



BOARD MEETING

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

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

Revised

AGENDA

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

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

- 2) Consent Agenda Items
 - a) **Equestrian Center, Payment to Lease Horses:** approve leasing of trail horses for the 2009 season from Nolan Horses at a cost not to exceed \$12,500 from the FY 08/09 budget.
 - b) **Jester Park Golf Course, 2009 Rates:** acknowledge receipt of the proposed Jester Park Price List from H.G. Golf Properties for the 2009 golfing season and acknowledge that the proposed price increases are in conformance with pricing guidelines established by the Board.
 - c) **PCCB Boundary Line Policy:** approve the PCCB Boundary Line Policy as presented.
 - d) **Ankeny to Woodward Trail, Change Order 9:** ratify the above change order #9 for the Ankeny to Woodward Trail project at a price not to exceed \$1,760.00 total.
 - e) **Action on the Bill List:** approve the PCCB/Enterprise Fund February 2009 expenditures;
 - f) **User Fees for Reservable Campsites:** approve eliminating an off-season rate for reservable campsites and setting the following rates for reservable campsites for the entire camping season (April 1 – November 30): \$22 for reservable electric campsites and \$17 for reservable non-electric campsites.

- 3) Organizational Development
 - a) Appointment of Director

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

1) Opening Items

a) Roll Call

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

The Polk County Conservation Board met in regular session on Wednesday, February 11, 2009. The meeting was called to order at 5:30p.m. Meeting Minutes Attached.

The Polk County Conservation Board met in special session on Tuesday, March 3, 2009. The interview portion of the meeting was called to order at 5:34 p.m. Minutes will be presented at the meeting.

2) Consent Agenda Items

a) Equestrian Center, Payment to Lease Horses

Each year the Jester Park Equestrian Center leases between twelve and fifteen trail horses that are used in the May-October period for trail rides, horse camps, and various other training sessions. The lease cost and transportation charges are budgeted costs of the Equestrian Center. For the 2009 season, the Equestrian Center will lease fifteen horses at \$750 per horse, and pay transportation charges to deliver the horses. This lease is at the same rate as the 2008 season.

Request the board approve the lease of fifteen trail horses and the related delivery charge for a total not to exceed \$12,500.00 from Nolan Horses for use during the 2009 season.

STAFF RECOMMENDATION: That the PCCB approve leasing of trail horses for the 2009 season from Nolan Horses at a cost not to exceed \$12,500 from the FY 08/09 budget.

b) Jester Park Golf Course, 2009 Rates

Section 5.5 of the Management Agreement between Polk County Conservation Board and H.G. Golf Properties requires that the Board be notified of proposed rate changes of golf course activities. HG Golf Properties has furnished the attached rate schedule under which they intend to operate during the 2009 golfing season. The Management Agreement requires that the proposed rate changes not exceed general pricing guidelines established as part of the Management Agreement negotiations with the Board. There is no requirement to approve the proposed rates, but only to review the rates to determine that they are within previously established general pricing guidelines.

STAFF RECOMMENDATION: That the Board acknowledge receipt of the proposed Jester Park Price List from H.G. Golf Properties for the 2009 golfing season and acknowledge that the proposed price increases are in conformance with pricing guidelines established by the Board.

c) PCCB Boundary Line Policy

The final version of the proposed PCCB Boundary Line Policy is attached. At the December meeting a draft of the policy was presented to solicit input from the board,

staff, public and the County Attorney. Input received is included in the final version which is being brought before the board for approval.

STAFF RECOMMENDATION: That the Polk County Conservation Board approves the PCCB Boundary Line Policy as presented.

a) Ankeny to Woodward Trail, Change Order 9

The following change order has occurred in the past month during the construction of the Ankeny to Woodward Trail. This item totals \$1,760.00.

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	Additional permanent signage, various crossings.	\$1,760.00

STAFF RECOMMENDATION: That the Board ratify the above change order #9 for the Ankeny to Woodward Trail project at a price not to exceed \$1,760.00 total.

b) Action on the Bill List

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

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

c) User Fees for Reservable Campsites

Due to discounts and variable rates being very difficult to build into the ecommerce portion of the site, staff is proposing that the off-season rate for reservable campsites be eliminated to “flatten” our fee structure for online reservation purposes. There is only a \$2 difference in season and off-season rates for both electric and non-electric reservable campsites so it is a small price to pay for the privilege of making a reservation. Off-season rates apply when the water has been shut off to the campground areas due to cold weather; usually mid-October to mid-April.

Proposed rates for the entire camping season are \$22 for reservable electric sites and \$17 for reservable non-electric sites.

STAFF RECOMMENDATION: That the Board approve eliminating an off-season rate for reservable campsites and setting the following rates for reservable campsites for the entire camping season (April 1 – November 30): \$22 for reservable electric campsites and \$17 for reservable non-electric campsites.

2) Organizational Development

a) Appointment of Director

Information and recommendation will be presented at the meeting.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, February 11, 2009. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

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

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

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE JANUARY 14, 2009 MEETING MINUTES.
VOTE YEA: SMITH, LEVIS, HADDEN, MCENANY**

#2 – Consent Agenda

**IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE MOVING ITEM #3A, GOLF CART INVITATION TO BID TO THE CONSENT AGENDA.
VOTE YEA: HADDEN, MCENANY, LEVIS, SMITH**

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

- A) PCCB BYLAWS;**
- B) RATIFYING GRIMES ASPHALT & PAVING CHANGE ORDER #4 FOR THE ANKENY TO WOODWARD TRAIL PROJECT AT A PRICE NOT TO EXCEED \$3,080 TOTAL;**
- C) UP TO \$2,500 IN REAP FUNDS CURRENTLY BUDGETED TO BUY RECYCLED PICNIC TABLE BOARDS BE AUTHORIZED TO PURCHASE WOODEN PICNIC TABLE BOARDS AND RELATED HARDWARE AND MISCELLANEOUS SUPPLIES;**
- D) REINSTATING THE DISCOUNT CAMPING COUPON BOOKLETS FOR THE 2009 CAMPING SEASON WITH THE 7-DAY ELECTRIC CAMPING COUPON BOOK SELLING FOR \$100 AND THE 7-DAY NON-ELECTRIC CAMPING COUPON BOOK SELLING FOR \$70, DISCOUNT COUPONS BOOKLETS WILL BE AVAILABLE FOR SALE ONLY FROM THE PCCB OFFICE DURING NORMAL BUSINESS HOURS, AND THE COUPONS ARE NOT ELIGIBLE FOR USE AT ANY RESERVABLE CAMPSITE;**

