



POLK
COUNTY
CONSERVATION BOARD MEETING

**POLK COUNTY
CONSERVATION BOARD**

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

April 9 2008 - 5:30 p.m.

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.

1a. Roll Call

1b. [Action on the Minutes of the Previous Meeting\(s\)](#)

2. [Consent Agenda Items](#)

- a) Chichaqua Bottoms Greenbelt: Thorn Valley – Wetland Mitigation Project – Plum Drive LLC
- b) Chichaqua Bottoms Greenbelt: 28E Agreement with City of Des Moines
- c) Ankeny to Woodward Trail: Boundary Clarification
- d) Salary Increases FY 08/09
- e) Yellow Banks Park, Entrance Sign and Kiosk
- f) Yellow Banks Park, Boat Ramp Seal Coat
- g) Des Moines River Kiosks
- h) Chichaqua Bottoms Greenbelt, Seed Purchase f/NE Acquisition
- i) Yellow Banks Park, Four Mile Little League Contract
- j) Action on the Bill List

3. [Organizational Development](#)

- a) Budget Amendments, FY 07/08

4. [Recreation Enhancement](#)

- a) Easter Lake Park, Beach Concessionaire

PUBLIC COMMENTS

[STAFF REPORTS](#)

[FINANCIAL REPORTS](#)

[DISCUSSION & REMARKS](#)

- Knapp Property

ADJOURNMENT

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

The Polk County Conservation Board met in regular session on Wednesday, March 12, 2008. The meeting was called to order at 5:34 p.m.

Click on the link on margin to open the minutes from this meeting.

2. Consent Agenda Items

a) Chichaqua Bottoms Greenbelt: Thorn Valley – Wetland Mitigation Project – Plum Drive LLC

In accordance with the direction received from the Board, staff has negotiated a 28E agreement between the PCCB and Plum Drive LLC for the management and transfer of land at the Thorn Valley site.

Plum Drive working with the City of Urbandale is impacting wetlands along Plum Drive within that city. They are required by law to replace those wetlands and have received permission from the Corps of Engineers to do so on land owned by the Iowa Natural Heritage Foundation at the Thorn Valley Complex adjacent to Chichaqua.

Under the 28E agreement between the PCCB and Plum Drive, Plum Drive will purchase the right to mitigate from the INHF, develop and monitor the site, and at the end of the process (usually 5 years) transfer the responsibility for maintenance of the site to the PCCB. The intent of the INHF in selling the right to mitigate to various clients is to reduce the cost to the PCCB of acquiring the property. This is the second such agreement at Thorn Valley (The City of Des Moines, Heritage Trail project was first) and there are expected to be at least two more sales and agreements.

The Board's counsel has reviewed and approved of this document.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board authorizes the Director to sign and return the 28E Agreement relating to the Plum Drive/Thorn Valley mitigation project.

Appendix 1b

[Minutes -Board Meeting](#)

b) Chichaqua Bottoms Greenbelt: 28E Agreement with City of Des Moines

In the summer of 1998, the PCCB and the City of Des Moines negotiated an agreement to mitigate the wetland loss that would occur as the result of the redevelopment of Eastgate Plaza at the Chichaqua Bottoms Greenbelt. That agreement was negotiated with staff, approved by counsel, and passed by the City of Des Moines Council but never signed by the PCCB.

Both City and PCC staff believed that all signatures had been obtained and the document finalized. Both parties have been acting under the agreement that we believed was finalized in 1998. During the writing of the latest 28E for the Des Moines Heritage Trail mitigation, we used the Eastgate document as a template. It was discovered at that time that the PCCB had never approved signing that 1998 agreement.

City and County legal staff reviewed the matter and rewrote the document to reflect all legal changes that have occurred since 1998. Counsel for the Board has reviewed the form and language of this 2008 version of the 1998 document.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board authorizes the Director to sign the revised 28E agreement for the Eastgate Plaza redevelopment mitigation between the City of Des Moines and the PCCB.

c) Ankeny to Woodward Trail: Boundary Clarification

It was noted during the survey of the land involved with the Ankeny to Woodward Trail that there was a discrepancy with the location of the fence line and the actual boundary of our property between NW 158th Ave and NW 150th Ave.

The property involved is minimal but it is important that we assert our ownership of the land. Staff composed a letter with the help of the County Attorney stating that the land is owned by the public and we have no intention at this time to adjust the fence to reflect our legal boundary but intend to do so if the land is sold or farming ceases.

The entire amount of land is less than an acre and the cost of fencing the property is much greater than the value of the land.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board approve the PCCB Chair to sign the prepared letters to the two adjacent landowners informing them of the “problem” and of the Boards possible future actions.

d) Salary Increases, FY 08/09

The Board of Supervisors for Polk County passed a Resolution on March 18, 2008 authorizing a 4% base salary increase for fiscal year 2008/09 for non-bargaining unit employees.

A 4% salary increase was not approved for seasonal employees.

The PCCB has to agree to the salary increases in order for PCCB staff to be granted the same increase as other Polk County employees.

STAFF RECOMMENDATION: That the PCCB approve salary increase for PCCB Department Head and staff per actions taken by the Polk County Board of Supervisors for fiscal 2008/2009, effective July 1, 2008.

e) Yellow Banks Park, Entrance Sign and Kiosk

Yellow Banks Park is one of our premier parks and boasts attendance of approximately 172,000 visitors annually (third highest in the park system). Currently, there is not a formal entrance sign to welcome park visitors or an educational kiosk to disseminate information.

Branding and theming recommendations have strongly suggested that the installation of this sign and kiosk would enhance the park and tie it in to the overall park system. The signs do a fantastic job of greeting park users, introducing them to the park’s theme, and establishing an initial sense of park quality that is consistent throughout our areas. Along with the sign, would be implementation of a kiosk to further enhance our ability to carry out the theme and supply the public with education and literature.

More than five years ago, this project was slated to take place but time ran out. Recent branding research and the family of parks promotional campaign has once again prompted the need for these features. The Construction, Maintenance and Operations Unit will be able to complete this project during FY 08/09 with REAP funding.

A project budget estimate is attached.

STAFF RECOMMENDATION: That the Board approve FY 08/09 REAP funding in the amount of \$12,000 to be allocated for a new entrance sign and kiosk at Yellow Banks Park.

Appendix 2e

[Project Estimate](#)

h) Chichaqua Bottoms Greenbelt, Seed Purchase f/NE Acquisition

Last year a population of an invasive plant was identified in an area of restored grassland at Chichaqua known as the NE Acquisition. Staff determined that the most efficient and cost effective method of dealing with this particularly aggressive plant was to crop the area and to destroy the root system and seed bank.

The area infested by the plant, *Sericia Lespedeza*, is adjacent to an area which has been cropped for many years. It is the intention of staff to balance the new area being cropped by returning previously cropped areas to restored grassland.

The previously cropped field measured approximately 25 acres. There are \$5,000 in REAP funds previously dedicated for the purchase of seed for this project. The area in question is deserving of a quality restoration. Staff has collected and processed seed from many native species found at Chichaqua and will supplement the seed purchased with that collected seed. The cost of native seed has increased substantially in recent years and the \$5,000 and collected seed may be inadequate for the high quality diverse seeding planned for this restoration. Staff would like the flexibility of directing additional funds from the Natural Resources agriculture budget line to support this project. Staff feels it may require a maximum of \$2,500 additional monies from the NR budget to complete the project. There are adequate funds available in the budget to purchase up to \$2,500 of seed.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board approve staff expending \$5,000 allocated for seed purchase in the REAP budget and expending a maximum of \$2,500 from the Natural Resources agricultural budget for the purchase of seed for the restoration of a cropland area at the NE Acquisition.

i) Yellow Banks Park, Four Mile Little League Contract

The PCCB has a lease agreement with the Four Mile Little League that allows the league to conduct its games at Yellow Banks Park. It is now time to renew the lease. No changes are recommended.

