



# BOARD MEETING

February 11, 2009 - 5:30 p.m.

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

REVISED

## 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
  - a) **Bylaws:** approve the PCCB Bylaws
  - b) **Ankeny to Woodward Trail, Change Order 4:** ratify the above change order #4 for the Ankeny to Woodward Trail project at a price not to exceed \$3,080.00 total.
  - c) **Reallocate REAP Funds Allocated for Recycled Picnic Table Funds:** approve up to \$2,500.00 in REAP funds currently budgeted to buy recycled picnic table boards be authorized to purchase wooden picnic table boards and related hardware and miscellaneous supplies.
  - d) **Discount Camping Coupons:** approve reinstating the discount camping coupon booklets for the 2009 camping season with the 7-day electric camping coupon book selling for \$100 and the 7-day non-electric camping coupon book selling for \$70, discount coupon booklets will be available for sale only from the PCCB office during normal business hours, and the coupons are not eligible for use at any reservable campsite.
  - e) **Chichaqua Bottoms Greenbelt, Shaw Property:** direct staff to apply \$50,000 in Conservation Reserve monies toward the purchase of the former Shaw Property and to act upon the verbal agreement with the Iowa Department of Natural Resources to secure \$28,000 of REAP license money toward the purchase of the property.
  - f) **Jester Lodge Contract Addendum:** approve the following addendum to the Contract between the PCCB and Christiani's Catering dated December 9, 2008: Adding #5 to Section #3 – Payments, On-Site Ceremony Fee – For Jester Park event, Concessionaire will pay 50% of the on-site ceremony fee to PCCB. On-site ceremony fee will be included in the list of Lodge rates at a current fee of \$250 and authorize the Interim Director to sign contract addendum.
  - g) **Action on Bill List:** approve the PCCB/Enterprise Fund January 2009 expenditures.



# BOARD MEETING

- 3) External Item
  - a) Golf Cart Invitation to Bid
  
- 4) Organizational Development
  - a) Online Reservations
  - b) Employment of New Director
  - c) Interim Director Salary
  
- 5) Natural Resources
  - a) Contract Mowing Services

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 Wednesday, January 14, 2009. The meeting was called to order at 5:32 p.m. Previous Meeting Minutes

2) Consent Agenda Items

a) Bylaws

PCCB governance documents provide that the Bylaws must be reviewed each year at the first regular Board meeting in January. Approval may be proposed at any regular meeting, but must again be considered at the next following regular Board meeting before adoption.

No changes have been recommended to the Bylaws. Copy attached.

**STAFF RECOMMENDATION:** That the Board approve the PCCB Bylaws.

b) Ankeny to Woodward Trail, Change Order #4

This change order has occurred in the past month during the construction of the Ankeny to Woodward Trail. This item totals \$3,080.00. Field personnel have concurred with the following change order:

No	Item	Amount
4	Additional traffic control signage and additional permanent signage, various crossings.	\$3,080.00

Note: Change orders 1–3 for Grimes Asphalt and Paving have been approved by the PCCB.

**STAFF RECOMMENDATION:** That the Board ratify the above change order #4 for the Ankeny to Woodward Trail project at a price not to exceed \$3,080.00 total.

c) Reallocate REAP Funds Allocated for Recycled Picnic Table Funds

As part of the REAP project budget for FY2008/2009, \$20,000.00 was budgeted for the replacement of picnic table boards with recyclable materials rather than conventional wooden boards. This budgeted amount supplement \$20,000.00 of REAP funds budgeted and expended in the FY2007/2008 period for the same purpose. By the start of the 2008/2009 fiscal year, it was apparent that the recycled boards were too heavy for the old picnic table frames, and either lighter recycled boards or a revised table configuration would have to be developed. With the current REAP allocation, we have purchased three picnic table board configurations that will be tested for durability during the next season. These purchases cost approximately \$4,500.00. Because we are delaying the purchase of additional recycled picnic table boards until we are satisfied we have a product that will work in our parks, we have a need to replace wooden picnic table boards that were scheduled to be replaced with recycled boards. This cost was not budgeted in current operations.

**STAFF RECOMMENDATION:** That the Board approve up to \$2,500.00 in REAP funds currently budgeted to buy recycled picnic table boards be authorized to purchase wooden picnic table boards and related hardware and miscellaneous supplies.

**d) Discount Camping Coupons**

During the Jester Park Master Plan public meeting that took place on January 22, 2009, many individuals expressed interest in purchasing discount camping coupons that did not have to be used consecutively during a 7-night stay. PCC used to offer this discount program a few years ago, but changed it to only a consecutive stay incentive.

PCC would like to address some of the JP Master Plan public requests that we deem as “low-hanging fruit”. Reinstating this discount program for the 2009 camping season is just one way we can do this.

Campers can buy a 7-day coupon booklet. These coupons can be used at any PCC campground during the 2009 regular camping season. This will also promote our “Family of Parks” cross-promotion marketing campaign. Reservable campsites are not eligible.

Electric 7-day coupon book will sell for \$100.  
Non-electric 7-day coupon book will sell for \$70.

Coupon books will ONLY be sold in the PCC office (they can be purchased over the phone with a credit card and mailed). Selling the books in the campgrounds is very difficult and time-consuming for the Parks Advocacy staff. That is one of the reasons, we discontinued the original program. This new approach should work better internally.

**STAFF RECOMMENDATION:** That the Board approve reinstating the discount camping coupon booklets for the 2009 camping season with the 7-day electric camping coupon book selling for \$100 and the 7-day non-electric camping coupon book selling for \$70, discount coupon booklets will be available for sale only from the PCCB office during normal business hours, and the coupons are not eligible for use at any reservable campsite.

**e) Chichaqua Bottoms Greenbelt, Shaw Property:**

The Iowa Natural Heritage Foundation (INHF) purchased the former Shaw Property for the PCCB using a no-interest State Revolving Fund loan. That no-interest loan will save PCCB considerable interest over the next few years.

Wells Fargo Bank, who processed the loan, has expressed concern to the INHF that there has been no activity on the loan. The bank considers a loan with no payments made to be in default, regardless of the no-interest provision. The INHF has requested that we make a payment so that the loan is considered to be active and the banks concerns are addressed. This project has been delayed as a result of changes in the rules of some funding sources. The PCCB received a REAP grant for this project in Dec. of 07 but other funding has been delayed due to rule changes and grant cycles, i.e., the NRCS Wetland Reserve Program and the North American Waterfowl Conservation Act.

I have been in discussion with the IA DNR Diversity Program about making an initial payment in a manner that we might attract additional funds from a source that has not been utilized for this project. I have secured an agreement with the DNR Diversity program that they will

dedicate \$28,000 in REAP license plate funding to the project if we will pay \$50,000 on the loan.

We have the easement money from the Beaver Creek Greenbelt utility easement (\$52,000) in the Conservation Reserve Fund. That money has always been earmarked for the purchase of this property and is available. Applying \$50,000 at this time rather than later will help to satisfy the INHF's creditor and will secure an additional \$28,000 in funding.

- Loren Lown  
Natural Resource Specialist

**STAFF RECOMMENDATION:** That the Board direct staff to apply \$50,000 in Conservation Reserve monies toward the purchase of the former Shaw Property and to act upon the verbal agreement with the Iowa Department of Natural Resources to secure \$28,000 of REAP license money toward the purchase of the property.

**f) Jester Lodge Contract Addendum**

Adding an on-site ceremony fee to the Lodge rates was discussed between PCCB staff and Christiani's Catering while negotiations were taking place on the Lodge Contract brought to the Board at your December 2008 meeting. However, nothing about the on-site ceremony fee was added to the Lodge Contract approved at that meeting.

The on-site ceremony fee was discussed as being an "added value" fee in lieu of the PCCB raising Lodge rental fees. The on-site ceremony fee would be \$250 which Christiani's would pay 50% of the fee to the PCCB.

Staff is recommending the December 9, 2008 contract between the PCCB and Christiani's Catering be amended to include the following addendum:

**Addendum to Agreement  
Between  
Polk County Conservation Board  
and  
Christiani's Catering, Ltd.  
Dated 12/9/08**

On this \_\_\_\_ day of \_\_\_\_\_, 2009, the Polk County Conservation Board and Christiani's Catering, Ltd. agreed to the following addendum to the agreement dated December 9, 2008.

**Section 3. PAYMENTS shall be amended by this addendum to include:**

**#5) On-Site Ceremony Fee. For Jester Park events, Concessionaire will pay 50% of the on-site ceremony fee to PCCB.**

**Lodge Fees:**

**An on-site ceremony fee will be included in the list of Lodge rates. Current on-site ceremony fee is \$250.**

By: \_\_\_\_\_ By: \_\_\_\_\_  
 Director Lawrence Christiani, CEO  
 Polk County Conservation Board Christiani's Catering, Ltd.

**STAFF RECOMMENDATION:** That the Board approve the following addendum to the Contract between the PCCB and Christiani's Catering dated December 9, 2008: Adding #5 to Section #3 – Payments, On-Site Ceremony Fee – For Jester Park event, Concessionaire will pay 50% of the on-site ceremony fee to PCCB. On-site ceremony fee will be included in the list of Lodge rates at a current fee of \$250 and authorizes the Interim Director to sign the contract addendum.

**g) Action on the Bill List**

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

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

#3 – External Item

**a) Golf Cart Invitation to Bid**

Bids for the sale of five golf carts are due Monday, February 9. Staff recommendation on the sale of these carts will be presented at the meeting.

After acceptance of bids for the sale of 62 golf carts at the January 14, 2009 Board meeting, staff was authorized to advertise an additional five golf carts for sale. The invitation to bid was published in the Des Moines paper, and was also distributed to interested individuals from the first sale. The invitation to bid was structured so that individuals could bid on one to five carts. Bids were to be received by February 9, 2009, and were opened as specified in the bid proposal document. A total of 13 bids were received and the results are outlined below.

