



# BOARD MEETING

June 10, 2009 - 5:30 p.m.

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

## AGENDA

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

### 1) Opening Items

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

### 2) Consent Agenda Items

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

- a) **Jester Park and Thomas Mitchell Park, Playground Soft Fall Materials:** approve a budget totaling \$25,712.31 for the installation of soft fall material at the Jester Park and Thomas Mitchell Park playgrounds
- b) **Chichaqua Bottoms Greenbelt: On-Site Wastewater Treatment System at Longhouse, Cost Revisions:** approve the revised budget for construction of the On-site Wastewater Treatment System at the Chichaqua Bottoms Greenbelt Longhouse, a project contingency of \$4,000 and engineering services/residential review services in the amount of \$4,000 to Veenstra & Kim for a project total not to exceed \$47,625, and authorize the Director to sign appropriate contracts associated with this project
- c) **Purchase: Computer Monitors:** approve staff working with Polk County's Information Technology Department to purchase computer monitors at a cost not to exceed \$5,191
- d) **Asphalt, Seal Coat and Repair Projects, 2009/2010:** approve expenditures for asphalt, seal coat, and repair projects not to exceed \$100,000 after July 1, 2009 beginning at Jester Park and continuing through the park system by change orders to contracts held by Polk County Public Works and authorize the PCCB Director to sign documents relating to this project
- e) **Jester Park, Manholes:** approve a contract to seal five Jester Park manholes to Brown's Dirt Work in the amount of \$13,000 and authorize a contingency of \$5,000 to address any potential repairs necessary before sealing the manholes for a total project cost of \$18,000.00 and authorize the PCCB Director to sign contract
- f) **Equipment Maintenance Shop Addition:** approve the revised budget for construction of the addition to the Jester Park equipment maintenance building including installation of a nine ton hoist for a budgeted amount not to exceed \$65,000, and authorize the Director to sign appropriate contracts



# BOARD MEETING

associated with this project. This project is to be paid for from the Enterprise fund dollars transferred to the Conservation reserve fund

**g) Jester Park Equestrian Center: Indoor Boarding Rate and Lesson Payment Policy:** approve the indoor boarding rate of \$375 at the Jester Park Equestrian Center and approve the following policy for payment of lessons at the Jester Park Equestrian Center: Payment for all lessons are due at the time they are scheduled. A person may reschedule their lesson if they contact the Jester Park Equestrian Center a minimum of 4 hours in advance of their scheduled lesson. Persons canceling within 4 hours of their scheduled lesson will forfeit their payment. The PCCB's Refund Policy will apply for persons requesting refunds

**h) Action on the Bill List:** approve the PCCB/Enterprise Fund May 2009 expenditures.

- 3) Infrastructure
  - a) Delegation of Authority – Change Orders
  - b) High Trestle Trail (Ankeny to Woodward) Change Orders 9 and 10
- 4) Resource Enhancement
  - a) Jester Park Master Plan
- 5) Organizational Development
  - a) Emergency Flip Chart
  - b) Special Services Technician
- 6) Conservation Education
  - a) REAP-CEP Grant
- 7) Outreach
  - a) Family of Parks Marketing Update

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

\*Lindner to provide oral report on status of budget

DISCUSSION & REMARKS

\*2009 BNND Event

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, May 13, 2009. The meeting was called to order at 5:31 p.m. Meeting Minutes Attached.

2) Consent Agenda Items

a) Jester Park and Thomas Mitchell Park, Playground Soft Fall Materials

As part of the consent agenda at the October 8, 2008 PCCB Meeting, the Board approved \$25,100 in expenditures to replace soft fall materials in the playgrounds at Jester and Thomas Mitchell parks. This amount was budgeted as a part of the infrastructure budget for the year.

During installation of the material, it was necessary to rent a skid loader for two days to complete the project due to PCCB equipment being unavailable. This additional rental caused total project costs to be \$612.31 over budget. This additional cost is to be paid from the Construction/Maintenance operational budget.

**STAFF RECOMMENDATION:** That the Board approve a budget totaling \$25,712.31 for the installation of soft fall material at the Jester Park and Thomas Mitchell Park playgrounds.

b) Chichaqua Bottoms Greenbelt: On-Site Wastewater Treatment System at Longhouse, Cost Revisions

As a part of the May 2009 Board Meeting, after the required public hearing, the Board approved bid for construction of improvements in the wastewater system of the longhouse at Chichaqua Bottoms Greenbelt and approved the project budget below.

PROJECT COST:

Low Bid	\$39,625.00
Project Contingency	5,000.00
Veenstra + Kim project engineering services	<u>1,500.00</u>
Total	<b>\$46,125.00</b>

After review of the constructions and engineering requirements, Veenstra & Kimm has proposed additional engineering services that appear necessary to assure successful execution of the contract. They are proposing additional engineering services and phased site review throughout the project. Because a specified total was approved for this contractor as a part of the initial resolution, staff feels it is necessary to present a revised project budget to the Board. The construction/inspection phase of this project was originally budgeted at \$68,500.00.

REVISED PROJECT COST:

Low Bid (Browns' Dirt Work)	\$39,625.00
Project Contingency	4,000.00
Veenstra + Kim project engineering services	<u>4,000.00</u>

Total **\$47,625.00**

**STAFF RECOMMENDATION:** That the Board approve the revised budget for construction of the On-site Wastewater Treatment System at the Chichaqua Bottoms Greenbelt Longhouse, a project contingency of \$4,000 and engineering services/ residential review services in the amount of \$4,000 to Veenstra & Kim for a project total not to exceed \$47,625, and authorize the Director to sign appropriate contracts associated with this project.

**c) Purchase: Computer Monitors**

Staff has worked with Polk County's Information Technology (IT) staff to price wide screen monitors. Staff would like to replace the existing monitors with the larger monitors to provide better viewing. IT provided a quote of \$179/monitor. Staff is asking that 29 monitors be replaced with 22" wide screen monitors at a price of \$179 per monitor for a total price of \$5,191.

The administration's operational budget has sufficient dollars to cover this cost.

**STAFF RECOMMENDATION:** That the Board approve staff working with Polk County's Information Technology Department to purchase computer monitors at a cost not to exceed \$5,191.

**d) Asphalt, Seal Coat and Repair Projects, 2009/2010**

In the FY 09/10 budget, there is \$100,000 in the Golf Course Enterprise Fund earmarked for asphalt and other road repair projects in the parks.

Staff has received permission from Polk County Public Works to "tag" current contracts with Des Moines Asphalt Company through change orders. The road repair work identified as the highest priority consists of several work projects in Jester Park. It is desirable to shape and pave approximately 1,930' of road beginning at the Jester Park Equipment Maintenance Building and running to shelter #5. Approximately 645' of road south of the Playscape will be paved. In addition, a parking area approximately 22' x 22' near Two Dam Pond will be completed.

The cost estimates for the three Jester Park projects received from Polk County Public Works total the \$100,000 available. If there are residual budgeted dollars available, they would be used for asphalt, seal coat, or other road repair projects identified in the other parks. All change orders to Polk County Public Works' contracts would not exceed the \$100,000 budgeted.

**STAFF RECOMMENDATION:** That the Board approve expenditures for asphalt, seal coat, and repair projects not to exceed \$100,000 after July 1, 2009 beginning at Jester Park and continuing through the park system by change orders to contracts held by Polk County Public Works and authorize the PCCB Director to sign documents relating to this project.

**e) Jester Park, Manholes**

In the FY 09/10 budget, there is \$18,000 in the general fund authorized for sealing five manholes in Jester Park. It is necessary to seal these manholes to eliminate leaks in the system that take on

groundwater and saturates the sand filter system. It is not known if there is any additional repair that will be necessary prior to sealing the systems.

Staff has received three bids to complete this project.

Company	Bid	Staff Comments
Infratech	\$10,550	Bid did not address scope of work, out of state company, Staff does not consider bid responsive.
Browns' Dirt Work	\$13,000	Meets bid requirements
Varied Construction	\$15,360	Meets bid requirements

**STAFF RECOMMENDATION:** That the Board approve a contract to seal five Jester Park manholes to Brown's Dirt Work in the amount of \$13,000 and authorize a contingency of \$5,000 to address any potential repairs necessary before sealing the manholes for a total project cost of \$18,000.00 and authorize the PCCB Director to sign contract.

**f) Equipment Maintenance Shop Addition**

In the 2009/2010 budget, a total of \$30,000 was budgeted to phase I of a building addition to the Jester Park Equipment Maintenance building. These funds are budgeted from the Enterprise fund balance. In addition, \$9,000 was requested for a hoist as a part of the equipment budget request. The hoist was intended to be a part of the building addition process. None of the equipment/vehicle budget request was funded. An additional \$30,000 was anticipated to be part of the capital request in fiscal year 2010/2011 to finish the addition. Based on current market costs, these budgeted amounts appear low. This added capacity is necessary to service equipment in the current inventory.

Because the hoist is an integral part of the addition project, staff has reviewed the total project, related funding available, and is proposing an approach combing contractor services and staff labor to complete the total remodel as one project. Staff is proposing construction of a 20' x 60' addition to the Equipment Maintenance building including a 12,000 lb. rotary in-ground hoist. The building shell, certain electrical work, and the hoist constructed by contractors and site preparation work, steel lining, insulation, heating, and additional electrical work completed by PCCB staff during the off season.

Staff has solicited bids for the initial phases of construction with the following results:

**Building shell with concrete work**

Pro-Line (constructed original building)	\$27,000
Numark	\$27,868
Wick	\$33,118

**Basic electric work**

Des Moines Metro	\$5,975
ABC Electric	\$7,350
Baker Electric	\$8,450

**12,000 LB Rotary In-ground Hoist**

Seneca	\$9,281.28
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Heartland	\$12,325.00
Danielson Tech	\$12,786.00

Additional raw material costs for materials to be used by staff in the completion of the projects include: insulation and steel liner, \$5,000; heating system, \$5,000; electric, \$5,000; miscellaneous purchases and contingency, \$8,000. As stated, completion of the interior of the building would be accomplished by PCCB staff.