E) DIRECTING STAFF TO APPLY \$50,000 IN CONSERVATION RESERVE MONIES TOWARD THE PURCHASE OF THE FORMER SHAW PROPERTY AND TO ACT UPON THE VERBAL AGREEMENT WITH THE IOWA DEPARTMENT OF NATURAL RESOURCES TO SECURE \$28,000 OF REAP LICENSE MONEY TOWARD THE PURCHASE OF THE PROPERTY;

F) THE ADDENDUM TO THE CONTRACT BETWEEN THE PCCB AND CHRISTIANI'S CATERING DATED DECEMBER 9, 2008: ADDING #5 TO SECTION #3 – PAYMENTS, ON-SITE CEREMONY FEE – FOR JESTER PARK EVENT, CONCESSIONAIRE WILL PAY 50% OF THE ON-SITE CEREMONY FEE TO PCCB. ON-SITE CEREMONY FEE WILL BE INCLUDED IN THE LIST OF LODGE RATES AT A CURRENT FEE OF \$250 AND AUTHORIZES THE ACTING CONSERVATION DIRECTOR TO SIGN THE CONTRACT ADDENDUM;

G) THE PCCB/ENTERPRISE FUND JANUARY 2009 EXPENDITURES;

3A) ACCEPTING THE BIDS FOR THE SALE OF SINGLE GOLF CARTS TO IOWA STATE UNIVERSITY, AMES, IOWA; ROBERT JOHANNIS, GRUNDY CENTER, IOWA; ROBERT DIELEMAN, PELLA, IOWA; RICK DAWSON, INDIANOLA, IOWA; AND DAVE JONES, ANKENY, IOWA; AS INDICATED IN THE APPROPRIATE BID DOCUMENTS. PAYMENT FOR THE CARTS AND RELEASE OF CARTS TO THE SUCCESSFUL BIDDERS IS TO BE ACCOMPLISHED ON A SCHEDULE MUTUALLY AGREED UPON BY THE SUCCESSFUL BIDDER AND POLK COUNTY CONSERVATION.

VOTE YEA: LEVIS, HADDEN, SMITH, MCENANY

#4 – Organizational Development

a) On-Line Reservations

C. Lentz appeared before the Board to review the online reservation website: mycountyparks.com

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE CHANGE IN PROCEDURE FOR HANDLING OF CHICHAQUA LONGHOUSE DEPOSITS AND APPROVES MAKING THE NECESSARY REVISIONS TO THE REFUND POLICY TO REFLECT THIS CHANGE. THE BOARD FURTHER APPROVES THE RESERVATION CONTRACTS PRESENTED FOR PARK SHELTERS, CHICHAQUA LONGHOUSE; AND CAMPSITES AND AUTHORIZES PCCB STAFF WITH DISCRETION TO ADJUST THE CONTRACTS AS NECESSARY. VOTE YEA: LEVIS, SMITH, HADDEN, MCENANY

b) Employment of New Director

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO CORRESPOND WITH APPLICANTS INVITED TO BE INTERVIEWED AT THE PUBLIC MEETING, AND ADVISE THEM THAT, UNLESS OTHERWISE DIRECTED BY THE POLK COUNTY CONSERVATION BOARD, THEIR NAME WILL BE RELEASED AS AN APPLICANT FOR THE POSITION OF

DIRECTOR, POLK COUNTY CONSERVATION BOARD IF REQUESTED BY THE PUBLIC OR ANY REPRESENTATIVE OF THE PUBLIC, AND ADVISE APPLICANT THERE IS A POTENTIAL IMPACT OF THEIR CANDIDACY IF THEY DO NOT WANT THEIR NAME RELEASED.

VOTE YEA: LEVIS, MCENANY, SMITH, HADDEN

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE CALLING A SPECIAL MEETING OF THE PCCB ON MARCH 3, 2009 FOR THE PURPOSE OF A MEET/GREET AND PUBLIC INTERVIEW OF FINAL APPLICANTS FOR THE PCCB DIRECTOR POSITION. TENTATIVE SCHEDULE FOR MEETING IS THE MEET/GREET SESSION WOULD BEGIN AT 4:30 P.M. AND PUBLIC INTERVIEW PROCESS BEGINNING APPROXIMATELY AT 5:30 P.M.

VOTE YEA: HADDEN, LEVIS, MCENANY, SMITH

c) Interim Director Salary

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD BASED ON INFORMATION PROVIDED BY POLK COUNTY HUMAN RESOURCES APPROVE STEVE LINDNER BEING CLASSIFIED AS ACTING CONSERVATION DIRECTOR AT A SALARY OF \$73,243 AND BE ASSIGNED DEPARTMENT HEAD BENEFITS, EFFECTIVE JANUARY 16, 2009. THIS DELEGATED AUTHORITY AND SALARY/BENEFITS WILL BE REVOKED UPON THE HIRING OF A PCCB DIRECTOR, OR UNTIL SUCH TIME AS THE AUTHORITY IS RESCINDED BY THE PCCB.

VOTE YEA: SMITH, HADDEN, MCENANY, LEVIS

#5a – Natural Resources

a) Contract Mowing Services

Dungan appeared before the board to explain Memorandum of Understanding related to mowing partnerships with various entities and to explain circumstances surrounding whether mowing partnerships will be able to be continued.

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD APPROVE AUTHORIZING THE ACTING CONSERVATION DIRECTOR OR PCCB DIRECTOR TO SIGN MOWING AGREEMENTS AND THE MONEY FROM THE AGREEMENTS BE USED TO SUPPLEMENT THE NATURAL RESOURCES TEAM WITH ADDITIONAL SEASONAL STAFF AND SUPPLIES.