STAFF RECOMMENDATION: That the Board approve renewing the Land Use Lease Agreement with Four Mile Little League for the period of January 1, 2008 to December 31, 2010 and authorize the PCC Director to sign the Agreement.

j) Action on the Bill List

March 2008 PCCB/Enterprise Fund expenditures have been mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve PCCB/Enterprise Fund March 2008 expenditures.

3. Organizational Development

a) Budget Amendments, FY 07/08

During the month of April, proposed budget amendments are forwarded to the Board of Supervisors for consideration, and amending the current year budget. This amendment process in October and April of each fiscal year gives Polk County Conservation an opportunity to adjust revenues and expenditures in the various funds based on more current financial data than when the initial budget for the fiscal year is prepared.

Amendments that will be submitted for consideration in the April process propose the following:

CONSERVATION RESERVE FUND

1. Increase budgeted revenues to recognize payment from Mid American Energy payment for land easement (\$42,206).
2. Increase budget revenues to recognize a contribution for Chichaqua land purchases (\$2,000).
3. Increase budget revenues to recognize anticipated grant revenues related to a REAP grant for land purchases at Chichaqua (\$258,860).
4. Reallocate existing budget lines to match lines where trail funds are being received and being expended for Des Moines River Trail and Ankeny to Woodward Trail and at Chichaqua.

REAP FUND

1. Increase budgeted revenues to recognize actual receipts to the fund received this fiscal year. DNR distributed funding differently than previous year (\$62,523).
2. Adjust budgeted expenditures to add additional projects to be completed this fiscal year: Recognize birding trail and signage (\$3,000) funding match, and Equestrian Center Paddock upgrade \$10,000).

Appendix 3a

[Budget Amendments](#)

[Budget 1](#)

[Budget 2](#)

[Budget 3](#)

[Budget 4](#)

[Budget 5](#)

GENERAL FUND

1. Recognize a variety of revenue increases and related expenditure increases that result from receiving a variety of additional grants, Chichaqua land and crop revenues, and increased revenues at the Equestrian center. These amendments also reallocate revenue estimates to more closely match budgeted revenues to revenue trends for the year throughout the organization.
2. Grants awarded since the last budget amendments in October 2007 that we expect to receive and spend during the remainder for FY07/08 include:
 - (a) A grant of \$5,000 from the great Outdoors Fund for the River Place rain garden project
 - (b) A grant of \$5,000 from Metro Waste Authority-Watersheds Connections for the River Place rain garden project.
 - (c) A REAP grant of \$18,090.00 to develop environmental education podcasts in English and Spanish, a portion of the funding will be received and expended this fiscal year.
 - (d) An EPA grant of \$21,355 for an environmental education Junior High service learning project, a portion of which will be received and expended this fiscal year.
 - (e) An NRCS grant of \$4,000 related to signage, and the printing and distribution of brochures related to a birding trail.
 - (f) An NRCS grant of \$35,200 for fencing at Chichaqua.
3. The rental of land and income from the sale of crops is identified \$38,000. This revenue is directed to be used for projects at Chichaqua.
4. At the Equestrian Center, revenue is estimated to increase over the current budgeted by \$65,000. This increase is offset by the substantial increased cost for food/bedding, increased seasonal help costs, and the need to pay for contracted trail horses in the current fiscal year.

STAFF RECOMMENDATION: That the Board approve the FY 07/08 budget amendments as presented.

4. Recreation Enhancement

a) Easter Lake Park, Beach Concessionaire

In February, Mike McGuigan (current beach concessionaire) notified PCC staff that he was not interested in continuing his 3-year contract due to lack of revenue. Staff discussed various options during a 2/27/08 meeting with Mr. McGuigan to continue the contract. None were considered viable by Mr. McGuigan. Polk County Legal has advised to terminate the contract.

Staff has continued to research various options regarding the beach operation:

Option 1 – Close the beach for the summer and evaluate public feedback; make capital improvements to entire beach area.

Option 2 – Keep the beach open as a “free beach” --- No concessions. There is a concern with security of the grounds and facilities with no one residing in the area.

Option 3 – Internship – One internship position for students studying the field(s) of Criminal Justice/Park Conservation Recreation, etc. This position would offer the student the following opportunities:

- Required to stay at the county-provided campsite throughout the recreational season
- Provide clean, safe and sanitary facilities for the public at the beach
- Provide security and be the public contact for the beach and other park users
- May assume assigned tasks of increasing responsibility.

The position will start 5/19/08 and end 8/15/08. Weekend assignments may continue until Labor Day. Note: PCC would have to supply a camper/trailer unit. This would run approximately \$4-6000.

Option 4 – Beach Aide – This person would perform the duties as outlined above in the internship but without being assigned to other areas of work. The aide would provide their own camping unit. A press release has gone out for this and other Campground Aide positions. Phone calls have been promising yet we have not received an application for the position.

Colleges and universities were interested in our initial plans for the internship, however, staff has not pursued this option yet to any great degree due to camper purchase requirement.

At this time, staff would like to proceed with a sequential process to:

- Advertise for a beach aide @ Easter Lake to provide beach services in exchange for free camping at the beach;

- Post the opportunity as an internship position with PCC providing living quarters (trailer/camper) for the intern at the beach and allow staff to purchase a used camping unit in the \$4,000 – \$6,000 range which is available in the budget;
- Use seasonal assistants to provide beach services with the board allowing PCC staff to close the beach temporarily should security become a major problem until the board meeting following the closure to discuss how to proceed.

- Mark Hurm, Lead Ranger
- Donna Manning, Spec. Serv. Coord.

STAFF RECOMMENDATION That the PCCB approve: 1) Termination of the Easter Lake Beach Concession contract with Mike McGuigan; 2) the sequential process as outlined and allow the Director to elect one of the three options described; 3) approve staff to purchase a trailer/camper unit for \$4-6,000 if an internship develops.

5. STAFF REPORTS

Staff reports are attached. Click the link on the right margin to review staff reports.

Appendix 5
[Staff Reports](#)

6. FINANCIAL REPORTS

Financial reports are attached. Click the link on the right margin to review the reports.

Appendix 6
[Financial Reports](#)

7. DISCUSSION & REMARKS

- Knapp Property

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, March 12, 2008. The meeting was called to order at 5:34 p.m.

#1a – Roll Call

Board Present: Hadden, Levis, Vosler

Board Absent: McEnany, Smith (Smith arrived at 5:50 p.m.)

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

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FEBRUARY 13, 2008 MEETING MINUTES AS WRITTEN. VOTE YEA: HADDEN, VOSLER, LEVIS

#2 – Consent Agenda Items

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS AND AUTHORIZES PCC DIRECTOR TO SIGN DOCUMENTS RELATING TO ITEM #2A:

A.1) ACCEPTING THE BID FOR A THREE-YEAR REFUSE DISPOSAL CONTRACT FROM ARTISTIC WASTE SERVICES BASED ON A CONDITIONAL AWARD FOR 90 DAYS FOR WEEKLY SERVICE/ON-CALL CHARGES FOR EACH PARK AREA AS DESCRIBED IN THE PRESENTED RECAP AND IF SERVICE IS NOT SATISFACTORY, THE CONTRACT WILL THEN BE OFFERED TO THE NEXT LOWEST BIDDER, WASTE MANAGEMENT;

A.2) AWARDED A CONTRACT FOR PORTABLE TOILET RENTAL TO JIM'S JOHNS FOR A COST OF \$42.00 FOR REGULAR UNIT/MONTH AND \$65.00 FOR ADA UNIT/MONTH AND DAILY RATES OF \$40 AND \$60/REGULAR/ADA UNIT RESPECTIVELY, FOR AN INITIAL SERVICE TERM FROM APRIL 1, 2008 – APRIL 1, 2009 WITH TWO, ONE-YEAR EXTENSIONS BASED UPON SATISFACTORY SERVICE;

