

**POLK COUNTY CONSERVATION BOARD**

**POLK COUNTY ADMINISTRATION BUILDING  
111 COURT AVENUE, ROOM 120  
DES MOINES, IOWA  
February 8, 2006 – 6:30 p.m.**

- 1a. Roll Call
- 1b. Action on the Minutes of the Previous Meeting(s)

**\*\*\* AGENDA \*\*\***

2. Consent Items
  - a) Bylaws
  - b) Policy/Procedures, Double Booking of Shelter Houses and Chichaqua Longhouse
  - c) Jester Park Golf Course, Horticultural Supplies
  - d) Jester Park Golf Course, Electric Utility Vehicle
  - e) Jester Park Golf Course, Reel Grinder and Bedknife Grinder
3. Recreation Enhancement
  - a) Catering Contract Update
  - b) Jester Park Equestrian Center, Therapeutic Riding Program
  - c) Ankeny to Woodward Trail
4. Resource Enhancement
  - a) Budget, Golf Course Enterprise 06/07
5. Outreach
  - a) Jester Park Equestrian Center, Advisory Committee
6. Infrastructure
  - a) Jester Park, Natural Playscape
  - b) Capital Improvement Plan
  - c) Easter Lake Park, Gate Valve
7. Action on the Bill List

PUBLIC COMMENTS  
STAFF REPORTS  
FINANCIAL REPORTS  
DISCUSSION & REMARKS  
ADJOURNMENT

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**PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD**

The Polk County Conservation Board met in regular session on Wednesday, January 11, 2006.  
Meeting called to order at 6:30 p.m.

#1a – Roll Call

Board Present: Graham, Vosler, McEnany, Gause

#1b – Appointment of Officers

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE OFFICERS FOR 2006 AS FOLLOWS: LA-MONTIE GAUSE, CHAIR; WAYNE GRAHAM, VICE-CHAIR; BARRY VOSLER, SECRETARY. VOTE YEA: GRAHAM, VOSLER, MCENANY, GAUSE**

#1c – Oath of Office

Chair Gause administered the oath of office to Tina Hadden, newly appointed member to the Board.

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

**IT WAS MOVED BY GRAHAM THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE MINUTES FROM THE DECEMBER 14, 2005 MEETING AS WRITTEN. VOTE YEA: GRAHAM, HADDEN, MCENANY, VOSLER, GAUSE**

#2 – Organization Development

a) Bylaws

**IT WAS MOVED BY GRAHAM THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PCCB BYLAWS AS AMENDED. VOTE YEA: GRAHAM, GAUSE, VOSLER, HADDEN, MCENANY**

**IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD AUTHORIZE STAFF TO USE A CONSENT AGENDA FOR FUTURE PCCB MEETINGS. VOTE YEA: HADDEN, VOSLER, GRAHAM, MCENANY, GAUSE**

b) Director's Work Plan Update

**INFORMATION ONLY. NO ACTION NECESSARY.**

#3 – Resource Enhancement

a) Catering Contract Update

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD AUTHROIZE STAFF SUBMITTING REQUEST FOR PROPOSALS TO THE TOP TWO FIRMS INTERESTED IN THE CATERING CONTRACT.**

**VOTE YEA: VOSLER, HADDEN, MCENANY, GAUSE, GRAHAM**

#4 – Natural Resources

a) Chichaqua Bottoms Greenbelt, Buttonbush Wetland Mitigation Site

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD AUTHROIZE THE PCCB CHAIR TO SIGN THE PRESENTED 28E AGREEMENT WITH THE CITY OF URBANDALE TO CONSTRUCT AND MANAGE THE BUTTONBUSH WETLAND MITIGATION SITE.**

**VOTE YEA: MCENANY, GRAHAM, GAUSE, HADEN, VOSLER**

b) Chichaqua Bottoms Greenbelt, Potential New Addition

**IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO WORK WITH THE IOWA NATURAL HERITAGE FOUNDATION TO ACQUIRE THE PROPOSED ADDITION TO THE CHICHAQUA BOTTOMS GREENBELT.**

**VOTE YEA: GAUSE, VOSLER, MCENANY, GRAHAM, HADDEN**

#5 – Outreach

Terry Rich, Blank Park Zoo Director, and Rusty Good, Chair of the Zoo’s Board of Directors, appeared before the Board to request that the PCCB appoint Board Members to meet with Board of Director’s Members to discuss partnering with the Blank Park Zoo.

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE APPOINTING PCCB MEMBERS MCENANY AND VOSLER TO MEET WITH BLANK PARK ZOO BOARD OF DIRECTORS MEMBERS TO DISCUSS PARTNERING WITH THE BLANK PARK ZOO.**

**VOTE YEA: MCENANY, GRAHAM, GAUSE, VOSLER, HADDEN**

#6 – Infrastructure

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE ACCEPTING RALPH N. SMITH, INC.’S PROPOSAL OF \$6,385 FOR CARPET REPLACEMENT IN THE PCC ADMINISTRATION OFFICE.**

**VOTE YEA: HADDEN, MCENANY, GAUSE, GRAHAM, VOSLER**

#7 – Action on the Bill List

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE DECEMBER 2005 EXPENDITURES AS PRESENTED.**

**VOTE YEA: GRAHAM, VOSLER, HADDEN, MCENANY, GAUSE**

PUBLIC COMMENTS

No Comments.

### STAFF REPORTS

Gause asked that at future PCCB meetings any highlights of staff activity be announced at this time.

### FINANCIAL REPORTS

No comments.

### REMARKS & DISCUSSION

Boddy introduced Steve Lindner who was hired to fill the new accounting technician position.

Boddy reported that Brian Herrstrom, assistant ranger at Jester Park, would be filling one of the Ranger position openings and would be moving to Thomas Mitchell Park to live in the residence there as soon as the residence is ready for that move. Also, Charlie Finch, assistant ranger at Easter Lake Park, would be filling a Ranger position opening and will be moving to Yellow Banks Park to live in the residence there as soon as that residence is ready for that move.

Boddy announced in February appointments to the Greenways and Trails Advisory Committee would be made. She encouraged additional names, ideas, and thoughts for the advisory committee.

Boddy reported that probably in February Larry Land and Angela Connolly would be moving forward with a trails consultant. The thought is to contract with an engineering firm to manage design and construction of trails to get trails projects moving forward. This would be in partnership with Public Works.

Boddy reported that starting Monday, January 16, series of advertisements promoting our 50<sup>th</sup> year anniversary would begin to appear in various publications.

Boddy indicated that Lewis Major, PCC Naturalist, would appear tomorrow night on IPTV and again Friday.

Boddy also indicated that she would be on Keith Kirkpatrick's Sportsman's Notebook a week from this coming Sunday.

Financials put together from Buck Naked Need Dough fund-raising event were distributed.

Chair Gause encouraged staff input and public input this coming year.

### ADJOURNMENT

Meeting adjourned 7:44 p.m.

Prepared by: Cindy Lentz

## #2 – Consent 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.

At the January meeting it was recommended that the following language appear in Article IV of the Bylaws:

“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.”

STAFF RECOMMENDATION: That the PCCB approve the Bylaws with the recommended change reinforcing the need for regular board meeting attendance.

BYLAWS  
AS AMENDED, ~~FEBRUARY 9, 2005~~  
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 9, 2005~~.

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:

1. 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 9, 2005~~ by the Polk County Conservation Board.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Secretary-Treasurer

### **b) Policy/Procedures, Double Booking of Shelter Houses and Chichaqua Longhouse**

In the past, on occasions, rangers have had to deal with situations with facilities (shelter houses, Longhouse, Jester Lodge) being double booked. The Park Advocacy Unit has since sat down and developed a policy to ensure uniformity is maintained when dealing with this type of situation.

With reservations now being taken through the computer, it is believed that the likelihood of a double booking occurring is very unlikely. However, the rangers felt that a policy should be in place in case it was to happen. This policy is for your review.

### **Policy and Procedure Double Booking of Shelter Houses and Chichaqua Longhouse**

If a shelter or the Chichaqua Longhouse has two parties claiming to have booked it for the same date and time, the following steps will be followed:

1. Check reservation list to make sure reservation card is accurate
2. Call the office, if possible, to verify validity of reservation claim(s)
3. Check to see if either party has documentation
  - a. The shelter or Longhouse goes to the party on the list that provides proper documentation.
  - b. If the other party does not have documentation and only thought they had reserved the facility, inform them that they will need to relocate. If possible, assist them in finding a suitable picnic area substitute.
  - c. If the second party does provide valid documentation, try to accommodate both parties:
    - i. Both parties share the facility

- Provide both parties with a receipt for a free reservation for the same facility, to be used within a year of being issued and upon confirmation of reservation with the main office
- ii. One party relocates to another rental facility (excluding Jester Lodge), if available, by volunteering
  - Provide that party with a receipt for a free reservation for the same facility, to be used within a year of being issued and upon confirmation of reservation with the main office
- iii. One party relocates to another rental facility (excluding Jester Lodge), determined by the documentation indicating who initially reserved this shelter first
  - Provide that party with a receipt for a free reservation for the same facility to be used within a year of being issued and upon confirmation of reservation with the main office
- iv. One party relocates to a picnic area, all other shelters are reserved:
  - Inform party that current reservation money can be refunded upon confirmation of reservation with the main office or reservation transferred to another date and time within a year from date of double-booking.
  - Provide that party with a receipt for a free reservation to be used within a year from date issued and upon confirmation of reservation with the main office

If unable to speak with someone at the main office at the time of the incident, notify the office at the first available opportunity. Provide the main office with all pertinent details and a copy of any receipts given out.

STAFF RECOMMENDATION: That the PCCB approve the proposed policy/procedure for handling possible double bookings of PCC shelter houses and Chichaqua Longhouse.