Bidder	Bid for single cart	Bid for Five Carts	Total Bid
Iowa State University	\$1,850.00		\$1,850.00
Robert Johanns	\$1,736.00		\$1,736.00
Robert Dielman	\$1,651.00		\$1,651.00
Rick Dawson	\$1,600.00		\$1,600.00
Dave Jones	\$1,600.00		\$1,600.00
Merlyn Carter	2 @\$1,425.00		\$2,850.00
Todd Walter	\$1,250.00		\$1,250.00
Mark Watkins	\$1,010.00		\$1,010.00
Matt Uitermarkt	\$950.00		\$950.00
Grason Hill	\$700.00		\$700.00
Andrew		\$1,515.00	\$7,545.00

George		each	
Complete Cart		\$1,250.00 each	\$6,250.00
Jay Graven		\$1,201.00 each	\$,6,005.00

**STAFF RECOMMENDATION:** That the Board accepts the bids for the sale of single golf carts to Iowa State University, Ames, Iowa; Robert Johanns, Grundy Center, IA; Robert Dieleman, Pella, IA; Rick Dawson, Indianola, IA; and Dave Jones, Ankeny, IA; as indicated in the appropriate bid documents. Payment for the carts and release of carts to the successful bidders is to be accomplished on a schedule mutually agreed upon by the successful bidder and Polk County Conservation.

#### #4 – Organizational Development

##### **a) On-Line Reservations**

###### Longhouse Deposits:

Discussions have resulted because of how the on-line system will handle facility deposit payments. The system allows for deposit payments, but PCCB must rely on the renter to enter the deposit payment...the deposit payment doesn't default to the amount due when a renter is "checking out".

With this in mind, staff is proposing that deposits for the Longhouse follow about the same procedure for park shelter deposits. Renters of park shelters pay a deposit only when keg beer will be present at their event and the deposit payment is given to the park ranger prior to the beginning of the renter's event. This procedure has been successful. Staff is proposing the same for the Longhouse with the exception that the deposit payment will be given to the uniformed officer rather than park ranger. The reason for this exception is that with each Longhouse reservation having keg beer, the renter is required to make arrangements for a uniformed officer to be present at the event. It makes sense to staff to have the renter give the deposit to the uniformed officer who will already be at the event rather than having a park ranger travel to the area only to collect the deposit. The uniformed officer arrangements are made through Mark Hurm, PCCB's Park Advocacy Manager.

If the Board approves revising how deposits are handled at the Chichaqua Longhouse, then staff also asks that the PCCB approve revising the Refund Policy to indicate that the deposit payments will be given to the uniformed officer hired for the event rather than the park ranger. See attached policy for revisions.

###### Contracts:

Part of the on-line reservations process for people making reservations is their "agreeing" to the terms of the contract relating to their reservation. There will be a contract for park shelters, Chichaqua Longhouse, campsites, or environmental education programs and/or trips.

Each of these contracts needs approval by the PCCB. Staff is working on finalizing each contract and will send the information to the Board prior to the meeting if possible.

Copies of the proposed reservation contracts for park shelters, Chichaqua Longhouse and reservable campsites are attached.

Note: Because on-line reservations is a new project to PCCB staff, additional items may be brought to the Board for consideration.

- Cindy Lentz, Adm. Supervisor

**STAFF RECOMMENDATION:** That the Board approves the change in procedure for handling Chichaqua Longhouse deposits and approves making the necessary revisions to the Refund Policy to reflect this change. The Board further approves the reservation contracts presented for park shelters, Chichaqua Longhouse, and campsites and authorizes PCCB staff with discretion to adjust the contracts as necessary.

#### **b) Employment of New Director**

Polk County Conservation Board is in the process of selecting candidates for interviewing for the position of Director, Polk County Conservation Board, and a list of viable candidates will be invited to appear before the Board and meet with the public in a special session of the Board to be held February 18, 2009. The Polk County Conservation Board has expressed a desire to conduct interviews of potential candidates in an open, public forum.

**STAFF RECOMMENDATION:** That the Board direct staff to correspond with applicants invited to be interviewed at the public meeting of February 18, 2009, and advise them that, unless otherwise directed by the Polk County Conservation Board, their name will be released as an applicant for the position of Director, Polk County Conservation Board if requested by the public or any representative of the public.

Additional discussions/actions may occur by the Board on this item.

#### **c) Interim Director Salary**

Based on information provided by the Human Resources Department, the Board will be discussing the salary of the interim director.

Recommendation will be presented at the meeting.

### #5 – Natural Resources

#### **a) Contract Mowing Services**

PCCB staff has been assisting other governmental agencies in the maintenance of their multi-use trails for a number of years. The original intent of the proposal was to allow the PCCB to assist in the maintenance of trails that were contiguous to PCCB trails but under different ownership. Examples are the Great Western Trail, Chichaqua Valley Trail and the Four Mile Trail. Recently, on a limited basis, we agreed to assist the State of Iowa and the Army Corp of Engineers in their trail maintenance.

Our agreement which utilizes our boom mower (John Deere 6410 and Alamo Machete Mower) in return for payment has been a successful agreement. Although it is not a money maker it has allowed trails to have a consistent maintenance regime. Our current rate per hour is \$60.00.

Although PCCB staff has valued our mowing partnerships in the past with other organizations we must regretfully inform the Board that we may need to phase out this service. Increased trail miles and associated responsibilities within our system may limit our ability to assist other organizations and still maintain quality facilities for the public. Staff still feels it is prudent to move forward with the Memorandum of Understanding (MOU) in the event that efficiencies are discovered that allow us to continue this service. A sample MOU is attached.

**STAFF RECOMMENDATION:** That the Board authorize the PCCB Interim Director or Director to sign mowing agreements and the money from the agreements be used to supplement the Natural Resources Team with additional seasonal staff and supplies.

**PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD**

The Polk County Conservation Board met in regular session on Wednesday, January 14, 2009. The meeting was called to order at 5:32 p.m.

#1a – Roll Call

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

#1b – Appointment of Officers, 2009

**IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD ACCEPT THE APPOINTMENT OF OFFICERS ACCORDING TO THE BYLAWS: CHAIR, MCENANY; VICE-CHAIR, HADDEN; SECRETARY – SMITH  
VOTE YEA: LEVIS, HADDEN, SMITH**

#1c – Appointment of Polk County Conservation Board Interim Director

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE APPOINTING STEVE LINDNER AS INTERIM DIRECTOR FOR THE PCCB AND DELEGATE TO THE INTERIM DIRECTOR AUTHORITY TO PERFORM SUCH STAFF ACTIONS AND AUTHORITY CURRENTLY DELEGATED TO THE PCCB DIRECTOR. THIS APPOINTMENT IS EFFECTIVE JANUARY 16, 2009 AT WHICH TIME INTERIM DIRECTOR WILL RECEIVE A BASE SALARY OF \$53,037 ALONG WITH OTHER BENEFITS PROVIDED TO THE PCCB DIRECTOR. THIS DELEGATED AUTHORITY AND SALARY/BENEFITS WILL BE REVOKED UPON THE HIRING OF A PCCB DIRECTOR, OR UNTIL SUCH TIME AS THE AUTHORITY IS RESCINDED BY THE PCCB.  
VOTE YEA: HADDEN, SMITH, LEVIS**

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

C. Lentz indicated that the December 9 minutes needed to be corrected. The minutes should reflect the December 9 meeting being held on a Tuesday not Wednesday.

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE DECEMBER 9, 2008 MEETING MINUTES AS AMENDED.  
VOTE YEA: SMITH, LEVIS, HADDEN**

#2 – Consent Agenda

G. Lentz indicated an amendment to item #2f. The price of the utility vehicle should not exceed \$13,993.79 rather than \$13,393.79 as identified.

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS INCLUDING THE AMENDMENT TO ITEM #2F AS IDENTIFIED:**

**A) PCCB BYLAWS;**

**B) RENEWAL OF THE THREE YEAR CONTRACTS FOR PORTABLE TOILETS TO JIM'S JOHNS, SEPTIC TANK PUMPING TO ROTO-ROOTER; REFUSE DISPOSAL TO ARTISTIC WASTE SERVICES; AND PARK BEVERAGE VENDING MACHINES TO CADBURY-SCHWEPPE;**

**C) REVISED PCCB SPECIAL EVENTS POLICY;**

**D) RATIFYING CHANGE ORDER #8 FOR THE ANKENY TO WOODWARD TRAIL PROJECT AT A PRICE NOT TO EXCEED \$19,788 TOTAL;**

**E) ACCEPTING THE BIDS FOR THE SALE OF SINGLE GOLF CARTS TO IOWA STATE HORTICULTURAL RESEARCH STATION AND DEAN SCHANTZ, AND THE SALE OF SIXTY CARTS IN ONE LOT TO RUETER'S RED POWER AS INDICATED IN THE APPROPRIATE BID DOCUMENTS. PAYMENT FOR THE CARTS AND RELEASE OF CARTS TO THE SUCCESSFUL BIDDERS IS TO BE ACCOMPLISHED ON A MUTUALLY AGREED UPON SCHEDULE. IN ADDITION, DUE TO SIGNIFICANT INTEREST BY THE PUBLIC IN THE SALE OF INDIVIDUAL CARTS TO PRIVATE CITIZENS, STAFF RECOMMENDS THAT THE BOARD AUTHORIZE THE ISSUANCE OF A REVISED INVITATION DOCUMENT TO SOLICIT BIDS FOR THE INDIVIDUAL SALE OF FIVE GOLF CARTS WHICH WILL REMAIN;**

**F) PURCHASE OF A MODEL 4010 KAWASAKI MULE 4X4 FROM STRUTHERS BROS., 5191 N.W. 2<sup>ND</sup> AVENUE, DES MOINES, IOWA, FOR A PRICE NOT TO EXCEED \$13,993.79;**

**G) PROCEEDING WITH THE ENGINEERING SERVICES OUTLINE IN THE VEENSTRA & KIMM, INC. PROPOSAL FOR UPGRADING THE CHICHAQUA LONGHOUSE WASTEWATER TREATMENT SYSTEM AT A COST NOT TO EXCEED \$8,500 AND AUTHORIZE THE INTERIM DIRECTOR TO SIGN THE RELATED ENGINEERING SERVICES PROPOSAL;**

**H) THE JESTER PARK EQUESTRIAN CENTER BOARDING AGREEMENT AND EQUESTRIAN CENTER RULES FOR BOARDERS AS PRESENTED;**

**I) PCCB/ENTERPRISE FUND DECEMBER 2008 EXPENDITURES.**

**VOTE YEA: LEVIS, HADDEN, SMITH**

#3 – Organizational Development

a) Refund Policy

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE REVISIONS MADE TO THE PCCB'S REFUND POLICY.**

**VOTE YEA: SMITH, HADDEN, LEVIS**

b) On-Line Reservations

Tony Jefferson, Interim CEO for Polk County IT Department, appeared before the Board to update them on the on-line reservation project that IT has been working on with PCCB staff.