VOTE YEA: LEVIS, HADDEN, SMITH, MCENANY

PUBLIC COMMENTS
STAFF REPORTS
FINANCIAL REPORTS

DISCUSSION & REMARKS

- Staff have applied for Watershed Connection Grant to help with erosion problem at Mally's.
- Reported good turnout of public at meeting held on Jester Park Master Plan. Good comments received.
- Reported at Advisory Committee meeting comments received on Jester Park Master Plan similar to comments received at public meeting on the Plan. The Advisory Committee made a request that a PCCB Member attend a future meeting.

ADJOURNMENT

Meeting adjourned at 6:20 p.m.

Prepared by: Cindy Lentz

2009 Pricing Changes

Jester Park Golf Course Rates - 2009

18 HOLE FEES	2008 RATE	2009 RATE
WD 18 HL	\$21.00	\$22.00
WE 18 HL	\$29.00	\$29.00
Twilight 18	\$17.00	\$17.00
Junior 18	\$14.00	\$15.00
Senior 18	\$14.00	\$15.00
Winter Special 18	\$15.00	\$15.00
WD/WE Replay Fee w/ Crt		\$20.00
Public Safety w/ Crt	\$25.00	\$25.00
Birthday Special		
Boone	1/2	1/2
WD-18 Polk	1/2	1/2
WE-18 Polk	1/2	1/2
Winter Special 18 Senior	\$13.00	\$13.00
Winter Special 9 Hole Senior	\$ 8.00	\$ 8.00
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9 HOLE FEES		
WD 9 HL	\$17.00	\$18.00
WE 9 HL	\$22.00	\$22.00
Junior 9	\$11.00	\$12.00
Senior 9	\$11.00	\$12.00
Winter Special 9	\$ 9.00	\$ 9.00
WE Polk 9	1/2	1/2
WD/WE Replay Fee w/ Crt		\$10.00

PUNCH CARDS	2008 RATE	2009 RATE
18 Hole	\$ 189.00	\$ 198.00
9 Hole	\$ 153.00	\$ 162.00
Cart 18	\$ 126.00	\$ 126.00
Cart 9	\$ 99.00	\$ 99.00

SEASON PASSES	2008 RATE	2009 RATE
Co-Ed	\$ 1,600.00	\$ 1,600.00
Individual	\$ 1,200.00	\$ 1,200.00
Junior	\$ 180.00	\$ 180.00
High School	\$ 90.00	\$ 90.00
City/County Badge	\$ 430.00	\$ 430.00
City/County Badge Couple	\$ 700.00	\$ 700.00

CART FEES & PASSES	2008 RATE	2009 RATE
18 Hole	\$ 14.00	\$ 14.00
9 Hole	\$ 11.00	\$ 11.00
Pull Cart	\$ 3.50	\$ 4.00
Par 3 Cart	\$ 5.00	\$ 8.00
Twilight Cart	\$ 11.00	\$ 11.00
Season Cart Pass-Ind	\$ 700.00	\$ 700.00
Season Cart Pass-Family & Couple	\$ 900.00	\$ 900.00

Polk County Conservation Board

BOUNDARY LINE POLICY

In an effort to provide consistent management of its areas, the Polk County Conservation Board is developing this policy regarding trees on/near their boundary lines. Identifying boundaries and/or boundary fencing can be an important asset and an aide in good land management from legal, environmental, cultural, social and financial perspectives.

I. Objectives:

- To enhance conservation and park management outcomes
- To clarify the obligations and responsibilities of PCCB and adjoining landowners
- To ensure that risks associated with boundaries are properly managed by PCCB and its neighbors

II. Definitions:

- 1) Nuisance – “Anything which is ... an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property is a nuisance.” Leaves, needles, twigs, sap, acorns, etc., are naturally occurring tree debris and do not generally constitute a nuisance.
- 2) Boundary Tree – A boundary tree is one that is either planted or grows naturally on the boundary line between two lots or a tree whose branches, trunk, or roots have crossed a boundary.
- 3) Boundary Line – A line that indicates a boundary, typically between adjoining property owners.
- 4) Boundary Line Tree Ownership – Generally, the location of the trunk determines who owns the tree. If PCCB and its neighbors are co-owners of a true boundary-line tree, then PCCB cannot cut down the tree without the neighbor's consent, and vice-versa. PCCB and its neighbor(s) equally share the tree-care expenses and responsibilities.
- 5) Abatement – Fixing the nuisance.
- 6) Self-help – Property owners in Iowa have the right to trim the branches or roots of a neighbor's tree that encroach onto their property, up to the property line, at their own expense.
- 7) Encroachment – structures or improvements built or established which interferes with a real estate interest of the Polk County.
- 8) Trespass – Unauthorized transient use and occupancy, such as livestock grazing, mowing, planting, cultivation and harvesting of crops, timber cutting and removal, ect.
- 9) Natural Area – Area that is non-mowed with minimal management activities.
- 10) Managed Area – Area that is mowed with expanded management activities.

III. Management Zones:

A. Managed Areas

B. Natural Areas

C. Hard Surface Trails/Linear Parks

A. Managed Areas:

- Nuisances will be abated
- Management activities include mowing, string-trimming, tree care, weed control, trash pickup, boundary signage, etc.

B. Natural Areas:

- Hazardous trees will be removed per PCCB's "Tree Management Policy"
- Hangers and partially fallen trees will be made safe, within a reasonable time, where a target is present
- Vegetation shall not be removed for aesthetic reasons
- Poison ivy will not be sprayed
- Pruning will not be done
- Landowners can abate nuisance to property line but must not deface, harm or jeopardize the health of the PCCB's tree in anyway
- Control of invasive species may occur if budget and time allow
- Active management of natural areas will not occur unless it is to benefit of Polk County Conservation

C. Hard Surface Trails/Linear Parks:

- Hazardous trees will be removed within a reasonable time, per PCCB's "Tree Management Policy"
- Hangers and partially fallen trees will be made safe if a "target" is present
- No vegetation will be removed for aesthetic reasons
- Poison ivy will not be sprayed along the boundary line
- Pruning will not be done along the boundary line
- Landowners can abate nuisance to property line but must not deface, harm or jeopardize the health of the PCCB's tree in anyway
- Control of invasive species may occur if budget and time allows
- Where mowing does not occur, all vegetation including poison ivy will be maintained within 4' of the hard surface trail via spraying, within a reasonable time frame
- Pruning will be accomplished, within a reasonable time, to provide clearance for maintenance vehicles along trail surface and line-of-sight at intersections

IV. Boundary Line Maintenance:

- Posted signs will be installed along boundaries where needed as dictated by lease agreement or encroachment, visible sight lines should occur between posts

- Boundary lines may also be marked with paint (blazed) between signs to further delineate property lines
- Additional posts, signage and/or fencing may be installed if problems arise with boundary lines
- Boundary lines will be walked once every two years, within a reasonable time, to check for encroachment issues where a target is present or dictated by lease. Where chronic violations occur lines will be walked as needed.

