack and ride for the first time
- facilitated a Military camp for families of active soldiers
- held a boarders meeting with Dennis Parker attending
- did several trail rides and taught about horse care to several boy and girl scout groups
- The Des Moines Obedience Training Club rented out the facility 3 days for their agility trials
- Wes Des Moines park and rec. came for wagon rides
- attended several Jester Park Master Planning meetings, Carrie
- gave wagon rides and a tour to the Tree house daycare
- did wagon and trail rides for Mentor Iowa

FUTURE ACTIVITIES—

- hosting I.S.U. horse judging clinic in the indoor arena.
- Goodwill Industries coming for more therapeutic riding
- have several wagon rides booked every week in October for different groups, including: Scouts, Urbandale Optimist club, Stroke awareness group, Principal, Cheerleaders, and Environmental Ed.
- Women's trail ride and b-fast at the barn
- West Des Moines starts a four week after school program
- Ladies day in the Park continues on Thursday mornings
- facilitating fall/Halloween wagon rides for the public
- Kip Fladland with Biovance feeds will be holding a seminar in the indoor arena and conference room

ENVIRONMENTAL EDUCATION TEAM: Team Leader – Patrice Petersen-Keys

STAFF: Patrice Petersen-Keys, Environmental Education Coordinator; Heidi Anderson, Lewis Major, Lori Foresman-Kirpes, and Joe Boyles, Naturalists; Ginny Malcomson, Seasonal Naturalist

PAST ACTIVITIES--

- hosted monthly OWLS Program
- worked on REAP/CEP videocast grant - Filmed and edited Intro, Kayak, and Fishing episodes
- awarded a Healthy Polk County 2020 grant to provide recreational programs for afterschool groups
- completed EPA GreenArts Grant and submitted all paper work
- wrote and recorded Ask the Naturalist news columns and radio segments.
- worked on videocast grant - Filmed and edited Horseback Riding and Bird Watching episodes
- presented public Iowa Geology Program (How Iowa was Made) - 50 attended
- met with Illinois Forest District Preserve about Natural Playscape construction and design
- prepared for and held Night Hike public program at Yellow Banks Park
- prepared for and held Geocaching 101 public program at Ewing Park

- wrote script for GOF promotional video to be used at BNND
- hosted Life on the Prairie for 900 school children at Red Feather Prairie
- assisted with Amazing Prairie Festival at Chichaqua
- presented a Monarch Tagging Program at Ft Des Moines Park
- led a Nature Friends Insect program at Chichaqua
- planned 2010 Nature Friends programming
- coordinated & led a bus tour to Maharishi University & Vedic City, Fairfield, Iowa
- Newspaper coverage on the following programs: Insect program with Kindergarten students in Ankeny, Monarch Tagging at Ft Des Moines Park, and "Life on the Prairie"
- presented three ICN Monarch tagging programs
- promoted Polk County Conservation at the 1st annual "Outdoor Expo" ran by the Des Moines Chapter of the Izaak Walton league at Water Works Park
- met with Afterschool coordinators for the "Steppin' Out" grant

FUTURE ACTIVITIES—

- write and record Ask the Naturalist news columns and radio segments.
- write and shoot "Get Outside" videocasts for REAP grant project.
- seek BNND donations
- lead Senior Bus Tour to Nebraska City/Arbor Day Farm and the Lied Lodge
- attend the Great Outdoors Fund Board meeting
- attend the REAP assembly meeting at the Des Moines Chapter Izaak Walton League
- present at the Professional Women in Science and Engineering (PWSE) Career Day at Iowa State University