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PRESENTED FEES ASSOCIATED WITH RESERVATIONS FOR CAMPSITES, PARK SHELTERS, CHICHAQUA LONGHOUSE, YOUTH GROUP CAMPSITES AND ENVIRONMENTAL EDUCATION PROGRAMS/TRIPS.  
VOTE YEA: LEVIS, SMITH, HADDEN**

c) Enterprise Fund Budgets, FY 09/10 and 10/11

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE SUBMISSION OF THE PROPOSED FISCAL YEAR 2009-2010 ENTERPRISE FUND BUDGET TO THE COUNTY BOARD OF SUPERVISORS FOR CONSIDERATION AND THAT THE PCCB INTERIM DIRECTOR BE AUTHORIZED WITH DISCRETION TO ADJUST THE BUDGET TO TARGET IF REQUIRED.  
VOTE YEA: HADDEN, SMITH, LEVIS**

d) Employment of New Director

Board Member Hadden reported on the status of the hiring of the new director. January 12 was the deadline for accepting applications. Approximately 60 applications were received.

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE CALLING A SPECIAL MEETING OF THE PCCB ON FEBRUARY 18, 2009 WITH THE TIME AND LOCATION TO BE DETERMINED.  
VOTE YEA: SMITH, HADDEN, LEVIS**

e) Trail Relocation Policy

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE TRAILS RELOCATION POLICY AS PRESENTED.  
VOTE YEA: LEVIS, SMITH, HADDEN**

#4 – Resource Enhancement

a) Jester Park, Master Plan

Rankin appeared before the Board to gather the Board's comments on questions provided to them in relation to the Jester Park Master Plan.

#5 – Natural Resources

a) CBG, Land Purchases

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO PROCEED WITH THE ACQUISITION OF THE LAND IDENTIFIED AS THORN VALLEY, MADDEN, AND NOLAN USING THE FUNDING IDENTIFIED FOR THAT PURPOSE. STAFF REQUESTS THAT THEY BE AUTHORIZED TO EXPEND ADDITIONAL FUNDS, NOT TO EXCEED \$10,000 FROM THE CONSERVATION RESERVE FUND AS NECESSARY TO COMPLETE THE PURCHASE AND THAT THE BOARD FURTHER AUTHORIZES THE INTERIM DIRECTOR TO SIGN THE REQUIRED DOCUMENTS TO COMPLETE THAT PURCHASE.**

**VOTE YEA: LEVIS, SMITH, HADDEN**

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

- PCCB's budget presentation to the County Board of Supervisors scheduled for January 27.
- Input on economic stimulus project was requested and items from comprehensive plan were turned in.
- FEMA projects and cleanup continues.
- JP Playscape project is being turned in for National Assoc. of Counties award.
- Advertised for 2009 seasonal positions and received over 100 phone calls and several applications.
- Two supervisors out on medical leave, one naturalist back from medical leave.

ADJOURNMENT

Meeting adjourned at 7:07 p.m.

Prepared by: Cindy Lentz

BYLAWS  
AS AMENDED, FEBRUARY 11, 2009  
GOVERNING THE ADMINISTRATION, THE DEVELOPMENT,  
THE OPERATION AND MANAGEMENT OF THE  
POLK COUNTY CONSERVATION BOARD  
AND ITS FACILITIES

TO WHOM IT MAY CONCERN:

WHEREAS, the Bylaws as originally adopted on the 8th day of January, 1958, and as amended at the beginning of each year thereafter by the Polk County Conservation Board for the administration, the development, and the operation and management of its areas, its facilities, and its employees, needs to be corrected and again updated, and

WHEREAS, to expand, to clarify, and to make more effective certain portions of the Bylaws, amendments were proposed and considered and adopted as amended at the regular meeting of the Board on February 11, 2009.

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

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

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

ARTICLE III. That there shall be appointed preceding the first regular meeting of each calendar year, from its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the board for the calendar year and/or until their successors are selected and qualify. These officers are to be appointed as follows: 1) the chairperson shall be the individual, willing to serve, whose current appointment to the board and time on the board under the current appointment, is the most senior (Seniority is defined as the person with the most number of years in the current appointment, on the board); 2) the vice-chairperson shall be the individual, willing to serve, whose current appointment and time on the board under the current appointment, is the second most senior; and 3) the secretary shall be the individual, willing to serve, whose current appointment and time on the board under the current appointment, is the third most senior. In a situation where there are members with an equal amount of time of service on their current appointment, the seniority of the position shall control. In the event that the chairperson is absent, the vice-chair shall serve as the pro-tem chairperson. In the event that both the chairperson and vice-chairperson are absent, the secretary shall serve as the pro-tem chairperson and, if necessary, a temporary secretary shall be appointed. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the board at the particular meeting. A nominating committee, made up of the current board members, shall be set up at the first meeting in November, preceding the first regular meeting of the next calendar year, to review the status and seniority of its members for purposes of the appointments.

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

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

**ARTICLE VI. That the principal duties of the director shall include:**

1. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
2. To annually outline and recommend to the board a budget that includes a program of administration, development, maintenance and operation, for each budgetary year, including an estimate cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors.
3. The budget, as approved by the Conservation Board, shall be presented and explained by the director to the Board of Supervisors at each annual budget hearing.
4. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation; on the design of park facilities and development; and in the preservation and rehabilitation of conservation areas; and shall periodically report to the Conservation Board the results of his/her research and investigation in these fields.
5. S/He is authorized to deposit in his/her name as the director for the Polk County Conservation Board, at a local bank as selected and approved by the Conservation Board, miscellaneous monies collected from the operations of all revenue-producing facilities; and to draw from said deposit, over his/her signature as the director, or his/her duly appointed representatives of the Conservation Board, checks payable as authorized by the State Auditor or to the Polk County Treasurer for allocation to the General Fund.
6. S/He shall check and approve all expenditures and is authorized to requisition warrants from the County Auditors Office for the payment of duly acknowledged claims. S/He shall submit to the board monthly financial statements on the status of the conservation budget.
7. As required by statute, s/he shall prepare an annual report covering each fiscal year as terminated and include, therein, his/her recommendations for future expansion and development.

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

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

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

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

- a. For the purchase of minor items, a petty cash fund may be established not to exceed \$50 and when authorized by the County and State Auditors. Claims for reimbursement to the petty cash fund shall be submitted to the County Auditor as required and based on receipted amounts of each expenditure.
- b. Items of expenditure of \$2,000 or more shall, when possible and reasonable, be selected from at least three (3) quotations from qualified vendors and approved by the Director.
- c. Items of expenditures up to \$4,000 shall require only approval of the Director. In emergency situations the Director may spend up to \$10,000 and inform the Conservation Board of any emergency spending as soon as possible.
- d. Items of expenditures above \$4,000 shall be selected from at least three (3) quotations from qualified firms or supplies when applicable and the approval of at least three (3) board members before purchase. Members may be polled for approval. All quotations received shall be retained in the files for at least three (3) years.
- e. Contracts or purchases for public improvements as defined by Section 73A.1 (Chapter 73A, Code of Iowa and acts of the 69th General Assembly - Public Contracts and Bonds) shall conform to the requirements of said Chapter 73A.
- f. The director, or his/her duly appointed representative is authorized and empowered to act for the board in receiving, opening, and recording bids. A public hearing, as set forth in Chapter 73A, Code of Iowa, must be held at a regular or special meeting of the Board for action on said bids.
- g. The purchase of land is excluded from the above requirements, but Land Purchase Options must be considered by the Conservation Board at a regular or special meeting and approved by at least three (3) board members for acceptance. Procedures for land acquisition shall conform to statutory requirements.

ARTICLE XI. That these Bylaws shall be reviewed by the Conservation Board each year at the first regular Board meeting in January. Approval or amendment may be proposed at any regular meeting but must be again considered at the next following regular meeting before adoption. Amendments shall require approval of at least three (3) board members.

MOTION BY \_\_\_\_\_, that these Bylaws as amended, be adopted this February 11, 2009 by the Polk County Conservation Board.

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Chair

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Vice-Chair

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Secretary-Treasurer

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## REFUND/CANCELLATION/RESCHEDULING POLICY

**PCCB Approval Date: January 14, 2009**

### **Purpose**

*This policy is being set forth to determine when refunds will be issued and how cancellation or rescheduling requests will be handled for Polk County Conservation Board services.*

### **LODGE**

Refunds for the rental of the Jester Park Lodge are the responsibility of contracted vendor.

### **RENTAL FACILITIES: LONGHOUSE AND PARK SHELTERS**

All cancellations, requests for refunds, or requests to reschedule date of reservation cannot be done online and must be made by calling and/or writing the Polk County Conservation Board office seven (7) business days prior to the date on which the facility is reserved.

Name of person on said contract will be the only person who can cancel or reschedule a rental facility reservation. If a refund is to be issued, it shall be payable to the name on said reservation contract.

If a reservation is cancelled by a renter after payment has been received, PCCB will refund the money via check to the renter canceling reservation only if the facility rented and paid for is again reserved for that date by a third party. The refund will be the amount of money PCCB receives on the second reservation, less PCCB expenses, not to exceed the amount paid by the initial renter on the original reservation.

Refunds will be issued by check. A current address must be provided to receive a reimbursement.

The PCCB Administration office must be notified by the renter of the request to reschedule to another date at least seven (7) business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A \$5 change fee will be assessed per reservation item. A renter has only ONE opportunity to reschedule their original facility rental reservation.

The rescheduled reservation date cannot exceed six months from the original date and the date they request must comply with the PCCB's reservation policies. If the cost of rental facility to which they are transferring their reservation is rented at a higher fee, the renter must pay the increased amount. If the cost of the rental facility to which they are transferring their reservation rents at a lesser fee, the renter will be refunded the difference only if the initial facility is rented and paid for the date originally reserved.

### **DEPOSITS: FACILITY RENTALS**

Jester Lodge: Contracted vendor will notify the PCCB if any of a renters deposit needs to be retained.

Facility deposit payments will be fully refunded upon cancellation of a facility reservation.

Any renter having keg beer **at a park shelter** is required to pay a \$100 deposit to the park ranger on the day of the event and prior to the beginning of the event. **Since the hiring of a uniformed officer is required by a renter when keg beer is present at their event, the \$100 deposit payment for the Chichaqua Longhouse shall be paid to the uniformed officer overseeing the event.**

Checks are the only form of payment that will be accepted for deposit payments and should be made out to PCCB. No cash or money orders.