V. Access Permit:

- When access is required from an adjacent landowner(s) property, a signed access permit will be obtained before commencing any work

VI. Encroachment/Trespass:

- Encroachment/trespass will not be allowed into any PCCB area without the approval of PCCB. This includes mowing, dumping leaves, branches and other debris, pet waste, birdhouses, etc.
- PCCB will notify violators of any encroachment by letter and if the encroachment/trespass issue is not resolved in 14 days, PCCB may issue a citation (§714, et al, 716, et al, 716B, et al 717, et al 717A, et al 717B, et al 718, et al, 719, et al, 723, et al 723A, et al,) or may bring a civil action
- All visual barriers around the parks shall remain in place
- It is the intent of the PCCB to maintain wildlife habitat at its current levels as a part of the PCCB environmental philosophy

VII. Boundary Line Disputes

- When a boundary line is disputed by a neighbor, the neighbor may pay for the surveying so these costs do not become excessive for PCCB in the future.

VIII. Education:

- A handout will be created to inform neighbors of our Boundary Line policy
- A flyer may be created to educate and inform neighbors of natural area issues such as invasive species or toxic plants

Adopted:

NATURAL RESOURCES - 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 – CCM, board, master planning, advisory committee, numerous recreation trails meetings, Central Iowa Birding Trail, Central Iowa Greenways, Grays Lake Advisory, etc.
- Loren Lown serves as representative to the Iowa Wildlife Action Plan and the State Wetlands Committee
- NR staff recertified in RT – 130 Annual Fireline Safety Refresher
- NR staff attended Shade Tree Short Course in Ames
- Joe Boyles obtained certification in S130/S190 training
- prepared ITB for spring “Plant Some Shade Program”
- continue interviews and hire seasonal employees
- serviced/maintained equipment
- continued monitoring budget, grants, etc.
- continued working on FEMA related issues including debris removal, record keeping, contractors
- continued monitoring Flood Mitigation Workers projects in various county parks (spent February at CBG)
- continued utilizing DOC for various Natural Resource projects (tree and fence removal, invasive species, WIRB Grant, etc.)
- continued working on upcoming April wetlands conference to be held in Polk County
- preliminary alignment of trail from Shelter 5 JP to existing Hickory Ridge trail
- seed processing
- TSI sycamores – Bolton-Hay and Bailey-Carpenter
- mark trees & fencelines / TSI – goat “pastures”
- brush clearing / wire removal – Bluff Cr. / 102nd / Valeria Road / 112th St. / Darnell
- Hrubes to TM – assist tree removals – 2/4 & 2/5
- ASV work – goat “pastures” – boundaries & interior (part)
- set up photo points – goat area
- basal bark & hack n’ squirt black locust – Shaw / B-C
- basal bark honey suckle and black locust – Bluff Creek
- basal bark woodies – Darnell & Airport
- continued processing seed for various spring projects
- burn brush piles in various parks
- started cleaning up ash from various brush piles

FUTURE ACTIVITIES–

- continue invasive specie removal
- Drake Capstone ecology class
- continue crown raising oaks
- continue deadwood oaks in campgrounds
- continue working on FEMA related issues

- continue fence removals at CBG and JP
- ASV work – continue goat “pasture”, other areas
- wood duck box checks

ISSUES & OPPORTUNITIES–

- Director Candidate Events – 3/3
- Volunteer Banquet – 3/8
- Production Project Training @ Mitchellville – 3/10 (Lael)
- Mitchellville DOC training – March (date TBA)
- Agency Meeting – 3/19
- Presentation – Troop 202 – 3/28 (Doug)

FRONT OFFICE TEAM – Team Leader: [Cindy Lentz](#)

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

PAST ACTIVITIES --

- attended crew coordination weekly meetings
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- continued to input information onto mycountyparks.com website for on-line reservations, scheduled to launch March 16 (change from March 1)
- finalized set up with authorize.net, Polk Co. can now test purchases on the on-line system
- met with Bruce, Kami, Melissa and Steve on the director hiring process and assisted Bruce with information as needed
- attended Winterfest, IACCBE Conference in Waterloo
- attended all-staff meeting, 2/3
- sent out letter to Chichaqua campers notifying them of on-line reservations for camping reservations
- met with Dr. Pepper representatives on beverage vending machines in PCC parks
- worked with HR on paperwork for proposed Special Services Tech. position
- met with G. Lentz and Lindner to discuss physical inventory process and scheduling completion of the inventories
- met with IT representatives and Malcomson to discuss status of database project
- met with Cataldo (Co. Risk Management) and Bob Jester (Jester Insurance) to talk about PCCB insurance
- created camping coupons and worked with Rankin on layout
- covered payroll while Ritter on vacation

Steve Lindner –

- coordinated various issues and activities brought to Polk County Conservation, assured that items requiring action were prioritized and properly addressed by the proper person or section within the organization
- continued gathering substantiating documents necessary for the next budget amendment cycle, answered questions concerning the 2009/2010 budget submission
- reconciled quarterly golf course financial information
- opened a second golf cart invitation to bid, contacted successful bidders, and prepared acceptance documents, received and validated cart payments