ISSUES & OPPORTUNITIES –

Month/Year: Sept 09

School Programs										
LOCATION		PEOPLE	Programs	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
	2	57	2	1.25	Sacred Heart/private		2			
	2	18	2	3	Valley/WDM				2	
3		110	3	2.25	Horizon/Johnston	3				
2		92	2	1.00	Horizon/Johnston	2				
	2	52	2	1.50	Olmstead/Urbandale	2				
2		100	2	1.50	Westridge/WDM	2				
	1	25	1	1.25	Woodward School				1	
2		46	2	1.50	Olmsted/Urbandale	2				
1		65	1	1.00	Western Hills/WDM	1				
1		60	2	1.00	DM Christian/Private	2				
	1	23	1	0.75	Bondurant Jr. High/Bondurant	1				
3		66	3	1.50	Terrace/Ankeny	3				
	3	73	3	2.25	Parkview/Ankeny		3			
	6	65	6	6.00	Centennial/SE Polk	6				
	3	72	3	3.50	Parkview/Ankeny		3			
	3	75	3	3.50	Parkview/Ankeny		3			
	2	45	2	1.50	Karen Acres/Urbandale	2				
	12	157	12	12.00	SEP			12		
	3	80	3	3.00	Perkins/DM	3				
	1	18	1	1.00	Grandview Park Baptist	1				
	1	96	1	0.75	Northeast/Ankeny	1				
2		28	2	1.00	Wallace/Johnston	2				
	2	52	2	2.00	Sacred Heart/private	2				
	3	75	3	3.50	Parkview/Ankeny		3			
	2	40	2	2.00	Olmstead/Urbandale	2				
	12	160	12	12.00	SEP/8th			12		
	12	160	12	12.00	SEP			12		
	1	8	1	1.50	Youth Homes of Mid America		1			
2		28	2	3.00	SE Polk High				2	
	2	62	2	2.00	Olmstead/Urbandale	2				
	2	50	2	1.50	Valley/WDM				2	
2		75	3	3.50	Parkview/Ankeny		3			
	3	75	3	3.50	Parkview/Ankeny		3			
	1	42	1	2.00	Roosevelt/DM				1	
	72	900	72	36.00	Various/Various	72				
	1	46	1	2.00	Roosevelt/DM				1	
	3	75	3	3.00	Parkview/Ankeny		3			
	3	75	3	1.50	Karen Acres/Urbandale	3				
	1	36	1	3.00	Phenix/WDM	1				
	3	75	3	3.00	Parkview/Ankeny		3			
1		45	1	0.75	Moulton	1				
	2	26	2	2.00	St Pius/Private	2				
	2	78	2	2.00	Webster Elem	2				
	2	80	2	2.00	Fairmeadows/WDM	2				
	3	80	3	4.00	Horizon/Johnston	3				
2		26	2	1.0	St. Austin	2				
	3	77	3	2.50	SE/Ankeny	3				
	5	75	5	3.75	Western Hills/WDM	5				
	3	80	3	4.50	Parkview/Ankeny		3			
	9	95	9	9.50	Horizon/Johnston	3				
	3	56	3	3.00	Clive/WDM	3				
	2	53	2	1.50	SE/Ankeny	2				
3		68	3	1.75	Clive/WDM	3				
	2	30	2	3.00	Home Schoolers		2			
1		75	1	0.75	Crestview/WDM	1				
25	204	4401	230	190.00	School visits	147	32	36	9	224

- | | | |
|-------------------|------------------------|---------------------|
| 2 Amphibians | 19 Insects | 12 Service Learning |
| 3 Animals of Iowa | 72 Life on the Prairie | 3 Spiders |
| 3 Bison/Elk | 2 Landforms | 5 Seeds |
| 21 Canoeing/kayak | 5 Marsh Study | 3 Trees |
| 12 Geocaching | 6 Monarchs | 1 Wetlands |
| 14 Hike | 1 Nature Games | 1 Water Quality |
| | 2 Native Americans | |
| | 3 Orienteering/GPS | |
| | 38 Pond Study | |
| | 2 Prairie Hike | |
| | 2 Rocks | |

Parent/Child					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
	1	20	1	1.5	Monarchs/Nature Friends/lfk
0	1	20	1	1.5	

ICN					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
3		150	3	2.50	Monarch Tagging
3		155	3	2.50	Insects
6		305	6	5	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
2		52	2	1.00	Small Discovery/Ankeny/Reptiles
	1	55	1	0.75	Wetland Ecology/Youth Waterfowl Fun Day
	1	35	1	0.50	Habitats/Movie Night
1		17	1	0.50	Insects/Ankeny Emp Preschool
	1	35	1	1.50	Prairies/Home School
1		12	1	0.50	New Horizons/WDM Pre-K
4	3	206	7	4.75	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		55	1	1.00	How Iowa Was Made
	1	185	1	2.5	Monarch Tagging
	1	175	1	3	Night Hike/Public Program
	1	50	1	3.5	Pond Study/Outdoor Expo at Izaak Walton League
	1	29	1	1.5	Geocaching/Public Program
	1	800	1	12	Amazing Prairie Festival/Public Event/Canoeing/Geocaching
1	5	1294	6	23.5	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		130	1	1.50	OWLS
1		63	1	0.75	Iowa Mammals/Marigolds IUMC
2		19	2	2	PCC/Mercy Center for Weight Reduction
1		60	1	1	Natural Play/Child Guidance Center
1		35	1	0.75	Monarchs/Ankeny Adult Day Care
1		21	1	0.75	Owls/Lurthen memorial church
1		44	1	11	Bus Tour/Vedic City/Maharishi Univ
8	0	372	8	17.75	

