



BOARD MEETING

May 13, 2009 - 5:30 p.m.

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

AGENDA

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

1) Opening Items

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

2) Consent Agenda Items

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

- a) **High Trestle Trail (Ankeny to Woodward Trail) - Bridge Contract:** authorize the interim PCCB director and/or Board Chair, acting on behalf of the High Trestle Trail (Ankeny to Woodward trail) Committee, to execute contract documents awarding the Des Moines River Bridge construction contract to Cramer and Associates, Grimes, Iowa., at a total bid price of \$2,929,799.50.
- b) **Great Outdoors Fund - 28E Agreement:** approve extending the 28E Agreement with the Great Outdoors Fund, and affirm acceptance of a \$7,500 stipend from the GOF Board to meet GOF's obligations of an annual administrative fee payable to PCCB.
- c) **Maintenance Technician Position:** in accordance with the provisions specified in Article VII, Bylaws of the Polk County Conservation Board, approve hiring Chance Patrick to fill the position of Maintenance Technician at grade 14 entry step, \$40,125.00.
- d) **Salary Increases and Benefit Changes for FY 09/10:** approve the extension of the Management and Excluded pay and fringe benefit packages as approved by the Polk County Board of Supervisors to the employees of the Polk County Conservation Board, except the Director. That the salary for the Director will be fixed as indicated in the letter from the Polk County Conservation Board to Dennis Parker dated March 12, 2009, and all related benefits and policies be applied as outlined in the Department Head manual dated July 2009.
- e) **Action on the Bill List:** approve the PCCB/Enterprise Fund April 2009 expenditures.
- f) **Family Medical Leave Act Policy Revision:** approve the revised FMLA Policy as presented.
- g) **Donated Leave for Purpose of Organ Transplant Policy:** approve the PCCB Donated Leave For Purposes of Organ Transplant Policy as presented.
- h) **2008/09 Urban Deer Bow-hunt Annual Report:** approve the presented 2008-09 Urban Deer Bow-hunt Annual Report.



BOARD MEETING

- 3) Natural Resources
 - a) Firewood Policy
- 4) Infrastructure
 - a) Chichaqua Bottoms Greenbelt: Public Hearing: Award of Contract – On-Site Wastewater Treatment System at Longhouse
- 5) Outreach
 - a) Report on Trail Enforcement

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, April 8, 2009. The meeting was called to order at 5:30p.m. Meeting Minutes Attached.

2) Consent Agenda Items

a) High Trestle Trail (Ankeny to Woodward Trail) – Bridge Contract

On March 17, 2009, Polk County, representing the nine jurisdictions that make up the Ankeny to Woodward Trail Committee, participated in the DOT's bid letting for the construction project to construct and rebuild the bridge and approaches commonly known as the Ankeny to Woodward Trail/Des Moines River Bridge. Construction of this pedestrian bridge will complete the construction phase of the High Trestle Trail.

Cramer and Associates of Grimes, Iowa was the lowest responsible bidder for the project as a total bid price of \$2,929,799.50.

This bid price is approximately \$900,000 below the engineer's estimate.

Once the contract is formally awarded, pre-construction meetings will be scheduled and construction is anticipated to begin in late spring.

Polk County Board of Supervisors resolution 44-09 dated April 7, 2009 acknowledged receipt of the bid, reaffirmed the continued involvement of the Public Works Department in the project, and acknowledged the award of the contract was to be made by the Polk County Conservation Board.

STAFF RECOMMENDATION: That the Board authorize the interim PCCB director and/or Board Chair, acting on behalf of the High Trestle Trail (Ankeny to Woodward trail) Committee, to execute contract documents awarding the Des Moines River Bridge construction contract to Cramer and Associates, Grimes, Iowa., at a total bid price of \$2,929,799.50.

b) Great Outdoors Fund – 28E Agreement

At the May 2008 Conservation Board meeting, the Board approved a 28E Agreement with the Great Outdoors Fund to clarify the relationship between the Great Outdoors Fund. The agreement outlines duties of the PCCB including actions such as:

- Overall budget development, execution, administration, and tax reporting
- Annual fundraising event staffing including development of theme, support for locating sponsors, event promotion and coordination, materials development, securing auction items, coordinating volunteers, developing thank you materials, and associated tax documents.
- Additional fund raising as required, particularly fundraising letters or contacts
- Inclusion of GOF materials within PCC communications (e.g. Nature News)
- Development of a GOF website

- Production and distribution of an annual report
- Identification and development of appropriate grant proposals in support of conservation and outdoor recreation programs and projects with greater Polk County.
- Maintaining a contacts data base for use by GOF

In exchange, the agreement says GOF "shall provide assistance and expertise in fund raising efforts on behalf of conservation efforts in Polk County and shall identify appropriate conservation projects as outlined for presentation to the GOF Board by PCCB staff. GOF shall provide a mutually agreed upon and timely administrative fee to Polk County Conservation Board for completion of its duties as outlined (above).

