



BOARD MEETING

March 10, 2010 - 5:30 p.m.

Revised

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) **Action on Bill List:** approve the PCCB/Enterprise Fund February 2010 expenditures.
 - b) **Purchase - Vehicles:** contingent on the certification of the 10/11 budget, approve the purchase of five (5) vehicles quoted from Charles Gabus Ford plus contingency and vehicle additions for a total package price not to exceed \$129,712.00.
 - c) **Special Event Permit Revisions:** approve the PCCB's Special Event Permit as amended.
 - d) **Fish Habitat Stamp Funds, Thomas Mitchell Pond:** approve the Iowa Department of Natural Resources Fish Habitat Stamp Fund Cooperative Agreement in the amount of \$13,940 with a 10% match requirement by the PCCB for fish habitat at Thomas Mitchell pond and authorize the PCCB Chair to sign the Agreement.
 - e) **Gay Lea Wilson Trail, Neal Smith to Ankeny:** accepts the low bid of \$666,701.50 from Reilly Construction Company, Inc. for the construction of the Gay Lea Wilson Trail from the Neal Smith Trail to Ankeny. Additionally, that the Board authorizes the Director to sign and execute contracts as needed to complete the trail project and to hire Snyder and Associates as construction managers.
- 3) Recreation Enhancement
 - a) High Trestle Trail, Artwork
- 4) Organizational Development
 - a) Bylaws

PUBLIC COMMENTS

STAFF REPORTS

Polk County Conservation Board Meeting -March 10, 2010



BOARD MEETING

FINANCIAL REPORTS
DISCUSSION & REMARKS
ADJOURNMENT

STAFF RECOMMENDATION: That the PCCB, contingent on the certification of the 10/11 budget, approve the purchase of five (5) vehicles quoted from Charles Gabus Ford plus contingency and vehicle additions for a total package price not to exceed \$129,712.00.

c) Special Event Permit Revisions

Staff had the County Attorney’s Office and the Risk Manager’s Office review the current Special Event Permit form. This document is used only after the applicant has filled out the Special Event Application and has met with staff to discuss and plan their event. This permit addresses the requirements the permittee is to satisfy before the event is approved; both forms assist the staff in managing the public’s request for special considerations when planning their activities in the parks, i.e. weddings, company picnics, etc.

Attached is a copy of the Special Event Permit with recommended changes identified in RED text. The changes made are found under Terms/Conditions, D & F.

Staff upon your approval will implement the changes to the Special Event Permit for 2010.

STAFF RECOMMENDATION: That the Board approve the PCCB’s Special Event Permit as amended.

d) Fish Habitat Stamp Funds, Thomas Mitchell Pond

The PCCB’s application for Fish Habitat Stamp funds for fish habitat at Thomas Mitchell pond were approved on February 11, 2010. The grant award is \$13,940 with PCCB match requirement being 10%. The PCCB’s 10% match requirement will be met between the Great Outdoors Fund (\$1,000), the extra seasonal help dedicated to this project (\$1,000), and the supplies that PCCB already has on hand.

These funds will be used to build a rock sill at the NW portion of the Thomas Mitchell pond to help control the inflow of water and help hold back sediment and also give access to the south side of the pond to anglers. As well as a rock sill, other items to be installed include rock piles, cedar trees, spawning area, and bank armoring.

STAFF RECOMMENDATION: That the Board approve the Iowa Department of Natural Resources Fish Habitat Stamp Fund Cooperative Agreement in the amount of \$13,940 with a 10% match requirement by the PCCB for fish habitat at Thomas Mitchell pond and authorize the PCCB Chair to sign the Agreement.

e) Gay Lea Wilson Trail, Neal Smith to Ankeny

On February 16 the Iowa Department of Transportation (IDOT) received bids for the construction of the above section of trail and the results were as follows:

REILLY CONSTRUCTION CO., INC. (RE300)	\$ 666,701.50
HOWREY CONSTRUCTION, INC. (HO811)	\$ 693,158.68
CONCRETE TECHNOLOGIES, INC. (CO415)	\$ 706,763.80
PETERSON CONTRACTORS INC. (PE320)	\$ 711,548.00
SHEETS EXCAVATING, LTD. (SH245)	\$ 722,827.10
ELDER CORPORATION (EL045)	\$ 740,999.99
VANDERPOOL, MIKE CONSTRUCTION, INC. (VA291)	\$ 767,252.76
CEDAR VALLEY CORP. (CE120)	\$ 771,374.15
JASPER CONSTRUCTION SERVICES, INC. (JA250)	\$ 773,126.29
CORELL CONTRACTOR, INC. & SUBSIDIARY (CO761)	\$ 793,845.32

The budgeted amount for the trail was \$836,217. There will be several change orders necessary to deal with the crossing of 26th Street, wetland mitigation, the trail route along Ora Labor Road, as well as the hiring of Snyder and Associates as project manager. We have sufficient grant funds to accomplish all aspects of the trail construction.

Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board accepts the low bid of \$666,701.50 from Reilly Construction Company, Inc. for the construction of the Gay Lea Wilson Trail from the Neal Smith Trail to Ankeny. Additionally, that the Board authorizes the Director to sign and execute contracts as needed to complete the trail project and to hire Snyder and Associates as construction managers.

3) Recreation Enhancement

a) High Trestle Trail, Artwork

The High Trestle Trail Steering Committee met on February 23, 2010 at Snyder and Associates office complex. They discussed the results of recent negotiations with RDG Dahlquist Studios concerning the proposed contract to fabricate and install artistic elements on the new High Trestle Trail Bridge. These negotiations resulted in RDG agreeing to removing the decorative rail panels from the contract, removing the blue lighting on a portion of cribs on the bridge and reducing the mark-up and contingency amounts of the contract. This resulted in the project cost being reduced from the recent estimate of \$1,223,369 to \$963,507.