**STAFF RECOMMENDATION:** That the Board approve the revised budget for construction of the addition to the Jester Park equipment maintenance building including installation of a nine ton hoist for a budgeted amount not to exceed \$65,000, and authorize the Director to sign appropriate contracts associated with this project. This project is to be paid for from the Enterprise fund dollars transferred to the Conservation reserve fund.

**g) Jester Park Equestrian Center, Indoor Boarding Rate and Lesson Payment Policy**

Due to the rising cost of our expenses to care for the horses being boarded indoors staff is recommending increasing the rate for indoor boarding at the Jester Park Equestrian Center \$25.00 per horse. The cost would then be \$375.00. Boarders have been notified of the proposed increase.

It has been the practice in the past to collect payment for lessons at the time of the lesson. Because equestrian center staff are experiencing frequent cancellations of lessons at the last minute staff is recommending a policy that requires payment for lessons at the time the lesson is scheduled. A person would be allowed to reschedule their lesson if they contact the equestrian center a minimum of 4 hours in advance of their scheduled lesson. Persons canceling within 4 hours of their scheduled lesson will forfeit their payment. The PCCB's Refund Policy states that no refunds will be issued.

**STAFF RECOMMENDATION:** That the Board approve the indoor boarding rate of \$375 at the Jester Park Equestrian Center and approve the following policy for payment of lessons at the Jester Park Equestrian Center: Payment for all lessons is due at the time they are scheduled. A person may reschedule their lesson if they contact the Jester Park Equestrian Center a minimum of 4 hours in advance of their scheduled lesson. Persons canceling within 4 hours of their scheduled lesson will forfeit their payment. The PCCB's Refund Policy will apply for persons requesting refunds.

**h) Action on Bill List**

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

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

**3) Infrastructure**

**a) Delegation of Authority – Change Orders**

As part of the Board meeting of May 13, 2009, the Board asked that the change order approval process related to work on the High Trestle Trail (formerly the Ankeny to Woodward trail) be reviewed.

Change orders 1 and 2 related to trail construction were approved by the Board August 13, 2008. The motion approved at that meeting authorized the Director to sign the change orders, and they show as being signed after the Board meeting. Change orders 3, 4, 5, and 6 were presented to the Board at the November 12, 2008 Board meeting. The motion recommended to the Board was to ratify the change orders. Review of the actual orders indicates some were signed and processed before the Board meeting, some after. Subsequent change orders were presented to the Board to ratify, and were all signed and processed before the meeting where they were presented to the Board.

Staff anticipates change orders are probable as construction of the High Trestle Trail bridge proceeds. While it is desirable to have the Board review change orders that significantly change the scope and/or cost of the project, it is not cost beneficial or timely to review relatively small change orders that may occur in the day to day construction process.

**STAFF RECOMMENDATION:** That the Board authorizes change orders related to construction of the High Trestle Trail Bridge on behalf of the Ankeny to Woodward Trail Committee in amounts of less than \$50,000 may be signed by the PCCB Director in advance of Board approval with these change orders being ratified at the next regularly scheduled meeting; change orders of greater than \$50,000 will require Board approval at the next regularly scheduled meeting.

#### b) High Trestle Trail (Ankeny to Woodward) Change Orders 9 and 10

The following change order has occurred in the past month during the construction of the Ankeny to Woodward Trail. These items total \$7,194.00.

Note: Change orders 1–8 for Cedar Valley Corporation of Waterloo have been previously approved by the PCCB.

Field personnel have concurred with the following change order:

No	Item	Amount
9	Repair of trail upon final inspection	5,500.00
10	Additional signage for trail crossing	1,594.00

**STAFF RECOMMENDATION:** That the Board ratifies the above change orders #9 and #10 for the High Trestle Trail project at a price not to exceed \$7,194.

#### 4) Resource Enhancement

##### a) Jester Park Master Plan Update

A report on the status of the Jester Park Master Plan will be presented at the meeting with additional discussion on cabin(s).

#### 5) Organizational Development

##### a) Emergency Flip Chart

This past winter, the Park Advocacy Unit (PAU) staff worked on developing and organizing an Emergency Flip Chart. The purpose of the Flip Chart is to guide staff in what to do when an emergency occurs. Whether it is a medical or natural emergency, this flip chart will be a quick reference guide for staff. Working with both Polk County Emergency Management, Sheriff Department, Risk Managers, and the Des Moines Police Department, it is staff's intent to have this chart be readily available for quick referencing, in all the offices, shops and workspaces.

**STAFF RECOMMENDATION:** That the Board approve the implementation of the Emergency Flip Chart so the charts may be disseminated throughout the PCCB facilities.

## **b) Special Services Technician**

As a part of the 2009/2010 budget proposal, Polk County Conservation proposed a number of personnel actions, some tied to the retirement of Donna Manning, who filled the position of Special Services Coordinator. These actions were intended to reallocate some of the workload performed by Donna to other staff, and to develop a position which retained a number of the core duties performed by the Special Services Coordinator and added certain maintenance activities to the class. Other personnel actions were also proposed.

The requested personnel package (totaling \$12,000) was not funded, but the need for certain position reallocations still existed. In addition, the Director had previously been directed by the Board to accommodate full time employees at the Jester Park Golf course impacted by implementation of the HG Properties management contract to the extent possible, and we felt this reallocation could achieve part of that goal.

Staff proposed elimination of the Special Services Coordinator position and creation of a position titled Special Services Technician, as well as reviews of two other positions which had assumed additional responsibilities upon Donna Manning's retirement. In their review, Human Resources did not feel that job duties had changed significantly enough to merit reallocations, but recommended the creation of the Special Services Technician (grade 16) and elimination of the Special Services Coordinator (grade 19) position. We have placed Stan Manning, formerly Assistant Golf Course Superintendent, is qualified and will fill the newly created Special Services Technician position. The position as created retains responsibility for a number of health and safety issues, playground safety, safety training, disability issues, and will also assist Maintenance personnel in various projects throughout the parks and trail system.

## **6) Conservation Education**

### **a) REAP-CEP Grant**

Environmental Education staff will know late Friday afternoon, June 5, 2009, if PCCB has been awarded a REAP-CEP Grant for Videocasts/Public Service Announcements.

If awarded the Grant, a recommendation to accept the grant will be brought to the Board the night of the meeting.

## **7) Outreach**

### **a) Family of Parks Marketing Update**

Kami Rankin will be present to show new PCCB summer Family of Parks video and to review the PCCB's main brochure.

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, May 13, 2009. The meeting was called to order at 5:31 p.m.

### #1a – Roll Call

Board Present: Hadden, Levis, Vosler, Smith arrived at 5:37 p.m.  
Board Absent: McEnany, Smith absent for roll call

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

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE APRIL 8, 2009 MEETING MINUTES.  
VOTE YEA: HADDEN, LEVIS, VOSLER**

### #2 – Consent Agenda

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:**

- A) AUTHORIZING THE INTERIM DIRECTOR AND/OR PCCB CHAIR, ACTING ON BEHALF OF THE HIGH TRESTLE TRAIL (ANKENY TO WOODWARD TRAIL) COMMITTEE, TO EXECUTE CONTRACT DOCUMENTS AWARDING THE DES MOINES RIVER BRIDGE CONSTRUCTION CONTRACT TO CRAMER AND ASSOCIATES, GRIMES, IOWA, AT A TOTAL BID PRICE OF \$2,929,799.50;**
- B) EXTENDING THE 28E AGREEMENT WITH THE GREAT OUTDOORS FUND (GOF), AND AFFIRM ACCEPTANCE OF A \$7,500 STIPEND FROM THE GOF BOARD TO MEET GOF'S OBLIGATIONS OF AN ANNUAL ADMINISTRATIVE FEE PAYABLE TO PCCB;**
- C) IN ACCORDANCE WITH THE PROVISIONS SPECIFIED IN ARTICLE VII, BYLAWS OF THE POLK COUNTY CONSERVATION BOARD, APPROVE HIRING CHANCE PATRICK TO FILL THE POSITION OF MAINTENANCE TECHNICIAN AT GRADE 14 ENTRY STEP \$40,125.00;**
- D) THE EXTENSION OF THE MANAGEMENT AND EXCLUDED PAY AND FRINGE BENEFIT PACKAGES AS APPROVED BY THE POLK COUNTY BOARD OF SUPERVISORS TO THE EMPLOYEES OF THE POLK COUNTY CONSERVATION BOARD, EXCEPT THE DIRECTOR. THAT THE SALARY FOR THE DIRECTOR WILL BE FIXED AS INDICATED IN THE LETTER FROM THE POLK COUNTY CONSERVATION BOARD TO DENNIS PARKER DATED MARCH 12, 2009, AND ALL RELATED BENEFITS AND POLICIES BE APPLIED AS OUTLINED IN THE DEPARTMENT HEAD MANUAL DATED JULY 2009;**
- E) THE PCCB/ENTERPRISE FUND APRIL 2009 EXPENDITURES;**
- F) THE REVISED FMLA POLICY AS PRESENTED;**

**G) THE PCCB DONATED LEAVE FOR PURPOSES OF ORGAN TRANSPLANT POLICY AS PRESENTED;**  
**H) THE PRESENTED 2008-09 URBAN DEER BOW-HUNT ANNUAL REPORT.**  
**VOTE YEA: HADDEN, LEVIS, VOSLER**

**Smith arrived at this time, 5:37 p.m.**

#3 – Natural Resources

**a) Firewood Policy**

Dungan appeared before the Board to review the presented PCCB Firewood Policy.