**Park Shelters:** The park ranger accepting the \$100 deposit will leave their contact information with the renter so renter can inform the park ranger when the event is concluded and attendees have left the area. If no

cleanup or repairs are necessary by PCCB staff, the \$100 deposit shall be returned within three business days following the day of the event.

**Chichaqua Longhouse: If no cleanup or repairs are necessary by PCCB staff, the uniformed officer will return the \$100 deposit at the end of the event.**

Facility deposit payments will be fully refunded following the date of reservation only if no cleanup or repairs from damage are necessary. Should the following not be completed by the renter a damage/cleaning fee of \$75.00 per hour will be charged to them:

**Park Shelters:**

- decorations removed, including all tacks, staples, and tape
- tables wiped clean and in the same place as when party entered facility
- floors swept, debris placed in dumpsters or garbage cans, spills mopped clean (renters must supply their own cleaning equipment)
- garbage within a 100-foot radius of the rented facility picked up and placed in dumpsters or garbage cans located in the park

**Chichaqua Longhouse:**

- decorations removed and tables wiped clean and in the same place as when party entered facility
- floors swept, debris placed in dumpsters or garbage cans, spills mopped clean
- all garbage within a 100-foot radius of the Longhouse picked up and placed in dumpsters or garbage cans

Renters will be charged the cost to repair any damage that occurred at their event to the rented facility not caused by normal wear and tear. PCCB staff will determine these costs based on the extent of the damage.

Facility deposits will be handled as follows in cases where charges are due by the renter for damage and or cleanup:

- All or part of the renter's deposit may be retained to cover damage/cleaning fees
- If damage/cleaning fees do not exceed the deposit amount, renter will be refunded difference
- If damage/cleaning fees exceed the deposit amount, renter will be billed for charges exceeding the amount of deposit

Failure to pay a damage/cleaning bill by a renter will result in further action to collect the debt.

Facility deposit checks returned to renters should be deposited promptly. If a refund check has not been negotiated by the renter within 60 days from the date of issue, the PCCB reservation clerk shall notify the renter via U.S. mail of the outstanding check and request that it be negotiated by a specified date. This date will be 90 days from date the check was issued to the renter. If not negotiated within 90 days from the date of issue, the amount of the unnegotiated check will be deposited with the Polk County Treasurer as unclaimed monies.

## **ENVIRONMENTAL EDUCATION PROGRAMS AND TRIPS**

All cancellations or requests for refunds cannot be done online and must be made by calling and/or writing the Polk County Conservation Board office.

If a person cancels their program/trip reservation before the deadline specified for the program/trip cancellations, the person will be issued a full refund.

If a program/trip is cancelled by PCCB for reasons such as low attendance, weather, etc., the persons registered for the program/trip will be issued a full refund.

If a person needs to cancel their program/trip reservation after payment has been received and the deadline for the program/trip has passed, PCCB will refund payment to the initial person only if the assigned space is re-reserved by another person. If assigned space is not re-reserved, no refund will be given.

Refunds will be issued by check. A current address must be provided to receive a refund.

A person may also transfer their program/trip reservation fee to another program/trip prior to the deadline for the program/trip providing the program can accommodate the reservation. If the cost of the second program/trip is higher than the initial reservation fee then the individual must pay the increased cost to PCCB for the program. If the fee of the program/trip is less than their initial reservation, they will be refunded the difference only if their assigned space on initial program/trip registration is re-reserved by another person.

## **WATERFOWL BLINDS**

If a person needs to cancel after payment has been received, PCCB will refund payment to the initial person provided the blind is reserved by a third party.

A person making a waterfowl blind reservation may also reschedule the date of their reservation. However, if an individual wishes to move from a date which has been fully booked, the change shall only be allowed if the date of the original reservation can be refilled from a waiting list or by other means. The rescheduled date must also be to a date within the same hunting season and a person has only one opportunity to reschedule.

Refunds, less PCCB expenses, will be issued by check. A current address must be provided to receive a refund.

## **CANOE RENTALS**

No refunds will be issued for canoe rentals.

## **TRAP SHOOTING RANGE**

Full payment will be due at the time of reservation. No refunds will be issued. If notice of cancellation is received 48 hours in advance of reservation date, a person will have one opportunity to reschedule reservation. The rescheduled reservation must be within the season the original reservation was made.

## **FIREWOOD**

Refunds for the firewood vending machines are the responsibility of the contracted vendor.

No refunds will be issued for firewood sold by PCCB staff during times when the firewood vending machines are not in place.

No refunds will be issued for surplus firewood sales.

## **CAMPING**

All cancellations or requests to reschedule date of camping reservation cannot be done online and must be made by calling and/or writing the Polk County Conservation Board office.

No refunds will be issued for camping or for camping reservations.

If a camper has paid for more nights than they used, upon their request, a camping voucher for use in the current camping season may be issued to them for only the number of nights they did not use. Camping vouchers are only redeemable at non-reservable campsites. If the camper does not redeem the camping voucher within the season issued, it becomes void and a new voucher will not be issued.

The PCCB Administration office must be notified by the camper of the request to reschedule to another date at least 14 business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A \$5 change fee will be assessed per reservation item. A camper has only ONE opportunity to reschedule their original camping reservation.

If a camping reservation is cancelled by PCCB for reasons such as flooding, [a full refund will be issued to the camper](#). A current address must be provided to receive a refund.

## **EQUESTRIAN CENTER**

No refunds will be issued at the Jester Park Equestrian Center with the following exceptions:

Camps/Clinics – If payment has been received by a person to participate in a camp/clinic, a refund will only be issued to the person if [a third party](#) fills the opening for the camp/clinic.

Wagon/Sleigh/Trail Rides – No refunds will be issued for wagon/sleigh/trail rides. However, a person has the opportunity to reschedule their Ride, if the need to reschedule is provided in advance of the original scheduled Ride.

If a camp, clinic, wagon ride, sleigh ride or trail ride is cancelled by PCCB for reasons such as low attendance and weather [the](#) person(s) who have paid for the activity will be issued a full refund. A current address must be provided to receive a refund.

## **GOLF COURSE**

Refunds for the Jester Park Golf Course are the responsibility of contracted vendor.

**The PCCB authorizes the PCCB Director to grant exceptions [consistent with this Refund Policy](#) and the prior issuance of refunds.**

# Park Shelters

## Reservation Contract Agreement

*(Please read prior to making any reservations)*

By your agreement with these terms and conditions, you represent that you are **18 years or older** (21 years or older if beer and/or wine are present at event) and that you are authorized to make the reservation on behalf of the group you have listed. You further agree to assume full responsibility for the acts, negligence or omissions of the members of your group while utilizing said facilities.

All Polk County Conservation Board (PCCB) Park Rules and State Laws are enforced.

	<u>CHECK-IN TIMES</u>	<u>CHECK-OUT TIMES</u>
<b>Fort Des Moines</b>		
<b>Park, All Shelters</b>	After 10:00 AM	Sunset
<b>Easter Lake</b>		
<b>Park, Shelter 5</b>	After 10:00 AM	Sunset
<b>All Other Shelters</b>	After 10:00 AM	Before 10:30 PM

Failure to leave the park at the posted park hours may result in a \$100.00 fine

### GETTING INTO A PARK SHELTER

- Park Shelters – Available for entering at scheduled check-in time.
- Reserved sign will be posted at the park shelter. If encroachment occurs, contact park staff at one of the following:

Jester Park – (515) 249-3229  
Easter Lake Park – (515) 249-1543  
Fort Des Moines Park – (515) 249-1543  
Thomas Mitchell Park – (515) 967-4889  
Yellow Banks Park – (515) 266-1563

### GENERAL INFORMATION

- If park shelter is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.
- Under the management responsibilities of PCCB, reservations may be cancelled if circumstances dictate a need for cancellation.

### SPECIAL EVENT PERMIT

- Special events need to be approved 45 days prior to the date of reservation.
- PCCB's liability insurance excludes the use of aircraft on park property including hot-air balloons, planes, helicopters, ultra-lights, and parachutes.
- It is unlawful to operate or use any amplified radio, television, stereo, or musical instrument without a special event permit.
- No generators, power saws, chain saws, power tools of any kind, public address system whether fixed, portable or vehicular-mounted, or inflatable bouncers are allowed in any area except by special event permit
- Special event permits may be required for extra picnic tables and extra parking.
- Failure to make arrangements for a special event permit shall result in forfeiture of your facility reservation without refund. Contact the PCCB office at 515-323-5370 for more information.

## **BEER / WINE REQUIREMENTS**

- Consumption of keg beer shall be restricted to rented facilities only. Beer, wine, and champagne are permitted, but may not be sold in any form or container in the park system. Keg beer requires a minimum damage/cleaning deposit of \$100. The responsible person shall ensure that all persons consuming beer at the event are of legal age.
- Because Easter Lake Park is a “no alcohol” park, all beer, wine or champagne must stay within a 25-yard radius of the rented shelter. Any beer, wine, or champagne found beyond 25 yards of the rented shelter at Easter Lake Park will be confiscated and you may be cited.
- A person shall not use or consume alcoholic liquor in any public place, except at the Jester Park Lodge at a reserved event with intoxicating liquors provided through PCCB’s designated caterer who is required by Iowa State law to have all necessary licenses and permits. A public place is anywhere outside the camping unit within the park.

## **DEPOSIT PAYMENTS**

- A \$100 deposit is required for any park shelter reservation where keg beer will be present.
- Any renter having keg beer is required to pay a \$100 deposit to the Ranger on the day of the event and prior to the beginning of the event.
- Checks are the only form of payment that will be accepted and should be made payable to PCCB. No cash or money orders will be accepted.
- The Ranger accepting the \$100 deposit will leave their contact information with the renter so renter can inform the Ranger when the event is concluded and attendees have left the area.
- The renter shall assume responsibility to ensure that all State laws and PCCB’s Rules and Regulations are complied with in the conduct of persons attending the event, and shall be responsible for all damages to the facility, the park, and for any injuries to any person. This indemnity requirement is not intended to waive Polk County’s immunities afforded by law.
- If no cleanup or repairs are necessary by PCCB staff, the \$100 deposit shall be returned within three business days following the day of the event.