### **c) Jester Park Golf Course, Horticulture Supplies**

Bid packets for horticultural supplies for the 2006 season were sent to the following vendors.

D & K Products  
 UAP  
 Contract Specialty  
 Lesco, Inc.  
 TurfWerks

All five vendors submitted bids and a recap is attached

- Donna Manning, Spec. Serv. Coord.

This year we're having the vendors "guarantee" unit pricing for the entire season which is comprised of a spring order and a summer order. Payment for the spring order will be in April (FY '06 budget - \$33,560.39) and for the summer order in July (FY '07 budget - \$20,546.99) respectively. This should help us control our expenditures by avoiding any unexpected increases as a result of rising fuel costs which factors in to both the cost of the product (fertilizers in particular) as well as delivery. The products listed for purchase represent no basic changes in our horticultural program.

- Terry Hannah, GC Supt.

STAFF RECOMMENDATION: That the PCCB approve purchase of the spring (FY '06) and summer (FY '07) horticultural orders from the vendors as highlighted on the bid recap at a cost not to exceed \$54,107.38.

**Polk County Conservation Board  
Chemical/Fertilizer Requirements  
Jester Park Golf Course**

**2006 Bid Recap**

Spring Order					Summer Order							
Product Desc.	Qty.	D & K	Contract Specialty	UAP	Lesco	TurfWerks	Qty.	D & K	Contract Specialty	UAP	Lesco	TurfWerks
Triplet Low Odor	50 gal.	\$ 1,112.50	N/B	N/B	N/B	N/B						
Nutra Green	12.5 gal.	\$ 400.00										
Ultra Plex	7.5 gal.	\$ 313.13										
Mn Chelate	5 gal.	\$ 168.75										
Gary's Green Ultra	25 gal.	\$ 825.00					50 gal.	\$ 1,650.00				
Silikal B	10 gal.	\$ 430.00					20 gal.	\$ 860.00				
Tuff Turf	5 gal.	\$ 256.25					10 gal.	\$ 512.50				
PK Plus	5 gal.	\$ 235.00					10 gal.	\$ 470.00				
Primo Maxx	2 gal.	\$ 743.00		\$ 758.00								
Primo WSB							1.5 cs.	\$ 2,267.22				
10-50-0 Micro Prill	15 bgs.	\$ 227.50										
20-0-10 + Mn Contec	16 bgs.	\$ 687.40										
17-3-17 + Mn	16 bgs.	\$ 241.60										
Spectra 90	75 lbs.	\$ 986.25	\$ 1,122.00	\$ 1,087.50			75 lbs.	\$ 986.25	\$ 1,122.00	\$ 1,087.50		
Insignia		\$ 2,062.37*		\$ 2,062.37	\$ 2,132.69	\$ 2,217.60	2x7.2#	\$1,757.70*		\$ 1,757.70	\$ 1,828.02	\$ 1,890.00
Touche EG	14x2.75#	\$ 847.00		\$ 1,001.00	\$ 924.00							
Chipco Signature	71.5 lbs.	\$ 1,344.20		\$ 1,419.28		\$ 1,383.53	71.5 lbs.	\$ 1,344.20		\$ 1,419.28		\$ 1,383.53
Daconil Ultrex	150 lbs.	\$ 1,479.00		\$ 1,479.00	\$ 1,125.00	\$ 1,479.00	150 lbs.	\$ 1,479.00		\$ 1,479.00	\$ 1,125.00	\$ 1,479.00
Endorse	77 lbs.	\$ 1,078.00		\$ 1,174.25	\$ 1,264.34	\$ 1,143.80	66 lbs.	\$ 924.00		\$ 1,006.50	\$ 1,083.72	\$ 980.40
Subdue SWP	2 cs.	\$ 2,160.94					1 cs.	\$ 1,080.47				
Banner Gel	1 cs.	\$ 463.00										
19-0-19 + 2% Merit	290 bgs.	\$ 13,166.00		\$ 13,340.50	\$ 13,528.00	\$ 14,302.80						
18-0-10 + .38% Barricade	200 bgs.	\$ 4,084.00		\$ 4,400.00		\$ 5,136.00						
28-0-10 50% U-Flex							360 bgs.	\$ 4,248.00	\$ 4,356.00	\$ 4,626.00		\$ 5,302.00
Dimension	2.5 gal.	\$ 252.50		\$ 275.00	\$ 257.50	\$ 257.50						
Tempo WP G.C.	3 cs.	\$ 351.00		\$ 378.00	\$ 721.65	\$ 358.20						
Mach 2							5 gal.	\$ 470.00		\$ 500.00		\$ 500.00
Tricure							30 gal.	\$ 1,449.90				
Bensumec							22.5 gal.	\$ 1,401.75		\$ 1,541.25	\$ 1,672.65	\$ 1,664.55
<b>Total</b>		<b>\$ 32,435.39</b>			<b>\$ 1,125.00</b>			<b>\$19,421.99</b>			<b>\$ 1,125.00</b>	
<b>Grand Total</b>		<b>\$ 54,107.38</b>										

\* - Tie/Awarded to Polk County Vendor

**d) Jester Park Golf Course, Electric Utility Vehicle**

The Golf Course Enterprise Budget includes \$6,000 to replace a 1993 Cushman Truckster with 4,175 hours. Bid packets to purchase one (1) electric utility vehicle with the trade of a 1993 Cushman Truckster were sent to three vendors and the results are shown below:

VENDOR	PRICE	LESS TRADE	BID AMOUNT
Tri-State West	\$7,520	\$500	\$7,020
TurfWerks	N/B	N/B	N/B
Great American O/D	\$6,500	\$200	\$6,300
M & M Golf Cars	\$6,200	\$1,100	<b>\$5,100</b>

- Donna Manning, Spec. Serv. Coord.

We are recommending the purchase of an electric utility vehicle due to rising fuel costs and increased/improved dependability. We demoed all of the vehicles bid and due to the larger cargo box size of the Club Car Model 2 from M & M Golf Cars, found it to be best suited for our application.

- Terry Hannah, GC Supt.
- George Lentz, Eq. Maint. Supt.

STAFF RECOMMENDATION: That the PCCB approve the purchase of a 2006 Club Car Model Turf 2 electric utility vehicle with trade of a 1993 Cushman Truckster from M & M Golf Cars Iowa LLC at a cost not to exceed \$5,100.

**e) Jester Park Golf Course, Reel Grinder and Bedknife Grinder**

The golf course has \$30,000 budgeted to replace our 1994 reel grinder and a 1992 bedknife grinder. After 12 seasons, the grinders can no longer produce the accuracy needed to bring the reels back to factory specifications. Bids were solicited for a Foley Model 632 Accu-Pro Reel Grinder and a Foley Model 670 Accu-Pro Bedknife Grinder with trades of (1) Foley Model 338 Reel Grinder, (1) Foley Model 384 Bedknife Grinder and (1) Foley 3084 Bedknife Grinder. While the lowest bid came in approximately \$3600 more than budgeted, the difference can easily be covered within the golf course budget.

- Terry Hannah, GC Supt.
- George Lentz, Eq. Maint. Supt.

Bid packets were sent to three vendors with two responding as follows:

Vendor	Price	Less Trade	Bid Amount
Tri-State Company	\$34,809	\$1,200	<b>\$33,609</b>
TurfWerks	N/B	N/B	N/B
Wisconsin Turf	\$36,640	\$700	\$35,940

- Donna Manning, Spec. Serv. Coord.

**Staff Recommendation:** That the PCCB approve the purchase of (1) Foley Model 632 Accur-Pro Reel Grinder and (1) Foley Model 670 Accu-Pro Bedknife Grinder with trades as listed from Tri-State Company for a price not to exceed \$33,609.

### **#3 – Recreation Enhancement**

#### **a) Catering Contract Update**

Ovations and Christiani's Catering submitted proposals for catering services at Jester Park facilities. Christiani's Catering adhered to the proposal form, and Ovations proposed instead a management fee proposal. We're currently reviewing these proposals and will have a recommendation for you before the meeting Wednesday night.

#### **b) Jester Park Equestrian Center, Therapeutic Riding Program**

The Equestrian Center would like to propose starting a new program: The Jester Park Exceptional Riders, a therapeutic riding program for children and adults with disabilities.

There is a need for therapeutic riding. Our office receives calls from individuals looking for a program that fits their needs for therapy. With the at-risk program we have started, a therapeutic program would make a perfect partner. Volunteers and instructors can work together to serve the community.

The benefits of having a therapeutic program at the Equestrian Center are: it will open new avenues for grants supporting the program and the arena, give the community a positive impact about Polk County Conservation, and it will fulfill our Vision statement. The biggest benefit is the progress we've witness on a disabled child. The smiles on their faces tell it all when muscles work that were once rigid.

As you will see below, the Equestrian Center has everything in place to begin a program. We have staff, volunteers, horses and equipment. The biggest expense would be the ADA accessible ramp for the wheelchair bound clients. Rough cost would be around \$750 with volunteer construction help.

If this proposal meets Board approval, the Jester Park Exceptional Riders program will begin March 1, 2006.

The following explains how the Equestrian Center can support a therapeutic program.

#### **EQUIPMENT:**

- HAVE:
  - Five saddles/bridles/pads
  - Lesson equipment
- NEED:
  - Ramp (Volunteer project or PCCB Construction) \$750
  - Misc. lesson items

#### **HORSES:**

- HAVE:
  - Five horses available
    - All had been therapy horses before.
- NEED:
  - A tune up.

**INSTRUCTORS:**

- HAVE:
  - Staff member is a certified Instructor in NARHA ( North American Riding for the Handicapped Association)
  - Two Volunteers Certified Instructors in NARHA (North American Riding for the Handicapped Association)
- NEED:
  - Later need to hire another instructor.