The Committee discussed the concerns related to insuring that adequate funds would be available to complete the remaining projects associated with the trail project including trailheads, parking, and signage. With the revised cost for artwork, it is anticipated that adequate funds will be available to complete those parts of the projects that were originally planned. Additional projects may require future fund raising by the agencies and communities involved. Following the discussions, the Committee voted unanimously to recommend accepting the revised contract from RDG Dahlquist Art Studios.

In discussions with Public Works and Snyder's and Associates regarding who will administer the contract, it was proposed to remove the concrete monoliths portion from the Art Contract and complete it under the current bridge contract. It is understood that the cost of constructing the monoliths under the existing bridge contract will result in a significant savings. Public Works will complete a change order for Kramer Construction as part of the bridge contract and will oversee the construction of the concrete monoliths. Dahlquist Studios will still be adding the decorative tiles to the monoliths under the Art Contract. This change will further reduce the Dahlquist Studios Art contract to approximately \$720,000. Snyder's and Associates will be administering the Dahlquist Studios Art contract. The final amount of the contract will be presented at the Board meeting subject to discussions with RDG Dahlquist Art Studios.

STAFF RECOMMENDATION: That the Board accept the new proposed contract offered by RDG Dahlquist for \$_____.

4) Organizational Development

a) Bylaws

At the February 2010 PCCB meeting amendments to the Bylaws were proposed. Article XI of the Bylaws states amendments may be proposed at any regular meeting but must be again considered at the next following meeting before adoption. Dann Flaherty's additions in BLUE text follow the Code of Iowa.

Attached are the PCCB's Bylaws with proposed amendments.

STAFF RECOMMENDATION: That the Board approve adopting the PCCB Bylaws as amended.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, February 10, 2010. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

Board Present: Levis, Hadden, McEnany,
Board Absent: Smith, Vosler (Smith arrived at 5:34 p.m.)

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

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE JANUARY 13, 2010 MEETING MINUTES AS WRITTEN.
VOTE YEA: MCENANY, HADDEN, LEVIS**

#2 – Consent Agenda Item

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

- A) PCCB/ENTERPRISE FUND FEBRUARY 2010 EXPENDITURES;**
- B) REVISING THE AUTHORIZED BUDGET OF THE EQUESTRIAN CENTER ADDITIONS FROM \$51,000 TO \$54,000, AND REDUCE THE AUTHORIZED BUDGETS FOR THE EQUIPMENT MAINTENANCE BUILDING ADDITION FROM \$65,000 TO \$63,000, AND THE YELLOW BANKS CAMPGROUND #1 FROM \$70,000 TO \$68,500;**
- C) ACCEPTING THE BID FROM SAND RIDGE FARMS OF \$276.00 PER ACRE FOR THE RENTAL OF 117 ACRES OF CROP GROUND AT THE EAGLE ROOST WILDLIFE AREA AND AUTHORIZE THE PCC DIRECTOR TO SIGN A LEASE FOR THE 2010 CROP SEASON;**
- D) PURCHASE OF CHEMICALS AS HIGHLIGHTED ON THE ATTACHED RECAP FORM AT THE UNIT PRICES INDICATED;**
- E) IN ACCORDANCE WITH THE PROVISIONS SPECIFIED IN ARTICLE VII, BYLAWS OF THE POLK COUNTY CONSERVATION BOARD, APPROVE HIRING CAROL ANN CARLSON TO FILL THE POSITION OF CONSERVATION – ACCOUNTANT.**

VOTE YEA: HADDEN, LEVIS, MCENANY

#3 – Recreation Enhancement

a) High Trestle Trail, Artwork

Board Member Smith arrived at this time, 5:34 p.m.

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD TABLE THE HIGH TRESTLE TRAIL, ARTWORK ITEM.
VOTE YEA: SMITH, MCENANY, HADDEN, LEVIS**

b) Jester Park, Bison/Elk Exhibit – LAWCON Grant

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE LAND AND WATER CONSERVATION FUND GRANT APPLICATION THAT INCLUDES A CASH MATCH BY PCCB IN THE AMOUNT OF \$62,500 AND \$45,000 IN IN-KIND SERVICES FOR RENOVATIONS AND ENHANCEMENTS TO THE JESTER PARK BISON/ELK EXHIBIT AND APPROVE THE BOARD CHAIR AND PCC DIRECTOR SIGNING THE GRANT STATEMENT RESOLUTION.
VOTE YEA: MCENANY, SMITH, LEVIS, HADDEN**

#4 – Organizational Development

a) Bylaws

The Board requested that language be added to the Bylaws stating that the Officers of the Board will be elected by its Members rather than appointed to the Officer positions based on seniority within the term being served. The Board also recommended removing the word Treasurer from the signature page.

The Board agreed with the other amendments proposed.

The amendments will be brought before the Board again next month for adoption.

PUBLIC COMMENTS
STAFF REPORT
FINANCIAL REPORT
DISCUSSION & REMARKS

- Parker introduced Jim Youngblood who will be working with the Great Outdoors Fund Board. Bring GOF package back to Board at next meeting.

ADJOURNMENT

Meeting adjourned at 7:10 p.m.

Prepared by: Cindy Lentz

SPECIAL EVENT PERMIT

Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109
515.323.5300 Phone
515.323.5354 Fax



Special Event Permit #: _____

PERMIT GRANTED TO: _____

DATE OF EVENT: _____ **LOCATION:** _____

The issuance of this permit is subject to the following terms, conditions and fees (if applicable).