## **DAMAGE / CLEANUP**

- No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.
- Bring trash bags to transport garbage to the dumpsters or garbage cans.
- A damage/cleaning fee of \$75 per hour will be charged if the following is NOT completed:
  - decorations removed, including all tacks, staples, and tape
  - tables wiped clean and in the same place as when party entered shelter
  - floors swept, debris placed in dumpsters or garbage cans, spills mopped clean (you must supply your own cleaning equipment)
  - garbage within a 100-foot radius of the shelter picked up and placed in dumpsters or garbage cans located in the park
- Repair of any damage not caused by normal wear and tear will be charged to the renter.
- Renter will be billed for any damage/cleaning charges.
- If deposit has been required for reservation:
  - All or part of the renter’s deposit may be retained to cover damage/cleaning fees.
  - If damage/cleaning fees do not exceed the deposit amount, renter will be refunded difference.
  - If damage/cleaning fees exceed the deposit amount, renter will be billed for charges exceeding the amount of deposit. Failure to pay the bill will result in further action to collect the debt.

## **DIRECTIONAL SIGNS & DECORATIONS**

Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in fines according to littering ordinances.

## VISITORS

- All visitors (other than registered overnight campers) must depart the area by park closing time, 10:30 PM.
- All park visitors must avoid excessive noise. "Excessive Noise" means any loud, confused or senseless shouting or outcry; a sound lacking in agreeable musical quality or which is noticeable unpleasant.

## SMOKING

Polk County Conservation is a smoke-free environment. Smoking is prohibited in all park shelters.

## PARKING

Parking is confined to designated parking areas. If you anticipate more vehicles than spaces provided, please contact the Ranger in advance. No parking or driving off roadways.

## PETS

Pets must be kept on leash at all times (leash not to exceed six feet).

# Cancellations/Rescheduling

Please consider this policy prior to purchasing your online reservation.

Please understand at the time of booking your reservation that you immediately prohibit other people from reserving & utilizing that facility – they, therefore, go elsewhere to locate a facility for that date.

All cancellations or requests to reschedule date of reservation cannot be done online and must be made by calling and/or writing the PCCB office seven (7) business days prior to the date on which the facility is reserved.

Polk County Conservation Board  
11407 NW Jester Park Drive  
Granger, Iowa 50109  
515-323-5370

Name of person on said contract will be the only person who can cancel or reschedule a rental facility reservation.

The PCCB Administration office must be notified by the renter of the request to reschedule to another date at least seven (7) business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A \$5 change fee will be assessed per reservation item. A renter has only ONE opportunity to reschedule their original facility rental reservation.

The rescheduled reservation date cannot exceed six months from the original date and the date they request must comply with the PCCB's reservation policies. If the cost of rental facility, to which they are transferring their reservation, is rented at a higher fee, the renter must pay the increased amount. If the cost of the rental facility to which they are transferring their reservation rents at a lesser fee, the renter will be refunded the difference, only if the initial facility is rented and paid for the date originally reserved.

# Refund Policy

Please consider this policy prior to purchasing your online reservation.

If a reservation is cancelled by a renter, PCCB will refund the money via check to the renter canceling reservation only if the facility rented and paid for is again reserved for that date, by a third party. The refund will be the amount of money PCCB receives on the second reservation, less PCCB expenses, not to exceed the amount paid by the initial renter on the original reservation.

If a refund is to be issued, it shall be payable to the name on said reservation contract. Refunds will be issued by check. A current address must be provided to receive a reimbursement.

# Chichaqua Longhouse Rental Contract Agreement

*(Please read prior to making any reservations)*

By your agreement with these terms and conditions, you represent that you are **18 years or older** (21 years or older if beer and/or wine are present at event) and that you are authorized to make the reservation on behalf of the group you have listed. You further agree to assume full responsibility for the acts, negligence or omissions of the members of your group while utilizing said facilities.

All Polk County Conservation Board (PCCB) Park Rules and State Laws are enforced.

## CHECK-IN TIMES

## CHECK-OUT TIMES

Longhouse

After 10:00 AM

Before 10:30 PM

If you need to deviate from the starting time indicated on your reservation contract, please contact the PCCB office at 515-323-5370, Mon-Fri, 8:00 AM – 4:30 PM.

Failure to leave the park at the posted park hours may result in a \$100.00 fine

## GETTING INTO LONGHOUSE

- PCCB staff will contact renter during the week preceding the date of the reservation to provide a keypad combination that will unlock the Longhouse for your event.
- It is the responsibility of the renter to have someone at the Longhouse to keep it secure after it is unlocked.
- If you need to contact park staff on the day of your event, call (515) 249-2515 or (515) 967-2596.

## GENERAL INFORMATION

- Staples, nails, tape, pins and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc. Only weighted balloons are allowed.
- No fog, bubbles, rice, bird seed, confetti, matchbooks as favors or candles are allowed. Exception will be floating candles.
- Dance powder, talc, or any other floor powder may not be applied to the floor.
- If Longhouse is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.
- Loud music must be discontinued at 10:00 PM.
- Under the management responsibilities of PCCB, reservations may be cancelled if circumstances dictate a need for cancellation.

## SPECIAL EVENT PERMIT

- Special events need to be approved 45 days prior to the date of reservation.
- PCCB's liability insurance excludes the use of aircraft on park property including hot-air balloons, planes, helicopters, ultra-lights, and parachutes.

- It is unlawful to operate or use any amplified radio, television, stereo, or musical instrument without a special event permit.
- No generators, power saws, chain saws, power tools of any kind, public address system whether fixed, portable or vehicular-mounted, or inflatable bounce houses are allowed in any area except by special event permit
- Special event permits may be required for extra picnic tables and extra parking.
- Failure to make arrangements for a special event permit shall result in forfeiture of your facility reservation without refund. Contact the PCCB office at 515/323-5370 for more information.

### **BEER / WINE**

- Beer, wine, and champagne are permitted and may not be sold in any form or container in the park system.
- Consumption of keg beer shall be restricted to rented facilities only. Beer, wine, and champagne are permitted, but may not be sold in any form or container in the park system. Keg beer requires a minimum damage/cleaning deposit of \$100. The responsible person shall ensure that all persons consuming beer at the event are of legal age.
  - A person shall not use or consume alcoholic liquor in any public place, except at the Jester Park Lodge at a reserved event with intoxicating liquors provided through PCCB's designated caterer who is required by Iowa State law to have all necessary licenses and permits. A public place is anywhere outside the camping unit within the park.

### **UNIFORMED OFFICER**

- If keg beer is dispensed at your event, one uniformed officer that has jurisdiction over Chichaqua is required for every 75 persons in attendance.
- At the discretion of PCCB staff, if five or more cases of beer will be available at your event, one uniformed officer who has jurisdiction over Chichaqua may be required for every 75 persons in attendance.
- You must make arrangements for a uniformed officer(s) at least 30 days prior to the date of your event. Contact 515-249-3229 or 515-323-5366 to make the arrangements.
- Cost of officer(s) is the responsibility of the renter.
- Kegs are not to be tapped without the presence of a uniformed officer.

### **DEPOSIT PAYMENTS**

- A \$100 deposit is required for any Longhouse reservation where keg beer will be present.
- Any renter having keg beer is required to pay a \$100 deposit on the day of the event and prior to the beginning of the event. Payment should be given to the uniformed officer assigned to your event.
  - Checks are the only form of payment that will be accepted and should be made payable to PCCB. No cash or money orders will be accepted.
- The renter shall assume responsibility to ensure that all State laws and PCCB's Rules and Regulations are complied with in the conduct of persons attending the event, and shall be responsible for all damages to the facility, the park, and for any injuries to any person. This indemnity requirement is not intended to waive Polk County's immunities afforded by law.
- If no cleanup or repairs are necessary by PCCB staff, the uniformed officer shall return the \$100 deposit to the renter at the conclusion of the event.

## **DAMAGE / CLEANUP**

- No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.
- If the Longhouse needs cleaning when you arrive, contact park staff at 515-249-2515 or 515-967-2596.
- A damage/cleaning fee of \$75 per hour will be charged if the following is NOT completed:
  - decorations removed and tables wiped clean and in the same place as when party entered facility
  - floors swept, debris placed in dumpsters or garbage cans, spills mopped clean
  - all garbage within a 100-foot radius of the Longhouse picked up and placed in dumpsters or garbage cans
- Repair of any damage not caused by normal wear and tear will be charged to the renter.
- Renter will be billed for any damage/cleaning charges.
- If deposit has been required for reservation:
  - All or part of the renter's deposit may be retained to cover damage/cleaning fees.
  - If damage/cleaning fees do not exceed the deposit amount, renter will be refunded difference.
  - If damage/cleaning fees exceed the deposit amount, renter will be billed for charges exceeding the amount of deposit. Failure to pay the bill will result in further action to collect the debt.

## **DIRECTIONAL SIGNS & DECORATIONS**

Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in fines according to littering ordinances.

## **VISITORS**

All visitors (other than registered overnight campers) must depart the area by 10:30 PM, park closing time.

## **SMOKING**

Polk County Conservation is a smoke-free environment. Smoking is prohibited in the Longhouse. A copy of the PCCB's Clean Air Policy is available under the "Related Items" section.

## **PARKING**

Parking is confined to designated parking areas. If you anticipate more vehicles than spaces provided, please contact the Park Ranger in advance. No parking or driving off roadways.

## **PETS**

- No pets are allowed inside the Chichaqua Longhouse.
- Pets outside the Longhouse must be kept on leash at all times (leash not to exceed six feet).

# Cancellations/Rescheduling

Please consider this policy prior to purchasing your online reservation.

Please understand at the time of booking your reservation that you immediately prohibit other people from reserving & utilizing that facility – they, therefore, go elsewhere to locate a facility for that date.

All cancellations or requests to reschedule date of reservation **cannot be done** online and must be made by calling and/or writing the **PCCB office** seven (7) business days prior to the date on which the facility is reserved.

Polk County Conservation Board  
11407 NW Jester Park Drive  
Granger, Iowa 50109  
515-323-5370

Name of person on said contract will be the only person who can cancel or reschedule a rental facility reservation.

The PCCB Administration office must be notified by the renter of the request to reschedule to another date at least seven (7) business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A \$5 change fee will be assessed per reservation item. A renter has only ONE opportunity to reschedule their original facility rental reservation.

The rescheduled reservation date cannot exceed six months from the original date and the date they request must comply with the PCCB's reservation policies. If the cost of rental facility, to which they are transferring their reservation, is rented at a higher fee, the renter must pay the increased amount. If the cost of the rental facility to which they are transferring their reservation rents at a lesser fee, the renter will be refunded the difference, only if the initial facility is rented and paid for the date originally reserved.