PARK ADVOCACY - Team Leader: Mark Hurm

Park Area - Staff: Mark Hurm, Lead Ranger; Dean Bruscher, Ranger; Brian Herrstrom, Ranger; Charlie Finch, Ranger; Dick Shepard, Asst. Ranger; James Dotzler, Asst. Ranger; Park Officers: Randy Hutchinson, Rick Tasler, Doug Metzger, Jason Spurr, Bryan Olmstead, Meagan Cowden, Ray Dirksen

PAST ACTIVITIES –

- clean waterers animal pens
- loaded 6T grain for winter herd feeding sch.
- dropped off Emergency Flip Charts to Golf Course Facilities
- collected BNND donations
- calibrated speed radar equipment
- repaired sign damage NW 44th HTT
- user Fee analysis and proposals submitted for rate increase 2010
- DNR Angler survey's
- bow hunt orientations
- radar calibrations
- work on Fish Habitat Grant for TM Pond
- scheduled Hunter Education Classes for the Fall of 09'
- installed Trail signs on Gay Lea Wilson Trail
- Cat fishing Program Yellow Banks
- worked on mowing and removing brush off bass pond
- closed the beach and took out the buoys
- fixed the walk way to the boat house
- put rock in pot holes at BW entrance
- groomed the sand at the beach several times
- picked up garbage
- attended CCPOA Workshop at Camp Dodge
- assist with TM Pond draining
- compile Hunter ID information & distribute to Metro Agencies
- assist with TM Pond pumping
- hosted "Music in the Park" at TM on September 5th
- worked on Water Trail Campground

FUTURE ACTIVITIES—

- move hay to JP from CBG
- clean up and mow pens for winter snow
- install TEAS signage throughout the trail circuit
- continue to participate in radio system updates, both Enforcement & P.C.C.
- continue to work on Fish Habitat Grant for TM Pond
- Youth Mentor Pheasant Hunt 10-17-09 CBG
- attend roadside pesticide class for CEU
- continue working on bass pond
- pick up garbage along shore lines
- up-date photos & information on MCP
- ATV Patrol

ISSUES & OPPORTUNITIES –

MONTHLY REPORT OF PARK ADVOCACY UNIT
 MONTH : **September** 2009

RENTAL FACILITIES NO. OF PEOPLE												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH												0
EL												0
JP												0
TM												0
YB												0
FDM												0
TOTALS												0

RENTAL FACILITIES NO. OF RESERVATIONS												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH												0
EL												0
JP												0
TM												0
YB												0
FDM												0
TOTALS												0

CAMPER TALLY NO. OF UNITS				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	109	20	3	132
JP	805	842		1647
TM	376	75	0	451
YB	689	76	5	770
TOTALS	1979	1013	8	3000

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	382	70	28	480
JP	2818	2947		5765
TM	1316	263		1579
YB	2412	266	23	2701
TOTAL	6927	3546	51	10523

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH									0
EL	5,538					42395	14980	N/A	62913
JP					13111	32004			45115
TM		2053	1320	293		14662			18328
YB						27247			27247
TOTAL									153603

traffic counters @ TM no counters are available for Mallys, CVT, FMGB. Attendance for CVT is determined by random car counts or 14% of TM traffic counter. Mally's @ 9% & FMGB @ 2%.