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PRESENTED PCCB FIREWOOD POLICY.**  
**VOTE YEA: HADDEN, LEVIS, VOSLER, SMITH**

#4 – Infrastructure

a) Chichaqua Bottoms Greenbelt: Public Hearing: Award of Contract – On-Site Wastewater Treatment System at Longhouse

Chair Hadden opened the public hearing on the plans, specifications, cost estimate and form of contract for the construction of on-site wastewater treatment system improvements at Chichaqua Bottoms Greenbelt for the Polk County Conservation Board.

As there were no comments, Chair Hadden closed the public hearing.

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR THE ON-SITE WASTEWATER TREATMENT SYSTEM AT CHICHAQUA BOTTOMS GREENBELT AS PRESENTED.**  
**VOTE YEA: HADDEN, LEVIS, VOSLER, SMITH**

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE BROWN'S DIRT WORK BID OF \$39,625 FOR THE CONSTRUCTION OF THE ON-SITE WASTEWATER TREATMENT SYSTEM AT THE CHICHAQUA BOTTOMS GREENBELT LONGHOUSE, A PROJECT CONTINGENCY OF \$5,000 AND ENGINEERING SERVICES IN THE AMOUNT OF \$1,500 TO VEENSTRA & KIM FOR A PROJECT TOTAL NOT TO EXCEED \$46,125 AND APPROVE PCCB DIRECTOR SIGNING APPROPRIATE CONTRACTS RELATING TO THIS PROJECT.**  
**VOTE YEA: HADDEN, LEVIS, VOSLER, SMITH**

#5 – Outreach

a) Report on Trail Enforcement

Mark Hurm, Park Advocacy Manager for PCCB, appeared before the Board to report on trail enforcement.

The Board asked Hurm to coordinate with other law enforcement jurisdictions on trail enforcement.

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

- Parker reported on his activities since starting May 19, 2009
- Parker indicated he would like to meet with each board member and their district Supervisor. The Board liked the idea and asked Parker to develop an agenda for these meetings.
- The Board discussed formulating goals for the Director. The Board would like to see what was set for the former Director.
- Lindner reported that additional change orders would be brought before the Board on the High Trestle Trail. The Board requested staff to retrieve the delegation language on change orders relating to Ankeny to Woodward Trail.

ADJOURNMENT

Meeting adjourned at 6:30.m.

Prepared by: Cindy Lentz

Approved:



# EMERGENCY FLIP CHART

6/4/2009

## INTRODUCTION & GENERAL INFORMATION

An emergency is any situation - actual or imminent - that endangers the security, safety and welfare of Polk County Conservation employees, visitors and property.

This manual is designed as a quick reference guide to help you respond immediately and effectively to a wide range of situations. It is recommended that you read this guide in advance of an emergency, so you are prepared.

Polk County and the Conservation Board have a contingency plan that will be activated by upper management in the instance of an emergency situation affecting each facility.

Should any Polk County Conservation facility be faced with an emergency, the Emergency Management Group (EMG) is responsible for providing direction and decision making in any emergency situation (see page 19). The Emergency Management Group will be responsible for providing administrative direction and decision making communication until normal operations can be restored.

During emergency conditions, avoid making telephone calls except for calls of an emergency nature.

If you have a disability and would require special accommodations in an emergency, please notify your immediate Supervisor, the Park Ranger, or Headquarters ahead of time. All information will be kept confidential.

In all emergency situations, everyone is to follow the directions of the law enforcement agency in charge of the emergency situation.

***Remember: Time is critical in responding to any emergency - and safety of people always comes first, before protection of property.***

## **EMERGENCY TELEPHONE NUMBERS**

*An emergency is any situation - actual or imminent - that endangers the security, safety and welfare of Polk County Conservation employees, visitors and property.*

For assistance in any kind of emergency:

- **Call for assistance DIAL 911**
- **Pay Phones DIAL 911**
- Administration Office DIAL 9 – 911
- Jester Park and Natural Resources shops DIAL 9 - 911
- Construction Maintenance shops DIAL 9-911
- **Notify the Ranger on Duty**

### **When you call for help:**

- Identify yourself and the specific location of the emergency.
- Describe the situation.
- Tell what has occurred.
- Be concise and factual.
- Relay known or suspected personnel, injuries or fatalities.
- Identify the immediate help needed.
- Stay on the line until help arrives, or you are told to terminate the call.

**Jester Park** 114007 NW Jester Park Drive. Granger, Iowa 50109-9675. (323-5300)

**Thomas Mitchell Park** 10509 NE 46<sup>th</sup> Avenue Mitchellville, Iowa 50169 (967-4889)

**Easter Lake Park** 2830 Easter Lake Drive Des Moines, Iowa 50320 (285-7612)

**Yellow Banks Park 6801** SE 32 Avenue Des Moines, Iowa 50327-5105 (266-1563)

**Chichaqua Bottoms Greenbelt 8700** NE 126 Ave. Maxwell, Iowa 50161 (967-2596)

**Risk Management Office** (286-3633)

# **MEDICAL EMERGENCY**

**EMERGENCY ACTIONS** - In the event of an injury or other medical emergency:

Determine if assistance is needed and find out what the problem is.

Administer First Aide if necessary and you have the training.

**Call for assistance DIAL 911**

**Pay Phones DIAL 911**

**Administration Office DIAL 9 - 911**

**Jester Park and Natural Resources shop DIAL 9 – 911**

**Construction Maintenance shop DIAL 9 – 911**

**Poison Information 1-800-222-1222**

**Notify the Ranger on Duty**

**When you call for help:**

- Identify yourself and the specific location of the emergency.
- Describe the situation.
- Tell what has occurred.
- Be concise and factual.
- Relay known or suspected personnel, injuries or fatalities.
- Identify the immediate help needed.
- Stay on the line until help arrives, or you are told to terminate the call.
- Alert other employees that an emergency is occurring.
- Stay with the person until medical help arrives.

# **FIRE**

## **General Rules:**

If you discover fire, smoke, or fumes sound out “FIRE” and start evacuation of the building.  
Call the emergency number 911 or 9-911

- Identify fire location.
- Describe the situation: the source of fire if known and current status.
- Your name and telephone or extension calling from.
- Evacuate the building immediately.
- Notify the public in their area of evacuation routes and procedures.
- Do not panic or run - to avoid panic and confusion.
- DO NOT reenter the building for any reason.
- Assemble at designated assembly areas and wait for your supervisor.

### **Administration Office & Natural Resources**

South side parking lot

### **Construction Maintenance**

Employee parking area by ranger’s house

### **Jester Park Lodge**

South parking lot

### **Golf Course Club House**

Parking lot

### **Golf Course Driving Range**

Parking lot

### **Golf Course Maintenance**

North of shop by park road

### **Equipment Maintenance**

Parking lot south of shop

### **Equestrian Center**

Parking lot north of building

### **Easter Lake Shop**

By the flag pole

### **Thomas Mitchell Shop**

By the gas pumps

### **Yellow Banks Shop**

By the playground south of the shop

### **Chichaqua Shop**

south of shop in residence yard

### **Long House**

Parking lot

## **SEVERE WEATHER / TORNADO /**

As severe thunderstorms and tornadoes affect the area, this section is devoted to procedures that should be followed in the event of these severe weather conditions.

**SEVERE THUNDERSTORM WATCH** means conditions are favorable for a severe weather event.

**SEVERE THUNDERSTORM WARNING** means severe weather is imminent

**TORNADO WATCH** means weather conditions are favorable to the formation of tornadoes.

**TORNADO WARNING** means a tornado has been sighted in the area.

**EMERGENCY ACTIONS** - Should threatening weather develop:

The decision to take shelter will be made by the Emergency Management Group and Emergency Management Agency. Notification of severe weather will be by, but not limited to the weather radio, news media, tornado sirens etc. The warning will consist of a *steady, continuous* alarm.

- When the *steady, continuous* alarm is sounded, all employees are to move as quickly as possible away from windows or doors and toward interior shelter area such as a stairwell, hallway, lobby or other designated area. Assist the handicapped and public in reaching the designated area safely.
- Once you get to the designated area, find a location against a solid wall and be prepared to cover your head. Stay away from doorways, windows and exterior walls.
- When the danger has passed, the Supervisor or Ranger will tell you when it is safe to return to your work area.
- Reconvene employees when the emergency has passed to make sure everyone is safe.

## ANGRY, POTENTIALLY ESCALATING SITUATION

Any angry, potentially escalating situation:

- **Signal a co-worker** / or other persons of a problem and the need for assistance.
  - **Call for the Ranger on duty on the radio or phone.**
  - **Stay calm.** Attempt to treat the individual with respect and dignity.
  - **Listening is the key.** The angry person wants to be heard.
  - **Agree where appropriate.** Tell them you understand why they are upset, and you will try and help get things resolved.
  - **No Bystanders.** Give the angry person "special attention" by taking them to quiet and private place.
  - **Keep to the subject.** Let the primary complaint / subject, be the topic of discussion.
  - **Speak in a clear, slow, steady, soft voice.** Avoid glaring; staring etc., the angry person will mirror you.
  - **Ask questions.** Let them do most of the talking.
  - **If nothing helps, and the situation escalates;** Excuse yourself for a moment, notify your supervisor or call for emergency help.
- ◆ Report the incident immediately to the Supervisor or Park Ranger verbally, followed up by a written report to the Park Ranger within (1) one day of incident.

## **MENACING PERSON**

### **EMERGENCY ACTIONS**

If there is a potentially dangerous person in your area:

- Call the Emergency Number 911 OR 9-911, or radio for the Ranger on duty
- Identify yourself, your location and the specific location of the emergency
- Try to radio for the Ranger on duty to come to your location.
- If you are in a position to explain your situation, give as much information as possible.
- Describe the situation.
- Relay known or suspected personnel, injuries or fatalities.
- Stay on the line until help arrives, or you are told to terminate the call.
- Offer no resistance, nor do anything that may endanger yourself or others.
- Remain calm and cooperate with the person.
- Quietly signal for help using a panic alarm or department code word.
- Position yourself, if possible so that an exit route is readily accessible
- Observe:
  - Subjects height, weight, race, hair color, facial hair, eye color
  - Description of what subject was wearing, identifying marks, type of weapon etc.
  - Direction of travel if subject leaves, vehicle used
- If safe to do so quietly leave the area. Vacate the immediate area, promptly and cautiously moving to a "Safe Location". DO NOT vacate the "Safe Location" until you are instructed to do so.
- Reconvene employees when the emergency has passed to make sure everyone is safe.