***FEES:**

<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total Item Fee</u>
Ranger/Security Staff	\$40.00/Hour		
Picnic Tables	\$20.00 Each		
Maintenance Staff	\$75.00/Hour/Person		
Administration Fee	\$50.00 Minimum		
Deposit:	\$ _____		
Total Fees for Event:			\$ _____

* Additional fees may be incurred for any changes during the application process and issuance of the Special Event Permit.

Terms/Conditions:

- A. This document and the Special Events Application shall constitute the Special Events Permit and shall be used to interpret any conflicts of information herein.
- B. That the proposed use of the land shall be without cost, expense or obligation on the part of the Polk County Conservation Board;
- C. That no permanent facilities or structures of any kind will be constructed, erected or maintained;
- D. Proof of insurance may be required for your event. If applicable, permittee agrees to **defend**, indemnify and hold the Polk County Conservation Board, Polk County **Government**, Elected Officials, **employees**, Agents and Assigns ("**indemnified persons**") harmless from liability for all claims for damages to or injury of persons or property or death of persons arising out of any activities resulting from the issuance of this permit. Permittee, for such purposes, shall procure and maintain during the period of its activities under this permit, the following minimum insurance:

TYPE	AMOUNT
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Fire Damage (Any One Fire)	\$ 100,000
Personal & Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$ 10,000

Prior to issuance of this permit, permittee shall furnish the Director of the Conservation Board or his/her designated representative a written statement or certificate of the above-required insurance plus all applicable fees.

The obtaining of such insurance policy does not constitute a waiver of the right of the indemnified persons to assert immunity defenses under Chapter 670, Iowa Code.

- D. A damage deposit of \$_____ will be furnished to the Director of the Conservation Board or his/her designated representative prior to the issuance of the permit. The deposit will be returned after inspection of the area used for the special event reveals that the area has been returned by the permittee to its condition before the event.
- E. The Polk County Conservation Board makes no guarantees that the location will be usable on the date specified above in the event of high water or flood emergency conditions that may change the conditions of this permit. In the event of high water closing park recreational facilities, the permittee will contact our office at least one week prior to the event to discuss alternate arrangements.
- F. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, **gender identity**, age or ability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, **gender identity** or age. Requests for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. Fishing tournaments do not qualify for discrimination based on gender.
- G. This permit does not give any property rights either in real estate or material, and in no way contemplates exclusive use and such use will not in any way prevent, interfere, or deny the public use and enjoyment of the area.
- H. Additional considerations and conditions listed, if applicable.
- I. A meeting must be arranged with the Park Ranger to review all special considerations. The permittee is responsible for coordinating this meeting.

Special Considerations and Conditions (List if Section H is checked):

I have read the Special Event Permit Application and this Special Event Permit and understand the conditions under which it is issued and agree to comply with these conditions in conducting the event.

Permittee	Date	For Polk County Conservation	Date
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BYLAWS
AS AMENDED, FEBRUARY 11, 2009
GOVERNING THE ADMINISTRATION, THE DEVELOPMENT,
THE OPERATION AND MANAGEMENT OF THE
POLK COUNTY CONSERVATION BOARD
AND ITS FACILITIES

TO WHOM IT MAY CONCERN:

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

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

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

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

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

ARTICLE III. That there shall be ~~elected~~ appointed preceding the first regular meeting of each calendar year, from its members, **by 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 in 4th year of most senior 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 **by in** the month of December.

ARTICLE VI. That the principal duties of the Director shall include:

- a. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
- b. 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 estimated **d** cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors. **To present and explain amendments and modifications to the annual budget that may occur during the year to the Board prior to submission to the budget staff of the Board of Supervisors.**
- c. **The budget, or periodic budget amendments, as approved by the Conservation Board, shall be presented and explained by the Director to the Board of Supervisors at each annual budget hearing or at periodic budget amendment hearings.**

~~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.~~

- d. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation **and environmental education**; 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.
- e. 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 funds** payable ~~as authorized by the State Auditor or~~ to the Polk County Treasurer for allocation to the General Fund **of the County for the benefit of Polk County Conservation Board.**
- f. S/He shall **check review** 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.
- g. 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.
- h. S/He will develop and maintain long range strategic plans as approved by the Conservation Board to provide guidance in the planning and implementation of programs and projects.**

ARTICLE VII. That the Director, with the approval of the Conservation Board, is authorized to employ **and fix the compensation of** 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. **The Director is authorized to employ seasonal/ intermittent employees as set forth in the Conservation Board's budget, subject to ratification by the Board at its next regular meeting.**

ARTICLE VIII. That the compensation for the Director, his/her assistants and employees, shall be determined by the Conservation Board and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations.

Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees.

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

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

- a. For the purchase of minor items **and to provide for “change”**, a petty cash fund **and change funds** may be established not to exceed \$50 **and** when authorized by the **Director** ~~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 **\$5,000** ~~\$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 **\$10,000** ~~\$4,000~~ shall require only approval of the Director. In emergency situations (**defined as immediate public health and welfare**) the Director may spend up to **\$20,000** ~~\$10,000~~ **as necessary to meet the needs of the emergency within 48 hours** and inform the Conservation Board of any emergency spending as soon as possible.
- d. Items of expenditures above **\$10,000** ~~\$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~~ **acquisition** of land (**including easements**) 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.