**VOLUNTEERS:**

- HAVE:
  - Fifteen active volunteers offering to help.
- NEED:
  - Training sessions

**COST:**

Lessons: \$30 per client for private  
\$25 per person, group lessons. Most lessons are groups  
Some will be paying with scholarships.  
The clients in group homes qualify for Medicaid reimbursement.

Instructors: Receive \$11 a lesson

Arena Cost: \$10 an hour.

Examples:

Group of three for lessons:	\$75
Instructor	-\$11
Arena	-\$10
Total:	\$54

Private Lessons we'd make \$9 profit per lesson

The horses are free. Beside therapy work, they are also used as lessons horses. JPEC pays outside board for their use. Owners pay farrier and veterinarian fees.

STAFF RECOMMENDATION: That the PCCB approve implementing the Jester Park Therapeutic Riding Program called The Jester Park Exceptional Riders as proposed.

**c) Ankeny to Woodward Trail**

The recently acquired 25 mile Union Pacific Railroad corridor consists of approximately 10 miles in Polk County. Staff has discussed the possibility of opening the Polk County section of the trail to pedestrian use before overall construction begins. The other entities involved in this project have already opened or are considering opening their sections of the proposed trail. Staff has discussed opening the trail with the county attorney's office and the risk manager. It was decided if the bridges

(6) were decked, hand-rails installed and proper signage placed, the trail could be opened. The cost to do the aforementioned would be approximately \$7,000 which could be paid for with grant dollars that were not spent on acquisition.

STAFF RECOMMENDATION: That the PCCB approve opening the Polk County section of the Ankeny to Woodward Trail for pedestrian use and the expenditure of \$7,000 for bridge materials and signage.

Note: A 28E Agreement relating to the Ankeny to Woodward Trail may also be brought before the Board Wednesday night.

#### **#4 – Resource Enhancement**

##### **a) Budget, Golf Course Enterprise 06/07**

The golf budget included here is a draft document, since we're still in the process of analyzing the impact of a new catering contract, exploring a new method for handling merchandise through the clubhouse manager agreement, and developing the possible clubhouse remodel funding package. We will likely present an updated version of this document at the March meeting, but at a staff presentation Wednesday night, would like to highlight a few issues with you for discussion.

# GOLF COURSE ENTERPRISE FUND

DRAFT AS OF FEB 3, 2005

## Expenses

		FY 03/04 Actuals	FY 04/05 Actuals	FY 05/06 Approved	FY 05/06 Expended through 1/31/06	FY 06/07 Budget Askings	Description
71000	Salaries	155,530.72	156,549.73	162,168.00	101,959.14	160,946.00	
71060	Overtime at time and one half	30.00		-			
71080	Extra Help	115,382.42	105,460.77	124,908.00	69,108.00	124,855.00	
71100	Employee Insurance	34,278.58	37,501.62	43,889.00	22,601.74	59,394.00	
71110	Ipers	14,765.08	16,260.26	17,752.00	9,395.99	16,813.00	
71120	Fica	20,629.42	19,942.46	22,468.00	12,997.34	22,370.00	
71150	Unemployment Insurance	39,563.60	37,726.23	40,000.00	10,124.94	35,000.00	
71170	Workman's Com Medical Exp		1,557.75		792.60		
71180	Flexible Benefits	6,624.00	6,624.00	6,624.00	3,864.00	6,624.00	
<b>Personal Services - Subtotal</b>		<b>\$ 386,803.82</b>	<b>\$ 381,622.82</b>	<b>\$ 417,809.00</b>	<b>230,843.75</b>	<b>\$ 426,002.00</b>	
72000	Agricultural/Horticultural Sup	124,708.59	77,022.25	85,000.00	48,800.84	95,000.00	
72010	Wildlife Exhibit Supplies	74.30	233.92	600.00	166.35	600.00	
72100	R&M - Bldg & Ground Supplies	23,192.22	7,218.71	20,000.00	1,027.27	17,000.00	
72110	Repair & Maint-Equip Supt	16,870.36	21,554.61	20,000.00	11,147.96	22,000.00	
72120	Irrigation Supplies	10,978.48	4,921.96	6,500.00	3,871.78	8,000.00	
72130	Residential Repair Mat'ls	1,091.21	417.72	1,200.00	104.29	2,500.00	
72200	Food	4.50	-	-		-	
72240	Custodial Supplies	212.08	10.06	150.00		150.00	
72300	Motor Vehicle Fuel	9,317.81	11,265.09	10,000.00	8,144.84	16,000.00	
72310	M.V. Lub/Parts/Sup	372.05	455.10	700.00	705.65	700.00	
72400	Office Supplies (Outside)	207.80	48.61	100.00		100.00	
72500	Minor Equip and Hand Tools	2,029.62	23,766.77	8,160.00	330.23	2,500.00	
72520	Radio/Camera/AV Supplies	236.00	34.99	250.00		250.00	
72530	Recreational and Craft Sup	8,741.11	2,722.78	5,000.00	273.05	6,000.00	
72550	Uniform and Wearing Apparel		340.67				
72560	P.C. Software		19.95	100.00		100.00	
72570	Miscellaneous Other Supplies	306.14	197.99	2,000.00		2,000.00	
76010	Advertising		74.70			100.00	
76120	Postage		6.58				
76130	Telephone	1,395.40	1,245.06	1,500.00	745.65	1,500.00	
76260	Medical and Health Services				141.59	200.00	
76600	Electric	13,434.27	9,209.67	13,500.00	8,625.21	14,000.00	
76610	Natural and LP Gas	1,330.00	1,050.19	1,600.00	1,630.70	2,200.00	
76620	Water and Sewer	774.80	746.55	1,000.00	498.20	1,000.00	
76700	R & M-Bldgs and Grounds	1,043.74	1,255.97	1,000.00	288.00	1,000.00	
76720	R & M - Equipment	825.77	885.09	1,000.00	96.10	1,000.00	

76860	Oth Misc. and/or Maint. Agrm	532.48	1,724.50	1,500.00	912.00	1,500.00	
76940	Other Insurance	36,680.00	32,235.55	37,000.00	43,246.47	37,000.00	
77020	Refuse Disposal Service	932.44	706.89	1,100.00	350.00	1,100.00	
		<b>FY 03/04 Actuals</b>	<b>FY 04/05 Actuals</b>	<b>FY 05/06 Approved</b>	<b>FY 05/06 Expended through 1/31/06</b>	<b>FY 06/07 Budget Askings</b>	<b>Description</b>
<b>Golf Course Maintenance</b>							
77100	Dues and Memberships	930.00	640.00	780.00	300.00	850.00	
77130	Agricultural/Horticultural Ser	10.00	117.00	200.00	102.00	200.00	
77170	Travel/Training/Education	2,731.43	682.57	3,080.00	499.62	3,080.00	
77190	Miscellaneous Other Services	190.40	205.00	260.00	10.00	260.00	
77330	Meetings		9.68				
77370	Indirect Costs	29,472.00	28,500.00	30,000.00	16,625.00	30,000.00	
77380	Inkind Services	20,319.40	14,645.25	10,000.00	3,774.33	10,000.00	
78050	Infrastructure	-		2,500.00		11,500.00	
78400	Conservation Equipment	-		30,000.00		81,000.00	
78500	Depreciation Expense		110,971.75				
79700	Operating Transfers	-		-			
<b>Golf Course Maintenance Totals</b>		<b>\$ 695,748.22</b>	<b>\$ 736,766.00</b>	<b>\$ 713,589.00</b>	<b>\$ 383,260.88</b>	<b>\$ 796,392.00</b>	

Clubhouse		FY 03/04 Actuals	FY 04/05 Actuals	FY 05/06 Approved	FY 05/06 Expended through 1/31/06	FY 06/07 Budget Askings	Description
71000	Salaries	88,383.14	86,129.94	83,000.00	69,358.03	66,742.00	
71040	Salary Allocations Indir		1,458.00				
71060	Overtime at time and one half	75.75	90.00	63.00	235.76	-	
71080	Extra Help	146,841.92	133,602.18	127,348.00	89,029.42	99,700.00	
71100	Employee Insurance	17,180.99	16,492.77	13,252.00	13,502.42	23,065.00	
71110	lpers	10,998.62	10,442.84	22,918.00	7,097.98	9,570.00	
71120	Fica	17,947.07	16,746.46	15,055.00	12,039.43	12,733.00	
71180	Flexible Benefits	2,208.00	2,208.00	2,208.00	1,288.00	2,208.00	
71190	Benefit Allocation Indir		342.20				
<b>Personal Services - Subtotal</b>		<b>\$ 283,635.49</b>	<b>\$ 267,512.39</b>	<b>\$ 263,844.00</b>	<b>\$ 192,551.04</b>	<b>\$ 214,018.00</b>	

72000	Agricultural/Horticultural Sup		632.00	-	378.16	-	
72100	R&M - Bldg & Ground Supplies	3,058.96	412.28	1,000.00	2,570.08	1,000.00	
72110	Repair & Maint-Equip Supt	1,409.92	1,760.63	2,000.00	(307.87)	3,500.00	
72200	Food	82,686.01	-	72,000.00		-	
72240	Custodial Supplies	480.97	594.32	600.00	224.16	600.00	
72300	Motor Vehicle Fuel	5,647.33	6,422.58	5,700.00	5,808.75	8,500.00	
72310	M.V. Lub/Parts/Supplies		27.72	50.00		50.00	
72400	Office Supplies (Outside)	561.64	601.50	500.00	436.76	650.00	
72420	Data Processing Supplies	524.63	6,691.34	500.00	223.36	1,500.00	
72450	Central Store Supplies			100.00		100.00	
72460	Office Equip & Furniture		104.79	100.00		100.00	
72470	Carpet Replacement			13,500.00			
72500	Minor Equip and Hand Tools	25,063.32	1,857.37	4,000.00	1,135.95	500.00	
72520	Radio/Camera/AV Supplies	34.40		300.00		800.00	
72530	Recreational and Craft Sup	2,923.26	1,371.45	2,000.00	1,186.01	2,000.00	
72550	Uniform and Wearing Apparel		2,031.75	2,500.00		-	
72570	Miscellaneous Other Supplies	1,547.42	643.47	1,400.00		1,400.00	
72580	Merchandise Purch for Resale	79,857.93		57,000.00	471.60	-	
76010	Advertising	21,237.38	22,262.42	22,000.00	17,378.25	26,000.00	
76020	Printing (Outside)	3,488.70	2,029.27	2,500.00	2,244.46	4,000.00	
76060	Print Shop Services	2,768.00	484.00	2,000.00		1,000.00	
76110	Employee Mileage/Travel			200.00	107.67	200.00	
76120	Postage	17.36		150.00	281.85	400.00	
76130	Telephone	4,960.38	4,533.57	5,000.00	2,735.04	4,750.00	