- worked with various section supervisors to review budget execution for the current fiscal year
- updated various schedules related to infrastructure and REAP funds
- continued to coordinate with FEMA representatives on various issues related to funding of project worksheets from last year's flood - worked with staff to plan for project completion
- worked on inventory planning, assisted in conducting a golf course inventory of the clubhouse and equipment maintenance buildings, adjusted records as appropriate
- met with Iowa State University design professors and students and Rotary club members on the proposed location of a Jester Park cabin, met both in Ames and at Jester Park
- met with PCCB insurance carrier and Polk County Risk Manager personnel to review insurance coverage and to understand rationale of certain features of the insurance plan, made revisions to policy to add and delete selected coverage
- provided input to Jester Park Master Plan development
- coordinated with Risk Management personnel and staff after tractor/building accident at the Equestrian Center
- continued work on various issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation, tax information letters, and related issues

Melissa Ritter –

- attended all staff meeting, 2/10
- prepared for vacation, met with Cindy, 2/19
- vacation, 2/23-27
- completed regular duties as needed
- Director search duties:
- set up phone interviews of Director candidates, 2/10
- met with Bruce Bernard on process for in-person interviews, 2/20
- contacted candidates for in-person interviews and made arrangements for stay and travel, 2/20-21

Nancy Simmons –

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting - mailed warrants to vendors weekly
- assisted with purchase orders
- filed invoices in respective files
- processed shelter reservations, mailed contracts, receipted and posted payments as received
- processed Lodge reservations into system and recorded payments
- issued checks for Damage Deposit refunds
- handled Environmental Education program registrations and recorded payments
- prepared daily deposits and took to bank, as needed
- balanced Credit Card terminal daily
- balanced monthly bank statement
- kept Nature News mailing list current
- handled misc. tasks; incoming calls and messages, ordered office supplies, picking up mail from post office (when necessary), metered outgoing mail, distributed incoming mail, filed, assisted with photo copying, updated postage meter
- appointed to serve on safety committee and attended first meeting January 26
- prepared news articles for distribution to Board
- worked with mycountyparks.com to prepare for launch of on-line reservations
- attended all-staff meeting
- attended meeting with staff to do some testing of mycountyparks.com on-line reservations

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 10 news releases
- Submitted MWA's Watershed Connections grant
- Designed 2009 Volunteer Banquet invite; made food arrangements
- Conducted annual evaluation for Outreach Coordinator
- Assisted with Director hiring process communications; designed tour route
- Completed graphic design for Family of Parks campaign
- Attended one-day Adobe Creative Suite Training
- Ordered updated park brochures
- Assisted with sign ordering for the JP Complex
- Designed new camping vouchers and camping coupon booklets
- Submitted revised content for the 2009 Saylorville Rec. Guide
- Assisted with assignments related to the JP Master Plan project
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- coordinated on-going monthly grants and signage coordination
- continued appreciation banquet planning (invites sent out, speaker, menu, guest list, order Volunteer of the Year awards, etc.)
- continued working with Eagle Scout candidates on projects
- continued follow-up with volunteer referrals from United Way Website and USAservice.org
- Attended Winterfest in Waterloo
- Attended Prairie Festival planning meeting
- Worked on finalizing 2009 logo design options and planning for River Run Garbage Grab
- continued to update 2009 volunteer project calendar and planned events/workdays, update volunteer database
- continued working on enhancing Trail Ambassador Program, developed contact list and skills database, contacted potential candidates

FUTURE ACTIVITIES—

- Earth Day 2009 Planning
- PCC Advisory Committee March Meeting Prep
- Family of Parks Promotion Planning
- Budget Planning

- Hold PCC annual Appreciation Banquet Sunday, March 8th, 5 – 7:30 p.m.
- Continue planning for Trail Ambassador Program spring launch
- Continue planning Eagle Scout Projects
- Attend March DOVIA meeting
- Attend March R2G2 planning meeting
- Continue planning 2009 REAP Committee meeting dates and correspondence with members; discuss Great Places RFP to enhance grant funding
- Work on remote areas emergency response address designations
- Sunday, March 28th, 9 – 11 a.m. Order of Omega Workday (Drake Honor Society) Ankeny to Woodward Trail Clean-up

ISSUES AND OPPORTUNITIES--

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

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

PAST ACTIVITIES—

- attended meetings as needed
- continued Ankeny to Woodward trail project work for bridge phase
- continuing FEMA related repair projects
- assisted with weekly sewer sample tests at Jester Park
- Feezell attended Center on Sustainable Community workshop
- Completed shop tube heater installation at YB and TM
- Replaced blower motor in EL residence furnace
- Replaced front furnace in main PCC office
- Interviewed seasonal staff
- Met with DOT, Army Corp., and City of Johnston on Trestle Bridge FEMA project
- Held CMO Team meeting
- Began spring cleaning and organization in CST shop

FUTURE ACTIVITIES—

- continue soft-fall replacement at JP playgrounds, weather permitting
- continue landscape timber replacement at JP and TM campground sites, weather permitting
- begin camp-aid site improvements at CBG

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
- picnic table repair
- attended all staff meeting

- checked to see if sewer pump at JPEC was functioning correctly, pipe from pump pit to sand filter was froze
- attended CIC class for category 1A pesticide spraying
- replaced strip heater in Golf Course valve pit
- refinished wooden camp area and shelter signs
- updated Jester park shop MSDS book, and updated CBG table of contents MSDS book
- pumped grease traps at Lodge and JPEC
- had carpeting replaced in Lodge
- ordered new grease trap for kitchen at JPEC. The bottom of existing one has numerous holes that are leaking
- attended Jester Park Master Plan committee meeting
- picked up 26 tables from the Corps - the Corps donated them to PCC since they are fazing out wood tables for metal tables

FUTURE ACTIVITIES—

- work on repairing plastic picnic tables
- getting oil changed in pumps for shower houses and one ton truck
- do winter service on TR-3 drag

ISSUES AND OPPORTUNITIES--

South Maintenance Area: Staff – Stan Manning, Maintenance Technician

PAST ACTIVITIES—

- assisted equipment maintenance unit with preparing golf carts for delivery to bid winners – this project is completed
- began working on MSDS sheets
- worked on organizing files from Special Services Coor. office relating to safety, ADA, MSDS

FUTURE PROJECTS—

- rip rap bridges at Easter Lake

ISSUES AND OPPORTUNITIES--

- none at this time

Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician

PAST ACTIVITIES--

Yellow Banks

- cleaned Park and Buildings
- organized shop
- Repaired broken road barricades
- Cleaned/Re-stocked pit latrines
- Installed new Reznor tube heater
- Checked all septic tanks for upcoming season
- Fixed broken divider (car collision) at Shelter 3