- h. The Director is authorized to apply for grants that fit within the mission of the Board. Final acceptance of grants awarded to Polk County Conservation must be ratified by the Board.**
- i. The Director is authorized to negotiate mutual and cooperative agreements; such agreements shall receive approval of the Board.**

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

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

Chair

Vice-Chair

Secretary

NATURAL RESOURCES TEAM: Team Leaders: Loren Lown and Mark Dungan

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

PAST ACTIVITIES –

- attended meetings as scheduled
- Trails and Greenways (meetings and work)
- presented programs at a Backyard Conservation Seminar (Dungan, Lown)
finished CBG wayfinding sign projects/plan
- started creating an Invasive Species Manual
- finished yearly invasive specie removal at the golf course and prepared a bill for HG properties
- some staff attended Annual S130/190 refresher
- staff met with DOC representatives and showed PCC training program
- finished MSDS updates
- snow and ice removal (multiple events)
- finished marking woodland at TM for TSI (NRCS Grant)
- continued working on DOC safety training issues
- continued removing risk trees in County areas
- continued crown raising oaks in County areas
- continued structurally pruning young trees in County areas
- started various TSI projects at Jester Park
- prepared ITB for herbicide purchase and the “Plant Some Shade Program”
- started fabricating sprayer/fire fighting rigs
- serviced/maintained equipment as needed
- continued monitoring budget, grants, etc.
- continued monitoring Flood Mitigation Workers projects in various county parks (spent January working with NR in various areas)
- secured environmental clearance for the Equestrian Center Trails from IADOT
- revised policy/information for Water Trail Campgrounds
- staff attended Shade Tree Short Course

FUTURE ACTIVITIES–

- continue invasive specie removal
- continue WIRB grant work
- continue removing risk trees in various areas
- continue crown raising oaks
- start TSI at Thomas Mitchell park

ISSUES & OPPORTUNITIES & UPCOMING MEETINGS–

- NR mtg. – 3/1
- begin TM TSI project – 3/2
- Annual S130/190 refresher – 3/5
- Volunteer Appreciation Banquet – 3/7
- Growing Green Communities – 3/10
- NAWCA grant approvals – mid March
- Burn permit expires – 3/31

FRONT OFFICE TEAM – Team Leader: Cindy Lentz

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

PAST ACTIVITIES --

- attended crew coordination weekly meetings
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- reconciled monthly accounts receivables and prepared deposits to Treasurer's Office as needed
- made amendments to Bylaws as presented to Board
- held interviews for Accountant – Conservation position w/recommendation brought to February Board meeting
- wrote article for Polk Future newsletter congratulating Carol Ann Carlson on filling the Accountant-Conservation position and thanking Steve Lindner for all he has done for Conservation
- continued work on Asset Inventory
- reconciled mcp.com reports to Excel monthly revenue reports for fiscal year
- assisted as needed with coordination of Director's Retreat, Feb. 25-26
- met with park rangers to review MCP.com and discuss their needs for the upcoming season
- attended MCP.com Governance Committee meeting, Feb. 25
- created desk aid to assist employees with retrieving expense report from JD Edwards
- did follow-ups on status of projects related to Conservation's IT list
- made revisions to Golf Course Residence Lease Agreement for 2nd draft
- worked with Ginny on reporting of Asset Inventory information
- continued work on getting inventory report up-to-date
- continued work on employee manual updates
- held unit meeting
- assisted with DOC training materials/payroll/accounts payables while Melissa on vacation

Steve Lindner –

- updated various schedules related to infrastructure, FEMA, and REAP funds for the current fiscal year - prepared and filed claims for reimbursement, and followed up on incomplete FEMA projects
- carried forward and updated all schedules related to various trails funding
- prepared and filed grant reimbursements for one trail grants - attended various work sessions concerning grants and grant requirements for the High Trestle Trail
- worked with staff to complete schedules for an additional grant related to the proposed bison/elk exhibit
- continued to review various aspects of budget execution and advise various staff member on the execution of their budget, participated in various discussions on the status of the year's funding
- with the director, I attended a meeting with the trustees of Saylor Township concerning the status of Margo Frankel Woods
- updated a detailed schedule of grants and the grant status of all outstanding funding sources
- participated in a meeting with Christiani's discussing alternatives to add amenities to the Jester Park Lodge
- started development of the FY09/10 budget amendments, and the gathering of substantiating documents
- completed work on the tax return for the Great Outdoors Fund
- prepared documents, schedules, and a topical list to train Carol Ann Carlson in the responsibilities of the job

Melissa Ritter –

- attended Guide by cell meeting 2/1/10
- completed VF tax refund 2/3/10
- worked with Mark D. and Stan on new DOC training, 2/8-19/10
- met with Mark H. and Cindy on Employee manual revisions, 2/9, 16 & 18/10
- Patti, Lori and I attended phone conference on how to maintain Guide by cell information 2/12/10
- 2/16/10 meet with Mark H and Cindy on Employee Manual revisions
- assisted with review GOF job description and made changes
- met with Risk management, DOC, Stan M, Mark D, and Wayne on process of new DOC training 2/19/10
- emailed DOC complete file of documents used in Training of DOC 2/19/10

Nancy Simmons –

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting - mailed warrants to vendors weekly
- assisted with purchase orders
- filed invoices in respective files
- processed shelter reservations using mycountyparks online system
- assisted public by phone with on line reservations and other questions
- entered Lodge reservations on spreadsheet and receipted payments
- wrote checks for Damage Deposit refunds
- handled Environmental Education program and trip registrations and processed payments

- prepared daily deposits; took to bank as needed
- balanced Credit Card terminal daily
- handled misc. tasks as needed - incoming calls and messages, metered outgoing mail, distributed incoming mail, filed, picking up mail from post office, updating Nature News mailing list
- ordered office supplies as needed and misc. supplies for warehouse
- attended unit meeting
- assisted with snowshoe and cross-country ski rentals
- attended Excel 2007 class
- assisted as needed with Director's Retreat

Ginny Malcomson—

- continued work on preparing files for next phase of Fortis project
- continued inputting data received from field staff on asset inventory