A.3) BID FROM ROTO-ROOTER FOR THE FOLLOWING PRICES: (1) 500 GAL. PIT - \$175; (6) 1,000 GAL. PITS - \$250 EA./TOTAL-\$1,500; (1) 1,200 GAL. PIT - \$300; (4) 1,500 GAL. PITS - \$350/EA./TOTAL-\$1,400; (1) 2,000 GAL PIT - \$425 AND TO ENTER INTO A THREE-YEAR CONTRACT;

A.4) AWARDED THE PARK POP VENDING MACHINE CONTRACT TO CADBURY-SCHWEPPE, OPTION #2: SOFT DRINK-45% COMMISSION IF VENDING PRICE IS \$1.25; SPORTS DRINK-45% COMMISSION IF VENDING PRICE IS \$1.50; OTHER DRINK-40% COMMISSION IF VENDING PRICE IS \$1.50; WITH CONTRACT AWARD AND/OR CONTRACT TERM CONDITIONAL UPON POLK COUNTY'S REVIEW OF THEIR VENDING MACHINE PROGRAM;

B) FY 2006-07 POLK COUNTY CONSERVATION BOARD ANNUAL REPORT;

C) PURCHASE OF FIVE (5) VEHICLES FROM THE VENDORS QUOTED FOR THE TOTAL PACKAGE PRICE NOT TO EXCEED \$120,990.60, CONTINGENT ON CERTIFICATION OF THE 08/09 BUDGET;

D) ENTERING INTO A CONTRACTUAL AGREEMENT WITH SNYDER AND ASSOCIATES, UPON APPROVAL BY THE COUNTY ATTORNEY'S OFFICE, FOR THE AMOUNT OF \$141,807 FOR THE PURPOSE OF DESIGNING GAY LEA WILSON TRAIL WEST; AND AUTHORIZES THE PCC DIRECTOR TO SIGN SAID CONTRACT AND ASSOCIATED DOCUMENTS TO SECURE EXECUTION OF THE CONTRACT;

E) DIRECTING STAFF TO PURCHASE CHEMICALS ON AN AS-NEEDED BASIS FROM THE LOW BIDDER(S) AS INDICATED ON THE PRESENTED SPREAD OF BIDS RECEIVED;

F) ADDITIONAL ASPHALT OVERLAY EXPENDITURES IN THE AMOUNT OF \$5,365.20 FOR JESTER AND THOMAS MITCHELL PARKS;

G) FEBRUARY 2008 PCC EXPENDITURES.

VOTE YEA: LEVIS, HADDEN, VOSLER

#3 – External Items

a) Superblock Planning Report

Mindy Moore, Park Planner w/Des Moines Parks Dept., reviewed the proposed superblock master plan.

Mike Smith arrived at this time (5:50 P.M.)

Public comments...

The following appeared before the Board to express concerns with proposed superblock master plan, they were neither in favor or opposition of the plan:

Coralie Cherry, 5913 SW 14th, Des Moines
Jane Clark, 9871 Lincoln Avenue, Clive

The following appeared before the Board in opposition of the proposed superblock master plan:

Kyle Shelton, 6412 Hickory Lane, Urbandale
Diane Shelton, 4717 63rd Street, Urbandale

The following appeared before the Board in favor of proposed superblock master plan:

Tom Akers, 129 Marlou Pkwy, DM
Frank Cownie, Des Moines City Mayor, 675 Harwood, Des Moines

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD AFFIRMS ITS SUPPORT OF THE SUPERBLOCK PLANNING STEERING COMMITTEE'S RECOMMENDED CONCEPTUAL PLAN AND DIRECT STAFF TO CONTINUE DISCUSSIONS FOR THE PURPOSE OF DEVELOPING AN OVERALL PLAN OF EXECUTION AND APPROPRIATE 28E AGREEMENT(S) TO ADDRESS THE CONCERNS LISTED ABOVE.

VOTE YEA: LEVIS, VOSLER, SMITH, HADDEN

#4 – Outreach

a) “Family of Parks” Promotion

Rankin presented video to promote Free PARKing campaign created by staff.

PUBLIC COMMENTS

Jane Clark, 9871 Lincoln, Clive, appeared before the Board to encourage PCCB in the future to remember their customers are citizens of the entire county not just those who live around a particular park. Her comment was directed to notification of steering committee meetings, etc. held on Fort Des Moines/Zoo/Superblock issue.

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

* trail signs – world class trail signs, desire to pursue, but cost prohibitive. Working with city and staff create set of alternative set of specifications. Richard Brown feels it would be worthwhile to develop alternative materials.

* April 7, 8:00, strategic planning session at Jester Lodge.

* June 6, Trestle to Trestle Trail Grand Opening

* March 22, Run for the Egg at Easter Lake Park

* June 27, Grand Opening of Jester Park Playscape

* April 20, Earth Day Celebration (partnering with Valley Junction)

* Conservation and Arts Workshop had better attendance then anticipated. Presentation went well, keynote speaker outstanding, evaluations 100% felt learned more about conservation topics then when they arrived.

ADJOURNMENT

Meeting adjourned at 6:40 p.m.

Prepared by: Cindy Lentz

Example of proposed new entrance sign and kiosk



**Yellow Banks Park
Entry Sign and Kiosk
Project Estimate**

Entry Sign

1. sign	\$1,700
2. lumber package for sign frame	\$575
3. natural field stone for columns	in stock
4. forming lumber	\$400
5. limestone caps	\$550
6. concrete and re-bar	\$750
7. masonry	\$450
8. steel support brackets and anchor bolts	\$150
9. fasteners, sealer, misc.	\$250
10. rental equip.	\$200
11. contingency	\$400

Entry sign total **\$5,425**

Information Kiosk

1. lumber package	\$3,000
2. 3- display door panels w/ locksets	\$875
3. concrete slab and approach	\$1,250
4. map and information	\$300
5. fasteners, sealer, and misc.	\$375
6. contingency	\$500

Information Kiosk Total **\$6,300**

Total Project Cost **\$11,725**

FY 07/08 - 3rd Quarter Amendment

Conservation

	Fund 1 General Basic	Fund 2 General Supp	Fund 11 Rural Basic	Fund 12 Rural Supp	Fund 16 Conserv. Trust	Fund 26 REAP	Total
REVENUES							
FY 07/08 Current Budget	908,059	0	75	0	1,612,943	101,000	\$2,622,077
1. Increased revenues from Equestrian Center services provided.	65,000	0	0	0	0	0	65,000
2. Decrease In-Kind services for Golf Course	(18,500)	0	0	0	0	0	(18,500)
3. Misc. increase in fees, rentals, scrap sales, etc.	12,500	0	0	0	0	0	12,500
4. Misc. increase in grant funding	9,716	0	0	0	0	0	9,716
5. Shaw property grant	0	0	0	0	258,860	0	258,860
6. Great Outdoors Grant	0	0	0	0	2,000	0	2,000
7. Easement revenue received	0	0	0	0	42,206	0	42,206
8. Additional REAP funding recognized	0	0	0	0	0	62,523	62,523
FY 07/08 3rd Quarter Amended Revenues	976,775	0	75	0	1,916,009	163,523	3,056,382
<i>Requested revenue increase/(decrease) compared to current budget</i>	<i>68,716</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>303,066</i>	<i>62,523</i>	<i>434,305</i>