## **ROBBERY / HOSTAGE**

If you are robbed or observe violent behavior:

- Do not offer any resistance.
  - Do not place yourself or others in any further danger.
  - Stay calm; cooperate with the individual person / persons.
  - Quietly signal for help using a distress alarm or Department code word.
  - When safe to do so, vacate the immediate area, promptly and cautiously moving to a "Safe Location". DO NOT vacate the "Safe Location" until you are instructed to do so.
  - Observe subjects general description: (i.e. hair color, height, weight clothing identifying marks type of weapon etc.)
  - When subject leaves, call and report incident to proper authorities.
  - When you call:
    - Identify yourself and the specific location of the emergency.
    - Describe the situation.
    - Relay known or suspected personnel, injuries or fatalities.
    - Subjects direction of travel, vehicle used.
- ◆ Report the incident immediately afterwards to your Supervisor or the Park Ranger verbally followed up by a written report to the Park Ranger within (1) one day of incident.

## WEAPONS

### **If confronted with a weapon; try to:**

- **Stay Calm.** Quietly signal for help using a code word. If you have a handset radio, try to push the orange alert button covertly (for Law Enforcement radio channels only).
- **Position yourself**, if possible so that an exit route is readily accessible.
- **Do not panic or run.** If safe to do so quietly leave the area.
- **Avoid Rushing the Individual.**
- **Focus on the Individual Not the Weapon.**
- **Negotiate.**
- **Step Back**
- **Buy Time**
- **Call for help when safe to do so. When you call:**

Identify yourself your location and the specific location of the emergency.

Describe the situation, type of weapon involved.

Relay known or suspected personnel, injuries or fatalities.

Stay on the line until help arrives, or you are told to terminate the call.

- ◆ Report the incident immediately afterwards to the Park Ranger verbally, followed up by a written report immediately.

# **BOMB THREAT**

## **General Threat Response Information:**

1. In the event of a “bomb threat”, inform all employees and visitors in the vicinity to turn off cell phones and two-way radios.
2. Threat credibility will be determined by arriving public safety personnel in consultation with appropriate building staff.

## **Threat Received by Phone:**

Attempt to get as much information from the call as possible. Information obtained during the call is valuable to determine the credibility of the threat and potentially lead to the identification of person making the call.

1. Complete the Bomb Caller Checklist page 14-15.
2. Immediately notify your supervisor.
3. Call 911 or 9-911 to notify Sheriff / Police.
4. If you leave the building take the telephone threat summary with you.
5. Remain available for interview by law enforcement personnel.
6. Immediately debrief the Emergency Management Group (The EMG staffs the EOC: Emergency Operations Center) of the threat received by telephone and all supplemental information obtained.

## **Discovery of a Suspicious Item**

- If you find an item you suspect is a bomb, DO NOT touch, move or disturb.
- Report the suspicious item to ranger staff. (County Phone System) DIAL 9 - 911
- All other offices not on County phone system DIAL 911.
- Keep all persons away from the area until help arrives.

### **Threat Received by E-mail:**

1. Immediately notify your supervisor.  
Call DIAL 9 – 911. All other offices not on County phone system DIAL 911.
2. Do not delete the threat. Do not turn the computer off. E-mail threats can be traced by computer forensic technicians.
3. Remain available for interview by law enforcement personnel.

### **Threats Received by Mail, Parcel or Package:**

Chemical, biological, and explosive threats have been sent by letter, parcel, or package, and delivered by commercial service or the U.S. Postal System. These items need to be evaluated based on available information and the circumstances associated with the threat.

**IF THE LETTER, PARCEL OR PACKAGE HAS ONE OR MORE INDICATORS AND IS SUSPECTED OF BEING A POTENTIAL CHEMICAL, BIOLOGICAL OR EXPLOSIVE DEVICE, IMMEDIATELY SET THE SUSPECT ITEM DOWN AND NOTIFY YOUR SUPERVISOR.**

1. All incoming mail and packages should be reasonably evaluated for potential harm before opening them.
2. DO NOT open suspicious mail. If a package seems suspicious, leave it alone.
3. Immediately alert others nearby and your supervisor.
4. Call 9-911 to notify the Sheriff / Fire Departments.
5. If you have already opened the mail or package, put it down and do not handle it further.
6. Do not touch or attempt to clean up any substance.
7. Do not remove any items from the area.
8. a. If the item is believed to be a bomb, immediately evacuate the area and warn others to keep back.
8. b. Upon receipt of an order to evacuate, follow the evacuation instructions provided for area you're in.

9. a. If the item is believed to be a chemical or biological substance, limit your movement and turn off any fans, heaters or air conditioning units. To prevent the spread of the substance (contamination)
- 9 b. If you are in the immediate area where a suspect envelope or package has been opened, stay where you are until the Fire Department Hazardous Materials Response Team has advised you to leave or you receive instructions regarding decontamination.
10. Letters, envelopes, packages, packing materials all need to be preserved as evidence. Protect potential fingerprints and DNA evidence by avoiding unnecessary handling.

## **BOMB THREAT CHECKLIST**

Use this form to record all information if you receive a bomb threat call.

Time received: \_\_\_\_\_ Date received: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Callers exact words: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ask the caller to repeat the message.

Tell the individual you are having difficulty hearing the message.

Questions to ask the caller in a natural manner:

Where is the bomb? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

When will it explode? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

Who placed the bomb? \_\_\_\_\_

Why was it placed? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE  
BE CALM, BE COURTEOUS, LISTEN, AND DO NOT INTERRUPT.**

Tell the caller the building is occupied and the bomb could cause death or injury to innocent people.

**CALLERS VOICE**

Male / female	Calm	Angry
Slow / excited	Rapid	Soft
Loud	Laughter	Crying
Normal	Distinct	Slurred
Nasal	Stutter	Lisp
Raspy	Deep	Ragged
Clearing Throat	Deep Breathing	Cracking Voice
Disguised	Accent	Whispered

Familiar: If voice is familiar what / who did it sound like? \_\_\_\_\_

#### **BACKGROUND SOUNDS**

Street noises	Crockery	Voices
PA System	Music	House noises
Motor	Office	Machinery
Animal noises	Clear	Static
Local	Long Distance	Booth

#### **THREAT LANGUAGE**

Well spoken, educated person	Foul	Irrational
Incoherent	Taped	Message read

- Report call information immediately to the Emergency Number 911 or 9-911
- Report incident to your immediate supervisor.
- Immediately debrief the Emergency Operations Team of the threat received by telephone and all supplemental information obtained.

## **BLOODBORNE PATHOGENS**

The following steps should be taken to avoid contact with potentially - infectious body fluids:

**If a person becomes ill or is injured in your work area:**

- Stay calm and assess the situation. If appropriate, dial for emergency assistance at 9 -911 OR 911
- Use "UNIVERSAL PRECAUTIONS" to prevent contact with potentially infectious body fluids. Proper hand washing and the use of barriers between oneself and body fluids are the primary features of "UNIVERSAL PRECAUTIONS".
- Apply personal protective equipment as appropriate to assist the person involved.
- Alert supervisors and others in area of situation as soon as possible.

**Cleaning of body fluids should take place in the following manner:**

- Put on personal protective equipment prior to cleaning area.
- Apply absorbent powder to area and allow it to solidify.
- Use scoop to pick up solidified material and place it in a red biohazard trash bag.
- Clean surface area with bleach and disinfectant. Place soiled cloths in a red biohazard trash bag.
- Use mechanical devices for removing sharp objects from area. Place sharp objects in puncture proof container.
- Remove gloves and personal protective equipment and place in a red biohazard trash bag.
- Seal bag and take to biohazard box.

## **BLOODBORNE PATHOGENS EXPOSURE INCIDENT PROTOCOL**

**IN THE EVENT OF A POSSIBLE BLOODBORNE PATHOGEN EXPOSURE:**

1. Employee must wash the affected area with soap and water immediately after the potential exposure.
2. Employee must inspect the exposed area for skin imperfections.
3. Employee must inform his/her supervisor immediately after performing the visual inspection even if there are no skin imperfections.

**IF AFTER CONSULTATION THE SUPERVISOR BELIEVES THAT THE EMPLOYEE HAS SUSTAINED AN EXPOSURE (VIA A PORTAL OF ENTRY), THE FOLLOWING MUST BE DONE WITHIN TWO (2) HOURS OF THE INCIDENT:**

1. Transport the employee to Mercy Medical Center 1111 6<sup>th</sup> Ave. D.M. or Mercy Capitol Emergency 603 E 12<sup>th</sup> D.M. Inform emergency room personnel that this is a work comp incident.
2. Report to the Attending Nurse, stating name, employer, and the need to be examined by a physician because of a possible occupational bloodborne pathogen exposure.
3. The employee will be directed to an examination room for a consultation with a medical professional to determine if the employee actually sustained a "significant (bloodborne) exposure".
4. **After employee is sent to hospital, Supervisor must call "the Risk Management Office" immediately. If before 7:00 A.M. or after 5:00 P.M., leave a message on the voice mail or call the cell phone of Bob Cataldo or Merle Hicks:**

**286-3633 Risk Management Office  
286-3210 Bob Cataldo Office  
778-6282 Bob Cataldo Cell Phone  
229-4677 Merle Hicks Cell Phone**

5. **All follow-up treatment will be done through "Chest and Infectious Diseases" (CIC) personnel.**
6. **Blood will be drawn from the donor and sent to Mercy Hospital for evaluation.**
  - A. **If donor refuses to give sample voluntarily, a court order is to be secured by a sitting judge and blood is then to be drawn.**

**IF THE EXAMINATION DETERMINES THE POSSIBILITY OF AN EXPOSURE THE FOLLOWING PROTOCOL WILL BE INITIATED:**

1. A base-line blood test will be taken.
2. An HIV, HCV and HBV test will be administered to determine the presence of the viruses.
3. All medications will be prescribed by the attending physician and employee will take medications as prescribed.
4. **The employee will be required to return for follow-up blood testing in 3, 6 and 12 months, or as directed by CIC.**

**MEDIA COMMUNICATIONS**

Emergency situations attract media attention. For that reason, media crisis communications are an important response procedure.