FUTURE ACTIVITIES –

- continue work on updating PCC's employee manual
- continue working on file management
- continue with FEMA paperwork
- work on desk aids, all staff

ISSUES & OPPORTUNITIES—

- none at this time

COMMUNITY OUTREACH TEAM: Team Leader: Kami Rankin

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

PAST ACTIVITIES –

- distributed 15 news releases
- participated in GOF planning meetings; sent out January board minutes, continued developing sponsorship materials; finalized Adm. Assistant position description
- submitted Watershed Connections grant for TM stream improvements
- designed the Volunteer Banquet invite
- assisted designer with content for park maps and historical kiosk panels
- prepared materials for the 2010 Saylorville Rec. Guide
- attended Social Media training and assisted with launch of PCC's Facebook page
- assisted with GOF website renovation
- held Mally's Park public meeting
- coordinated Signage Committee meeting
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- continued planning/promoting Brown's Woods Clean-up and Earth Day projects for April 2010

- continued working with Eagle Scouts sending project lists, coordinating project detail
- met with Urbandale Jaycees President to discuss volunteer partnerships
- finished up high school mentor program projects
- updated Spring Volunteer Opportunities posting on PCC website, sent out volunteer requests for Bald Eagle Days, Bluebird Trail Stewards, Residential Tree Program, Brown's Woods Clean-up, Earth Day and follow up Bluebird Trail referrals to Coordinator
- continued follow-up/recruiting Trail Ambassador candidates, soliciting volunteer hours from active TA's, A-A-P sponsors and stewards and set-up e-mail databases for these groups
- continued planning 2010 Volunteer Appreciation Banquet, researched and ordered gifts, sent out invites and picked up awards
- updated Volunteer Database, United Way website volunteer opportunities, followed up referrals and logged volunteer hours
- staffed IACCB booth at Pheasant Fest

FUTURE ACTIVITIES—

- finalize GOF fundraising/sponsorship materials
- prepare for and hold PCC Advisory Committee mtg. on 3/25
- attend Earth Day in the Junction planning meetings
- planning for Phase II of the Family of Parks marketing campaign
- continue park mapping redesign project
- work with Bluebird Trail steward planning 2010 trail activities, ordering materials and recruiting new stewards
- continue planning and hold the Appreciation Banquet on March 7th
- continue meeting with Eagle Scouts and coordinating projects
- continue planning March, April and May volunteer events/workdays
- continue follow up with Trail Ambassador inquiries (two new)
- attend River Run Garbage Grab Planning Meeting
- attend April DOVIA meeting

CONST. MAINT. & OPERATIONS – Team Leader: Wayne Johnson

Construction/ Maintenance Area Staff: Steve Haefner & Barnard Feezell - Const. Technicians, Stan Manning, Special Services Technician.

PAST ACTIVITIES—

- attended meetings as needed
- continue bridge construction on High Trestle trail, crane was moved to west side to set remaining concrete beams
- assisted with snow removal
- worked on golf course residence interior, painting, main restroom renovation and overall interior clean-up

- framed walls for Thomas Mitchell shop office, break-room, restroom, renovation project - worked on electric, plumbing, and HVAC rough-in and insulation
- Manning worked on safety training info for Newton DOC work crew, and conducted training. Also compiled all safety documentation needed for specific tool and equipment training for work crew.
- completed CST shop winter cleaning and organization work
- installed new shop area heater in Jester Park shop
- met with Christiani's Catering on misc. projects for Lodge facility
- removed snow from flat roof areas at front entrance of Polk County River Place facility

FUTURE ACTIVITIES--

- continue CBG Longhouse project
- continue Thomas Mitchell shop interior project
- complete golf course residence interior project
- continue High Trestle Trail project
- begin planning for CBG residence garage addition, ADA access, and storm shelter project
- continue work on asset inventory costs (Johnson)
- Const. and Maint. Techs to attend concrete seminar sponsored by Manatts Ready Mix

ISSUES AND OPPURTUNITIES--

- none at this time

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

PAST ACTIVITIES—

- *did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua*
- *performed weekly sewer tests*
- *sent monthly sewer reports*
- *snow removal*
- *Fixing up Golf Course residence for new assistant golf course attendant*
- *Picnic table repair*
- *Attended CIC training for pesticide 1A category*
- *Worked on price quotes for sanitary supplies*
- *Cleaned lodge*

FUTURE ACTIVITIES—

- *Finish Golf Course residence*
- *Attend CIC training for pesticide 3T category*
- *Repair plastic picnic tables*
- *Refinish shelter and camp area signs*

ISSUES AND OPPORTUNITIES—

- *Allied Systems, INC replaced coil in sewer pump control box at the lodge*

South Maintenance Area: Staff – Chance Patrick, Maintenance Technician

PAST ACTIVITIES--

- assisted northwest maintenance area staff as needed

**Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician;
Seasonal Staff: N/A**

PAST ACTIVITIES--

Yellow Banks

- cleaned Park and Shop

Thomas Mitchell

- cleaned park and buildings
- sent in monthly EMOR report (sewage lagoon)
- Shop Renovation
 - Demolition
 - Concrete Work
 - Framing
 - Electrical

CVT

- Closed

Gay Lea Wilson Trail

-

Satellite Areas (Mally's, Carney Marsh)

- picked up litter

-

Other Polk County Areas

-

FUTURE ACTIVITIES—

- Start building camp pad surrounds in Campground #1
- Install new fence at Parson's property

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

PAST ACTIVITIES—

- worked on vehicles and equipment as needed
- plowed snow, plowed snow and more snow
- continued Winter Preventative Maintenance on mowers
- continued Winter Preventative Maintenance on utility vehicles
- repaired snow plows
- replaced JD5525 tractor cab glass
- repaired ASV overheating problem and power lose