	Fund 1 General Basic	Fund 2 General Supp	Fund 11 Rural Basic	Fund 12 Rural Supp	Fund 16 Conserv. Trust	Fund 26 REAP	Total
EXPENSES							
FY 07/08 Current Budget	3,553,272	719,351	63,444	4,382	1,602,343	221,101	\$6,357,893
1. Pers Svcs - Increase Equestrian Center stable labor & riding instructor by 600	13,080	1,791	0	0	0	0	14,871
2. Increased food/bedding costs for Equestrian Center	35,000	0	0	0	0	0	35,000
3. Purchase of two sleighs for Equestrian Center	3,000	0	0	0	0	0	3,000
4. Increased trail horse rent at Equestrian Center	12,000	0	0	0	0	0	12,000
5. Recognize additional engineering expense	0	0	0	0	3,400	0	3,400
6. Shaw property purchase	0	0	0	0	292,100	0	292,100
7. Paddock resurfacing project	0	0	0	0	0	10,000	10,000
8. Match for NRCS Bird Signage	0	0	0	0	0	3,000	3,000
FY 07/08 3rd Quarter Amended Expenses	3,616,352	721,142	63,444	4,382	1,897,843	234,101	6,731,264
<i>Requested expense increase/(decrease) compared to current budget</i>	<i>63,080</i>	<i>1,791</i>	<i>0</i>	<i>0</i>	<i>295,500</i>	<i>13,000</i>	<i>373,371</i>

-FY 07/08 Current Budget Tax/Balance Utilization	2,645,213	719,351	63,369	4,382	(10,600)	120,101	3,735,816
+FY 07/08 3rd Quarter Amended Tax/Balance Utilization	2,639,577	721,142	63,369	4,382	(18,166)	70,578	3,674,882
<i>=Requested Increase/(Decrease) In Tax/Balance Utilization</i>	<i>(5,636)</i>	<i>1,791</i>	<i>0</i>	<i>0</i>	<i>(7,566)</i>	<i>(49,523)</i>	<i>(60,934)</i>

NOTES:

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POLK COUNTY - Appropriation Adjustment

DATE 03/31/08

Requested by: Polk County Conservation

FISCAL YEAR: FY 07/08

	Comments/Description	FD	AGY	ORG	Obj Code	Previous	Revised	Inc./((Dec.))	BUSINESS UNIT
1	Recognize engineering expense	16	046	210	76280	-	3,400	3,400	16046210.76280
2	Reallocation + shaw property 292,100	16	046	210	77440	-	1,894,443	1,894,443	16046210.77440
3	Reallocate Budget Lines	16	046	210	78000	1,465,000		(1,465,000)	16046210.78000
4	Reallocate Budget Lines	16	046	210	78200	137,343		(137,343)	16046210.78200
5	Shaw Property Land Purchase	16	046	210				-	16046210.
								-	.
	Expenditure Subtotal					<u>1,602,343</u>	<u>1,897,843</u>	<u>295,500</u>	
1	Execute easement Plat PL-037.004	16	046	210	56210	-	42,206	42,206	16046210.56210
2	Department of Transportation	16	046	210	52410	137,343	1,602,343	1,465,000	16046210.52410
3	Misc Fed Grants/Entitlements	16	046	210	52490	1,465,000	-	(1,465,000)	16046210.52490
4	Grant from Great Outdoors Fund-Shaw	16	046	210	58190	10,600	12,600	2,000	16046210.58190
5	Shaw Property Grant REAP 08-R2-77	16	046	210	52290	-	258,860	258,860	16046210.52290
	Revenue Subtotal					<u>1,475,600</u>	<u>271,460</u>	<u>303,066</u>	
	Net Fund Balance Increase/(Decrease)							<u><u>7,566</u></u>	

Shaw property purchase
 258,860 NRCS grant
 2,000 GOF Grant
 42,206 easement revenue (received)
 21,000 Pheasants Forever, Retrievers club (received)
 9,840 easements (received)
 50,000 next year's REAP
 383,906

-292,100 80 acre parcel purchsed this year

POLK COUNTY - Appropriation Adjustment

DATE 03/31/08

Requested by: Polk County Conservation

FISCAL YEAR: FY 07/08

	Comments/Description	FD	AGY	ORG	Obj Code	Previous	Revised	Inc./.(Dec.)	BUSINESS UNIT
								-	.
								-	.
1	Add Paddock resurface project 10,000	26	046	211	78200	115,000	125,000	10,000	26046211.78200
2	Playscape project properly classified	26	046	211	77440	-	9,200	9,200	26046211.77440
3	Playscape project properly classified	26	046	211	76470	11,700	2,500	(9,200)	26046211.76470
4	Match for NRCS birding signage	26	046	211	72100	12,000	15,000	3,000	26046211.72100
	Expenditure Subtotal					<u>138,700</u>	<u>151,700</u>	<u>13,000</u>	
1	Increase revenue estimate to reflect actual funding received	26	046	211	52290	98,000	160,523	62,523	26046211.52290
								-	.
								-	.
								-	.
	Revenue Subtotal					<u>-</u>	<u>-</u>	<u>62,523</u>	
	Net Fund Balance Increase/(Decrease)							<u><u>49,523</u></u>	

POLK COUNTY - Appropriation Adjustment

DATE 03/31/08

Requested by: Polk County Conservation

FISCAL YEAR: FY 07/08

	Comments/Description	FD	AGY	ORG	Obj Code	Previous	Revised	Inc./.(Dec.)	BUSINESS UNIT
1	Purchase of misc education supplies	1	046	6006	72570	4,000	11,000	7,000	10466006.72570
2	Addition deer survey expense(+3,000) orchid study (2858) + CBG food plots (4,900)	1	046	6009	76470	12,292	23,050	10,758	10466009.76470
3	Bird Trial Grant NRCS 4000 plant purchases Metro Waste 5000 plant purchases Great Outdoors Fund 5000 NRSC fencing 35,200	1	046	6009	77440	9,992	59,192	49,200	10466009.77440
4	Increase supply purchases	1	046	6009	72100	3,700	13,700	10,000	10466009.72100
5	Recognize Americorp Expense	1	046	6009	77130	3,050	18,050	15,000	10466009.77130
6	Chichaqua Equipment Purchases	1	046	0213	78400	120,500	128,500	8,000	10460213.78400
Expenditure Subtotal						<u>153,534</u>	<u>253,492</u>	<u>99,958</u>	
1	Great Outdoors Fund Grant	1	046	6005	52790	0	5,000	5,000	10466005.52790
2	Watershed Connections Grant	1	046	6005	58190	0	5,000	5,000	10466005.58190
3	Recognize Grant Funds received 50% Reap & podcast grant	1	046	6006	52290	30,300	24,670	(5,630)	10466006.52290
4	Recognize Grant Funds received New Horizon Grant	1	046	6006	52790	-	4,500	4,500	10466006.52790
5	Properly classify Grant funds EPA Grant	1	046	6006	52400	-	8,504	8,504	10466006.52400
6	Recognize true deer survey revenues (3000) +Wastewater Authority-- Mallys seeding (8,500)	1	046	6007	52790	2,500	14,000	11,500	10466007.52790
7	Bird Trail signage NRCS grant	1	046	6009	52490	-	4,000	4,000	10466009.52490
8	NRCS Orchid Grant	1	046	6114	52490	-	3,600	3,600	10466114.52490
9	NRCS Easement program-Fencing reir	1	046	6114	52490	-	35,200	35,200	10466114.52490
10	recognize land rent bids for year	1	046	6114	56100	-	38,000	38,000	10466114.56100
Revenue Subtotal						<u>32,800</u>	<u>142,474</u>	<u>109,674</u>	
								<u>9,716</u>	
Net Fund Balance Increase/(Decrease)								<u>9,716</u>	