- Employees are not to conduct media interviews, unless requested by the Director, Community Outreach Supervisor or the Lead Ranger.
- Employees are to direct all media inquires to the Director, Community Outreach Supervisor, or the Lead Ranger.
- This will help insure that all media interview the designated spokesperson and that all information is accurate and consistent.

• <b>Director</b>	<u>Office #</u>	<u>(W) cell #</u>	<u>(P) Cell #</u>	<u>Home #</u>
Dennis Parker	323-5355	249-5410	(281) 556-5247	
• <b>Community Outreach Sup.</b>				
Kami Rankin	323-5363	249-6398	710-4099	
• <b>Lead Ranger</b>				
Mark Hurm	323-5366	249-3229	971-2996	999-9514

## **EMERGENCY MANAGEMENT GROUP**

The Emergency Management Group for Polk County Conservation is responsible for providing direction and decision making in any emergency situations. The Emergency Management Group consists of the Director, Community Outreach Supervisor, Park Advocacy Manager, Administration, Accounting Tech, Construction/Maintenance Supervisor, Special Services Tech, Natural Resources Supervisor and the Equipment Maintenance Supt. The Emergency Management Group will be activated by Administration Office answering an internal emergency call. This team will also coordinate response to workplace emergency situations, providing assistance to employees and information to the media as needed. **The Polk County Emergency Management Agency may be called upon “As Needed / Determined by the Director”.**

<b>Section</b>	<b>Name</b>	<b>Cell</b>	<b>Phone</b>	<b>Personal Cell or home phone</b>
Director	Dennis Parker	249-5410	323-5355	
Community Outreach Sup	Kami Rankin	249-6398	323-5363	710-4099
Park Advocacy Manager	Mark Hurm	249-3229	323-5366	999-9514
Administration	Cindy Lentz	None	323-5371	250-4592
Accounting Tech	Steve Lindner	None	323-5368	964-4463
Construction/Maintenance Sup	Wayne Johnson	250-7317	323-5367	282-7043
Special Services Tech	Stan Manning	None	323-5368	986-4078
Natural Resources Sup	Mark Dungan	249-9338	323-5358	252-0648
Equipment Maintenance Supt	George Lentz	249-0762	999-2138	250-1843
Polk Co. Emergency Management Agency	Coordinator		286.2107	286.3333 Polk co. dispatch

## 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, JP master planning, Leopold Grant, Iowa Wildlife Action Plan, DNR Absentee Landowner Working Group, Rain Garden and Bioretention Cells for Managing Storm Water, etc.
- Lown continues to attend numerous monthly meetings including, High Trestle Trail, Trails and Greenways Advisory, Bicycle/Pedestrian Roundtable, Carlisle Trail, etc.
- assisted Drake University ecological restoration class in restoration and Puccoon Prairie
- continued working on FEMA related issues including debris removal, record keeping, contractors
- finished FEMA work at Brown's Woods and on the Hickory Ridge Trail
- created access route on Trestle to Trestle trail for FEMA repair
- prepared site and planted River Place rain garden
- planted and mulched Easter Lake rain garden
- finished interviewing and hiring seasonal employees
- removed trees and stumps from various areas including Jester Park and YB canoe campground
- seeded YB canoe campground
- sprayed broad leaf weeds in parks
- continued mowing parks, obstacle spraying and weed control
- continue to remove invasive plants in the parks
- started mowing (boom mower) and spraying the bike trails
- started crown raising trees in parks
- serviced/maintained equipment as needed
- continued monitoring budget, grants, etc.
- continued monitoring Flood Mitigation Workers projects in various county parks (spent May at JP, CBG)
- continued utilizing DOC for various Natural Resource projects (tree and fence removal, invasive species, park cleanup, etc.)
- woody resprout spraying – ASVed & burned areas
- black locust treatment – Bluff Cr.
- Mitchellville DOC seed production project – lay fabric and install transplants
- invasive woody removal (service learning students) – Hartung, iron bridge
- Goat fence installation
- Prep work – LH septic system install (Forestry)
- Rendezvous & holiday prep and tear down

- Assist EE with service learning – Lael & Doug U.
- Campground technicians – assistance and training

#### *FUTURE ACTIVITIES–*

- continue invasive specie removal
- continue obstacle and broadleaf spraying
- continue weekly park maintenance duties
- mow dams at EL and FDM
- continue crown raising trees in parks
- continue WIRB and NRCS grant work
- continue fence removals at CBG and JP
- Continue TSI – Area 4, Rendezvous, other areas
- Spray projects
- Seeding projects
- Seed production project - Mitchellville
- Leopold project monitoring
- Hunt test prep
- Mowing – access lanes, dog fields, turf, maze

#### *ISSUES & OPPORTUNITIES & UPCOMING MEETINGS–*

- Urban Forestry Meeting – 6/3
- Chichaqua Field Day – 6/5
- All Staff Meeting – 6/9
- Prairie Festival Meeting – 6/9
- Decay Identification Workshop – 6/26

#### **FRONT OFFICE TEAM – Team Leader: Cindy Lentz**

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

#### *PAST ACTIVITIES --*

- attended crew coordination weekly meetings
- attended all-staff meeting
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- continued to monitor information on mycountyparks.com website for on-line reservations
- continued to work on desk aids for mycountyparks for staff's use for retrieving reports, etc.
- worked with Dennis on furniture options for Director's office
- attended meeting on new Vision Plan offered to full-time and part-time employees

- coordinating have phone tree system set up on telephone system
- assisted with park inventories
- held unit staff meeting
- worked with Wayne on recording bids for on-site wastewater treatment system at Longhouse
- covered reservations for Nancy while she was on vacation
- attended meeting with Polk County HR staff to discuss PCCB job positions
- attended meeting with Polk County IT staff to discuss how IT funding works

**Steve Lindner –**

- accompanied the new director to as variety of meetings with staff sections of the department, various Polk County officials, Des Moines officials, the lodge and golf course managers, and representatives of a number of projects related to the operation of the office - these necessary meetings took a substantial amount of time during the first two weeks of the month
- continued to work with various section supervisors to review budget execution for the current fiscal year, identified overages and shortages by section
- updated various schedules related to infrastructure, FEMA, and REAP funds
- continued to work on annual inventories in various PCCB sections and at the parks and other locations, adjusted records as appropriate - identified items to be added to inventories from purchases made in the last six months
- updated a detailed schedule of grants and grant status of all outstanding funding sources
- completed the applications for grants funds, filed the claims
- prepared selected preliminary schedules related to budget execution in the next fiscal year
- reconciled the tree sales of the Great Outdoors Fund, filed the claim and received reimbursement from DNR
- continued work on various issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation. Completed the GOF tax return and filed the document - provided input for the May update, and related issues

**Melissa Ritter –**

- continued work on hiring seasonals
  - MVR checks
  - background checks
  - paperwork
- worked with new full-time employees to complete HR paperwork
- trained two flood workers, 5/5/09
- attended Vision Plan meeting, 5/5/09
- worked with Heidi A. to complete Polk Co. water snapshot for lowwater
- attended unit meeting 5/14/09
- collected benefit open enrollment forms for PCCB and sent to HR for processing

**Nancy Simmons –**

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting. Mailed warrants to vendors weekly.
- assisted with purchase orders

- filed invoices in respective files
- processed shelter reservations using My County Parks online system
- assisted public by phone with on line reservations
- entered Lodge reservations on spreadsheet and receipted payments
- wrote checks for Damage Deposit refunds
- handled Environmental Education program and trip registrations
- processed payments
- prepared daily deposits; took to bank when needed
- balanced Credit Card terminal daily
- balanced monthly bank statement
- kept Nature News mailing list current
- handled misc. tasks as needed - incoming calls and messages, metered outgoing mail, distributed incoming mail, filed, assisted with photo copying, picking up mail from post office
- worked with on-line reservations
- continued to add reservations made prior to the online reservation system to the system to get all reservations consolidated
- assigned to record and update MSDS log book
- reorganized warehouse: office supplies, first aid supplies, misc.
- ordered needed supplies for warehouse

**Linda Lister--**

- handled misc. tasks as needed: incoming calls and messages, distribution of mail, reviewing receipt and deposit information turned in by areas; updating Nature News mailing list; preparing of payroll
- assisted with preparation of files for scanning into Fortis
- continued work on GOF Annual Report mailing
- assisted with wrapping up records for Residential Tree Program

**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 17 news releases

- Held Family of Parks Open House
- Secured video footage for the Spring/Summer Family of Parks commercial
- Attended Strategic Marketing Partners meeting
- Attended sign committee meeting and ordered CBG signs
- Prepped for and held PCC Advisory Committee meeting
- Worked with graphic designer to develop new PCC display and revise main PCC brochure
- Prepped for and held Jester Park Master Plan public meeting
- Developed golf course educational invasive species flyer
- Monitored budget and purchased end of the year supplies
- Developed EAB firewood policy flyer for posting and updated websites
- Developed Yellow Banks Park music in the park flyer
- Held Grants Committee meeting
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- Prepared scope of work and other materials for new Director meeting
- Continued working with Eagle Scout candidates on projects e.g. flagpole, various Playscape projects, fishing line recycle bins and benches at trail heads. Continued planning for Boy Scout Venture groups.
- Recruited volunteers for Residential Tree Program
- Worked on budget items e.g. toolkits, Trail Ambassador supplies, etc...
- Sorted tools and supplies in Invasive Species Removal Toolkits, re-ordered broken, damaged tools and supplies
- Followed up with Ankeny and Pleasant Hill Parks and Recreation service projects at Jester Park starting in June
- Worked on updating May volunteer opportunities with United Way and PCC volunteer database; continued follow-up with volunteer referrals from April/May United Way Website and USAService.org
- Worked on data entry for volunteer log sheets
- Worked with Granger Assumption School students pruning and clearing trails at the equestrian center
- Developed agenda and coordinated June REAP Committee Meeting, typed minutes from previous meeting and developed a Draft 2009 REAP Expenditure Plan
- Continued to update 2009 volunteer project calendar and planned events/workdays, updated volunteer database
- Developed survey and Role of Trail Ambassadors, sent materials out to TA's for Skills Database, approved design and ordered t-shirts and fanny packs