76150	Telephone Equipment		211.98			500.00	
76470	Misc Other Prof/Tech Svs	5,908.00	5,138.90	1,000.00	20,087.70	3,000.00	
76600	Electric	8,084.48	8,228.23	8,400.00	6,102.04	8,500.00	
76610	Natural and LP Gas	1,278.10	2,063.20	1,500.00	572.01	2,000.00	
76620	Water and Sewer	1,013.80	1,607.50	2,000.00	1,252.20	2,000.00	
76700	R & M-Bldgs and Grounds	6,693.87	3,153.28	1,000.00	477.00	1,500.00	
76720	R & M - Equipment	1,613.03	726.84	1,000.00	111.39	1,000.00	
76840	Infrast/Appl Soft LSE/Maint		5,876.90				
76860	Oth Misc. and/or Maint. Agrm	5,978.74	1,832.34	5,000.00	1,583.82	3,000.00	
76940	Other Insurance			15,000.00		15,000.00	

<b>Clubhouse</b>		<b>FY 03/04 Actuals</b>	<b>FY 04/05 Actuals</b>	<b>FY 05/06 Approved</b>	<b>FY 05/06 Expended through 1/31/06</b>	<b>FY 06/07 Budget Askings</b>	<b>Description</b>
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77000	Custodial Service	8,244.67	6,052.54	6,000.00	4,022.50	6,500.00	
77010	Extermination Service	300.00	290.00	300.00	180.00	300.00	
77020	Refuse Disposal Service	2,308.38	1,408.48	1,800.00	700.00	1,500.00	
77100	Dues and Memberships	1,345.00	954.00	1,500.00	640.00	1,200.00	
77170	Travel/Training/Education	60.00	35.00	2,000.00	30.00	1,000.00	
77190	Miscellaneous Other Services	(68.02)	310.00	400.00		400.00	
77330	Meetings		245.90				
77350	Misc Other Charges	11,291.98	11,151.29	10,000.00	7,968.40	12,000.00	
77370	Indirect Costs	29,472.00	28,500.00	30,000.00	16,625.00	30,000.00	
77380	Inkind Services	20,319.40	14,645.27	10,000.00	3,774.33	10,000.00	
77390	Computer Access Charges		547.15		699.65	1,000.00	
79680	Sales Tax	44,842.58	43,097.90	45,000.00	31,120.62	48,000.00	
79890	Cash Over/Short		(43.75)		(30.32)		
78200	Improvements Other Than Buildings			-	-	-	
78400	Conservation Equipment	-		-	-	7,500.00	

<b>Clubhouse Totals</b>	<b>\$ 668,589.11</b>	<b>\$ 456,005.80</b>	<b>\$ 600,844.00</b>	<b>\$ 323,341.61</b>	<b>\$ 426,968.00</b>	
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<b>TOTAL JESTER PARK GOLF COURSE</b>	<b>1,364,337.33</b>	<b>1,192,771.80</b>	<b>1,314,433.00</b>	<b>706,602.49</b>		
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**Golf Course Clubhouse and Maintenance budget askings for FY 06/07..... \$ 1,223,360.00**

Season to Season actuals.....					
<b>REVENUES</b>	Actual '2003	Actual '2004	Actual '2005		*Anticipated 2006
<b>DRAFT 2-3-2006</b>					
<b>Clubhouse</b>	\$ 1,236,382.76	\$ 1,215,069.93	\$ 1,379,082.17		\$ 1,124,000.00
<b>Practice Facility</b>	\$ 72,235.43	\$ 82,255.15	\$ 75,342.42		\$ 73,000.00
<b>TOTALS</b>	<b>\$ 1,308,618.19</b>	<b>\$ 1,297,325.08</b>	<b>\$ 1,454,424.59</b>		<b>\$ 1,197,000.00</b>

\* The Anticipated revenue for the 2006 golf season is based upon many different elements. Gross revenue will be reduced because of the anticipated assumption of the concessions activity by a private contractor and the merchandise sales becoming the responsibility of the golf manager. In addition, approved rate increases related to certain high demand tee times should increase revenues for the season. The one overriding uncertainty, of course, is weather conditions throughout the 2006 season. While the very successful 2005 season has increase the Enterprise Fund cash balance, revenues will be closely monitored to assure expenditures are in line with these revenues during the 2006 season.

Revenues Converted to a fiscal year basis					
	Actual '03/04	Actual '04/05	Projected '05/06		*Projected 06/07
<b>Clubhouse</b>	\$ 1,229,279.63	\$ 1,285,652.69	\$ 1,091,000.00		\$ 1,135,000.00
<b>Practice Facility</b>	\$ 80,525.27	\$ 78,075.45	\$ 72,000.00		\$ 75,000.00
<b>TOTALS</b>	<b>\$ 1,309,804.90</b>	<b>\$ 1,363,728.14</b>	<b>\$ 1,163,000.00</b>		<b>\$ 1,210,000.00</b>

To align revenues and anticipated revenues with the budget request, revenues have been converted to a fiscal year basis in the schedule above. Revenue for FY05/06 has been reduced by food and concession revenue to further align with the projected FY06/07 budget

Anticipated course revenue 06/07 fiscal year.	\$ 1,210,000.00
Projected concessionaire payments	\$ 54,000.00
Projected Fund Interest Income	\$ 15,000.00
Proposed budget expenditures 06/07FY	-\$1,223,360.00
Flow of Funds Profit/Loss for 06/07	<u>\$55,640.00</u>

Fund cash balance-selected dates	
3/31/2005	583,205.56
6/30/2004	356,219.48
9/30/2004	565,156.65
12/31/2004	596,876.12
3/31/2005	448,209.05
6/30/2005	431,281.52
9/30/2005	770,133.38
1/31/2006	718,367.14

**Polk County Conservation Board  
Jester Park Golf Facility Budget  
FY '05-06 and FY '06-07**

Included with this presentation is the golf course budget for the current fiscal year '05-06 and for next fiscal year '06-07. This budget was prepared with the assumption that the concession contract will be implemented before the 2006 golf season and the responsibilities for merchandise sales and corresponding inventory be assumed by the Golf Manager at the same time. Certain budget categories significantly affected by these changes, as well as other categorical changes, are discussed below.

**Golf Course Maintenance Expenditures:**

	<b>Actual '04-05</b>	<b>Approved '05-06</b>	<b>Proposed '06-07</b>
Personal Services	\$ 381,623.00	\$ 417,809.00	\$ 426,002.00
Supplies	\$ 150,231.00	\$ 159,760.00	\$ 172,900.00
Services	\$ 93,940.00	\$ 103,520.00	\$ 104,990.00
Capital Outlay	\$ 45,000.25	\$ 32,500.00	\$ 92,500.00
<b>TOTALS</b>	\$ 670,794.25	\$ 713,589.00	\$ 796,392.00

**Explanation of Golf Course Maintenance expenditures budget per object code.**

\*Personal Services are calculated by the Polk County budget department. While there are 26 pay periods in FY06/07, scheduled raises and a projected in health insurance premiums increase this cost by \$8,000

\*Supplies: In '06-07 (72000) Agricultural/Horticultural supplies will be increased due to price increases and better products for turfgrass management within our environment.

(72100) includes costs to replace walkways around clubhouse that is rotting away. Some additional irrigation supplies will be needed for upgrading the system.

(72300) Motor Vehicle Fuel costs are projected to continue their significant cost increase.

\*Services: No significant changes are projected

\*Capital Outlays: This budget request contains partial funding of a restroom/concession building on the par 3 course. The amount in this budget assumes an agreement with the concessionaire for assistance in construction costs. The Construction Equipment line (78400) includes three mowers and a utility vehicle scheduled for replacement as a part of the golf facility equipment replacement plan.

**Golf Course Clubhouse and Practice Facility Expenditures:**

	<b>Actual '04-05</b>	<b>Approved '05-06**</b>	<b>Proposed '06-07</b>
Personal Services	\$ 267,512.00	\$ 263,844.00	\$ 214,018.00
Supplies	\$ 23,151.00	\$ 163,250.00	\$ 20,700.00
Services	\$ 122,287.00	\$ 128,750.00	\$ 136,750.00
Capital Outlay	\$ -	\$ -	\$ 7,500.00
Sales Tax	\$ 43,054.00	\$ 45,000.00	\$ 48,000.00
<b>TOTALS</b>	\$ 456,004.00	\$ 600,844.00	\$ 426,968.00

\*\* approved 05/06 budget includes \$129,000 in concession and merchandise expenditures which are now being treated as balance sheet (inventory) items

**Explanation of Golf Course clubhouse expenditures budget per object code.**

\*Personal Services are calculated by Polk County budget department. Proposed '06-07 net reduction due to concession outsourcing and elimination of the merchandise sales incentive through restructuring the golf merchandise program.