COMMUNITY SERV.	
Area	Hours
CH	
EL	
JP	
TM	
YB	
Total	0

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	175
EL Assist. Ranger	180
JP Ranger	169
TM Ranger	152
YB Ranger	172
YB Assist. Ranger	180
Park Officers	199.5
Community Service	
Total	1227.5

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	
JP	Kathy Durwoody	82.50
TM		
YB		
TOT		82.50

Volunteer	
Area	Hours
CH	
EL	15
JP	
TM	16
YB	
Total	31

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap mg	95	25.5
total		95	25.5

LAW ENFORCEMENT INCIDENTS					
Date	Officer's I.D. #	Area	Offense	Citation #	Incident #
9/1	677	Fort Des Moines	Fail to have valid license	CB 005285	731
9/3	673	Thomas Mitchell	Domestic Abuse		734
9/5	671	Jester Park	Trespass		752
9/5	678	Easter Lake	No Fishing License	CB 004411	732
9/5	681	Yellow Banks	Camper Dispute		
9/5	673	Chichaqua	DPO - Alcohol		735
9/6	671	JP Practice Facility	Alarm drop X 3		753
9/6	678	Easter Lake	Consumption of Alcohol X 4		737, 738, 739, 741
9/6	681	Yellow Banks	Illegal Fire		
9/6	679	Jester Park	DPO - Alcohol		740
9/7	671	Jester Park	DPO - Alcohol		754
9/7	681	Yellow Banks	DPO		
9/7	678	Easter Lake	Consumption of Alcohol X 5		744, 745, 746, 747, 750
9/7	678	Easter Lake	Boating: No Wake		748
9/12	682	Jester Park	DPO - Alcohol		756
9/13	673	Dept. Assist - Mitchellville	Disorderly conduct - fight		765
9/13	678	Easter Lake	Consumption of Alcohol		759
9/13	678	Brown's Woods	Air guns in park		760
9/14	677	Thomas Mitchell	Attempted Suicide		761 CB 09-12
9/18	678	Fort Des Moines	Closing Time	CB 004413	763
9/18	678	Easter Lake	Consumption of Alcohol		762
9/18	678	Fort Des Moines	Closing Time	CB 004413	764
9/19	677	Jester Park	Alcohol Referral X 6		CB 09-13
9/20	678	Dept. Assist - DMPD	Property Dispute		767
9/28	671	JP Practice Facility	Alarm Drop		769

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
9/2	Yellow Bar	681	Incomplete '911' call	
9/5	Jester Park	682	Boater stranded on mud flat	736
9/6	Thomas Mitchell	673	Incomplete '911' call	742
9/7	Jester Park	671	Medical Emergency at Shelter # 3	770
9/7	Easter Lake	678	Motorist Assist	743
9/13	JPEC	683	Medical Emergency - Rider fell from horse	757
9/22	Yellow Banks	682	Motorist Assist	766
9/25	Easter Lake	678	Motorist Assist	768

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
9/2	Bass Pro Shops	Dotzler, Rankin, Parker	Public Relations Meeting
9/4	Thomas Mitchell	PAU Staff	Radar Calibration
9/4	Ralf Moisa Residence	Hurm	Pow Wow meeting wrap-up
9/6	Yellow Banks	Herrstrom, Finch	Bow Hunt Orientation
9/7	Jester Park	Herrstrom, Dotzler	Bow Hunt Orientation
9/8	Urbandale City Hall	Herrstrom	City Council Meeting - Deer Task Force
9/10	Ames RCD	Hurm	Winterfest meeting
9/10	JP Lodge	Hurm	JPMP meeting
9/12	Thomas Mitchell	Herrstrom	Bow Hunt Orientation
9/15	Jester Park	Dotzler, Finch	Thomas Mitchell Fisheries Grant
9/17	Yellow Banks	Dotzler, Finch	Catfishing Basics Program
9/23	DM Armony	Hurm, Herrstrom	GPS meeting TEAS Signage
9/28-9/30	Camp Dodge	PAU Staff & PO Meagan Cowden	CCPOA Fall Workshop
	Walnut School	Shepard	(3) Indican Programs
	Chichaqua	Shepard	Prairie Festival