#### *FUTURE ACTIVITIES—*

- Budget monitoring
- Finalize revised PCC main brochure
- Review EL wayfinding signage
- Develop CBG update flyer for Task Force, partners, neighbors
- Begin compiling Annual Report

- Continue working on expanding the Trail Ambassador Program e.g. begin meeting with TA's onsite and distribute supplies
- Continue planning Eagle Scout Projects and service projects
- Attend June DOVIA meeting
- Attend June R2G2 planning meeting
- Continue planning 2009 REAP Committee meeting dates
- Plan Invasives Species Removal Training with Wal-Mart at Jordan Creek in preparation for Adopt-A-Park Sponsorship and work on project development
- Work on remote areas emergency response address designations

*ISSUES AND OPPORTUNITIES--*

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

**Construction/ Maintenance Area Staff: Steve Haefner & Barnard Feezell - Const. Technicians, Stan Manning, Special Services Technician; Shane Young & Ron Robbins – Seasonal Staff**

*PAST ACTIVITIES—*

- attended meetings as needed
- continued High Trestle trail project work for bridge phase
- continuing FEMA related repair projects
- met with Polk County Risk Manager at Family Violence Center to assist with playground fall tile installation
- held pre-construction meeting for CBG Longhouse sewer system project
- completed camp-aid site improvements at CBG
- Stan Manning began duties as Special Services Technician
- Manning, completed Playground Inspection certification training and testing
- Manning working on MSDS updating
- Constructing shelter for seating area at Playscape
- Placed Memorial Plaque at High Trestle Trail gazebo site
- Met with contractors for quotes on upcoming projects
- Installed AC condensing unit for EL shop HVAC unit
- Continuing sign and kiosk construction at YB entrance
- Met at Browns Woods on possible additional parking lot
- Cut in additional drainage way at Great Western Trail east box culvert
- Inspected back-flow devices at EL Beach, JP Lodge, High Trestle Trail gazebo

*FUTURE ACTIVITIES-*

- continue landscape timber replacement at JP and TM campground sites
- begin CBG Longhouse sewer project
- continue YB kiosk and entry sign project
- do all area spring HVAC checks and service work

*ISSUES AND OPPURTUNITIES:*

- none at this time

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

*PAST ACTIVITIES—*

- did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua
- performed weekly sewer tests
- sent monthly sewer reports
- repaired fold down posts on Trestle to Trestle Trail at Bob Lenc's entrances, twice this month.
- worked on Jester Park Master Plan and attended two meetings
- took two plastic tables to Easter Lake for summer trail tests
- repaired benches at lodge
- repaired two light fixtures at stables
- repaired skylights on upper shower house
- repaired drinking fountains at playscape and playground
- repaired playground age use sign at playground
- SEI repaired sensor at kitchen door of lodge
- attended sign committee meeting
- replaced ballast in mechanical room of lower shower house
- attended CMO meeting with new director
- installed Pumps at playscape pond
- installed two car parking area at two dam pond
- fixed administration sewer alarm floats
- replaced GFI outlets at playscape
- painted BBQ grills at Chichaqua
- painted BBQ grills at Jester
- repaired administration boardwalk
- fire extinguishers were serviced
- opened Camp area 3
- repaired drain in arena mechanical room
- repaired all conference room chairs in the administration office
- graded roads
- painted Directors office
- replaced small grill at shelter 3

*FUTURE ACTIVITIES--*

- install volleyball poles and nets
- replace 2 BBQ grills
- grade gravel roads
- paint speed bumps
- install fire rings
- clear wood finish split rail fencing

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

*PAST ACTIVITIES—*

- performed routine maintenance to buildings and grounds
- performed monthly inspections of buildings and grounds at Easter Lake, Fort Des Moines, Brown's Woods and Great Western Trail
- Cleaned beach and added ADA wood chips to play ground. Added sand to beach, inspected for safety before opening
- getting shelters ready for rentals
- fixed split rail fence through out Easter lake
- play ground inspections at Easter lake, Fort Des Moines

*FUTURE PROJECTS—*

- working on getting covered bridge at Easter lake painted
- parking lot striped at Fort Des Moines
- work on trash removal around lake edge at Easter lake

*ISSUES AND OPPORTUNITIES--*

- none at this time

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

*PAST ACTIVITIES--*

**Yellow Banks**

- cleaned Park and Buildings
- installed 3 new grills
- graded around new firewood concrete pad
- graded new kiosk site
- installed new ballasts in campground lights
- replaced electric pedestal in campground #1
- cleaned grills and fire rings
- filled potholes in campground roads
- installed new concrete ring on septic tank access
- shop inventory
- leveled soft fall in playground areas
- cleaned out boat ramp

**Thomas Mitchell**

- cleaned park and buildings
- new 6x6 surrounds for electric camp sites
- cleaned grills and fire rings
- installed new night eye on shop light

**CVT**

- changed out garbages

**Gay Lea Wilson Trail**

- picked up litter

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

- picked up litter
- Hotsy shelter
- Power washed entry sign

**Other Polk County Areas**

- 
- 

***FUTURE ACTIVITIES—***

- finish installing new 6x6 surrounds around TM camp pads
- install new shower liner wall board in campground #2 showers
- paint benches in YB picnic area
- set posts in new sand volleyball court
- repair broken sidewalk at the TM playground

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

***PAST ACTIVITIES—***

- Worked on vehicles and equipment as needed
- Continued area asset inventory's
- Repaired Bobcat T190 engine oil pressure problem
- Continued 2009 vehicle inspections
- Worked on Kewanee disc bearings and gang blades
- Repaired downed JD 6410 tractor on CVT
- Repaired Ford 4610 tractor axle seal
- Repaired IH Boom truck air conditioning
- Repaired EL Landpride PTO shaft
- Received Polk County pool vehicle from GS
- Repaired EL Starlite trailer tailgate
- Started on MSDS updating
- Updating vehicle/eqpt. files
- Taking Bids on EM in-ground vehicle hoist
- Attended new director, Vision Plan, equipment meetings

***FUTURE ACTIVITIES—***

- work on vehicles and equipment as needed
- continue vehicle inspections
- continue updating MSDS
- continue trailer PM
- continue vehicle/eqpt. files updates
- continue area asset inventory
- attend meetings as scheduled

***ISSUES AND OPPORTUNITIES--***

- none at this time

## Leisure Services: Equestrian Center

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

### *PAST ACTIVITIES--*

- We facilitated wrangler training for two days before starting trail rides.
- We started trail rides May 15, and so far it has been busy on the weekends.
- We had a trails fundraiser/tack swap meet on the 2<sup>nd</sup> and had around 200 people in attendance.
- Carrie participated in the Family of parks open house on the 3<sup>rd</sup>.
- Carrie, Deb, Dennis and Deanne met with Dennis Parker and gave him an overview of our operations at the Equestrian Center.
- Carrie has been participating in the Jester Park master planning meetings and attended the public meeting on the 19<sup>th</sup>.
- We hosted 4 birthday parties (one was for special needs children) totaling 50 kids.
- About 150 middle school students came on two days to help with trail and barn spring clean up.
- We ran three wagon rides for a family reunion, birthday party and West Des Moines Park and recreation group.
- We facilitated a Girl Scout Badge day with 26 girl scouts participating.
- We hosted a cutting clinic the last weekend of May and had 12 participants with their own horses.
- Carrie and Dennis had a budget meeting with Steve Lindner.
- Carrie attended a grants meeting about possible grant opportunities.
- A special needs class from Johnston Schools came to do community service and horse activities.

### *FUTURE ACTIVITIES—*

- Our horse camps will start June 8<sup>th</sup>; there will four camps in June.
- We will be hosting activities for Nat'l Trails day.
- We will facilitate an Operation Military Kids camp the 20<sup>th</sup>.
- An at risk student group from Johnston schools are coming on the 19<sup>th</sup>.
- An Urbandale school group is coming to do riding in our indoor arena.
- The Iowa Association Saddle club is having a horse show in our outdoor arena on the 14<sup>th</sup>.
- The Jester Dreamers 4h club is having a 4h Horse show in our indoor arena on the 27<sup>th</sup> with proceeds going to our therapeutic riding program.
- Grimes park and rec. have scheduled rides on the 30<sup>th</sup>.
- We have 6 birthday parties scheduled.
- We are facilitating a Girl Scout badge day on the 21<sup>st</sup>.
- The Polk county youth shelter is doing a camp on the 22<sup>nd</sup>.
- Creative Center for Young Children is coming out for a tour and pony rides.
- A group from Broadlawns mental health program are coming for a trail ride.

### *ISSUES AND OPPORTUNITIES*

- We received a \$4500.00 grant from Ronald McDonald House for the Freedom to Grow Program.
- We are applying for a \$5000.00 Variety Club grant for the Freedom to Grow Program.