\*Supplies: No significant changes are projected

\*Services: Advertising (76010) increase of \$4,000 to continue a more aggressive marketing program and continuing anticipated rate increases.

\*Capital Outlay: We have included a new 6-8 passenger cart to transport golfers from the clubhouse to the practise facility. We see this expenditure as necessary in the effort to increase Practise Facilities revenues

**Maintenance and Clubhouse/Practice Facility Revenues:**

	<b>Actual 04/05</b>	<b>Estimated 05/06</b>	<b>Estimated 06/07</b>
Golf Course Maintenance	\$ 8,794.00	\$ 500.00	\$ 500.00
Golf Clubhouse & Pract. Facility	\$ 1,363,728.14	\$ 1,163,000.00	\$ 1,210,000.00
<b>TOTALS</b>	\$ 1,372,522.14	\$ 1,163,500.00	\$ 1,210,500.00

In summary, building upon the success of the 2005 golfing season, we anticipate continued increases in revenue in the 2006 season and into the future. As more customers use the golf course and have a positive experience, the customer base and corresponding revenues will continue to grow. Anticiapted changes in concessions and merchandise operations will assure that they remain steady sources of income, yet do not detract from the main mission of the Jester Park Golf Course to provide a great golfing experience at a reasonable price to the golfing public.

## **#5 – Outreach**

### **a) Jester Park Equestrian Center, Advisory Committee**

Similarly to the Golf Course and Chichaqua Bottoms Greenbelt Advisory Committee's, the Equestrian Center would also like to form an Advisory body. This Advisory Committee will potentially consist of 5-10 members that will provide feedback and make recommendations to the Equestrian Center/Polk County Conservation Board. Upon Board approval, staff will begin to create a structure for the committee and recruitment of members.

STAFF RECOMMENDATION: That the PCCB approve staff moving forward with developing an Advisory Committee for the Jester Park Equestrian Center.

## **#6 – Infrastructure**

### **a) Jester Park, Natural Playscape**

PCC has been awarded a Land and Water Conservation Fund grant (LAWCON) for the building of a natural playscape located adjacent to the bison/elk exhibit at the northwest corner of Jester Park. The goal is to develop this section of Jester Park into an inviting destination area for park visitors. The natural playscape will be constructed using items and techniques such as boulders, plants, earth moundings, water features, etc., to be enjoyed by all ages, cultures, and abilities. PCC will match the \$48,500 from LAWCON and provide \$29,700 in-kind services for a total project cost of \$126,700.

Request for Qualifications for design/consulting were sent out to consulting firms with the following firms responding:

- Landscape Architect and Consulting
- Dunbar-Jones PLC
- Snyder and Associates
- RDG Planning and Design
- Shive-Hattery

PCC staff interviewed the above consulting firms on January 30 and 31. Staff all agreed that RDG Planning and Design should be selected as our design/consultant for this project.

STAFF RECOMMENDATION: That the PCCB approve staff negotiating a consulting services agreement for the Jester Park Natural Playscape project with RDG Planning and Design.

### **b) Capital Improvement Plan**

The PCC Strategic Plan calls for the development of a five-year capital improvement plan (CIP). The PCC is responsible for millions of dollars of infrastructure assets in the form of facilities, roads, bridges, utilities, etc. The development of a clearly defined plan to maintain the infrastructure is essential to the long-term financial interests of the organization. A five-year CIP would include:

- A systematic review of the infrastructure conditions and needs of each PCC property
- A detailed and prioritized list of the needs of each PCC property
- Cost projections per year, per project

The CIP would allow the PCC to prioritize projects, set timing goals and project funding options. It will assure that the most important projects receive funding and improve project planning and scheduling. The CIP will assure the proper allocation of funds with regard to the long-term impact on PCC's available resources.

In order to accomplish the CIP it will take input from Board, staff, the public, and others. Because of his overall knowledge of Polk County operations and his work on the PCC Strategic Plan, staff would like to hire Bruce Bernard to assist with the plan. Staff will be meeting with Bernard prior to the meeting to discuss his fee for assisting with developing the CIP.

STAFF RECOMMENDATION: To be made at the meeting.

### **c) Easter Lake Park, Gate Valve**

Staff has continued working with Shuck-Britson, Inc. engineers on the Easter Lake gate valve project since the installation of the bulkhead within the water control structure. The next phase of this project would be to examine the installation of smaller gate valve on the bulkhead, remove and inspect the existing gate valve and to evaluate the inlet and outlet pipes. Staff will be able to discuss this in further detail at the Board meeting.

STAFF RECOMMENDATION: The PCCB approve the engineering services agreement with Shuck-Britson Inc. at a cost not to exceed \$16,201.00.

### **#7 – Action on the Bill List**

The January 2006 expenditures have been mailed to Board Members for review.

STAFF RECOMMENDATION: That the PCCB approve the January 2006 expenditures as presented.

## **STAFF REPORTS**

**UNIT: Forestry**

**STAFF: Mark Dungan, Forester**

**Ron Ugolini, Maint. Wkr.  
Scott Gehl, Maint. Wkr  
Maint. Wkr.**

**Chris**

**Lunan,**

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### **PAST ACTIVITIES**

- continued working on IEC labyrinth
- finished designing landscape plan for the jail complex
- continued removing trees for Camp Creek renovation
- structurally prune/crown raise trees at TM, YB, CBG, JP & Mallys
- finished removing trees at EL & LC
- remove trees and prune hiking trails at BW, FD, EL
- finished removing downed trees on 4-mile trail
- demonstrated Forestry Mower at CBG
- staff attended various meetings and trainings
- continued refining forestry policy
- developed form for tracking seasonal hours
- work on various equipment as needed

### **FUTURE ACTIVITIES**

- continue working on Forestry Policy
- finish tree removal in parks
- finish structural pruning trees in parks
- continue writing specifications for Forestry Mower

### **ISSUES & OPPURTUNITIES**

- none at this time

**UNIT: Information & Environmental Education**

**STAFF: Patrice Petersen-Keys, Environmental Education Coordinator**

**Heidi Anderson, Lewis Major, Lori Foresman-Kirpes, and Joe Boyles, Naturalists  
Ginny Malcomson, Seasonal Naturalist**

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### **PAST ACTIVITIES**

- Filmed Living in Iowa winter topics for IPTV
- Prepared for and held Nature Crafts and Winter Preparation at the JP Lodge
- Finished editing program flyer for school children
- Prepared IAN/ICEC awards materials for committee members, evaluated nominations, and notified winners
- Wrote submissions for Ask the Naturalist column
- Developed program flyer for the JP Lodge kiosk
- Met with staff regarding Cache Bash
- NAI Auction planning-found auctioneer, investigate gambling permit
- Prepared information for new website and reviewed new site
- Hosted Dr. Chuck Huss, Mountain Climber/Adventurer as the Dec. Extreme Presenter

- Finalized 2006 Extreme Outdoor Adventure Series presenters and developed brochure
- Continued work on the 2006 Bus tours
- Created an evaluation for the Outdoor Skills P.A.R.T.Y. Grant programs
- Taught snowshoeing as one of the Outdoor Skills programs to middle school girls
- Began writing/formatting Outdoor Skills Lesson Plans for the P.A.R.T.Y. Grant
- Presented ICN program on Unhuggables
- Updated Park Packs with new books from REAP trunks
- Toured the “old” Science Center regarding EE use for programming and office space
- Bird Survey Data Entry
- 50th anniversary meeting for A-Mazing Prairie Festival
- Meeting with Bruce about Action Plan
- Made a few inquiries about Central Iowa Birding Guide

### FUTURE ACTIVITIES

- Work on 50<sup>th</sup> Ann. projects
- Continue meeting for the 2006 BNND event
- Work on Central Iowa Birding Guide
- Arrange publicity for IAN/ICEC Awards winners
- Develop 50th Anniv. flyer for kiosks
- Write Ask the Naturalist column
- Work with NAI on gambling license for auction
- Mail Flyer to local Garden Clubs promoting the Wild Edible Workshops in April
- Complete Brochure/Flyer for the “Run for the Egg” at Easter Lake
- Finalize sponsors for the “Run for the Egg” at Easter Lake
- Attend EE Strategic Planning session
- Work on Easter Lake/Ewing Park Trail signage
- Take Pesticide Applicators Test
- Work on A-Mazing Prairie Festival
- Analysis of bird survey data

### **UNIT: Purchasing**

**STAFF: Donna Manning, Spec. Serv. Coord.**

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### PAST ACTIVITIES

- Monitored accounts payable process
- Inventoried weekly claims and updated area inventories, uniform records, education records if applicable
- Placed warehouse orders/stocked warehouse
- Attended meetings/training sessions:
  - Staff meeting 1/3
  - Committee meeting on street permit application for Run for the Egg/50<sup>th</sup> celebration activity @ EL on 1/9
  - Conducted walk-through of residences w/Charlie Finch @ YB and Brian Herrstrom @ TM
  - Attended 50<sup>th</sup> Anniversary committee meeting for EL event on 4/15/06
  - Met with contract holder for janitorial services for Lodge and Clubhouse to review contract requirements on 1/10
  - January board meeting on 1/11

- Pre-bid meeting for JP Natural Playscape project on 1/18
- Toured catering contract facilities w/Christiani's on 1/23
- Met w/Boddy, Cindy Lentz, Proehl, Lindner and Central Acctg. People on cash handling processes on 1/24
- Met w/playscape committee to review playscape RFQ's on 1/26
- Met w/Boddy and Hurm to discuss office space issue on 1/27
- Met w/playscape committee to finalize interview questions on 1/30
- Participated in playscape committee interviews of 5 finalists on 1/30 and 1/31
- February staff meeting on 1/31
- Met w/Street Review Committee, City of Des Moines @ City Hall on 2/1 for approval of street closing application for the Run for the Egg event @ EL on 4/16
- Met w/Bob Jester for semi-annual risk management review on 2/3
- Met @ Health Dept. w/various departments for preliminary discussion of "lead-free backyard" project for 50314 zip code in City of Des Moines on 2/3
- Attend re-organizational meeting on 2/6
- Attend 2006 BNND planning meeting on 2/6
- Attend EL Run for Egg committee meeting on 2/6
- Worked intensely on RFP for Catering Contract/completed/mailed out and set bid opening for 2/2/06
- Set up carpet cleaners/exterminator for YB residence

#### FUTURE ACTIVITIES

- Set up uniform committee meeting
- Set up safety committee meeting
  - Review Employee Safety Packet and present to board for approval and add to Employee Manual
- Set up training on Sexual Harrassment, Discrimination and Right-To-Know for annual staff
- Begin re-write process of Employee Manual
- Begin participation on File Management process
- Begin research on first-aid kit service by vendor
- Begin adjusting warehouse space to accommodate office for Ranger Hurm in my existing space.