Thomas Mitchell

- cleaned park and buildings
- Cleared ice barge on creek crossing
- Re-finished picnic tables
- Checked septic tanks for upcoming season

- Replaced broken bridge bumper
- Cleaned east side of shop and took appliances to recycling center

CVT

- nothing to report

Gay Lea Wilson Trail

- nothing to report

Satellite Areas (Mally's, Carney Marsh)

- picked up litter

Other Polk County Areas

- Assisted with new Reznor tube heater work at Easter Lake
- Attended Construction Expo
- Re-finished final 13 tables and assembled new metal tables at Easter Lake
- Fixed broken deck boards at Easter Lake Shelter 4

FUTURE ACTIVITIES—

- install new 6x6 surrounds around camp pads
- Replace/organize picnic tables in parks
- Start painting/leveling grills for upcoming season
- Replace/repair broken split rail throughout parks

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

PAST ACTIVITIES—

- worked on vehicles and equipment as needed
- started area inventory's
- attended Excel class downtown (Young)
- attended Toro training school (Talbert)
- worked with front office on key cabinet
- finished golf cart repair/PM for sale of
- took Golf Course and Clubhouse physical inventory
- worked with golf cart purchasers to arrange pickups
- repaired Teel trash pump flapper valve
- continued winter PM's on mowers
- pre- delivered CBG Kawasaki Mule
- continue winter PM's on utility vehicles
- attended PowerPoint class (Lentz)
- attended IACCBE Winterfest (Lentz)
- attended Insurance, All-Staff, Equipment and inventory meetings

FUTURE ACTIVITIES—

- work on vehicles and equipment as needed
- start vehicle inspections 2009
- continue winter preventative maintenance on mowers
- continue winter preventative maintenance on utility vehicles
- continue area physical inventories
- work with office personnel on key cabinet
- attend meetings as scheduled

ISSUES AND OPPORTUNITIES--

- none at this time

[Leisure Services, Equestrian Center: Team Leader - Carrie Spain](#)

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

PAST ACTIVITIES--

- hosted a Saddlebred schooling show Feb. 7th
- ran about 35 Sweetheart Sleigh rides for the week of Valentines Day
- hired 2 new part-time employees for the upcoming summer season
- facilitated our own Barn Show for our lesson clients and boarders. There were 30 participants
- Deanne held a volunteer training session for those interested in volunteering for the therapeutic riding program. She had 20 people attend.
- Carrie attended the Jester Park Management team meeting
- held a Girl Scout badge day, so girl scouts could come and do the things needed to earn their horse badge. We had 13 Girl Scouts attend

FUTURE ACTIVITIES--

- hosting another Saddlebred clinic and show March 6th-8th
- hosting the Des Moines Obedience Training club agility trials March 12-15th
- hiring 2 more part-time employees for the summer season
- hosting a horsemanship clinic with Kip Fladland March 28th & 29th

ISSUES AND OPPORTUNITIES--

- applied again this year for a Ronald McDonald grant to help fund 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
- continued to add park information onto mycountyparks.com site
- worked on National Association of Interp Region V workshop fundraising and other duties
- met with ISU Solar house team about possible placement of cabin at JP
- met with Des Moines Rotary about status of cabin at JP
- led public Winter Hike, 35 attended
- completed a rough draft of a REAP Grant for video casting
- met and planned summer program for Nature News
- met with Beth Waage at Brenton Arboretum about natural play conference
- prepared PCC Natural Play power point
- met with metro green arts artist about skunk program

- led and organized a Cross country ski workshop in partnership with West Des Moines Park & Rec
- guest speaker on Bird feeding at Des Moines Men's Garden Club monthly meeting
- finalized schedules for five motorcoach trips for 2009 and created a bus tour brochure
- attended a Des Moines Street Use Meeting for the "Run for the Egg" event
- continued with planning details for the "Run for the Egg" 5 mile run at Easter Lake
- continued planning 2009 summer camps for 8-12 year olds and 12 to 14 year olds
- begin planning 2009 August to Dec public programming
- toured Malley's Park, YB savannah trail and TM for EE Field Days
- developed program ideas promoting PCC parks and trails for the Family Nature Clubs leaders
- presented ICN program on Unhuggables at IPTV
- began research for a REAP-CEP grant on a "Guide by Cell" interpretive cell phone system in the PCC parks
- continued editing "Commonly Asked Nature Questions" booklet for IAN.
- prepared information for the Saylorville Rec Guide.
- hiked JP trail extension and mapped with GPS.
- led Sweet Heart Snow Shoe hike at Jester Park
- hosted Bald Eagles Days at the Jester Park Lodge,

FUTURE ACTIVITIES—

- write Ask the Naturalist columns and record segments for KJJY
- research items for Nature Friends Parks Explorer packs
- lead a Wild Wonders hike at Brown's Woods
- host guest speaker Eileen Robb at a "Landscaping with Natives" evening program
- promote "Run for the Egg" and other PCC programs on the Inside Iowa radio program with Kim Chase, 97.3 The HAWK
- coordinate Run for the Egg meeting at Easter Lake Park
- continue planning the Family Nature Club program with Des Moines Park & Rec
- Nature News prep
- finish Nature Question book for IAN
- Winter Adventure Trip to Ely, MN