This sharing of expertise shall be considered mutually beneficial to each party and shall be provided at no cost to PCCB."

At its April 8 meeting, the GOF Board also unanimously approved a \$7,500 stipend for it fiscal year (calendar year 2009) payable to PCCB.

STAFF RECOMMENDATION: That the Polk County Conservation Board approve extending the 28E Agreement with the Great Outdoors Fund, and affirm acceptance of a \$7,500 stipend from the GOF Board to meet GOF's obligations of an annual administrative fee payable to PCCB.

c) Maintenance Technician Position

Polk County Conservation has an authorized and funded Maintenance Technician position based at Easter Lake and servicing the southeast quadrant of parks and trails. This position has been vacant since the retirement of Jack Witmer in October 2008. Tasks of the position were assumed by other staff members. In the 2009/2010 budget request, we proposed a series of positions realignments to better match actual job responsibilities to proposed position changes. This request was denied as part of the budget request process, so it is appropriate to fill the vacant maintenance technician position.

Following standard practice, the position was advertised internally to current Polk County employees. Of the fourteen applications received, six were selected for interviews by Steve Lindner, Interim Director and Wayne Johnson, Construction Maintenance Manager. Following the interviews and reference checks, Chance Patrick, a seasonal employee at Polk Country Conservation initially employed in May 2007, and again in May 2008 to the current date, was tentatively selected to fill the position.

STAFF RECOMMENDATION: That the Board in accordance with the provisions specified in Article VII, Bylaws of the Polk County Conservation Board, approve hiring Chance Patrick to fill the position of Maintenance Technician at grade 14 entry step, \$40,125.00.

d) Salary Increases and Benefit Changes for FY 09/10

In early March, the Board of Supervisors concluded work on the Fiscal year 2009/2010 budget and certified the budget to the state. As part of the budget, the Board also accepted the Collective Bargaining Agreements with AFSCME Local 1868 and Teamsters Local 238, both of these contract are for three years. As in the past, there was a resolution from the Board of Supervisors on April 21 extending the AFSCME negotiated benefits to the "Management and Excluded" classes of

employees. For pay and benefit purposes, Polk County Conservation Employees are considered "Management and Excluded" employees.

Highlights to pay and benefit changes for the fiscal year beginning July 1, 2009.

1. General wage increase of 3% for both full time and seasonal employees.
2. Sick leave allowable balance increased from 1,500 to 2,000 hours
3. Sick leave usage related to employee's spouse, legal parent, or child (in employee's legal custody) increased from five to six days per fiscal year
4. Sick leave paid upon termination follows a schedule, but does not to exceed \$2,000. This is reduced from \$4,000. Sick leave upon retirement follows the procedure outlined in item 6 below.
5. Full time employees with over 750 hours of accrued sick leave may convert new sick leave accruals to personal leave on a ratio of three hours sick leave to one hour personal leave. Current conversion is four hours sick leave to one hour vacation.
6. For bona fide retirements (have applied for IPERS), employees receive a cash payout of up to \$4,000. Any funds remaining from their converted sick leave balance are converted to a bank that is used to purchase health insurance. Sick leave is converted at a conversion rate depending upon hours in the bank upon retirement. The maximum sick leave hours to be converted are 2,000 hours.
7. Deferred compensation match will increase to \$50.00 employer match on the first \$100.00 of employee contribution. The current contribution is \$45.00 County match of first \$90.00 in employee contribution.
8. Life insurance coverage will be increased from \$20,000 to \$30,000.
9. Pretax flexible benefits allowed for health conditions increased from \$2,500 to \$3,500
10. A vision plan will be implemented, with the employer playing the single plan rate, and the employee paying the difference between single and family rate for family rate coverage.

Polk County Conservation was funded for these compensation and benefit changes as part of the Polk County operating budget certified to the State of Iowa on March 10, 2009.

As a part of the employment contract with Dennis Parker, Director, Polk County Conservation, there were salary provisions made for his first year of employment specifying compensation and a six month performance review. The letter outlining the salary compensation and performance review will govern employment of the Director for fiscal year 2009/2010.

STAFF RECOMMENDATION: That the Board approve the extension of the Management and Excluded pay and fringe benefit packages as approved by the Polk County Board of Supervisors to the employees of the Polk County Conservation Board, except the Director. That the salary for the Director will be fixed as indicated in the letter from the Polk County Conservation Board to Dennis Parker dated March 12, 2009, and all related benefits and policies be applied as outlined in the Department Head manual dated July 2009.

e) Action on the Bill List

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

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

f) Family Medical Leave Act Policy Revision

Attached is a copy of the revised FMLA Policy. Polk County changed the qualifying year to a fiscal year from a rotating calendar year.