### **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
- Attended a Jester Park Master planning public and staff meetings
- Hosted Rain Gardening Public program Prepared and presented Public Canoe and Kayak Class
- Continued working with DM Rotary and ISU on Solar Cabin Project
- Began torching steel art pieces for playscape arbor
- Filmed segments for upcoming Family Parks commercial
- Submitted REA/CEP grant for videocasting
- Booth at Learnapalooza in West Des Moines
- Lead the “Wind, Rock & Fire” Bus tour to Adair County with 42 bus participants
- Prepared for and held Bike and Cache program on the CVT
- Prepared for and held Catch-n-Croakers program at Chichaqua
- Prepared Jr. Naturalist Camp itinerary, letters, and health forms
- Participated in the IOWATER Polk County snapshot water sampling
- Presented 273 programs to over 4500 school students. 240 programs took place outdoors.

### *FUTURE ACTIVITIES—*

- Write Ask the Naturalist columns and record segments for KJJ
- Attend Canoe class certification at Raccoon River Park
- Assist with the Senior Fishing Derby at Fort Des Moines Park
- Plan programming for 5-day Jr. Naturalist summer camp at Jester Park

### *ISSUES & OPPORTUNITIES –*

Month/Year: May 09

School Programs										
LOCATION		PEOPLE	Programs	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
	6	225	6	4.00	Altoona/SE Polk	6				
3		69	3	2.25	Beaver Creek/Johnston	3				
3		75	3	2.25	Samuelson/DM	3				
1		23	1	0.75	Wallace/Johnston	1				
	4	107	4	3.00	Parkview/Ankeny	4				
	6	63	6	5.00	Oak Park/DM	6				
	3	75	3	3.00	Hoyt Middle/DM		3			
	2	88	2	3.00	Maple Grove/Waukee	2				
	6	220	6	4.00	Altoona/SE Polk	6				
	1	31	1	3.00	Runnells/SE Polk	1				
	8	150	8	6.00	SE Polk Jr. High/SE Polk			8		
1		40	1	0.75	South Union/DM	1				
3		75	3	1.50	Clay/SEP	3				
2		100	2	2.25	Capitol View/DM	4				
	2	75	2	2.00	Hanawalt/DM	3				
	2	43	2	2.25	Central/North Polk	2				
	6	100	6	5.50	Ames Middle/Ames		6			
	2	24	2	2.50	Hubbel/DM	2				
	2	50	2	2.00	Hubbel/DM	2				
	1	43	1	1.50	Home School	1				
	3	21	3	3.00	St. Joseph's/private	3				
	6	100	6	4.50	Jordan Creek/WDM	6				
	3	70	3	2.25	West/North Polk	3				
	2	50	2	1.75	Summitt/Johnston		2			
	1	16	1	1.50	Sayre/Private	1				
	4	100	4	2.00	West and Central/North Polk	4				
	8	75	8	9.00	Deleware/DM	8				
2		52	2	1.50	Summitt/Johnston		2			
	6	75	6	4.50	Samuelson/DM	6				
3		75	3	1.50	Greenwood/DM	3				
	6	75	6	5.00	Garton/DM	6				
1		50	1	0.75	Morris/DM	1				
	2	47	2	1.00	Central/North Polk	2				
	4	100	4	4.00	SEP TAG/ SEP	4				
	6	80	6	4.50	Rolling Green/ Urbandale	6				
	4	85	4	3.00	Timber Ridge/Johnston	4				
	2	100	2	4.50	North Polk			2		
2		50	2	1.50	Clay/SE Polk	2				
	3	70	3	2.75	Clive/WDM	3				
	4	90	4	2.00	Horizon/Johnston	4				
	3	90	3	3.00	Horizon/Johnston	3				
2		100	2	1.50	SE/Ankeny	2				
	5	125	5	4.50	Beaver Creek/Johnston	5				
	3	75	3	2.50	Hillis/DM	3				
	8	100	8	6.00	Hillis/DM	8				
	4	100	4	3.75	Eason/Waukee	4				
	33	75	33	27.00	Harding/DM		33			
	4	100	4	2.75	South Union/DM	4				
	9	105	9	6.75	Meredith/DM		9			
2		110	2	1.50	Crocker/Ankeny	5				
	36	84	36	66.00	Harding/DM		36			
6		150	6	27.00	Parkview/Ankeny		6			
	3	50	3	2.00	Findley/DM	3				
1		23	1	0.75	Bondurant/Bondurant			1		
	6	50	6	6.00	Summitt/Johnston		6			
1		27	1	1.00	Cattell/DM	1				
	2	50	2	2.00	Findley/DM	2				
	2	21	2	2.00	Fairmeadows/WDM		2			
	4	92	4	2.00	Westridge/WDM	4				

	3	58	3	3.00	Cattell/DM	3				
<b>33</b>	<b>240</b>	<b>4642</b>	<b>273</b>	<b>288.00</b>	<b>School visits</b>	<b>163</b>	<b>105</b>	<b>11</b>	<b>0</b>	<b>279</b>

2	Amphibians	17	Insects	31	Service Learning
3	Animals of Iowa	4	Marsh Study	3	Seeds
2	Animal Classification	8	Mammals	1	Unhuggables
22	Canoeing/kayak	3	Native Americans	3	Woodlands
2	Cosmic Connections	5	Owls		
3	Eggs	29	Pond Study		
12	Fishing	17	Prairies		
4	Fossils	16	Prairie Hike		
3	Geology Hike at JP	4	Rocks		
16	Geocaching				

Parent/Child					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
	1	26	1	1	Birds/Nature Friends
	1	36	1	1.5	Watch Me Grow(Seeds)/Nature Friends
<b>0</b>	<b>2</b>	<b>62</b>	<b>2</b>	<b>2.5</b>	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
	1	24	1	1.00	Frogs and Toads/Ankeny Parks and Rec
	1	23	1	1	Pond Study/Wakond Pre-K
	2	45	2	2.00	Hike/WDM United Methodist PreK
	2	27	2	2.00	Pond Study/Plymouth Preschool
	2	37	2	2.00	Pond Study/Science Center
1		15	1	0.50	Indoor Pond Study/ Plymouth Preschool
	1	25	1	0.75	Natural Resources/Scouts
1		65	1	0.75	Tracks/Scouts
1		18	1	0.50	Insects/Beautiful Beginnings
<b>3</b>	<b>9</b>	<b>279</b>	<b>12</b>	<b>10.50</b>	

Public Awareness exhibit					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		350	1	4.00	LearnaPalooza/WDM/
	1	125	1	2.00	YB music in the Park/Public
<b>1</b>		<b>350</b>	<b>1</b>	<b>4</b>	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
	1	125	1	1.50	Catch-n-Croakers/public program
	1	15	1	0.50	Endangered Species Movie Night/Public
<b>0</b>	<b>1</b>	<b>125</b>	<b>1</b>	<b>1.5</b>	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		114	1	1.00	Woodland Wildflowers/OWLS
1		13	1	1.00	Raingardens/Public
	1	14	1	1.25	Geocaching/Polk Co. Treasurer's Office
	1	42	1	9	Wind Rock Fire Bus Tour/LFK
	1	17	1	2	Kayak Basics/Public
	1	10	1	2	Canoe Basics/Public
	1	12	1	2	Flyfishing Basics/Public
<b>2</b>	<b>2</b>	<b>222</b>	<b>7</b>	<b>18.25</b>	

Programs by Volunteers					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		16	1	0.50	Insects/Studebaker
2		40	2	1.00	Seeds/Hillis
	3	80	3	3	Seeds/ Rolling Green
		<b>136</b>	<b>6</b>	<b>4.5</b>	

## 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, Jason Spurr, Bryan Olmstead, Meagan Haase**

### ***PAST ACTIVITIES –***

- Participated in Family of Parks Event
- Participated in Career Day events at Valarius Elementary School
- Started conversations with Electronic Engineering to develop plan on meeting
- Bike Patrol
- Meeting with Director
- Fishing Programs
- PAU picnic
- FCC narrow banding mandates
- Opened camp area #3 sites 301-326
- Worked on emergency flip chart
- Worked on sign order for JPEC, made arrangements for installation
- Ordered Junior Park Ranger Badges
- TV shoot with Kami at fishing docks

### ***FUTURE ACTIVITIES --***

- Install parking lot & barriers at CBG pond 10800 block of Hwy 65
- Continue with sign inventory, GPS locations
- Make adjustments to Hunters Packet for 09-10 season
- Make adjustments to Ranger summer schedule as necessary
- 6/27/09 Fishing Clinic JP #5
- Pump up pond and stock with bass
- Release Walleye
- Bike Patrol
- Increase bike trail patrol 4 hrs. weekday 8 hrs. weekends
- Replace Park Officer position--- Mark Kubik no longer working career move

### ***ISSUES & OPPORTUNITIES –***

## MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : May                      2009

RENTAL FACILITIES NO. OF PEOPLE												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH												0
EL												
JP	On Line Reservations are now being taken for all shelter houses											
TM												
YB												
FDM												
<b>TOTALS</b>												

RENTAL FACILITIES NO. OF RESERVATIONS												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH												0
EL												0
JP	On Line Reservations are now being taken for all shelter houses											
TM												0
YB												0
FDM												0
<b>TOTALS</b>												<b>0</b>

CAMPER TALLY NO. OF UNITS				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH				0
JP	897	1161	3	2061
TM	349			349
YB	754	152	2	908
<b>TOTALS</b>	<b>2000</b>	<b>1313</b>	<b>5</b>	<b>3318</b>

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	0		0
JP	3140	4064	110	7313
TM	1222	0		1222
YB	2639	532		3171
<b>TOTAL</b>	<b>7000</b>	<b>4596</b>	<b>110</b>	<b>11706</b>

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH									0
EL	7270					59712	23356		90338
JP					12978*	39056			39056
TM		1761	1132	252		12576			15721
YB						27350			27350
<b>TOTAL</b>									<b>172465</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%.  
 \* est. counter inop.