#### ISSUES AND OPPORTUNITIES

- None at this time.

**UNIT:**            **Community Outreach**  
**STAFF:**        **Kami Rankin, Community Outreach Supervisor**  
                      **Pat Spain, Planning and Outreach Coordinator**

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#### PAST ACTIVITIES

- Met with uniform/clothing vendor regarding new PCC apparel
- Distributed 12 news releases
- Worked with Des Moines Register for 50<sup>th</sup> advertising
- Completed the new Equestrian Center brochure
- Worked with designer to create new PCC letterhead
- Continued work on the new PCC website launch (launched 1/13/06)
- Made revisions to the Yellow Banks Tree ID brochure & reprinted
- Created a timeline to address strategic plan deadlines; began work
- Worked on logistics for the upcoming 50<sup>th</sup> Anniversary Poker Run
- Completed IACCB online Outdoor Adventure Guide updates

- Set up meeting with KGGO for potential BNND sponsorship
- Met with sales rep. from Des Moines Intro magazine and began work on listing an ad in their spring/summer '06 publication
- Conducted WHO Drive Time interview on 1/19/06 for 50<sup>th</sup> Anniversary
- Continuous Web site content management for all three sites
- Coordinated on-going weekly staff newsletters
- Worked on the Camp Creek budget for NRCS
- Worked on future plans for the Camp Creek project, attended meetings
- Attended MWA Stewardship meeting: gave Camp Creek update
- Completed various deer site visits, task force correspondence, etc.
- Deer Task Force Power Point presentation for Clive Parks and Rec.
- Started planning the 2006 Volunteer Banquet
- Attended Winterfest sessions in Waterloo

#### FUTURE ACTIVITIES

- Plan and organize the 2006 Volunteer Banquet
- Work on BNND sponsorships & committee projects
- Attend a State Communications course
- Work on the 2005 Annual Report
- Continue 50<sup>th</sup> Anniversary facilitation
- Continue progress on Strategic Planning timeline
- Continue planning next phases of Camp Creek Project
- Continue to monitor and assist in Urban Bow Hunt issues
- Continue to correspond with PCC staff and volunteers with related projects
- Begin drafting Volunteer Manual and growing the PCC volunteer program
- Attend and assist in planning meetings for Chichaqua 50<sup>th</sup> Anniversary Event

#### ISSUES AND OPPORTUNITIES

- None at this time

#### **UNIT: PCCB Office**

**STAFF: Cindy Lentz, Administrative Supervisor; Melissa Ritter, Account Clerk; Steve Lindner, Acct. Technician; Nancy Simmons, PT Account Clerk**

Along with regular duties, staff completed the following:

#### PAST ACTIVITIES

(cl)

- began working with Dungan on getting Residential Tree Program purchases handled on-line
- began working with Steve Lindner on various issues: 2005 GC season report; becoming familiar with JDE system; budget processes/procedures
- Lindner and I met with Shelly Gillett-Poole as an informational meeting on the PCCB's budget
- attended JDE meeting
- attended meeting with Boddy and Guzman to discuss status of financial reports IT is currently putting together for PCC's use
- attended Team Leader meeting
- attended monthly staff and board meeting and prepared recorded minutes
- prepared for a presentation to unit managers on Conducting Employee Performance Evaluations
- met with Proehl, Boddy, Lindner, Bigelow (Auditors Office) and Carlson (new budget representative) to discuss Golf Manager Incentive and JDE accounting needs for 2006 season
- attended WE CARE meeting, 1/10/06

- met with HR staff to receive training on use of HR Inquiry within JDE system
- prepared office for carpet replacement
- reviewed status of ADM workplan
- recorded minutes for pre-bid meeting held on the Jester Park Natural Playscape project
- visited JPEC to have staff walk Lindner through facility and talk about operation
- worked on new staff and board member roster

(sl)

- worked on completing desk aids for various tasks related to my position

(mr)

- handled new hire paperwork as needed
- continue learning accounts payables and took over this function upon Conlin's retirement
- submitted weekly claim sheets and processed invoices
- issued purchase orders
- prepared and submitted payroll
- worked on desk aid information
- worked with Nancy on handling facility reservations
- took EE program registrations, as needed
- met with Nancy (HR Dept.) on HR Inquiry training for JDEdwards, 1/12/06
- attended 50th Anniversary meeting, 1/18/06
- helped with preparing office for recarpeting
- met with Sue Steeve, Auditor's Office, on 1/26 & 1/27 to audit time records
- worked the 50th Anniversary Poker Run event on 1/29/06
- worked with Donna Manning on Lodge information for Bids
- Misc.: prepared mail, prepared deposits

(ns)

- showed Lodge, as needed
- reserved shelters and Lodge, as needed
- reconciled bank statements
- began training for all aspects of facility reservations
- made deposits and posted payments, as needed
- handled returning of deposits following rentals
- added names to mailing lists for Nature News, as needed
- posted registrations for EE programs, as needed
- trained Lindner on golf course POS system as time allowed

#### FUTURE ACTIVITIES

- continue working with auditors office on budget and Golf Manager Incentive plan
- continue working with Lindner on PCC operations and on JDE system
- work with auditors office on Chad Proehl's season bonus payout
- work with Steve Lindner on golf course POS and budget and with getting him familiar with PCC
- prepare brown bag lunch to review information I received at Employee Performance Evaluation seminar I attended

#### ISSUES & OPPORTUNITIES

**UNIT: Development**

**STAFF: Ken Kerby, Supt. of Parks/Development**

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#### PAST ACTIVITIES

- Attended Gray/Green Team weekly meetings

- Continued work on the Ankeny to Woodward trail
- Continued work on the Des Moines River Water trail
- Completed work on guardrail installation at Sycamore Trail
- Worked on Easter Lake gate valve project
- Attended meeting on Jester Park Playscape project with consultants
- Attended meeting on Thomas Mitchell Camp Creek project
- Worked on Carney Marsh parking lot project
- Handled final billing on Jester Park sewer slip-lining project

#### FUTURE ACTIVITIES

- Work on the Jester Park underground storage tank project
- Work on the Ankeny to Woodward trail project
- Work on JPEC creek crossing project
- Work on the GWT erosion problem
- Work on '05-'06 projects
- Work on Jester Park playscape project
- Work on Capital Improvement Plan
- Work with Public Works Department on paving project

#### ISSUES AND OPPORTUNITIES

- None at this time

**UNIT: Construction**

**STAFF: Wayne Johnson, Supt. of Const./Maint.**

**Steve Haefner, Construction Technician**

**Aaron Junker, Construction Technician**

#### PAST ACTIVITIES

- Completed re-painting 5'x10' job trailer
- Completed office carpet project
- Met with commercial cleaning product companies on tile floor care and continued needs at JP Lodge
- Made necessary repairs and improvements at YB Residence for Charlie Finch move
  - ...installed kitchen appliances
  - ...replaced bathroom vanity
  - ...installed slim-shades
  - ...misc. other punch list details prior to move-in

Note: Charlie moved in on the weekend of Jan. 21<sup>st</sup>

- Began work on TM Residence for Brian Herrstrom move-in
- Met with commercial door companies to re-do locking and access concerns at Chic. Longhouse
- Johnson attended various meetings as needed
- Haefner attended Winterfest

#### FUTURE ACTIVITIES

- Continue work on TM Residence for move-in
- Begin wall construction of YB pit latrine
- Begin pole building construction at EL if weather/time permit
- Look at issues on new Ankeny to Woodward trail bridges and crossings

## ISSUES AND OPPORTUNITIES

- None at this time

**UNIT: Equipment Maintenance**

**STAFF: George Lentz, E.M. Supt.**

**Ken Young, Mechanic**

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## PAST ACTIVITIES

- Worked on area vehicles & equipment as needed
- Worked with Terry H. on GC utility vehicle purchase
- Worked with Terry H. on Foley grinding eqpt. purchase
- Worked on Golf Course reel grinding and repair
- Worked with Mid National Graphics on 50<sup>th</sup> annniv. decal
- Worked with Mark D. on mower servicing, repair & training
- Wrote spec's for GC utility vehicle and Foley grinder
- Worked on 50<sup>th</sup> anniversary Poker Run event
- Mounted & balanced 4 tires on Forestry's F-350 truck
- Performed major service on EE's 1998 Jimmy suv
- Updated service manuals
- Repaired JP Western sander
- Worked on winter preventative maintenance
- Attended IACCBE conference
- Attended staff, EM building, equipment and vehicle meetings
- Attended skidloader/invasive species demo at Chichaqua

## FUTURE ACTIVITIES

- Work on area vehicles and equipment as needed
- Attend Iowa turfgrass conference
- Continue winter preventative maintenance
- Continue GC reel repair
- Attend meetings as scheduled