- repaired EL Ford F-250 engine coil problem
- repaired CST Bobcat hydro arm adjustment & serviced
- replaced YB Dodge 2500 transmission
- working on 5yr. vehicle and equipment plan
- worked on vehicle replacement schedule
- wrote vehicle spec's and worked on new vehicle purchases
- attended vehicle, vehicle vendor and equipment meetings

FUTURE ACTIVITIES—

- work on vehicles and equipment as needed
- continue on 5yr. vehicle and equipment plan
- continue vehicle/eqpt. files updates
- continue winter preventative maint. on mowers
- continue winter preventative maint. on utility vehicles
- 2010 vehicle purchases
- attend meetings as scheduled

ISSUES AND OPPORTUNITIES--

- none at this time

LEISURE SERVICES-EQUESTRIAN CENTER: Team Leader, Carrie Spain

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

PAST ACTIVITIES-

- hosted Iowa Saddlebred Association schooling show
- over 300 people have enjoyed sleigh rides this month, including our Sweetheart sleigh rides for Valentines Day
- attended the luncheon at Prairie Meadows to accept the check for the grant we received (Carrie/Debby/Deanne)
- facilitated a barn/lesson show with 28 participants; a fun day was enjoyed by all
- Eyerly Ball residential adult mental health center participated in therapeutic riding
- facilitated a conformation clinic on horse structure and movement with 15 participants
- spoke at the Urbandale Lions club about the therapy program and received a donation for the program (Deanne)
- attended a guide by cell meeting, trails and budget meetings (Carrie)
- had 2 students come from Bridges for the at risk program, they helped do chores in the barn and horse back riding (Debby)
- Dallas County has been bringing juveniles on Saturdays to help with stall cleaning and barn chores

- have been making more contacts to places that would be interested in picking up the horse manure - have been hauling several loads to a local tree farmer with the dump truck (Dennis/Carrie)
- hosted two birthday parties

FUTURE ACTIVITIES--

- Iowa Saddlebred Schooling Show
- Des Moines Obedience Training club agility trials
- Kip Fladland horsemanship clinic
- Spring Break Horse camps
- attending summer camp fair at Central Campus
- volunteer training for the therapy program
- Urbandale track team team-building
- volunteer banquet

ISSUES AND OPPORTUNITIES--

- submitted a grant application to the Iowa Horse Council for the Therapy program
- received notification that we were awarded a community betterment grant from Prairie Meadows - will receive a check for \$7,680.00 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—

- Wrote and recorded Ask the Naturalist news column and radio segments.
- Continue planning for bird blinds at JP and CBG.
- Sent REAP Ice Fishing Video to DM, Ankeny, and WDM public access stations
- Finished ruff draft of LAWCON grant for Bison Elk exhibit improvements
- Finished ruff draft of Polk County Community Betterment Grant for Bison Elk Exhibit Improvements
- Watched webinar for Iowa Arts Council Grant application for Bison Elk Exhibit Improvements
- Presented public ground hog program - 40 attended
- Presented public winter hike - 27 attended
- Assisted public with snowshoes and x-ski reservation rental
- Prepared for and presented Tracks and Birds of Iowa public program at JP Lodge.
- Prepared for and presented Landscaping for Wildlife to Johnston Garden Club.

- Created and launched Facebook page for PCC.
- Helped develop Family Nature Club volunteer training manual and begin individual training.
- Updated cross-country ski email database and sent out notifications of trail conditions.
- Spent time planning Prairie Chicken Viewing Trip, Summer camps, and Canoe and Cache public event.
- Develop Videocast presentation for Spring IAN Workshop.
- Began editing summer issue of Nature News.
- Attended Social Media lunch and learn.
- Continued research and planning for Easter Lake interp. Signage
- Held Bald Eagle Watch at the Jester Park Lodge
- Worked with Kami on promo of rafting trip
- Continued planning for Earth Day tree planting event
- Presented at the Backyard Conservation Seminar
- Had a booth at the Drake Sustainability Fair
- Conducted OWLS on Neal Smith National Wildlife Refuge
- Taught two cross country ski classes at Chichaqua
- Co-facilitated meetings for the Guide by Cell grant
- Finalized 2010 Bus trips and developed a brochure
- Continue work on the Run for the Egg event – distribute flyers, secure additional sponsors, meet with artist
- presented for the Feb 9th Izaak Walton League membership meeting
- began writing and recording scripts for on the Guide by Cell grant
- continued planning 2010 Summer Camp programming

FUTURE ACTIVITIES—

- videocast presentation at Spring IAN Workshop.
- edit summer issue of Nature News.
- write and film next video for REAP grant.
- write and record Ask the Naturalist news columns and radio segments.
- maintain Facebook page.
- record Guide by Cell scripts into mp3 files
- continue work on Run for the Egg – registration and sponsorships
- attend a computer training class for Microsoft office

ISSUES & OPPORTUNITIES –

School Programs										
LOCATION		PEOPLE	Programs	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
3		60	3	2.25	Crestview/WDM	1				
1		24	1	1.00	ISU/ISU					1
	3	110	3	1.50	Central/North Polk					3
2		90	2	1.00	Westridge/WDM	2				
3		75	3	1.50	Terrace/Ankeny	3				
3		65	3	1.50	Cassidy/DM	3				
2		60	2	1.50	Windsor/DM	2				
2		90	2	2.00	Lawson/Johnston	2				
1		60	1	1.00	West/Polk City	1				
3		50	3	1.50	Studabaker/DM	3				
1		60	3	1.00	East/Ankeny	1				
3		60	3	2.25	Samulson/DM	3				
1		40	1	1	Centennial/SE Polk	1				
1		100	1	1	4-mile/SE Polk	1				
2		48	2	1	Findley/DM	2				
4		108	4	2.5	Hillis/DM	4				
3		75	3	2.25	Crestview/WDM	3				
35	3	1175	40	25.75	School visits	35	0	0	0	35