ISSUES & OPPORTUNITIES –

Month/Year: Feb. 09

School Programs										
LOCATION		PEOPLE	3	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
3		60	3	1.50	Studebaker/DM	3				
1		65	1	1	East/Ankeny	1				
2		51	2	1.5	Clay/SE Polk	2				
1		65	1	1.00	East/Ankeny	1				
2		70	2	1.50	Cenntenial/SE Polk	2				
4		72	4	3.00	Terrace/Ankeny	4				
2		110	2	1.50	Westridge/WDM	2				
5		300	5	4.00	Indian Hills/WDM			5		
1		24	1	0.75	McKinnley/DM	1				
2		50	2	1.50	Clay/SE Polk	2				
3		66	3	2.00	Northwest/Ankeny	3				
2		40	2	1.00	Morris/DM	2				
1		56	1	0.75	East/Ankeny	1				
3		73	3	2.25	Windsor/DM	3				
2		40	2	1.50	Clay/SE Polk	2				
1		50	1	0.75	East/Ankeny	1				
1		25	1	0.50	McKinnley/DM	1				
1		110	1	1.00	Four Mile/SE Polk	1				
1		20	1	0.75	Jackson/DM	1				
	1	25	1	1.50	Runnels/SE Polk	1				
1		18	1	1.00	West/Polk City	1				
2		120	2	1.50	Brubaker/DM	2				
1		12	1	0.75	Carver/DM	1				
4		100	4	2.50	Riverwoods/DM	4				
	3	125	3	2.25	South Prairie/DCG	3				
4		80	4	2.00	Hillis/DM	4				
3		75	3	2.25	Crestview/WDM	3				
2		94	2	1.50	Samualson/DM	2				
2		40	2	1.00	Morris/DM	2				
57	4	2036	61	44.00	School visits	56	0	5	0	61

- 9 Amphibians
- 3 Animals of Iowa
- 1 Bats
- 3 Cosmic Connections
- 1 Endangered Species
- 3 For the Birds
- 6 Fossils
- 1 Habitats

- 1 Landforms
- 7 Owls
- 2 Reptiles
- 6 Rocks

- 6 Spiders
- 2 Teeth, Claws, Camo
- 1 Tracks
- 5 Unhuggables
- 5 Winter Preparation

ICN					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		144	1	1.00	Unhuggables/ICN
1		150	1	1.00	Owls/ICN
		294	2	2	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
2		35	2	1.00	Winter Prep/New Horizon Pre-K
2		30	2	1	Winter Prep/New Horizon Pre-K
	1	60	1	1.50	Geocaching/Boy Scouts
4	1	125	5	3.50	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
	1	30	1	2.5	Cross-country skiing/Public program
1		600	1	4.00	Bald Eagle Days/Public program
1	1	630	2	6.5	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
1		122	1	2.00	Anne Whitenmyer/OWLS
1		60	1	2.00	Birds/Men's Garden Club of DSM
	2	30	2	4	Sweetheart Snowshoe Hike
1		20	1	1	Birds/Brickford Cottage Retirement Community
3	2	232	5	9.00	

Programs by other Staff					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#S	#S	HOURS	
	1	59	1	2.00	Ice Fishing-James and Charlie
	1	59	1	2	

PARK ADVOCACY - Team Leader: Mark Hurm

Park Area - Staff: Mark Hurm, Lead Ranger; Dean Bruscher, Ranger; Brian Herrstrom, Ranger; Charlie Finch, Ranger; Dick Shepard, Asst. Ranger; James Dotzler, Asst. Ranger, Park Officers: Mark Kubik, Randy Hutchinson, Rick Tasler, Doug Metzger; Jayson Spurr

PAST ACTIVITIES –

- plow snow
- Assisted in heater installation at EL
- Worked on table painting and repair
- Cleaned office, shop and brake room
- Picked up garbage in parks
- Assisted in table repair
- Started moving picnic tables out into the park
- Started work on emergency flip chart
- Inventoried signs at EL storage
- Washed and cleaned trucks
- Helped Ferrell gas pick up there tanks at EL
- Checked and clean RR at EL
- Conducted Ranger Training Audit
- Installed Teal and Skull Pond maps on website
- Cut firewood along roadsides at Yellow Banks
- Worked on PCC PowerPoint
- Mapped Two Dam and Yellow Banks Ponds
- Ordered speed limit signs from Mid National Graphic
- Distributed Run for the Egg Fliers and My County Parks
- Put Hunter Education class on DNR website
- Collected data for Key Inventory
- Indian Artifact collection was appraised
- Put together CCPOA Spring Workshop
- Helped CMO install new heater in YB shop
- Took Pictures of reserved sights at YB
- Had speed limit overlay stickers made
- Sold surplus Firewood
- Organized sign inventory at Jester Park storage
- Data entry on “My County Parks” web site
- Worked on 2008 Park Advocacy annual report
- Worked on 2008-2009 Deer Task Force annual deer report
- Continue work on display cases for Yellow Banks artifact collection
- Polk County I.T. installed high speed internet at YB & TM
- Developing summer schedule for PAU annual & seasonal staff
- Registered rangers for Bike Patrol School
- Solicited bids for purchase of two patrol bikes.

FUTURE ACTIVITIES—

- Work on emergency flip chart
- Work on taking tables out into the park
- Take pesticide class 3 Ot

- Run for the Egg meeting at EL
- Attend the volunteer Banquet
- Install Yellow Banks, Two Dam Pond maps on website
- Continue to work with Community Outreach to advertise Open House
- Hunter Education Programs
- Continue to fill wood storage shed at Yellow Banks for camp aides
- Continue to work on Spring Workshop for March 9th
- Get programs for this summer to Heidi
- Continue with data entry for My County Parks web site
- Install parking lot & barriers at CBG pond 10800 block of Hwy 65
- Continue with snow removal
- Continue with sign inventory, GPS locations
- Work on Park Advocacy annual report
- Work on Deer Task Force annual report
- Organize Park Officer Handbook
- Order Wayfinding signs JP area
- Continue with Master Plan JP
- Inventory hard surface trails for winter sign damage

ISSUES & OPPORTUNITIES –

MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : February 2009

RENTAL FACILITIES NO. OF PEOPLE												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											315	315
EL												0
JP												0
TM												0
YB												0
FDM												0
TOTALS												315

RENTAL FACILITIES NO. OF RESERVATIONS												
	SH1	SH2	SH3	SH4	SH5	SH6	SH7	SH8	SH9	SH10	LH	TOT
CH											9	9
EL												0
JP	0											0
TM												0
YB												0
FDM												0
TOTALS												9

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

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

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLYS	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH						2162			2162
EL	2846					8228	5829		16903
JP					945	4274			5219
TM		542	349	77		3873			4841
YB						2150			2150
TOTAL									31275

traffic counters @ TM no counters are available for Mallys, CVT, FMGB. Attendance for CVT is determined by random car Counts or 14% of TM traffic counter. Mally's @ 9% & FMGB @ 2%.