## ISSUES AND OPPORTUNITIES

None at this time

**UNIT: Golf Course**

**STAFF: Terry Hannah, Supt.**

**Stan Manning, Asst. Supt.**

**Jack Witmer, Mechanic**

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## PAST ACTIVITIES

- Witmer worked on Poker Run, 1<sup>st</sup> PCCB 50<sup>th</sup> Anniversary Event, held on the golf course January 29
- Worked on golf course budget, utility vehicle and reel grinder purchase, and the horticultural supply purchase
- Working on equipment repair and grinding reels

## FUTURE ACTIVITIES

- Finish equipment repair and reel grinding and repair
- Attend Iowa Turfgrass Conference in Des Moines January 30 – February 1
- Finish golf course budget

**UNIT: Golf Course Clubhouse**

**STAFF: Chad Proehl, Golf Manager**

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### Past Activities (January 1 - January 31):

- \*continued soliciting efforts to maximize our outing presence
- \*continued to add to our 2006 golf event schedule
- \*met with Acct. Tech. regarding budget figures
- \*met with vendors regarding clothing purchases and ideas
- \*met with cleaning company regarding future status
- \*continued efforts for marketing plans of 2006
- \*met with soft drink vendor (Dr. Pepper) regarding set up for new season
- \*started initial phase for 2006 season positions
- \*met with 50<sup>th</sup> Anniversary team members regarding event in September
- \*finished concession fees for 2006
- \*worked on concessionaire project for director
- \*attended and helped with the 2006 Poker Run

### Future Activities (February 1 - February 28):

- \*complete a majority of staffing position
- \*continue to maximize our tee sheet schedule
- \*finalize details for the junior league coming in 2006
- \*attend PGA seminars for continuing education
- \*attend golf course advisory committee meeting in February
- \*attend PCCB meeting in February
- \*join professional organizations to promote our facilities
- \*work on sponsorship with outside vendor for golf tournament

### Issues and Opportunities

- \*new facility for increased revenue in the near future

**UNIT: Jester Park Equestrian Center**

**STAFF: Renness Lonning, Equestrian Center Manager**

**Dennis Crowley, Barn Manager**

**Carrie Spain, PT Office Clerk**

**Deb Crowley, PT Stable Laborer II**

**Seasonal: Terri Hannah, Sierra Young, Heather Altick, Bethany Wihlm,**

**Melissa Borst, Julie VanBrocklin, Robin Flory, Josh Spain, Hannah Bennett,**

**Anthony Santoro, Thomas Finnell, Davin Rankin**

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### PAST ACTIVITIES:

- Held a full day retreat for Staff
  - Discussed past year's events
  - Planned programs for 2006

- Discussed scheduling of lessons, clinic, etc., for arena time.
- Talked about implementing new programs.
  - Issues of staffing was discussed
  - Issue of enough time tabled some ideas.
- Attended the Denver Stock Show
  - Participated in seminars on trail riding safety.
- Deb Crowley organized a meeting on at-risk programs
  - School Counselors, two teachers and an advisor with AEA attended.
  - Worked on organizing the program and scheduling
  - Evaluations on the students was discussed.
    - Want fair/positive assessments.
  - Found data base for Grants

#### FUTURE ACTIVITIES:

- Season begins in February with Saddlebred Horse show the fourth.
- JPEC will be hosting the Lipizzaner Stallions for two nights.
  - 12 to 14 horses with the show will be here.
- Our February 11<sup>th</sup> sleigh rides or wagon rides are booked.
  - Added more wagons and times.
- Offering a special Valentine package with sleigh or buggy rides.
  - Individuals get a flower, hot chocolate, bonfire and music
  - Reservations are pouring in.

#### ISSUES AND OPPORTUNITIES:

- None at this time.

**UNIT: Jester Park**

**STAFF: Mark Hurm, Ranger**

**Brian Herrstrom, Asst. Ranger**

**Tim Wears, Maint. Lbr.**

**Seasonal: Mark Kubic, Park Officer, Roger Drown, Park Officer**

#### PAST ACTIVITIES

- Plowed walkways and shoveled sidewalks
- Cleaned Jester Park lodge as needed / performed general facility maintenance
- Conducted maintenance on equipment
- Attended misc. meetings and interviews
  - \* Realignment
  - \* Assisted in job interviews for vacant positions
  - \* Playscape
  - \* Uniform
- Attended Advanced Excel Class
- Repaired picnic tables
- Began working on mowers

- Assisted with office and resident repairs and refurbishing Adm Bldg. and Thomas Mitchell Park

### FUTURE ACTIVITIES

- Continue with regular winter duties
- Walk boundary lines southern section

### ISSUES AND OPPORTUNITIES

- Assist in walking southern boundaries of Sycamore Bike Trail. Team building opportunity
- What monthly reports will be required from PAU will each unit be required to submit one?
  - \* Traffic counter readings daily or one time reading?
  - \* Camper counts daily or one time monthly?

**UNIT: Thomas Mitchell**

**STAFF: Al Pasker, Maint. Laborer**

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### PAST ACTIVITIES

- Continued shop reorganization
- Worked on 50<sup>th</sup> Anniversary celebration
- Supervised D.M. Residential Facility women
- Split firewood
- Shut off water to campground
- Worked on Camp Creek project
- Replaced patch on CVT Skunk River bridge
- Inventoried herbicides at T.M. and Y.B.
- Attended Camp Creek project meeting
- Assisted with T.M. residence remodel
- Met with Terry Warren, Pat B., Loren and Brian on future use of Terry Warren's property which borders T.M. on the west
- Attended Winterfest

### FUTURE ACTIVITIES

- Split firewood
- Continue residence remodel
- Contact landowner south of T.M.

### ISSUES AND OPPORTUNITIES

- The meeting with Terry Warren went well. He wants to be a good neighborhood and had no serious complaints about T.M. Future land acquisition from Terry appears to be a strong possibility. If this should happen it would give T.M. a buffer on most of the west boundary.
- There is some land south of T.M. bounded on the east by 108<sup>th</sup> Street and on the north by Devotie Drive. The land lays in the Camp Creek floodplain. The landowners will be contacted to see if they are interested in exploring land ownership transfer options. Since this land lays in the Camp Creek floodplain, does anyone know if monies for purchasing this land would be available from the Camp Creek bank stabilization project (assuming no other option would be available for acquisition)?

**UNIT: Easter Lake Park**

**STAFF: Dean Bruscher, Ranger**  
**Charlie Finch, Asst. Ranger**  
**Seasonal – Barbara Yearous**

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PAST ACTIVITIES

- Attended staff meetings
- Attended Run for the Egg meeting
- Attended a meeting at the Zoo on the Zoo wanting to take over Fort Des Moines Park
- Attended the Board meeting
- Attended Winter Fest Conference
- Cut and split firewood for the shop
- Washed vehicles
- Cleaned the shop
- Repaired split rail fence at Easter and the Fort
- Worked on table painting and repair
- Cut off the old dock on the outside of the boat house and repaired the doors
- Helped remove the remains of a burnt up stolen car at the brick yards Sycamore trail

FUTURE ACTIVITIES

- Continue working on table painting and repair
- Attend law enforcement training classes with the Sheriffs Department
- Attend several other meetings

ISSUES AND OPPORTUNITIES

- Cell tower at Easter
- Draw down structure at Easter

**UNIT: Chichaqua Bottoms Greenbelt**  
**STAFF: Dan Hrubes, Natural Resource Technician**

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PAST ACTIVITIES

- Reviewed area work projects and priorities
- Met with various park user groups for upcoming events
- Began off-highway vehicle policy for special events
- Did on-site review of Buttonbush wetland mitigation with consultants
- Removed beaver dams
- Hauled scrap appliances from management areas to landfill
- Began nesting box maintenance
- Prepared for and host Raccoon River Valley Klondike Derby
- Attended drainage district trustee mtg.
- Attended IACCBE Winterfest Conference in Waterloo

FUTURE ACTIVITIES

- Review spring burn plan and mow firebreaks
- Continue nesting box maintenance
- Remove wind damaged trees/limbs
- Replace Longhouse exterior doors

ISSUES AND OPPORTUNITIES

- Staff vacancy

**UNIT: Yellow Banks Park**

**STAFF: Charlie Finch ,Ranger; Dick Shepard ,Asst. Ranger**

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PAST ACTIVITIES

- Plowed snow.
- Patrolled county wide.
- Attended various meetings.
- Remodeled ranger residence.
- Worked on Native American Celebration.
- Worked on park tree booklet.
- Picked up garbage.
- Cleaned pit toilets.
- Monitored deer hunters.
- Contacted former summer help.
- Attended Winterfest.
- Completed routine park maintenance.

FUTURE ACTIVITIES

- Plow snow.
- Help Gray Team.
- Split firewood.