POLK COUNTY - Appropriation Adjustment

DATE 03/31/08

Requested by: Polk County Conservation

FISCAL YEAR: FY 07/08

	Comments/Description	FD	AGY	ORG	Obj Code	Previous	Revised	Inc./.(Dec.)	BUSINESS UNIT
								-	.
1	Reallocate budget-Lodge remodel	1	046	6101	76280	10,000	9,000	(1,000)	10466101.76280
2	Reallocate budget Lodge remodel	1	046	6119	72110	13,600	14,600	1,000	10466119.72110
							-	-	.
							-	-	.
							-	-	.
	Expenditure Subtotal					<u>23,600</u>	<u>23,600</u>	-	
1	Recognize increased revenues	1	046	6005	58310	0	1,000	1,000	10466005.58310
2	Recognize services fees received	1	046	6101	52710	-	2,500	2,500	10466101.52710
3	Revise In-Kind Services	1	046	6101	52740	30,000	11,500	(18,500)	10466101.52740
4	Recognize General Admin Fees	1	046	6101	55050	-	12,000	12,000	10466101.55050
5	Revise Building Rent	1	046	6101	56110	108,000	81,000	(27,000)	10466101.56110
6	Revise concessions	1	046	6101	56220	10,000	25,000	15,000	10466101.56220
7	Correct revenue Budget	1	046	6114	52290	-	5,507	5,507	10466114.52290
8	revise estimate based on revenue trenc	1	046	6114	55200	10,625	12,625	2,000	10466114.55200
9	Recognize revenue trends longhouse	1	046	6114	56110	8,400	10,400	2,000	10466114.56110
10	Recognize equipment rental	1	046	6114	56120	-	2,000	2,000	10466114.56120
11	Recognize sale of scrap	1	046	6114	58320	-	3,000	3,000	10466114.58320
12	Correct revenue Budget	1	046	6116	52290	9,992	4,485	(5,507)	10466116.52290
							-	-	.
	Revenue Subtotal					<u>177,017</u>	<u>171,017</u>	<u>(6,000)</u>	
	Net Fund Balance Increase/(Decrease)							<u><u>(6,000)</u></u>	

MARCH 2008 STAFF REPORTS

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 – PCC Advisory meeting, staff, board, etc.
- serviced/maintained tree removal equipment
- started preparing equipment for spring controlled burn season
- cleared fence line south of controlled hunting area
- plowed snow
- started stump removal
- finished removal of risk trees in various PCC areas
- continued removal of invasive species in various areas (honeysuckle, buckthorn, autumn olive, etc.) with the concentration of work focused on Easter Lake, Thomas Mitchell and Yellow Banks
- cleaned up various areas following ASV work in Jester Park, Easter Lake
- interviewed and hired a portion of the NR seasonal employees
- Attended Shade Tree Conference
- Staff attended Annual Fire Training
- continued to work on Natural Resources Team Conservation Management Plan
- continued work to ready for the successful Leopold Grant
- continued the recertification process for CPR/First Aid
- worked with PAU staff to begin to plan for sustainable fishing and healthy water bodies in our parks.
- continued working with the City of Pleasant Hill and a private business owner to create a trailhead in Pleasant Hill for the Gay Wilson Trail.
- Americorp staff worked on seed cleaning & processing, invasive specie removal and risk tree removal

FUTURE ACTIVITIES–

- continue invasive specie removal/ASV
- start stump removal
- conduct prescribed fire in various areas

ISSUES & OPPORTUNITIES–

FRONT OFFICE TEAM – Team Leader: Cindy Lentz

Front Office Area – Staff: Steve Lindner, Accounting Tech.; Melissa Ritter, Account Clerk; Nancy Simmons, Account Clerk PT

PAST ACTIVITIES --

- attended crew coordination weekly meetings

- coordinated monthly board packet information
- prepared sales tax and expenditures
- met w/IT to discuss implementation of Fortis (file storage system)
- met w/IT to discuss payroll program being implemented in at least one county dept. at this time
- attended IT Steering Committee
- attended meeting to brainstorm about Family of Parks promotion
- met w/Boddy for quarterly review and annual evaluation
- prepared a project calendar in Excel to assist Team Leaders with coordination of projects
- attended meeting to continue discussions on equestrian center operations
- worked on finalizing cash handling procedures for equestrian center
- assisted with covering Nancy and Melissa's desks in their absence
- began handling Residential Tree Program applications
- assisted Marie Grabenbauer as needed w/materials needed for her preparation of the CAT grant for the Ankeny to Woodward Trail

Steve Lindner –

- finalized work on budget amendment for April cycle - I held meeting with Auditor's budget staff to explain and document amendments - I made corrections as appropriate, and submitted the completed budget amendments
- answered miscellaneous questions related to February budget for variance reports of the Auditor's office
- prepared February invoice for golf course bills - I continued to work remaining issues related to telephone services and water billings
- worked with various section supervisors in reviewing plans and budget execution for current fiscal year
- worked with the Equestrian Center and developed an initial costing model related to boarding of horses
- met with CMO personnel to give presentation and explain PCC funding and budget process, and suggested several internal processes to help in budget execution
- updated various schedules related to infrastructure and REAP funds - I provided status reports to the appropriate section supervisors and have developed a running schedule of the status of projects within each funding source
- participated in various meetings throughout the month, represented director at Polk County department head meeting
- at request of Auditor's office, prepared a schedule with all supporting documents of all grants received or awarded in the last year
- consolidated and updated schedules related to trail grants
- continued work on various issues related to Great Outdoors Fund, including quarterly statements, bank account reconciliation, and related issues - prepared annual tax return
- reviewed financial activity and made various accounting corrections for various transactions throughout the month
- submitted LAWCON Playscape grant reimbursement submission

Melissa Ritter –

- was given annual performance evaluation, 3/3
- attended "Family of parks" meeting, 3/5
- emptied file cabinets of items to be shred
- created new forms - Motor vehicle fuel, health dept info, IPERS,

- made file for Vendor information form
- attended "run for the Egg" meeting, 3/12
- met with IT on Payroll scheduling program, 3/17
- sent out three separate mailings for Wayne, Patti and Lewis
- 3/31/08 assisted with CAT grant assembly, 3/31
- 3/31/08 attended BNND meeting, 3/31
- did misc. tasks: HR/payroll duties; regular accounts payable duties; filed; entered customers into Nature News database; organized "Forms" drawer; created file for "Vendor" information
- bringing on new hires and returning seasonal employees which included doing background checks; motor vehicle report checks; and processing paperwork related to hiring; entered info. into JDE system

Nancy Simmons –

- prepared weekly claim sheet for expenditures and mailed warrants to vendors weekly
- filed billing invoices
- handled shelter reservations, paperwork, process payments
- handled contracts and payments for JP Lodge
- processed credit card payments and balanced daily
- wrote checks for Damage Deposits refunds
- issued purchase orders as needed
- handled environmental education program registrations and payments
- prepared daily deposits
- balanced monthly bank statement
- had my annual performance evaluation
- attended meeting with Christiani's to discuss Lodge reservations
- did misc. tasks as needed: handled incoming telephone calls and messages, ordered office supplies, submitted printing requests, posted utilities for payables, updated Nature News mailing list, metered outgoing mail, distributed incoming mail, filing, paste newspaper clippings, copy manager's bulletin; assist with photocopying

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
- 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 6 news releases

- coordinated Signage Team Meeting and completed assignments
- coordinated PCC Advisory Meeting and completed assignments
- conducted Parks Promotion brainstorming session & developed basic plan
- researched pricing on YB sign and kiosk
- completed the FY '06-'07 PCCB Annual Report
- budget monitoring
- placed advertising in Living magazines & IA Sportsman
- assisted with Earth Day planning and promotions
- attended Earth Day 2008 planning meetings
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- coordinated on-going monthly grants coordination
- updated volunteer listings on United Way website and contacts list on volunteer database; communicated various opportunities
- worked with Trail Ambassador Craig Stafford to help coordinate trash disposal and follow-up with additional Trail Ambassador candidate
- update and send Corps of Recovery program info. to Story CCB
- continued planning and held volunteer banquet on March 9; sent follow-up letters to legislators for Humanities Iowa support
- coordinated/planned 2008 Eagle Scout Projects, updated and sent project list to scouts and youth groups
- confirmed Barn Owl Band for Prairie Festival
- researched budget item purchases
- coordinated June—Aug. Service Learning Workday with Ankeny and Pleasant Hill Youth-In-Parks and two UHS Connections Groups
- held Ankeny to Woodward Trail Clean-up for Drake Order of Omega Honors workday on March 30' with the help of CMO Unit; hauled away trash