- | | | |
|--------------|-------------|----------------------|
| 4 Amphibians | 2 Insects | 1 Spiders |
| 4 Bats | 1 Landforms | 2 Teeth, Claws, Camo |
| 3 Birds | 2 Rocks | 3 Tracks |
| 3 Fossils | | 2 Unhuggables |
| 3 Habitats | | 3 Winter Hike |
| | | 3 Winter Preparation |

ICN					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		50	1	1.00	Owls
1		50	1	1	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
	1	25	1	1.00	Winter Hike/Hoyt Girls Group
	1	20	1	1	Winter Hike/Boy Scouts
1		12	1	0.50	Nocturnal animals/Ankeny Empowerment Preschool
	1	22	1	1.50	Snowshoe Hike at BW w/ Homeschoolers
1		25	1	0.75	Herps/Home schoolers
1		10	1	1.00	Habitats/Grimes Library
3	3	114	6	5.75	

Public Awareness exhibit					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		50	1	4.00	Sustainability Fair
1		50	1	4	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
	1	65	1	1.25	Owl Prowl
1		16	1	1.00	Winter Survival/Home School
1	1	60	1	1.25	Tracks/public program
1		40	1	1	Birds of IA/public program
1		15	1	0.75	Winter Survival/East PTO Literacy night
1		40	1	1	ground hog
1		27	1	1	winter hike
1		350	3	4	Bald Eagle Watch
7	2	613	10	11.25	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		18	1	0.75	Winter Animal Survival/St. Stevens Luthern Church
1		96	1	1.00	NSNWR/ OWLS
	2	27	1	2	Snow shoeing/Public
	2	45	2	4	Cross country skiing/public
1		45	1	1	NF's lkes presentation
1		12	1	0.75	Backyard Conservation/Evening Star Garden Club
1		35	1	0.75	Backyard Conservation/Sustainable Living Seminar
5	4	278	8	10.25	

PARK ADVOCACY - Team Leader: Mark Hurm

Park Area - Staff: Mark Hurm, Lead Ranger; Dean Bruscher, Ranger; Brian Herrstrom, Ranger; Charlie Finch, Ranger; Dick Shepard, Asst. Ranger; James Dotzler, Asst. Ranger.

Park Officers: Randy Hutchinson, Rick Tasler, Doug Metzger, Jason Spurr, Bryan Olmstead, Meagan Cowden, Ray Dirksen

PAST ACTIVITIES –

- cleaned restrooms and picked up garbage
- did snow and ice removal
- cleaned up the shop
- worked on making a new bench for EL shop Dean
- worked on Bike maintenance
- assisted with wood splitting at Jester Park
- assisted at DM Winter Games
- washed trucks
- placement of fish structure on DOT Pond
- fed Animals
- filled Sander
- put new plow flag on ¾ ton
- made safety manual for DOC
- worked on PAU link on website
- supervised DOC
- did park sign inventory
- artifact display
- Ranger handbook review
- patrolled areas
- assist with TM office / break room construction
- started compiling data for Urban Deer Report
- sent invoice to cities for urban deer aerial survey and payment to IA Helicopter
- dropped patches off at DMACC
- worked on signs and addressing system for rural conservation areas.

FUTURE ACTIVITIES—

- finish Bike maintenance.
- help finish EL work bench
- snow Removal
- attend pesticide training 3ot on 3/3
- attend volunteer banquet on 3/7
- attend law enforcement training on 3/9
- prep for Run For The Egg

- finish PAU link on website
- GPS Fish Structure on DOT Pond
- schedule summer programs/clinics
- install structure at Dot pond and Hail pond
- split firewood
- prepare for 2010 camping season
- continue to participate in radio system updates, both Enforcement & P.C.C.
- ATV Patrol
- compile Urban Bow Hunt harvest information & finish annual report
- attend PCC Volunteer Banquet 3/7
- order & install signs for 2010 campground fee schedule
- Assist with TM Office / break room construction
- build 2 display boxes for YB artifacts
- continue with Website Enhancement

ISSUES & OPPORTUNITIES –

MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : February 2010

RENTAL FACILITIES NO. OF PEOPLE												
	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											0
TM												0
YB												0
FDM												0
TOTALS												0

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

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

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	0		0
JP	0	0	15	15
TM	0	0		0
YB	0	0		0
TOTAL	0	0	15	15

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH									0
EL	2,538					8,312	5,292		16142
JP					1685	2080			3765
TM		524	88	19		3,742			4373
YB						4856			4856
TOTAL									29136

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%.
italics: est. counter inop.

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

Volunteer	
Area	Hours
CH	
EL	
JP	
TM	
YB	
Total	0

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	160
EL Assist. Ranger	88
JP Ranger	153.5
TM Ranger	151.5
YB Ranger	120
YB Assist. Ranger	147.5
Park Officers	
Community Service	
Total	820.5

PARK SEASONALS		
Area	Name	Hours
CH		
EL		
JP	Kathy Dunwoody	
TM		
YB		
TOT		0

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap rng		
total		0	0

LAW ENFORCEMENT INCIDENTS					
Date	Officer's I.D. #	Area	Offense	Citation #	Incident #
2/22	134	Fort Des Moines	Criminal Mischif Vandalism		793

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
2/11	JP Dr. Range	Hurm	Alarm drop all secure	