# Refund Policy

Please consider this policy prior to purchasing your online reservation.

If a reservation is cancelled by a renter, PCCB will refund the money via check to the renter canceling reservation **only if** the facility rented and paid for is again reserved for that date, by a third party. The refund will be the amount of money PCCB receives on the second reservation, less PCCB expenses, not to exceed the amount paid by the initial renter on the original reservation.

If a refund is to be issued, it shall be payable to the name on said reservation contract. Refunds will be issued by check. A current address must be provided to receive a reimbursement.

# Campsite Reservation Contract Agreement

*(Please read prior to making any reservations)*

By your agreement with these terms and conditions, you represent that you are **18 years or older** and that you are authorized to make the reservation on behalf of your camping party. You further agree to assume full responsibility for the acts, negligence or omissions of the members of your group while utilizing said facilities.

All Polk County Conservation Board (PCCB) Park Rules and State Laws are enforced. A copy of the PCCB's Park Rules can be found under the "Related Items" section.

## **CHECK-IN / CHECK-OUT**

- Check-in time is after 3:00 p.m.
- Checkout time is before 2:00 p.m.
- There will be no taking down or putting up of camping units after 10:00 p.m.

## **GETTING INTO YOUR CAMPSITE**

- A camping unit is required. A camping unit is defined as a tent, trailer or motor vehicle specifically designed for such use as a temporary residence at a camp area. A camper with an additional tent or a tent with a second tent is an extra \$5 fee.
- Set up your camping unit on the reserved site.
- Confirm your arrival at the registration booth or station by informing the attendant of your arrival or submitting a self registration envelope with name/address/ and reservation confirmation number.
- Park staff can be contacted at:

Jester Park – (515) 249-3229  
Chichaqua Bottoms Greenbelt – (515) 249-3229  
Thomas Mitchell Park – (515) 249-1753  
Yellow Banks Park – (515) 250-1031

## **GENERAL INFORMATION**

- Violation of any state law or county regulation by any member of a camping party is cause for revocation of the camping privilege and the entire camping party may be required to leave the area.
- No camping party or camping unit of any kind shall occupy any camp area for more than 14 days out of any 17-day period.
- No camping unit shall be left unoccupied for more than 24 hours. Unattended camping equipment beyond the 24 hour limit is subject to impoundment. Camping equipment which may be impounded shall be removed and disposed of as provided by law.
- It is unlawful for more than one camping party to occupy a campsite.

## **PARKING**

It is unlawful to park any motor vehicle other than in a designated parking area. Vehicle(s) parked at a camp site where a camping pad is available must be parked on the camping pad not the roadway. If parking is not available on camping pad, vehicle(s) must park in designated areas.

## **PETS**

- Pets must be kept on a leash at all times (leash not to exceed six feet).
- Pets shall not be left unattended outside the camping unit.

### **GARBAGE**

All garbage and litter must be placed in proper receptacles.

### **BEER / WINE REQUIREMENTS**

Keg beer and liquor are prohibited in campgrounds.

### **VISITORS**

- All visitors (other than registered overnight campers) must depart the area by park closing time, 10:30 PM.
- All park visitors must avoid excessive noise and maintain quiet hours of 10:00 p.m. to 9:00 a.m. "Excessive Noise" means any loud, confused or senseless shouting or outcry; a sound lacking in agreeable musical quality or which is noticeable unpleasant.

### **SMOKING**

- Polk County Conservation is a smoke-free environment.
- A copy of the PCCB's Clean Air Policy is available under the "Related Items" section.

## **Cancellations/Rescheduling**

Please consider this policy prior to purchasing your online reservation.

All cancellations or requests to reschedule date of reservation cannot be done online and must be made by calling and/or writing the PCCB office at least (14) business days in advance of the original reservation date.

Polk County Conservation Board  
11407 NW Jester Park Drive  
Granger, Iowa 50109  
515-323-5300

Name of person on said contract will be the only person who can cancel or reschedule a camping reservation.

The PCCB Administration office must be notified by the renter of the request to reschedule to another date at least 14 business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A \$5 change fee will be assessed per reservation item. A camper has only ONE opportunity to reschedule their original camping reservation.

If a camping reservation is cancelled by PCCB for reasons such as flooding, a full refund will be issued to the camper.

## **Refund Policy**

Please consider this policy prior to purchasing your online reservation.

No refunds will be issued for camping reservations.

Memorandum of Understanding  
between  
Jasper County Conservation Board  
and the  
Polk County Conservation

THIS AGREEMENT by and between Jasper County Conservation Board located at 115 N 2<sup>nd</sup> Avenue E, Newton, IA 50208, hereinafter known as "Grantee" and the Polk County Conservation Board, located at 11407 NW Jester Park, Granger, Iowa 50109, hereinafter known as the "PCCB", is effective January 1, 2009 through December 31, 2009.

WHEREAS, it is the mutual desire of the Grantee and the PCCB to utilize the PCCB's boom mower to mow and trim the Chichaqua Valley Trail and to trim other recreational areas as requested by the Grantee. Both parties believe that this project will be to their mutual benefit and to the benefit of the people of Iowa.

I. Grantee agrees to:

- A. Provide a contact person to coordinate the timing and requests for mowing per this Agreement.

Contact Personnel involved include:

Jerry Ratliff, Park Officer  
Jasper County Conservation Board  
8755 W 122<sup>nd</sup> Street N.  
Mingo, IA 50168, Cell Phone: 641-521-6688

- B. Acknowledges the support of the PCCB in the maintenance of their trails and/or recreational areas.
- C. Agrees to provide a secure area for storage of the PCCB's mower.
- D. Agrees to pay the sum of \$60 an hour for time spent performing mowing and trimming of the said areas.

II. The PCCB agrees to:

- A. Provide an operator to perform said mowing and trimming services.
- B. Not to exceed the yearly funding as set aside by the Grantee for performing said duties.
- C. Perform all maintenance costs associated with equipment failures that occur while performing mowing and trimming on Grantee's property.

III. It is mutually understood and agreed that:

To the extent permitted by the Iowa Constitution and the **laws of the State of Iowa** ~~Iowa Tort Claims Act~~, both parties to this Agreement shall hold harmless and indemnify the other party from any and all claims, demands, losses, liabilities or legal expenses which might rise on account of injury to any person or damage to any property occurring in connection with their respective activities to perform the duties covered in this Agreement. The PCCB shall not assume any responsibility for the acts or omissions of the Grantee or its agents. The Grantee shall not assume responsibility for the acts or omissions of the PCCB or its agents.

- A. Payment and billing will occur in a timely manner.
- B. This Agreement will be in force until either party chooses to rescind or review the Agreement. To rescind or review this Agreement a written notice will be given 30 days in advance of rescission or review.

In Witness Thereof parties have signed their names below:

Polk County Conservation Board

Jasper County Conservation Board

By \_\_\_\_\_  
PCCB Director                      Date

By \_\_\_\_\_  
Keri Van Zante                      Date  
Director

## 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)**

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#### *PAST ACTIVITIES –*

- attended meetings as scheduled – CCM, board, master planning, advisory committee, numerous recreation trails meetings, Central Iowa Birding Trail, Central Iowa Greenways, Grays Lake Advisory, Iowa Wildlife Action, etc.
- serviced/maintained equipment
- continued monitoring budget, grants, etc.
- continued working on FEMA related issues including debris removal, record keeping, contractors
- continued monitoring Flood Mitigation Workers projects in various county parks (spent January at CBG)
- continued utilizing DOC for various Natural Resource projects (tree and fence removal, invasive species, WIRB Grant, etc.)
- continued working on upcoming April wetlands conference to be held in Polk County
- worked with the NRCS to stabilize Four-Mile Creek running through Mally's park
- worked with the NRCS and Woodside school to develop an outdoor classroom
- updated MSDS sheets
- plowed snow at JP, EL. TM and CBG
- continued working on clearing for WIRB grant
- continued processing seed for various spring projects
- TSI & brush clearing – Area 2/3, Rendezvous & by LH
- locust & jack pine removals – Area 2 dog field
- tree removals – island @ Area 2
- mark trees for TSI – Area 4 & goat "pastures"
- fence wire removal – Puccoon south / Kunze
- basal barking – black locust – Clingan
- reestablish trail – Area 4
- ASV work – goat "pastures" – began 1/29
- burn brush piles in various parks
- bird exhibit – feeding, cleaning & restocking
- LH cleaning & maintenance (pipes froze 1/16 to 1/20)
- shop & office cleaning
- snow & ice removal (multiple events)
- groom XC ski trails
- clean / organize / inventory seed storage building
- load round bales for EC

#### *FUTURE ACTIVITIES–*

- continue invasive specie removal
- Drake Capstone ecology class
- start crown raising oaks
- continue working on FEMA related issues
- continue TSI project at TM
- continue to clearing for WIRB grant Continue
- TSI – Area 4, Rendezvous area
- continue fence removals
- spray projects – continue black locust BB, other BB
- brush pile burning
- ASV work – continue goat "pasture", other areas

- wood duck box checks

#### **ISSUES & OPPORTUNITIES–**

- annual fire refresher – 2/5
- PSA filming @ CBG – 2/6
- all staff – 2/10
- Prairie Festival planning mtg. – 2/10
- Pesticide Applicator CIC – 2/11
- District 1 mtg. – 2/12
- Director Candidate Tour – 2/18
- Van Diest Product Update – 2/18
- Shade Tree Short Course – 2/26-27

#### **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
- continued to input information onto mycountyparks.com website for on-line reservations, scheduled to launch March 1
- continued to work on various issues relating to implementation of on-line reservations...getting set up with authorize.net (payment gateway), privacy policy, etc.
- met with Bruce, Kami, Melissa and Steve on the timeline of director hiring and assisted Bruce with info. he requested.
- developed proposed reservation agreements for shelters/longhouse/camping/environmental education
- met with IT staff about board packet information – I will begin preparing the information in the format that IT used – IT should only have to post to website – should avoid some duplication in work
- met with IT staff on next phase of Fortis – file management system
- attended budget meeting with Lindner on January 27
- held unit staff meeting

#### **Steve Lindner –**

- coordinated various issues and activities brought to Polk County Conservation, assured that items requiring action were prioritized and properly addressed by the proper person or section within the organization
- continued gathering substantiating documents necessary for the next budget amendment cycle, answered questions concerning the 2009/2010 budget submission
- met with Ron Olson, Polk County Administrator about his recommendation for the 2009/2010 Conservation budget
- answered questions and presented issues to the Board of Supervisors concerning the Conservation Commission budget
- attended various public meeting to hear comments and identify issues that will be included in discussions of the Jester Park Master Plan
- reconciled quarterly golf course financial information
- prepared and distributed a Golf Cart invitation to bid document to approximately 30 interested individuals, received bids for a February 9 bid opening
- worked with various section supervisors in reviewing plans and budget execution for current fiscal year
- updated various schedules related to infrastructure and REAP funds
- continued to coordinate with FEMA representatives on various issues related to funding of project worksheets from last year's flood
- continued work on various issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation, tax information letters, and related issues

#### **Melissa Ritter –**

- took applications for Director position
- worked with Bruce B. on hiring process
- sent BNND Thank you's
- distributed copies of all Director applications to Review Committee
- sent questionnaires to select Director Applicants
- organized vehicle key cabinet w/ G. Lentz
- sent out letters to select Director Applicants
- took over 75 calls on Seasonal Position ad
- completed daily human resources and accounts payable duties, as needed.