COMMUNITY SERV.	
Area	Hours
CH	
EL	
JP	
TM	
YB	
<b>Total</b>	<b>0</b>

Volunteer	
Area	Hours
CH	
EL	
JP	
TM	
YB	10
<b>Total</b>	<b>10</b>

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	210
EL Assist. Ranger	145
JP Ranger	159.5
TM Ranger	196.5
YB Ranger	216
YB Assist. Ranger	163
Park Officers	244
Community Service	
<b>Total</b>	<b>1334</b>

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	19.5
JP	Kathy Dunwoody	134
TM		
YB		
<b>TOT</b>		<b>153.5</b>

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap rng	57	17.5
<b>total</b>		<b>57</b>	<b>17.5</b>

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

5/1	132	TM	Removing plants		508
5/6		YB	Assist form sheriff - harassment		
5/9	681	YB	ATV No registration	4472	
5/9	681	YB	Warrant Arrest		
5/9	132	TM	Excessive noise		519
5/10	132	TM	Departmental Assist - Mitchellville		521
5/12	682	YB	Prohibited Areas	2347	
5/12	Dotzler	Easter Lake	No Fishing License	5040	
5/12	Dotzler	Easter Lake	Alcoholic Beverages x1		
5/15	132	CBG	Prohibited / Destructive Acts	CB4008	522
5/15	675 / 679	Jester Park	Alcohol: Public intox. & warrant		515
5/16	681	YB	Assisted P Hill PD with ATV		
5/16	Bruscher	Easter Lake	No Fishing License	4401	
5/19	Dotzler	Easter Lake	Failure To Carry	5041	
5/19	Dotzler	Easter Lake	No Fishing License	5042	
5/19	Dotzler	Easter Lake	No Fishing License	5043	
5/19	Dotzler	Easter Lake	Alcoholic Beverages x2		527
5/21	Bruscher	Easter Lake	No Fishing License	4402	
5/21	Bruscher	Easter Lake	No Fishing License	4403	
5/21	Bruscher	Easter Lake	Alcoholic Beverages x1		
5/22	Dotzler	Jester Park 405	Possession of Marijuana	3152	
5/23	681	YB	ATV on Highway	4475	
5/23	681	YB	No DL ATV	4474	
5/23	681	YB	ATV on Highway	4473	
5/23	681	YB	No DL ATV	4426	
5/23	Bruscher	Easter Lake	Alcoholic Beverages x1		
5/23	Dotzler	Jester Park 1,2,3,4,6	DPQ X 12		547
5/23	671	Jester Park	Alcohol: DPQ X 6 incidents 1- eviction		
5/23	671	Jester Park	Departmental Assist: PCSO		537
5/24	Bruscher	Easter Lake	Alcoholic Beverages x3		
5/24	Bruscher	Easter Lake	Failure To have valid license	4404	
5/25	Bruscher	Easter Lake	Alcoholic Beverages x2		
5/25	Bruscher	Easter Lake	DPQ		
5/26	Dotzler	Easter Lake	Graffiti		
5/27	Dotzler	Easter Lake	Failure To have valid license	5045	
5/27	Dotzler	Fort Des Moines	No Fishing License	5046	
30-May	Bruscher	Easter Lake	Alcoholic Beverages X 3		
5/30	132	TM	Departmental Assist - Mitchellville		553
5/30	132	TM	Departmental Assist - Mitchellville		554
5/30	671	Jester Park	ATV: prohibited use in parks X2		5025 / 4272
5/31	132	CBG	Suspicious Vehicle - Off Road		555

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
5/1	TM	132	Found Property - Keys	509
5/20	TM Youth Area	132	Report of sick raccoon -- unable to locate	528
5/30	CVT	132	Report of sick raccoon -- located & removed	552

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
5/1	Jensend Elem.	Hurm	Career Day
5/3	NW Comm. Cntr	PAU	Open House
5/3	NW Community Cente	Jim/Charlie/Mark/Brian	Open House
5/5	JP Lodge	Herrstrom	Vision Plan Meeting
5/8	Valarius Elem. Urbdle	Herrstrom	Career Day Presentation
5/12	JP Conf. rm	Hurm	JP Master Plan
5/13	JP Conf. rm	PAU	Director meeting
5/13	Polk Co. Adm Bldg.	Hurm / Herrstrom	Board Meeting
5/13	Jester Park	Rangers	Director Mtg.
5/14	Marshall Co. Cons.	Hurm	ICCBE
5/14	Moulton School	Shepard	Two indian Programs for the 5th grade
14-May	Easter lake	Jim	Fishing Clinic
5/19	JP Lodge	Hurm	Pubic Meeting Master Plan

5/19	Easter lake	Rangers	PAU Picnic
5/27	JP Conf. rm	Hurm	Grant Meeting
5/27	Easter lake	Jim	Fisheries Biologist Mtg.
5/28	Easter lake	Dean	Fishing program
5/28	TM Office	Herrstrom	Electronic Engineering re: radio
5/29	Easter lake	Dean	Fishing program
5/30	YB	Finch	Mammals of Iowa program
5/31	TM Park	PAU Staff	post holiday meeting
5/31	TM Office	PAU Staff	Unit Meeting
5/4 - 5/8	ILEA	Hurm / Bruscher / Finch / Dotzler	Officer Bike School

## 2008 - 2009 Revenue Budget

- as of 5/31/09 (91.7% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	4th Qtr. Target % Range
6005	Forestry	12,000.00	11,358.04	641.96	94.7%	82-100%
6006	IE	65,500.00	41,196.61	24,303.39	62.9%	82-100%
6007	NR	17,080.00	18,495.83	-1,415.83	108.3%	82-100%
6101	ADM	357,750.00	355,234.20	2,515.80	99.3%	82-100%
6103	Community Outreach	40.00	77.97	-37.97	194.9%	82-100%
6111	JP	244,550.00	214,144.12	30,405.88	87.6%	82-100%
6112	TM	49,500.00	43,626.70	5,873.30	88.1%	82-100%
6113	EL	19,300.00	15,430.19	3,869.81	79.9%	82-100%
6114	CH	114,168.00	90,702.66	23,465.34	79.4%	82-100%
6116	YB	79,649.00	70,909.81	8,739.19	89.0%	82-100%
6117	CST	700.00	961.79	-261.79	137.4%	82-100%
6118	EM	600.00	1,064.72	-464.72	177.5%	82-100%
6124	EC	298,700.00	258,712.86	39,987.14	86.6%	82-100%
		\$ 1,259,537.00	\$ 1,121,915.50	\$ 137,621.50	89.1%	82-100%
Road Clearing - Fund 11						
	<b>7140</b>	\$ 75.00	\$ 90.48	\$ (15.48)	120.6%	82-100%
Reserve - Fund 16						
	<b>210</b>	\$ 6,926,891.00	\$ 3,156,863.48	\$ 3,770,027.52	45.6%	82-100%
REAP - Fund 26						
	<b>211</b>	\$ 235,789.00	\$ 163,727.28	\$ 72,061.72	69.4%	82-100%
Infrastructure- Fund 1						
	<b>213</b>	\$ 15,000.00	\$ 14,221.89	\$ 778.11	94.8%	82-100%
<b>Grand Totals - Conservation</b>		<b>\$ 8,437,292.00</b>	<b>\$ 4,456,818.63</b>	<b>\$ 3,980,473.37</b>	<b>52.8%</b>	82-100%

Note: 4th Qtr. Target Variance of 82-100% 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 5/31/09 (91.66% of budget year expired)  
Budget Target Variance for 4rd Quarter: 76% - 100%

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	44,679.84	25,617.16	360,986.00	338,869.12	22,116.88	47,734.04	88.9%
6009	Natural Resources-Green Tm	214,513.00	214,094.72	418.28	678,092.00	615,391.11	62,700.89	63,119.17	92.9%
6101	ADM	399,325.00	251,373.26	147,951.74	405,386.00	359,452.82	30,712.90	178,664.64	75.9%
6103	Community Outreach	57,475.00	52,239.79	5,235.21	163,555.00	153,349.76	10,205.24	15,440.45	93.0%
6110	Parks Advocacy	67,380.00	56,011.84	22,700.94	493,848.00	458,842.96	35,005.04	57,705.98	91.7%
6119	Maint & Opns-Gray Team	317,997.00	289,086.10	28,910.90	791,453.00	760,155.82	31,297.18	60,208.08	94.6%
6124	EC	140,900.00	135,094.91	5,805.09	293,131.00	266,574.25	26,556.75	32,361.84	92.5%
<b>TOTALS</b>		\$ 1,267,887.00	\$ 1,042,580.46	\$ 236,639.32	\$ 3,186,451.00	\$ 2,952,635.84	\$ 218,594.88	\$ 455,234.20	89.7%
Road Clearing - Fund 11									
<b>7140</b>		\$ 26,815.00	\$ 18,348.47	\$ 8,466.53	\$ 42,147.00	\$ 38,255.28	\$ 3,891.72	\$ 12,358.25	82.1%
Reserve - Fund 16									
<b>210</b>		\$ 7,320,228.00	\$ 4,279,222.94	\$ 3,041,005.06				\$ 3,041,005.06	58.5%
REAP - Fund 26									
<b>211</b>		\$ 354,174.00	\$ 236,505.52	\$ 117,668.48				\$ 117,668.48	66.8%
Capitals - Fund 1									
212	Capital's Infrastructure	32,600.00	32,600.00	0.00					
213	Capital's Equipment	124,695.00	124,679.39	15.61					
<b>TOTALS</b>		\$ 157,295.00	\$ 157,279.39	\$ 15.61				\$ 15.61	100.0%
Risk Management - Fund 3									
<b>6100</b>	Insurance, Med., Work. Comp.	\$ 208,000.00	\$ 159,391.95	\$ 48,608.05				\$ 48,608.05	76.6%
<b>Grand Totals - Conservation</b>									
		\$ 9,334,399.00	\$ 5,893,328.73	\$ 3,452,403.05	\$ 3,228,598.00	\$ 2,990,891.12	\$ 237,706.88	\$ 3,674,889.65	70.7%