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
2/1	Jester	Dean & Mark	Guide by cell Phone meeting
2/2	JP Conference Rm	Hurm	Sign Inventory
2/3	JP	Herrstrom, Hurm	Quarterly Review
2/5	Ames	Hurm / Sheeley	DOT wayfinding meeting.
2/8	JP Conference Rm	Hurm	Bison Display
2/9	JP Conference Rm	Hurm / Ritter / Lentz	employee manual
2/10	DSM P & R	Finch	Carp Fest
2/19	JP	Rangers	MCP & Firewood
2/19	Woodward Granger	Hurm	Career Day Elementary School
2/21	Easter Lake	Charlie,Jim	Ice Fishing Clinic
2/26	Hyvee Hall	Charlie,Jim	Pheasant Fest
2/10 & 11	DMPD Academy	Dean, Jim, Dick & Brian	Law Enforcement Training
2/10& 23	JP Conference Rm	Hurm	Camp Ground Aide interviews
2/12 & 16	JP Conference Rm	Hurm / Ritter / Lentz	employee manual
2/6 & 7	Easter Lake	Dean	DM Winter games ice fishing derby

2009 - 2010 Revenue Budget

- as of 2/28/10 (66.7% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	3rd Qtr. Target % Range
6005	Forestry	14,225.00	4,859.54	9,365.46	34.2%	52-81%
6006	IE	65,242.00	50,116.69	15,125.31	76.8%	52-81%
6007	NR	20,580.00	30,454.53	-9,874.53	148.0%	52-81%
6101	ADM	132,148.00	18,914.89	113,233.11	14.3%	52-81%
6103	Community Outreach	40.00	521.18	-481.18	1303.0%	52-81%
6111	JP	246,200.00	172,236.62	73,963.38	70.0%	52-81%
6112	TM	93,524.00	70,987.60	22,536.40	75.9%	52-81%
6113	EL	19,100.00	7,736.79	11,363.21	40.5%	52-81%
6114	CH	98,450.00	80,600.74	17,849.26	81.9%	52-81%
6116	YB	78,800.00	53,372.40	25,427.60	67.7%	52-81%
6117	CST	500.00	856.54	-356.54	171.3%	52-81%
6118	EM	900.00	659.98	240.02	73.3%	52-81%
6124	EC	300,700.00	212,688.29	88,011.71	70.7%	52-81%
		\$ 1,070,409.00	\$ 704,005.79	\$ 366,403.21	65.8%	52-81%
Road Clearing - Fund 11						
	7140	\$ 75.00	\$ 64.34	\$ 10.66	85.8%	52-81%
Reserve - Fund 16						
	210	\$ 4,496,000.00	\$ 2,010,156.00	\$ 2,485,844.00	44.7%	52-81%
REAP - Fund 26						
	211	\$ 243,843.00	\$ 246,085.88	\$ (2,242.88)	100.9%	52-81%
Infrastructure- Fund 1						
	213	\$ -		\$ -	#DIV/0!	52-81%
Grand Totals - Conservation		\$ 5,810,327.00	\$ 2,960,312.01	\$ 2,850,014.99	50.9%	52-81%

Note: 3rd Qtr. Target Variance of 52-81% is auditor's budget target variance. JP, TM, EL, CH, and YB target variance is based on average of history quarter % for FY 02/03, 03/04, and 04/05

2009 - 2010 Expense Budget

- as of 2/28/10 (66.7% of budget year expired)
Budget Target Variance for 3rdd Quarter: 51% - 75%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	65,067.00	41,039.01	24,027.99	366,168.00	248,812.83	117,355.17	141,383.16	67.2%
6009	Natural Resources-Green Tm	261,668.00	141,090.47	120,577.53	733,696.00	489,296.85	244,399.15	364,976.68	63.3%
6101	ADM	232,950.00	201,320.38	31,629.62	411,761.00	272,111.26	139,649.74	171,279.36	73.4%
6103	Community Outreach	57,575.00	31,961.54	25,613.46	166,990.00	112,337.64	54,652.36	80,265.82	64.3%
6110	Parks Advocacy	66,792.00	42,411.92	24,380.08	518,834.00	349,354.60	169,479.40	193,859.48	66.9%
6119	Maint & Opns-Gray Team	327,285.00	240,248.73	87,036.27	824,123.00	568,380.22	255,742.78	342,779.05	70.2%
6124	EC	148,680.00	99,001.64	49,678.36	306,194.00	209,263.55	96,930.45	146,608.81	67.8%
TOTALS		\$ 1,160,017.00	\$ 797,073.69	\$ 362,943.31	\$ 3,327,766.00	\$ 2,249,556.95	\$ 1,078,209.05	\$ 1,441,152.36	67.9%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 10,661.82	\$ 16,153.18	\$ 43,806.00	\$ 29,386.23	\$ 14,419.77	\$ 30,572.95	56.7%
Reserve - Fund 16									
210		\$ 4,541,615.00	\$ 1,730,007.02	\$ 2,811,607.98				\$ 2,811,607.98	38.1%
REAP - Fund 26									
211		255,097.00	111,718.78	\$ 143,378.22				\$ 143,378.22	43.8%
Capitals - Fund 1									
212	Capital's Infrastructure	18,000.00	13,000.00	5,000.00					
213	Capital's Equipment	0.00	0.00	0.00					
TOTALS		\$ 18,000.00	\$ 13,000.00	\$ 5,000.00				\$ 5,000.00	72.2%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 212,000.00	\$ 150,148.13	\$ 61,851.87				\$ 61,851.87	70.8%
Grand Totals - Conservation		\$ 6,213,544.00	\$ 2,812,609.44	\$ 3,400,934.56	\$ 3,371,572.00	\$ 2,278,943.18	\$ 1,092,628.82	\$ 4,493,563.38	53.1%