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

Volunteer	
Area	Hours
CH	
EL	
JP	
TM	
YB	
Total	0

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	128
EL Assist. Ranger	140
JP Ranger	141
TM Ranger	160
YB Ranger	147
YB Assist. Ranger	150.5
Park Officers	
Community Service	
Total	866.5

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	18
JP	Kathy Dunwoody	0
TM		
YB		
TOT		18

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap rng	6	3
total		6	3

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

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
2/26	Thomas Mitchell	132	Closed creek crossing due to high water	
2/28	Jester Park Club hse	127	Alarm Drop X2	

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
2/2	Waterloo	Dean,Jim, Charlie,Brian, Mark	WinterFest
2/3	Waterloo	Dean,Jim, Charlie,Brian, Mark	WinterFest
2/4	Waterloo	Charlie, James, Mark	WinterFest
2/7	Fort Des Moines	Jim/Charlie	Ice Fishing Basics
2/10	Jester	All Rangers	All Staff Meeting
2/10	Jester	Jim	Evaluation
2/12	Dallsa Co.	Hurm	Dist. 1
2/18	PCC Adm Office	Hurm, Finch, Herrstrom	Campground data collection meeting
2/18	Co. Bldg.	Hurm	Wellness Committee
2/20	Ames	Hurm	ICCBE
2/24	Jester	Jim	Community Outreach-Open House
2/24	Conf. Rm	Hurm	Master Plan
2/24	JP office	Hurm & Herrstrom	On-Line Reservation
2/26	Boone	Jim/Charlie	Aquatic Resource
2/26	Pleasant Hill	Herrstrom	Pleasant Hill Parks, Bow Hunt expansion
2/26	Conf. rm	Hurm & Lindner	Aide & Park Officer interviews

2008 - 2009 Revenue Budget

- as of 2/28/09 (66.67% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	2nd Qtr. Target % Range
6005	Forestry	12,000.00	9,898.20	2,101.80	82.5%	52-81%
6006	IE	81,178.00	27,426.85	53,751.15	33.8%	52-81%
6007	NR	15,080.00	8,500.00	6,580.00	56.4%	52-81%
6101	ADM	369,150.00	331,711.73	37,438.27	89.9%	52-81%
6103	Community Outreach	40.00	0.00	40.00	0.0%	52-81%
6111	JP	243,200.00	150,009.02	93,190.98	61.7%	52-81%
6112	TM	50,500.00	30,098.05	20,401.95	59.6%	52-81%
6113	EL	19,300.00	6,300.00	13,000.00	32.6%	52-81%
6114	CH	88,118.00	87,417.85	700.15	99.2%	52-81%
6116	YB	79,649.00	54,226.50	25,422.50	68.1%	52-81%
6117	CST	700.00	0.00	700.00	0.0%	52-81%
6118	EM	600.00	550.05	49.95	91.7%	52-81%
6124	EC	298,700.00	188,051.81	110,648.19	63.0%	52-81%
		\$ 1,258,215.00	\$ 894,190.06	\$ 364,024.94	71.1%	52-81%
Road Clearing - Fund 11						
	7140	\$ 75.00	\$ -	\$ 75.00	0.0%	52-81%
Reserve - Fund 16						
	210	\$ 6,761,996.00	\$ 2,948,627.91	\$ 3,813,368.09	43.6%	52-81%
REAP - Fund 26						
	211	\$ 168,000.00	\$ 163,727.28	\$ 4,272.72	97.5%	52-81%
Infrastructure- Fund 1						
	213	\$ -	\$ 12,648.54	\$ (12,648.54)	#DIV/0!	52-81%
Grand Totals - Conservation		\$ 8,188,286.00	\$ 4,019,193.79	\$ 4,169,092.21	49.1%	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

2008 - 2009 Expense Budget

- as of 2/28/08 (66.7% of budget year expired)
Budget Target Variance for 3rd Quarter: 51% - 75%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	70,297.00	28,535.70	41,761.30	368,222.00	247,285.11	120,936.89	162,698.19	62.9%
6009	Natural Resources-Green Tm	187,463.00	152,482.79	34,980.21	678,092.00	429,952.43	248,139.57	283,119.78	67.3%
6101	ADM	489,125.00	207,280.51	281,844.49	405,386.00	276,355.79	30,712.90	312,557.39	54.1%
6103	Community Outreach	57,475.00	38,288.48	19,186.52	163,555.00	109,376.76	54,178.24	73,364.76	66.8%
6110	Parks Advocacy	66,030.00	39,851.60	22,700.94	493,848.00	330,715.37	163,132.63	185,833.57	66.2%
6119	Maint & Opns-Gray Team	309,997.00	215,185.80	94,811.20	791,453.00	556,589.80	234,863.20	329,674.40	70.1%
6124	EC	140,900.00	86,084.04	54,815.96	293,131.00	191,208.88	101,922.12	156,738.08	63.9%
TOTALS		\$ 1,321,287.00	\$ 767,708.92	\$ 550,100.62	\$ 3,193,687.00	\$ 2,141,484.14	\$ 953,885.55	\$ 1,503,986.17	64.4%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 4,867.96	\$ 21,947.04	\$ 42,147.00	\$ 27,152.18	\$ 14,994.82	\$ 36,941.86	46.4%
Reserve - Fund 16									
210		\$ 7,198,263.00	\$ 4,239,798.96	\$ 2,958,464.04				\$ 2,958,464.04	58.9%
REAP - Fund 26									
211		\$ 266,149.00	\$ 96,900.24	\$ 169,248.76				\$ 169,248.76	36.4%
Capitals - Fund 1									
212	Capital's Infrastructure	32,600.00	28,132.15	4,467.85					
213	Capital's Equipment	124,695.00	124,679.39	15.61					
TOTALS		\$ 157,295.00	\$ 152,811.54	\$ 4,483.46				\$ 4,483.46	97.1%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 208,000.00	\$ 140,590.39	\$ 67,409.61				\$ 67,409.61	67.6%
Grand Totals - Conservation		\$ 9,177,809.00	\$ 5,402,678.01	\$ 3,771,653.53	\$ 3,235,834.00	\$ 2,168,636.32	\$ 1,067,197.68	\$ 4,740,533.90	61.0%