**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, mailed contracts, receipted and posted payments as received
- processed Lodge reservations into system and recorded payments
- issued checks for Damage Deposit refunds
- handled Environmental Education program registrations and recorded payments
- prepared daily deposits and took to bank, as needed
- balanced Credit Card terminal daily
- balanced monthly bank statement
- kept Nature News mailing list current
- handled misc. tasks; incoming calls and messages, ordered office supplies, picking up mail from post office (when necessary), metered outgoing mail, distributed incoming mail, filed, assisted with photo copying, updated postage meter
- appointed to serve on safety committee and attended first meeting January 26
- prepared news articles for distribution to Board
- coordinated reservations for employees attending Winterfest 2009

**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 11 news releases
- Adv. Comm. recruitment, meeting prep., and mtg. on 1/29th
- Held JP Master Plan public meeting
- Designed GOF bison exhibit donor sign; printed; installed
- Developed a new Director's brochure
- Worked with designer to begin creation of a Family of Parks poster
- Developed a Wetlands Symposium Registration Packet
- Researched grant possibilities for MWA's Watershed Connections
- Conducted PCC "winter activities" interview with WHO radio
- Assisted PAU to plan for a Family of Parks Open House/Outreach plan
- Developed agenda; project list; held mtg. for GOF Jan. Board mtg.

- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- coordinated on-going monthly grants and signage coordination
- continued working on locating volunteer addresses/logging hours for 2008
- continued appreciation banquet planning (invites, speaker, menu, etc.)
- continued working with Eagle Scout candidates on projects
- continued follow-up with volunteer referrals from United Way Website
- Attended Network of Community Service Meeting in WDM
- Attended January DOVIA meeting
- continued to update 2009 volunteer project calendar and planned events
- continued working on enhancing Trail Ambassador Program, developed contact list and skills database, contacted potential candidates
- Worked on remote areas emergency response address designations
- Worked on 2009 logo design for River Run Garbage Grab

*FUTURE ACTIVITIES—*

- Adobe Creative Suite Adv. Training Workshop
- Mally's Watershed Connections Grant
- Family of Parks Promotion Planning
- Volunteer banquet planning for 3/8/09
- Planning for Trail Ambassador Program spring launch
- Attend Winterfest in Waterloo
- Attend February DOVIA meeting
- Continue planning 2009 REAP Committee meeting dates and correspondence with members; discuss Great Places RFP to enhance grant funding

*ISSUES AND OPPORTUNITIES--*

**Const. Maint. & Operations – Team Leader: Wayne Johnson**

**Construction/ Maintenance Area Staff: Steve Haefner & Barnard Feezell - Const. Technicians**

*PAST ACTIVITIES—*

- attended meetings as needed
- continued Ankeny to Woodward trail project work for bridge phase
- completed HVAC installation at EL shop office and break-room, and shop area tube heater install
- continuing FEMA related repair projects
- replaced Logo's on park entrance signs
- assisted with weekly sewer sample tests at Jester Park
- Haefner attended safety meeting
- Staff attended Const. Expo in Des Moines
- Some staff attended IACCB Winter Fest Conf.
- Repaired exterior doors at CBG Longhouse
- Feezell filmed and edited footage for PCC video
- Assisted with golf cart repairs for sale
- Johnson returned from back surgery Feb. 2nd

*FUTURE ACTIVITIES—*

- continue soft-fall replacement at JP playgrounds, weather permitting
- continue radiant tube heater installation in YB, TM
- continue landscape timber replacement at JP and TM campground sites, weather permitting
- interview seasonal staff for upcoming season

*ISSUES AND OPPURTUNITIES:*

- none at this time

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

*PAST ACTIVITIES—*

- did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua
- performed weekly sewer tests
- sent monthly sewer reports
- plowed snow and sanded roads
- continued picnic table repair
- cleaned Lodge as needed
- began work on MSDS books

*FUTURE ACTIVITIES—*

- finish picnic table repair
- update MSDS book for Jester Park and Chichaqua
- refinish shelter and camp area signs
- pick up picnic tables donated to PCCB by Corps of Engineers

*ISSUES AND OPPORTUNITIES--*

**South Maintenance Area: Staff – Stan Manning, Maintenance Technician**

*PAST ACTIVITIES—*

- assisted equipment maintenance unit with preparing golf carts for delivery to bid winners

*FUTURE PROJECTS—*

- rip rap bridges at Easter Lake

*ISSUES AND OPPORTUNITIES--*

- none at this time

**Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician**

*PAST ACTIVITIES--*

**Yellow Banks**

- cleaned Park and Buildings
- organized shop
- Updated MSDS Book
- Plowed Snow
- Attended Iowa One Call Conference

**Thomas Mitchell**

- cleaned park and buildings
- completed 2008 E-Mor Reports for DNR on sewage lagoon
- Updated MSDS Book
- Pulled all “bad” picnic tables

**CVT**

- nothing to report

**Gay Lea Wilson Trail**

- nothing to report

**Satellite Areas (Mally’s, Carney Marsh)**

- picked up litter

*FUTURE ACTIVITIES—*

- install new 6x6 surrounds around camp pads
- re-finish picnic tables at TM
- assist with installing new tube heaters in YB and TM shops

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

*PAST ACTIVITIES—*

- worked on vehicles and equipment as needed

- worked on golf carts service and repair
- worked safety committee memo's and item research
- moving equipment and purchasing files to EM shop
- purchased utility vehicle for CBG
- worked with Steve L. on selling of golf carts, round #2
- continue winter preventative maintenance on mowers
- continue equipment identification
- organize EM office
- employee evaluation for 2008
- attended Iowa Turfgrass Conference (Lentz)
- attended crew, safety, equipment and golf carts sales meetings

#### *FUTURE ACTIVITIES—*

- work on vehicles and equipment as needed
- working on key cabinet and key security
- open golf carts selling bids, round #2
- work on golf cart PM and repairs for sale of:
- start vehicle inspections 2009
- continue winter preventative maintenance on mowers
- start winter preventative maintenance on utility vehicles
- attend IACCB Winterfest
- attend meetings as scheduled

#### *ISSUES AND OPPORTUNITIES--*

- none at this time

### Leisure Services, Equestrian Center: Team Leader - Carrie Spain

**Equestrian Center – Staff: Carrie Spain, Eq. Ctr. Manager; Dennis Crowley, Barn Manager; Deb Crowley, Stable Laborer II, Deanne Mundt, Stable Laborer II; Dean Simmons, Stable Laborer I; Stephanie Barnard, Stable Laborer I**

#### *PAST ACTIVITIES--*

- We facilitated several sleigh and wagon rides.
- We participated in doing a sleigh ride for the Family of Parks commercial.
- We hosted the Boy Scouts Iditarod event/they spent the night in the indoor arena.
- We hosted the Paws and Effect dog agility trials.
- Deanne Mundt conducted therapy lessons when weather permitted.
- Carrie attended the Jester Park Master Planning community input meeting.
- We hosted and facilitated two B-day parties.
- Carrie and Deanne met with a Johnston Special Ed teacher about setting up activities for their students.
- Debbie held a riding instructors meeting.
- We had a meeting on our upcoming trail fundraiser May 2<sup>nd</sup>.
- Carrie, Dennis and Deb met with the Jester Dreamers 4H leaders on hosting a 4H open show here June 27<sup>th</sup>.
- Deanne attended the safety committee meeting.
- We have five new indoor boarders coming in by Feb. 1<sup>st</sup>.

#### *FUTURE ACTIVITIES--*

- We are offering Sweetheart Sleigh rides for Valentines Day, complete with hot chocolate and a flower.
- We are hosting a Saddlebred schooling show Feb. 7<sup>th</sup>
- We are having our own lesson/barn show Feb. 21<sup>st</sup> for our students and boarders.
- We are holding a training session for people who would like to volunteer for therapeutic riding.
- We are facilitating a Girl Scout Badge day Feb. 28<sup>th</sup>.

#### *ISSUES AND OPPORTUNITIES--*

- We are applying again this year for a Ronald McDonald grant to help fund the freedom to grow program.
- Unfortunately, we did not receive the Prairie Meadows grant we applied for.