Month/Year: January 06

School Programs										
LOCATION		PEOPLE	PROGRAM	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
1		25	1	1.00	Jefferson/DM	1				
2		46	2	1.50	Delaware/SE Polk	2				
1		10	1	0.5	The Academy/Private	1				
1		26	1	0.5	Beaver Creek/Johnston	1				
2		52	2	1.00	Findley/DSM	2				
2		100	2	1.00	McKinley/DM	2				
2		80	2	1.50	4-Mile/SE Polk	2				
2		50	2	1.50	Findley/DSM	2				
1		22	1	0.75	Madison/DM	1				
1		42	1	1.50	ISU					1
3		75	3	2.25	NW/Ankeny	3				
2		49	2	1.00	Granger-Mitchell/DM	2				
2		95	2	1.50	Lawson/Johnston	2				
1		15	1	0.75	Grandview Park Baptist	1				
3		75	3	1.50	Park Ave./DM	2				
1		32	1	1.00	Edmunds/DM	1				
	1	12	1	2.00	SE Polk/SEPolk			1		
4		90	4	2.00	Riverwoods/DM	4				
1		25	1	1.50	Valley/WDM				1	
1		25	1	0.50	Studebaker/DM	1				
4		88	4	3.00	Anderson/Bondurant	4				
	1	13	1	2.00	SE Polk/SEPolk			1		
	1	19	1	2.5	HIATT/DM		1			
	1	11	1	2	Harding/DM		1			
	1	17	1	2.00	Harding/DM		1			
2		80	2	1.00	Olmstead/Urbandale	2				
2		70	2	1.50	Olmstead/Urbandale	2				
1		12	1	0.75	The Academy/Private	1				
1		10	1	0.75	The Academy/Private	1				
<b>43</b>	<b>5</b>	<b>1266</b>	<b>48</b>	<b>40.25</b>	<b>50 School visits</b>	<b>40</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>

- 1 Animal Classification
- 2 Animals of Iowa
- 1 Backpacking
- 3 Cosmic Connections
- 1 Environmental Heritage
- 2 Insects
- 2 Owls
- 2 Pinecone Birdfeeding
- 2 Reptiles
- 1 Rocks
- 7 Tracks
- 6 Watercycle
- 13 Winter Prep
- 5 Winter Hike

ICN										
LOCATION		PEOPLE	PROGRAM	CONTACT						
IN	OUT	#S	#S	HOURS	Topic/Group	E	M	JR	HS	C
x		271	2	1.75	Tracks	2				
x		155	2	1.75	Birds					





MONTHLY REPORT OF AREA PARK RANGERS

Area - Thomas Mitchell

Month - January Year 2006

Attendance

Date	Shelters				Camping						Est. Total # of Park Users
	Enclosed		Open		Group		Primitive		Electric		
	No. Res.	No. People	No. Res.	No. People	No.	People	No. Units	No. People	No. Units	No. People	
1									0	0	23
2									0	0	35
3									0	0	44
4									0	0	95
5									0	0	46
6									0	0	60
7									0	0	178
8									0	0	89
9									0	0	67
10									0	0	72
11									0	0	77
12									0	0	68
13									0	0	44
14									0	0	101
15									0	0	179
16									0	0	79
17									0	0	39
18									0	0	68
19									0	0	109
20									0	0	48
21									0	0	79
22									0	0	73
23									0	0	60
24									0	0	62
25									0	0	70
26									0	0	54
27									0	0	62
28									0	0	88
29									0	0	36
30									0	0	47
31									0	0	82
Total									0	0	2,234

SATELLITE AREA'S

Area	Hours	# of Park Users
CVT	6	
MALLY'S	3.5	
4MGB	1.5	

PARK LABOR

Position	Hours	Cost
Park Ranger		
Annual Help	139	
Seasonal Help		
Volunteers	20	
Community Service		
TOTAL	159	

REPORT OF LAW ENFORCEMENT CASES

Date	Officer's I.D. #	Offense	Citation # Summons	Citation # Warning

REPORT OF ACCIDENTS, FLOODS, FIRE, VANDALISM, THEFT, NEED FOR OUTSIDE LAW ENFORCEMENT ASSISTANCE, ETC.

Date	Explanation

REPORT OF MEETINGS

Date	Place	Person Attending	Purpose
1/4	Jester	Herrstrom/Pasker	50th celebration
1/17	Jester	Herrstrom/Pasker	Camp Creek Project
1/19	TM	Herrstrom/Pasker	west boundary discussion with landowner Terry Warren
1-23,24	Waterloo	Pasker	Winterfest

# MONTHLY REPORT OF AREA PARK RANGERS

Area-Chichaqua Bottoms Greenbelt

Month - January 2006

## Attendance

Date	Shelters				Camping						Est. Total # of Park Users
	Enclosed		Open		Group		Primitive		Electric		
	No. Res.	No. People	No. Res.	No. People	No.	People	No. Units	No. People	No. Units	No. People	
1								0		0	
2								0		0	
3								0		0	
4								0		0	
5								0		0	
6								0		0	
7								0		0	
8	1	30						0		0	
9								0		0	
10								0		0	
11								0		0	
12								0		0	
13					1	10		0		0	
14								0		0	
15								0		0	
16								0		0	
17								0		0	
18								0		0	
19								0		0	
20	1	100			1	44		0		0	
21	1	170			1	23		0		0	
22	1	50						0		0	
23								0		0	
24								0		0	
25								0		0	
26								0		0	
27								0		0	
28								0		0	
29								0		0	
30								0		0	
31								0		0	
<b>Total</b>	4	350	0	0	3	77	0	0	0	0	N/A

## SATELLITE AREA'S

Area	# of Park Users	Hours

### PARK LABOR

Position	Hours	Cost
Park Ranger		
Annual Help	158.5	
Seasonal Help		
Volunteers		
Community Service		
TOTAL	158.5	

### REPORT OF LAW ENFORCEMENT CASES

Date	Officer's I.D. #	Offense	Citation # Summons	Citation # Warning

### REPORT OF ACCIDENTS, FLOODS, FIRE, VANDALISM, THEFT, NEED FOR OUTSIDE LAW ENFORCEMENT ASSISTANCE, ETC.

Date	Explanation
1/1	evidence of illegal fireworks display NE 80th St. (park entrance)
1/18	report of illegally harvested deer (DNR officer notified)

### REPORT OF MEETINGS

Date	Place	Person Attending	Purpose
21-Jan	J Bailey	Hrubes	drainage district mtg (DD52/DD38)
24-Jan	Waterloo	Hrubes	IACCBE winterfest
3-Jan	Eq. Ctr.	Hrubes	staff/ranger mtg.

# MONTHLY REPORT OF AREA PARK RANGERS

Area- Lewis A. Jester Park

Month - January

2006

## Attendance

Date	Shelters				Camping						Est. Total # of Park Users
	Enclosed		Open		Group		Primitive		Electric		
	No. Res.	No. People	No. Res.	No. People	No.	People	No. Units	No. People	No. Units	No. People	
1								0		0	186
2								0		0	144
3	1	120						0		0	110
4								0		0	84
5								0		0	154
6	1	55						0		0	252
7	1	200						0		0	334
8					0	0		0		0	240
9	1	50			0	0		0		0	145
10								0		0	135
11								0		0	203
12					0	0		0		0	264
13								0		0	170
14	1	60						0		0	415
15					0	0		0		0	882
16					0	0		0		0	189
17					0	0		0		0	140
18	1	25						0		0	205
19	1	50						0		0	179
20								0		0	256
21	1	30						0		0	173
22								0		0	163
23								0		0	137
24								0		0	140
25								0		0	191
26								0		0	369
27								0		0	158
28	1	200			1	10		0		0	249
29								0		0	252
30	1	50						0		0	257
31								0		0	124
Total	10	840	0	0	1	10	0	0	0	0	6,900

## SATELLITE AREA'S

Area	# of Park Users	Hours
SHELTER 5		
M. L. Bridge	296	

### PARK LABOR

Position	Hours	Cost
Park Ranger	179.5	
Annual Help		
Seasonal Help	160	
Volunteers		
Community Service		
TOTAL	339.5	

### REPORT OF LAW ENFORCEMENT CASES

Date	Officer's I.D. #	Offense	Citation # Summons	Citation # Warning

### REPORT OF ACCIDENTS, FLOODS, FIRE, VANDALISM, THEFT, NEED FOR OUTSIDE LAW ENFORCEMENT ASSISTANCE, ETC.

Date	Explanation
1/22	ATV running Knapp Gardens both Hurm and Shepard unable to locate.

### REPORT OF MEETINGS

Date	Place	Person Attending	Purpose
4-Jan	conf. rm	Hurm	realignment
10-Jan	conf. rm	rangers	Program orientation

MONTHLY REPORT OF AREA PARK RANGERS

Area - Yellow Banks Month - January Year - 2006

Attendance

Date	Shelters				Camping						Est. Total # of Park Users
	Enclosed		Open		Group		Primitive		Electric		
	No. Res.	No. People	No. Res.	No. People	No.	People	No. Units	No. People	No. Units	No. People	
1							0	0	0	0	200
2							0	0	0	0	80
3							0	0	0	0	82
4							0	0	0	0	80
5							0	0	0	0	85
6							0	0	0	0	250
7							0	0	0	0	259
8							0	0	0	0	262
9							0	0	0	0	140
10							0	0	0	0	140
11							0	0	0	0	193
12							0	0	0	0	158
13							0	0	0	0	216
14							1	3	0	0	226
15							0	0	0	0	216
16							0	0	0	0	200
17							0	0	0	0	158
18							0	0	0	0	158
19							0	0	0	0	175
20							0	0	0	0	140
21							0	0	0	0	158
22							0	0	0	0	210
23							0	0	0	0	140
24							0	0	0	0	140
25							0	0	0	0	140
26							0	0	0	0	152
27							0	0	0	0	140
28							0	0	0	0	193
29							0	0	0	0	158
30							0	0	0	0	140
31							0	0	0	0	158
Total	0	0	0	0	0	0	1	3	0	0	5,147

SATELLITE AREA'S

Area	# of Park Users	Hours

PARK LABOR

Position	Hours	Cost
Park Ranger	112	
Annual Help	144	
Seasonal Help		
Volunteers		
Community Service		
TOTAL	256	

REPORT OF LAW ENFORCEMENT CASES

Date	Officer's I.D. #	Offense	Citation # Summons	Citation # Warning

REPORT OF ACCIDENTS, FLOODS, FIRE, VANDALISM, THEFT, NEED FOR OUTSIDE LAW ENFORCEMENT ASSISTANCE, ETC.

Date	Explanation
1/6	Called Animal Control to pick up a stray dog.

REPORT OF MEETINGS

Date	Place	Person Attending	Purpose
1/6	JP	Finch, Shepard	Staff Meeting
1/10	JP	Finch, Shepard	EE / Parks Meeting
1/13	JP	Shepard	Reorganization Meeting