FUTURE ACTIVITIES--

- Strategic Planning compilation
- Family of Park Promotion Campaign planning
- Earth Day Event and Grand Opening Planning
- Rain garden sign development
- finish PC Five Year REAP Plan final revisions and mail out to municipalities
- attend River Run Garbage Grab planning meeting
- continue planning and correspondence with Eagle Scouts and volunteers for upcoming projects and workdays
- work on strategic plan initiatives

Const. Maint. & Operations – Team Leader: Wayne Johnson March 12, 2008

Construction Maint. Area Staff:

Wayne Johnson - Const. Maint. & Operations Manager; Steve Haefner and Bernard Feezell - Construction Technicians

PAST ACTIVITIES:

- assisted with EL “Run for the Egg” race, Johnson

- attended meetings as needed
- upgraded to a 200 amp electric service at JP upper shower-house
- completed Easter Lake shelter #4 steel shelter erection
- met with contractor on two projects at the Equestrian Center for Grant proposal
- installed shop utility sink and point of use water heater at TM shop
- worked with Drake student volunteer group on Ankeny to Woodward trail clean-up
- replaced 16" culvert on EL north side under park road
- held CMO team meeting, Johnson
- held seasonal staff training and orientation day
- filled 12 seasonal staff positions, Johnson

FUTURE ACTIVITIES:

- continue Easter Lake improvement projects
- pour concrete at Easter Lake #4 picnic shelter
- continue Easter Lake fishing pier construction and concrete work
- install venting pipe for Jester Park shower-house on demand water heaters
- begin Campground Aid site development project at JP, TM, and CBG

ISSUES AND OPPURTUNITIES:

- None at this time

Northwest Maintenance Area: Staff - Tim Wears, NW Maintenance Tech

South Maintenance Area: Staff – Jack Witmer, Maintenance Technician

PAST ACTIVITIES--

- performed routine maintenance to buildings and grounds
- performed monthly inspections of buildings and grounds at Easter Lake, Fort Des, Browns Woods and Great Western Trail
- completed work on break room at Easter Lake
- did snow removal as needed
- transported Dept. of Corrections inmates
- finished ADA fishing pier assembly
- organization of Easter Lake shop
- completion of decking at Shelter 4 – Easter Lake
- continued construction of Shelter 4 – Easter Lake
- culvert replacement at Easter Lake – north side
- completed picnic table renovation

FUTURE PROJECTS--

- continue work on Shelter #4 project at Easter Lake
- ramp placement on ADA fishing pier - north side jetty at Easter Lake

Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician

PAST ACTIVITIES--

Yellow Banks

- cleaned park and buildings
- organized shop
- did snow removal as needed
- beefed up firewood supply
- repaired/welded broken plow mount on Dodge
- replaced headlight shroud on plow unit
- replaced posts on bluebird houses
- checked septic tanks
- “de-winterized” Hotsy sprayer for season
- power washed pit latrines

Thomas Mitchell

- cleaned park and buildings
- replaced broken bridge bumper
- checked septic tanks
- labeled all pedestals and electrical boxes in campground

CVT

- did snow removal w/ Bobcat as needed

4-Mile Trail

Satellite Areas (Mally’s, Carney Marsh)

- picked up litter at Mally’s

Other

- attended mtg. w/ DNR on lagoon regulations and inspection
- finalized electronic monitoring program for lagoon
- attended CMO meeting

FUTURE PROJECTS--

- dispose of old chemicals, paint, etc.
- price TM shop repainting
- repair YB park gates
- prepare for season

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 winter preventative maintenance on mowers
- continued winter preventative maintenance on utility vehicles
- worked on area assets inventories with Donna M.
- worked on equipment inventory lists
- ordered new vehicles for budget year ’08-’09
- checked over Secondary Roads Ford F-250 econoline van for possible transfer
- attended Toro service training (talbert)
- attended GM powertrain performance class (young)
- repaired CST dumptruck pto pump oil leak

- attended Fleet Management, CMO, Vehicle, Equipment and Budget meetings

FUTURE ACTIVITIES--

- work on vehicles and equipment as needed
- finish winter preventative maintenance
- work on vehicle and equipment identification
- update parts and service manuals
- paint office parking lot and clh arrow
- attend meetings as scheduled

ISSUES AND OPPORTUNITIES--

- None at this time

Purchasing Area: Donna Manning, Special Services Coordinator

PAST ACTIVITIES—

- placed various stock orders
- meetings attended during February:
 - CC Meetings: 3/3, 3/10, 3/17, 3/24, 3/31
 - All staff meeting: 4/1
 - Run-for-the-Egg Meeting: 3/12
- modified detailed area inventory in re-organized format
- conducted training session for DOC volunteers: 3/11
- activated of JD Edwards Inventory Module: 3/24, 3/25, 3/26
- updated education records
- conducted Run-for-the-Egg pre-packet pickup at Polk County Administration Building on 3/21
- did various pick-ups for Run-for-the-Egg Event on 3/22
- worked Run-for-the-Egg Event on 3/22

FUTURE ACTIVITIES--

- complete detailed area inventories
- work on transfer of various paper files to file management program

ISSUES AND OPPORTUNITIES--

None at this time

[Leisure Services: Equestrian Center](#)

Equestrian Center – Staff: Carrie Spain, Eq. Ctr. Interim Manager; Dennis Crowley, Barn Manager; Deb Crowley, Ed. Coor. PT; Robin Harris, Therapeutic & riding Instructor, PT, Deanne Mundt, Therapeutic Coor. & Instructor

PAST ACTIVITIES-

- We hosted the Iowa American Saddlebred schooling show.
- Animal Rescue League held their Mane Event fundraiser in our indoor arena.
- We facilitated 4 birthday parties.

- We held our 4th annual Tack/Swap meet and Cowboy/Cowgirl challenge with 24 competitors.
- Ruby Van Meter School came two days a week for a therapy program.
- Des Moines Obedience Training club held their 3 day agility trials in our indoor arena.
- We hosted the Lipizzaner Stallions overnight while they were performing in Des Moines.
- 25 of our therapy and at risk clients were invited to the groom and tack show at the Lipizzaner Show and stayed for the performance.
- We facilitated a one day camp/retreat for women and had 14 participants.
- Several of our volunteers were recognized at the volunteer banquet and one of our therapeutic volunteers received Volunteer of the Year – Michelle Frame.
- We did 200 able bodied and therapeutic riding lessons.
- We had several planning meetings for our upcoming summer camps and programs.
- Our conference room got a fresh coat of paint!

FUTURE ACTIVITIES—

- We are facilitating a Spring tune up clinic for riders and their horses.
- We are hosting a groundwork and horsemanship clinic with clinician Kip Fladland.
- Part of our trail horses will be arriving at the end of April.
- We will be getting our summer staff hired.
- We will have a booth at the Horse Fair at the State Fair grounds for 3 days.
- The Ruby Van Meter school have a couple more days planned here for April

ISSUES AND OPPORTUNITIES—

- We received a grant from the Iowa Horse Council for a TV/DVD for our conference room.
- We are also applying for a Variety Club grant for a structure above our sidewalk to help keep the snow and ice off in the winter.
- With all the snow melting with are having issues with mud and water. We need to put some rock down in our parking lot and create a walkway to the door so the public does not have to wade through water and mud to get to the building.

Golf Course Maintenance: Terry Hannah, Golf Course Supt.; Stan Manning, Golf Course Asst. Supt.