### 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
- Wrote and recorded Ask the Naturalist news columns and radio segments
- Snow shoed with all Harding Middle School 7 grade students as part of the Going Green EPA Grant
- Continued to add park information onto mycountyparks.com site
- Received \$1000 of the \$3000 in funding for the Nature Friends programming from the Des Moines Chapter of the Izaak Walton League
- Continued planning 2009 bus trips
- Began planning 2009 summer camps for 8-12 year olds and 12 to 14 year olds
- Attend Nature Clubs/social networking meeting for EE
- Prepared bulk mailing to Run for Egg participants
- Distributed 1000 Run for the Egg brochures at YMCA's, Sporting Goods Stores, etc
- Attend a Great Outdoors Fund Meetings
- Research 2009 venue sites for BNND
- Worked on National Association of Counties Award Application for the playscape
- Began filming "Family of Parks" footage
- Prepared podcasting Power Point for Winter Solstice Workshop
- Attended and presented at Winter Solstice
- Met with Dallas county staff about Podcast project
- Met with and assisted RDG with Park and Recreation Management award application for the playscape
- Presenter public nature song stories and more program
- Prepared for and held Snowshoeing Basics public program at Fort Des Moines Park
- Coordinate IAN/ICEC Awards program
- Developed presentation for Iowa Prairie Network conference and presented to 15 people
- Added public programs onto Des Moines Register's on-line event calendar
- Delivered Family Nature program flyers to schools
- Present two cross country ski public programs at Chichaqua
- Hosted public fly-tying program at the Lodge

#### *FUTURE ACTIVITIES—*

- Write Ask the Naturalist columns and record segments for KJJ
- Develop brochure for 2009 Bus tours
- Research items for Nature Friends Parks Explorer packs
- Research potential grant on Interpretive Cell phone tours at PCC areas
- Edit "Commonly Asked Nature Questions" guide
- Brainstorm monthly Family Nature Club activities/parks to visit

#### *ISSUES & OPPORTUNITIES –*

### 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: Mark Kubik, Randy Hutchinson, Rick Tasler, Doug Metzger; Jayson Spurr**

### *PAST ACTIVITIES –*

- sold surplus firewood
- plowed snow
- replaced battery & install power point and flashlight charger in GMC Jimmy
- entered data on “My County Parks” web site
- started collecting data for annual deer report
- continued work on display cases for Yellow Banks artifact collection
- cleaned shop
- took key inventory
- split firewood
- put together CCPOA Spring Workshop
- mapped Teal Pond and Skull Pond at JP
- cleaned and organized the old EE trailer for our use
- worked on frozen lines at animal pens
- rotated herds in pastures
- finalized and prepared for Winterfest Presentation
- helped with heater installation at EL
- worked on table painting and repair
- finished repainting rules sign for Fort and reinstalled it
- cleaned office, shop and brake room
- bought camera and case for GMC
- picked up garbage in parks
- picked up donation from Wal-Mart
- mapped Skull Pond
- mapped Teal Pond
- worked on PCC PowerPoint
- updated and installed fishing maps on website

### *FUTURE ACTIVITIES—*

- work with I.T. for high speed internet at YB & TM offices
- continue with data entry for My County Parks web site
- continue with snow removal
- organize sign inventory
- work on Park Advocacy annual report
- work on Deer Task Force annual report
- attend Winterfest February 2-4
- continue to work on Spring Workshop for March 9<sup>th</sup>
- map Two Dam pond at JP
- prepare for ice fishing program
- Ice Fishing Program 2/7/09 at FDM
- Ice Fishing Program 2/28/09 at EL
- work on tables
- help finish heater work at EL
- attend all staff meeting
- evaluation
- Two Ice Fishing Clinics
- map Two Dam Pond JP
- install fish structure DOT pond
- compile training audit for 08
- move snow as needed
- split firewood YB if weather and time allows

### *ISSUES & OPPORTUNITIES –*

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

RENTAL FACILITIES NO. OF PEOPLE												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											135	135
EL												0
JP												0
TM												0
YB												0
FDM												0
<b>TOTALS</b>												<b>135</b>

RENTAL FACILITIES NO. OF RESERVATIONS												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											7	7
EL												0
JP												0
TM												0
YB												0
FDM												0
<b>TOTALS</b>												<b>7</b>

CAMPER TALLY NO. OF UNITS				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH				0
JP				0
TM			1	1
YB				0
<b>TOTALS</b>	0	0	1	1

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	0		0
JP	0	0		0
TM	0	0	5	5
YB	0	0		0
<b>TOTAL</b>	0	0	5	5

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH									0
EL	3075					8252	5343		16670
JP					1281	2523			3804
TM		427	274	61		3049			3811
YB						3456			3456
<b>TOTAL</b>									<b>27741</b>

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	
<b>Total</b>	<b>0</b>

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	160
EL Assist. Ranger	144
JP Ranger	182
TM Ranger	118
YB Ranger	143
YB Assist. Ranger	147.5
Park Officers	
Community Service	
<b>Total</b>	<b>894.5</b>

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	13.5
JP		
TM		
YB		
<b>TOT</b>		<b>13.5</b>

Volunteer	
Area	Hours
CH	
EL	9
JP	
TM	
YB	
<b>Total</b>	<b>9</b>

Miscellaneous		
Area	Event	visitors
CBG	trap rng	6
<b>total</b>		<b>6</b>

LAW ENFORCEMENT INCIDENTS					
Date	Officer's I.D. #	Area	Offense	Citation #	Incident #
1/11	Dotzler	CBG-DOT Pond	No Fishing License-Verbal Warning		

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS					
Date	Area	Officer's I.D. #	Incident	Incident #	
1/7	JP Golf Course	Hurm	golf Cart area X2		

REPORT OF MEETINGS AND OR EVENTS				
Date	Location	Person Attending	Event	
1/12	JP Office	Herrstrom, Hurm	User Fee Meeting	
1/14	JP	Jim	Community Outreach	
1/15	EL	Jim	Lisa DSM Register Tour of EL	
1/20	Yellow Banks	PAU Staff	Unit Meeting	
1/22	Lodge	Hurm	Master Plan meeting with neighbors	
1/22	Hotel FDM	Jim	Public Speaking Class	
1/23	Jester Park	Hurm and Shepard	performance eval.	
1/24	JP	Jim	Ice Fishing Clinic	
1/26	Adm. Conf. rm	Hurm	safety	
1/26	Boone	Jim/Charlie	Aquatic Resource MTG	
1/28	DMPD Academy	PAU Staff	Training	
1/29	DMPD Academy	PAU Staff	Training	

## 2008 - 2009 Revenue Budget

- as of 1/31//08 (58.33% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	2nd Qtr. Target % Range
6005	Forestry	12,000.00	9,738.20	2,261.80	81.2%	52-81%
6006	IE	81,178.00	23,891.48	57,286.52	29.4%	52-81%
6007	NR	15,080.00	8,500.00	6,580.00	56.4%	52-81%
6101	ADM	369,150.00	220,600.61	148,549.39	59.8%	52-81%
6103	Community Outreach	40.00	0.00	40.00	0.0%	52-81%
6111	JP	243,200.00	141,810.66	101,389.34	58.3%	52-81%
6112	TM	50,500.00	29,726.05	20,773.95	58.9%	52-81%
6113	EL	19,300.00	5,750.00	13,550.00	29.8%	52-81%
6114	CH	88,118.00	87,395.85	722.15	99.2%	52-81%
6116	YB	79,649.00	54,091.50	25,557.50	67.9%	52-81%
6117	CST	700.00	0.00	700.00	0.0%	52-81%
6118	EM	600.00	420.20	179.80	70.0%	52-81%
6124	EC	298,700.00	173,500.53	125,199.47	58.1%	52-81%
		\$ 1,258,215.00	\$ 755,425.08	\$ 502,789.92	60.0%	52-81%
Road Clearing - Fund 11						
<b>7140</b>		\$ 75.00	\$ -	\$ 75.00	0.0%	52-81%
Reserve - Fund 16						
<b>210</b>		\$ 6,761,996.00	\$ 2,948,627.91	\$ 3,813,368.09	43.6%	52-81%
REAP - Fund 26						
<b>211</b>		\$ 168,000.00	\$ 163,727.28	\$ 4,272.72	97.5%	52-81%
Infrastructure- Fund 1						
<b>213</b>		\$ -	\$ 12,648.54	\$ (12,648.54)	#DIV/0!	52-81%
<b>Grand Totals - Conservation</b>		<b>\$ 8,188,286.00</b>	<b>\$ 3,880,428.81</b>	<b>\$ 4,307,857.19</b>	<b>47.4%</b>	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

## 2008 - 2009 Expense Budget

- as of 12/31/08 (58.33% of budget year expired)  
Budget Target Variance for 3rd Quarter: 51% - 75%

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	70,297.00	25,151.19	45,145.81	368,222.00	216,659.04	151,562.96	196,708.77	55.1%
6009	Natural Resources-Green Tm	187,463.00	146,661.11	40,801.89	678,092.00	383,804.58	294,287.42	335,089.31	61.3%
6101	ADM	489,125.00	196,820.80	292,304.20	405,386.00	254,762.55	30,712.90	323,017.10	50.5%
6103	Community Outreach	57,475.00	36,477.20	20,997.80	163,555.00	96,542.81	67,012.19	88,009.99	60.2%
6110	Parks Advocacy	66,030.00	35,326.71	22,700.94	493,848.00	294,933.85	198,914.15	221,615.09	59.0%
6119	Maint & Opns-Gray Team	309,997.00	202,984.38	107,012.62	791,453.00	504,568.27	286,884.73	393,897.35	64.2%
6124	EC	140,900.00	78,165.29	62,734.71	293,131.00	170,956.48	122,174.52	184,909.23	57.4%
<b>TOTALS</b>		\$ 1,321,287.00	\$ 721,586.68	\$ 591,697.97	\$ 3,193,687.00	\$ 1,922,227.58	\$ 1,151,548.87	\$ 1,743,246.84	58.6%
Road Clearing - Fund 11									
<b>7140</b>		\$ 26,815.00	\$ 4,725.30	\$ 22,089.70	\$ 42,147.00	\$ 23,935.66	\$ 18,211.34	\$ 40,301.04	41.6%
Reserve - Fund 16									
<b>210</b>		\$ 7,198,263.00	\$ 4,169,780.34	\$ 3,028,482.66				\$ 3,028,482.66	57.9%
REAP - Fund 26									
<b>211</b>		\$ 266,149.00	\$ 93,202.15	\$ 172,946.85				\$ 172,946.85	35.0%
Capitals - Fund 1									
212	Capital's Infrastructure	32,600.00	28,117.96	4,482.04					
213	Capital's Equipment	124,695.00	110,685.60	14,009.40					
<b>TOTALS</b>		\$ 157,295.00	\$ 138,803.56	\$ 18,491.44				\$ 18,491.44	88.2%
Risk Management - Fund 3									
<b>6100</b>	Insurance, Med., Work. Comp.	\$ 208,000.00	\$ 138,852.69	\$ 69,147.31				\$ 69,147.31	66.8%
<b>Grand Totals - Conservation</b>		<b>\$ 9,177,809.00</b>	<b>\$ 5,266,950.72</b>	<b>\$ 3,902,855.93</b>	<b>\$ 3,235,834.00</b>	<b>\$ 1,946,163.24</b>	<b>\$ 1,289,670.76</b>	<b>\$ 5,072,616.14</b>	58.1%