2009 - 2010 Revenue Budget

- as of 9/30/09 (25.0% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	4th Qtr. Target % Range
6005	Forestry	14,225.00	4,395.38	9,829.62	30.9%	00-25%
6006	IE	65,242.00	20,613.21	44,628.79	31.6%	00-25%
6007	NR	20,580.00	444.34	20,135.66	2.2%	00-25%
6101	ADM	132,148.00	1,142.67	131,005.33	0.9%	00-25%
6103	Community Outreach	40.00	482.67	-442.67	1206.7%	00-25%
6111	JP	246,200.00	123,525.20	122,674.80	50.2%	00-25%
6112	TM	93,524.00	64,301.58	29,222.42	68.8%	00-25%
6113	EL	19,100.00	5,271.33	13,828.67	27.6%	00-25%
6114	CH	98,450.00	18,363.77	80,086.23	18.7%	00-25%
6116	YB	78,800.00	43,206.32	35,593.68	54.8%	00-25%
6117	CST	500.00	225.22	274.78	45.0%	00-25%
6118	EM	900.00	426.87	473.13	47.4%	00-25%
6124	EC	300,700.00	99,316.07	201,383.93	33.0%	00-25%
		\$ 1,070,409.00	\$ 381,714.63	\$ 688,694.37	35.7%	00-25%
Road Clearing - Fund 11						
7140		\$ 75.00	\$ 27.43	\$ 47.57	36.6%	00-25%
Reserve - Fund 16						
210		\$ 4,496,000.00	\$ 770,395.45	\$ 3,725,604.55	17.1%	00-25%
REAP - Fund 26						
211		\$ 243,843.00	\$ 77,819.00	\$ 166,024.00	31.9%	00-25%
Infrastructure- Fund 1						
213		\$ -		\$ -	#DIV/0!	00-25%
Grand Totals - Conservation		\$ 5,810,327.00	\$ 1,229,956.51	\$ 4,580,370.49	21.2%	00-25%

Note: 1nd Qtr. Target Variance of 0-25% is auditor's budget target variance. JP, TM, EL, CH, and YB target variance is based on average of history quarter % for FY 02/03, 03/04, and 04/05

2009 - 2010 Expense Budget

- as of 9/30/09 (25.0% of budget year expired)
Budget Target Variance for 1st Quarter: 00% - 25%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	65,067.00	11,131.46	53,935.54	366,168.00	80,350.79	285,817.21	339,752.75	21.2%
6009	Natural Resources-Green Tm	261,668.00	49,515.31	212,152.69	733,696.00	202,241.55	531,454.45	743,607.14	25.3%
6101	ADM	232,950.00	39,897.91	193,052.09	411,761.00	97,410.90	314,350.10	507,402.19	21.3%
6103	Community Outreach	57,575.00	12,301.95	45,273.05	166,990.00	39,468.16	127,521.84	172,794.89	23.1%
6110	Parks Advocacy	66,792.00	12,236.93	54,555.07	518,834.00	133,770.50	385,063.50	439,618.57	24.9%
6119	Maint & Opns-Gray Team	327,285.00	122,789.78	204,495.22	824,123.00	230,002.45	594,120.55	798,615.77	30.6%
6124	EC	148,680.00	35,269.05	113,410.95	306,194.00	82,576.00	223,618.00	337,028.95	25.9%
TOTALS		\$ 1,160,017.00	\$ 283,142.39	\$ 876,874.61	\$ 3,327,766.00	\$ 865,820.35	\$ 2,461,945.65	\$ 3,338,820.26	25.6%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 2,298.41	\$ 24,516.59	\$ 43,806.00	\$ 10,117.99	\$ 33,688.01	\$ 58,204.60	17.6%
Reserve - Fund 16									
210		\$ 4,541,615.00	\$ 712,440.65	\$ 3,829,174.35				\$ 3,829,174.35	15.7%
REAP - Fund 26									
211		255,097.00	40,086.09	\$ 215,010.91				\$ 215,010.91	15.7%
Capitals - Fund 1									
212	Capital's Infrastructure	18,000.00	0.00	18,000.00					
213	Capital's Equipment	0.00	0.00	0.00					
TOTALS		\$ 18,000.00	\$ -	\$ 18,000.00				\$ 18,000.00	0.0%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 212,000.00	\$ 128,897.88	\$ 83,102.12				\$ 83,102.12	60.8%
Grand Totals - Conservation									
		\$ 6,213,544.00	\$ 1,166,865.42	\$ 5,046,678.58	\$ 3,371,572.00	\$ 875,938.34	\$ 2,495,633.66	\$ 7,542,312.24	21.3%