PAST ACTIVITIES--

- Worked on 2008 hort. Supply needs
- Picnic table painting and repair
- Interviewing for seasonal maintenance positions and horticulturist position
- Opened the golf course Sat. March 15th. Last year it was March 18th. Unfortunately for H.G. Golf Properties, there was no opportunity for any winter golf play this year
- Mowed greens for the first time this season April 2nd

FUTURE ACTIVITIES—

- Bring on new seasonal staff as weather warms. Lots of training will be needed as only two seasonal staff will be returning
- Finish picnic table repair
- Pressurize irrigation system
- We do have lots of ice damage in fairways from this past winter and will be reseeding significant portions of them when the weather warms up enough to get good germination

ISSUES & OPPORTUNITIES--

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 on Birds of Iowa
- Met with rotary club about educational cabins
- Continued work on playscape project
- Participated in Astronomy from the Ground Up on-line workshop.
- Wrote and recorded Ask the Naturalist news columns for papers and radio
- Solicited donations for Cache Bash at Chichaqua
- Wrote, recorded, and produced two podcasts
- Reviewed and interviewed applicants for seasonal naturalist position
- Completed LAWCON Grant requirements-submitted final report to DNR for reimbursement
- Met with Eric Martin and his staff about integrating Charter Counts into playscape
- Hosted green is the theme public program... 14 attended
- Continued work on the EPA Service Learning Grant
- Conducted ICN programs
- Listed and sold items on Ebay Giving Works for the Great Outdoors Fund
- Worked on Central Iowa Birding Trail publication
- Held Winter Adventure Trip to Ely MN
- Completed work on the Des Moines River Trail kiosks, next step – production
- Attended IAN spring workshop in O' County
- Worked on spring/summer edition on Nature News
- ICEC Treasurer and budget work
- Prepared for and held winter Stargazing public
- Edited Naturalist Resource Guide Booklet
- Finalized 2008 Senior Bus Tours
- 270 people attended the 3rd annual “Run for the Egg” with 151 runners/walkers at Easter Lake
- Guest appearance on Kids Clubhouse during IPTV festival
- Attended various planning meetings
- Planning for new summer programs
- Presented two public bat programs at Altoona Library
- Sent out notification to Polk County Park geocache owners to renew permits for 2008
- Interview on “Living in Iowa” on 97.3 The Hawk radio station promoting PCC and “Run for the Egg”

FUTURE ACTIVITIES—

- Write Ask the Naturalist columns and record segments for KJJY

- Continue work on podcast grant
- Conduct Cash Bash and Walk for Wildlife
- Complete and submit the Final Party-on report to REAP
- Continue with the astronomy workshop
- Complete Nature News and sent to the printer
- Present at NAI – Region 5 at Rochester, MN on the PARTY-on Grant from REAP-CEP.
- Coordinate EE activities at Earthday in the Junction

ISSUES & OPPORTUNITIES –

Month/Year: March 08

School Programs										
LOCATION		PEOPLE	PROGRAM	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
1		20	1	0.50	Jackson/DM	1				
4		87	4	3.00	Wallace/Johnston	4				
2		85	2	1.50	River Woods	2				
2		100	2	1.50	River Woods/DM	2				
1		40	2	0.75	Howe/DM	1				
4		89	4	2.00	Wallace/Johnston	4				
2		66	2	1.50	Grandview Park Baptist/Private	2				
2		50	2	1.00	East/Ankeny	2				
1		23	1	0.75	Bondurant/Bondurant	1				
1		26	1	0.50	Monroe/DM	1				
2		45	2	2.00	Runnells/SEP	1				
1		57	1	0.75	East/Ankeny	1				
1		15	1	1.00	Ankeny High/Ankeny				1	
1		48	1	0.75	Timber Ridge/Johnston	1				
1		27	1	0.75	DM Adventist/DM	1				
4		198	4	3.00	Olmstead/Urbandale	4				
2		108	2	1.75	Westwood/Ankeny	2				
32	0	1084	33	23.00	School visits	30	0	0	1	31

- 1 Animal Classification
- 1 Animal Classification
- 2 Cosmic Connections
- 2 Eggs
- 1 Endangered Species

- 2 Insects
- 4 Mammals
- 3 Owls
- 4 Pond Study
- 2 Recycle
- 4 Reptiles
- 2 Rocks

- 3 Seeds
- 1 Unhuggables

ICN					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
2		174	2	1.50	Habitats
1		164	1	1.50	Reptiles
3	0	338	3	3	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
	1	10	1	1.50	Geocaching/Girl Scouts-Jordan Creek
1		40	1	0.75	Owls/Boy Scouts-WDM
1		32	1	1.25	Endangered Species/Science Center
2	1	82	3	3.50	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		24	1	1.50	Stargazing/Public Program
	1	62	1	3.00	Night Hike/Public Program
1		73	2	2.00	Bats /Altoona Library
1		45	1	1.00	Reptiles/Public Program
1		35	1	1.00	Mammals of Iowa/ Public Program
2	1	239	6	8.5	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group

1		58	1	1.00	Birdwatching/OWLS
1		15	1	0.50	PCC/Bondurant Mother's Club
1		14	1	3	Green is the theme
1		10	1	3	Turkey Hunting
4	0	97	4	4.5	

Extended Trips					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
	1	7	1	80.00	Winter Adventure Trip
		7	1	80	
Public Awareness exhibit					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
1		50	1	3.00	John Deere Wellness
		50	1	3	

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

PAST ACTIVITIES –

- Plowed moved snow
- Conducted Quarterly Reviews
- Conducted Annual Evals.
- Ran Public notice sent out vehicles to be demolished
- Wrapped up PAU shift schedules
- Posted 2008 camping fees and opened camp areas
- Researched Rider Policy
- Researching grant possibilities for Mobile Data equipment for P.A.U.
- Clean & Organize shop areas (TM)
- Deer Task Force: Urban Bow Hunt
- Attended 1st meeting for '08, presented draft of annual report
- Installed base radios at Thomas Mitchell & Yellow Banks park shops
- Cleared debris from Camp Creek crossing & re-opened for traffic
- Worked on Ice Fishing Material
- Worked on HE Material for March 1st program
- Action plan pond studies
- GPS fish structure EL,YB,JP
- Delivered barricades to CBG,TM,YB
- Picked up DNR shotguns Polk City
- Shoveled trap range CBG
- Trail prep for run for the egg
- Supervised DOC while working on barricades and tables
- Worked on breakroom EL
- Assisted NR in invasive species removal at EL
- Washed trucks
- Dick worked on artifact project
- Charlie is working on Watertrail project
- Cut and split firewood
- Picked up garbage in parks
- Received donations for ice fishing clinics
- Aquatic Resources Management study
- Worked on Kiosk Project

FUTURE ACTIVITIES--

- Patrol areas
- Open campgrounds for season
- Attend Training w/ PCSO 4/16/08
- Deer Task Force Meeting 4/21 -- present corrected '07-'08 annual report
- Sort / Organize hardware drawers at TM
- Continue Grant options / research
- ATV Patrol when time permits
- Continue working on Watertrails

- Work on PCCB fisheries report
- Work on upcoming programs in the parks
- Hunter ED class
- BNND Meeting X 2
- Continue on Pond Study

ISSUES & OPPORTUNITIES –

- None at this time

MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : March 2008

RENTAL FACILITIES NO. OF PEOPLE												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											226	226
EL												0
JP												0
TM												0
YB												0
FDM												0
TOTALS												226

RENTAL FACILITIES NO. OF RESERVATIONS												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											10	10
EL												0
JP												0
TM												0
YB												0
FDM												0
TOTALS												10

CAMPER TALLY NO. OF UNITS				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH		6	1	7
JP		1	15	16
TM				0
YB				0
TOTALS	0	7	16	23

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	21		21
JP	0	4		4
TM	0	0		0
YB	0	0		0
TOTAL	0	25	0	25

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH						2735			2735
EL	3150					7880	5160		16190
JP					1580	7214			8794
TM		476	306	68		3400			4250
YB									0
TOTAL									31969

traffic counters @ TM no counters are available for Mally's, 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

Volunteer	
Area	Hours
CH	
EL	
JP	
TM	18
YB	
Total	18

PARK LABOR

Position	Hours
CH Ranger	
EL Ranger	158
EL Assist. Ranger	158
JP Ranger	164
TM Ranger	169.5
YB Ranger	120
YB Assist. Ranger	120
Park Officers	
Community Service	
Total	889.5

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	20.5
JP		
TM		
YB		
TOT		20.5

Miscellaneous		
Area	Event	visitors
CBG	trap rng	86
total		86

LAW ENFORCEMENT INCIDENTS					
Date	Officer's I.D. #	Area	Offense	Citation #	Incident #

3/20	Hurm	JPEC	Criminal Mischief trailer tires slashed		08-01
3/22	Finch	Easter Lake	No Drivers License no insurance		
3/24	Bruscher	Easter Lake	welfare check		
3/25	Hurm	SBT	ATV off road reported		
3/25	Hurm	Jester Park	Criminal Mischief property misuse		
3/26	Finch	Yellow Banks	dog verses car		
3/28	Bruscher	Easter Lake	Criminal Mischief porta potty fire		08-03
3/30	Dotzler	Yellow Banks	Littering grounds		
3/31	Hurm	Jester Park	Off Road vehicle operation		C-5011

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENCES, NON LAW ENFORCEMENT INCIDENCES

Date	Area	Officer's I.D. #	Incident	Incident #
3/1	Thomas Mitchell	Herrstrom	Barricade Camp Creek Crossing due to high water	
3/5	Easter Lake	Bruscher	injured Canada Goose	
3/11	Easter Lake	Bruscher	alarm drop Beach house	
3/16	Easter Lake	Herrstrom	road wash out	
3/16	Easter Lake	Herrstrom	Barricade road way washout, North Side	
3/26	Jester Park	Hurm	Departmental Assist Accident HWY 141 and NW121	
3/26	Yellow Banks	Finch	dog vs car	
1/31	Easter Lake	Bruscher	Salvage tag 100448 for doe hiton Easter Lake DR.	

REPORT OF MEETINGS AND OR EVENTS

Date	Location	Person Attending	Event
3/1	State Fair Grounds	Hurm and Shepard	Natural Living Expo.
3/1	CBG	Finch and Dotzler	Hunter Education
3/5	ISU Extension	Herrstrom, Bruscher	Pesticide Training
3/9	JP	Finch and Hurm	Families of Parks
3/10	Story County Cons.	Hurm	IACCBE
3/11	JP	Hurm	cabin site
3/12	Easter Lake	Herrstrom, Bruscher, Finch	Run for the egg meeting
3/17	DM Water Works	Herrstrom	Deer Task Force meeting
3/22	Easter Lake	Herrstrom, Bruscher, Finch, Dotzler	Run for the egg event
3/23	Parks	Finch	Water Quality fisheries
3/25	Field HDQTS	Hurm and Boddy	Transport vehicle
3/25	Adm Bldge	Hurm	Language Barrier
3/26	Adm Bldge	Hurm	Wellness
3/27	JP	Hurm	rider policy
3/3-4	DSM PD	Pau Staff Park Officer Kubik	spring training

2007 - 2008 Revenue Budget

- as of 3/31/08 (75.0% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	3rd Qtr. Target % Range
6005	Forestry	4,000.00	10,879.57	-6,879.57	272.0%	52-81%
6006	IE	71,800.00	68,535.34	3,264.66	95.5%	52-81%
6007	NR	2,580.00	4,500.00	-1,920.00	174.4%	52-81%
6101	ADM	163,400.00	17,230.78	146,169.22	10.5%	52-81%
6102	PUR	0.00	0.00	0.00	0.0%	0%
6103	Community Outreach	40.00	46.81	-6.81	0.0%	0%
6111	JP	255,150.00	148,016.88	107,133.12	58.0%	67-83%
6112	TM	57,675.00	30,607.85	27,067.15	53.1%	67-77%
6113	EL	16,600.00	8,311.59	8,288.41	50.1%	43-61%
6114	CH	19,325.00	46,053.22	-26,728.22	238.3%	32-87%
6116	YB	86,464.00	56,090.43	30,373.57	64.9%	77-84%
6117	CST	600.00	389.32	210.68	64.9%	52-81%
6118	EM	425.00	1,093.35	-668.35	257.3%	52-81%
6124	EC	230,000.00	230,660.86	-660.86	100.3%	52-81%
		\$ 908,059.00	\$ 622,416.00	\$ 285,643.00	68.5%	52-81%
Road Clearing - Fund 11						
	7140	\$ 75.00	\$ 36.03	\$ 38.97	48.0%	52-81%
Reserve - Fund 16						
	210	\$ 1,612,943.00	\$ 1,147,720.75	\$ 465,222.25	71.2%	52-81%
REAP - Fund 26						
	211	\$ 101,000.00	\$ 166,567.13	\$ (65,567.13)	164.9%	52-81%
Infrastructure- Fund 1						
	212	\$ -	\$ -	\$ -	0.0%	52-81%
Grand Totals - Conservation		\$ 2,622,077.00	\$ 1,936,739.91	\$ 685,337.09	73.9%	52-81%

Note: 3rd Qtr. Target Variance of 52-81% 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

2007 - 2008 Expense Budget

- as of 3/31/08 (75.0% of budget year expired)
Budget Target Variance for 3rd Quarter: 52% - 81%

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	60,835.00	45,047.76	15,787.24	348,650.00	267,494.75	81,155.25	96,942.49	76.3%
6009	Natural Resources-Green Tm	163,574.00	113,203.95	50,370.05	621,661.00	439,843.82	181,817.18	232,187.23	70.4%
6101	ADM	227,625.00	174,621.42	53,003.58	361,881.00	267,370.88	94,510.12	147,513.70	75.0%
6103	Community Outreach	58,625.00	34,409.21	24,215.79	156,736.00	117,447.21	39,288.79	63,504.58	70.5%
6110	Parks Advocacy	70,554.00	52,855.66	17,698.34	473,378.00	350,427.67	122,950.33	140,648.67	74.1%
6119	Maint & Opns-Gray Team	321,390.00	242,988.98	78,401.02	863,140.00	570,355.40	292,784.60	371,185.62	68.7%
6124	EC	132,750.00	120,930.86	11,819.14	242,424.00	190,476.95	51,947.05	63,766.19	83.0%
TOTALS		\$ 1,035,353.00	\$ 784,057.84	\$ 251,295.16	\$ 3,067,870.00	\$ 2,203,416.68	\$ 864,453.32	\$ 1,115,748.48	72.8%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 8,219.19	\$ 18,595.81	\$ 41,011.00	\$ 33,859.90	\$ 7,151.10	\$ 25,746.91	62.0%
Reserve - Fund 16									
210		\$ 1,602,343.00	\$ 1,403,781.10	\$ 198,561.90				\$ 198,561.90	87.6%
REAP - Fund 26									
211		\$ 221,101.00	\$ 173,711.98	\$ 47,389.02				\$ 47,389.02	78.6%
Capitals - Fund 1									
212	Capital's Infrastructure	48,900.00	30,895.77	18,004.23					
213	Capital's Equipment	120,500.00	119,767.42	732.58					
TOTALS		\$ 169,400.00	\$ 150,663.19	\$ 18,736.81				\$ 18,736.81	88.9%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 194,000.00	\$ 153,637.09	\$ 40,362.91				\$ 40,362.91	79.2%
Grand Totals - Conservation		\$ 3,249,012.00	\$ 2,674,070.39	\$ 574,941.61	\$ 3,108,881.00	\$ 2,237,276.58	\$ 871,604.42	\$ 1,446,546.03	77.2%