STAFF RECOMMENDATION: That the Board approve the revised FMLA Policy as presented.

g) Donated Leave For Purposes of Organ Transplant Policy

Attached is a copy of the Donated Leave For Purposes of Organ Transplant Policy. This policy was developed by Polk County based on a request from an employee who wanted to donate an organ to a fellow employee. Some modifications have been made to bring the policy in line with PCCB's Donated Leave Policy.

STAFF RECOMMENDATION: That the Board approve the PCCB Donated Leave For Purposes of Organ Transplant Policy as presented.

h) 2008/09 Urban Deer Bow-hunt Annual Report

The 2008-2009 Urban Deer Bow-hunt concluded its eleventh season on January 25, 2009. Attached is the Annual Report that was approved at the Deer Task Force meeting on Monday, April 20. The report details hunt statistics for the 2008-2009 season.

Harvest numbers from eleven participating organizations totaled 610 antler-less and 56 bucks from this past season. This compares to 480 antler-less and 53 bucks from last season. A harvest increase of 130 antler-less positively reflects on the program's success and mission to maintain deer populations in Polk County at ecologically-acceptable levels.

Harvest numbers in Polk County Conservation areas are similar to last season's numbers. Hunters harvested 149 antler-less and 3 bucks from our nine areas, compared to 69 antler-less and 5 bucks from last year. The Buck Incentive Program continues to interest bow-hunters.

STAFF RECOMMENDATION: That the Board approve the presented 2008-09 Urban Deer Bow-hunt Annual Report.

3) Natural Resources

a) PCCB Firewood Policy

To reduce the risk of accidental introduction of emerald ash borer (*Agrilus planipennis*) (EAB) and other damaging forest pests into PCCB recreation areas and forests a multi-step approach will be taken. PCCB will provide public information and education through visitor contacts, signage, interpretive displays, programs, brochures, and other methods. Additionally, a firewood alert will be placed upon the PCCB and on "My County Parks" website. Finally, a firewood policy is currently being developed which will help control firewood coming into our park system.

At the time of this writing, confirmation from APHIS and IDALS has not been completed. A final policy will be brought before the PCCB Board at the May 13, 2009, meeting.

- Mark A. Dungan, Natural Resources Manager

STAFF RECOMMENDATION: That the PCCB approve the PCCB Firewood Policy as presented.

4) Infrastructure

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

Public Hearing:

As part of the construction of an on-site wastewater treatment system at the Chichaqua Bottoms Greenbelt Longhouse, the PCCB is required to hold a public hearing to receive comments from the public on this project. The following notice was published in the Des Moines register on April 24, 2009.

NOTICE OF HEARING AND LETTING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE CONSTRUCTION OF ON-SITE WASTEWATER TREATMENT SYSTEM IMPROVEMENTS – CHICHAQUA BOTTOMS GREENBELT FOR THE POLK COUNTY CONSERVATION BOARD, GRANGER, IOWA AND FOR THE TAKING OF BIDS THEREFOR

NOTICE IS HEREBY GIVEN:

Sealed proposals will be received by the Polk County Conservation Board staff, at the Jester Park Office, 11407 NW Jester Park Drive, Granger, Iowa until 2:00 o'clock P.M. on the 5th day of May, 2009, for the construction of the On-Site Wastewater Treatment System Improvements – Chichaqua Bottoms Greenbelt and work incidental thereto and immediately thereafter will be opened and publicly read by the Board staff. The improvements are hereinafter described in general and as described in detail in the plans and specifications for said improvements now on file in the office of the Polk County Conservation Board, Granger, Iowa.

Public notice is hereby given that a formal letting and public hearing will be held by the Polk County Conservation Board on May 13, 2009, at 5:30 P.M. in Room 120 of the Polk County Administrative Office Building, 111 Court Avenue, Des Moines, Iowa 50309, on the plans and specifications, form of contract and estimate of cost for the construction of On-Site Wastewater Treatment System Improvements – Chichaqua Bottoms Greenbelt. Said plans and specifications are now on file in the office of the Polk County Conservation Board. At said time and place, any interested person may appear and file objections to said plans, specifications, form of contract or the estimated cost of said improvements.

All work and materials shall comply with the proposed plans, specifications and form of contract now on file with the Polk County Conservation Board. Said documents are by reference made a part hereof, as though fully set out and incorporated herein.

The work to be done is as follows:

**ON-SITE WASTEWATER TREATMENT SYSTEM IMPROVEMENTS
CHICHAQUA BOTTOMS GREENBELT**

Furnish all labor, materials and equipment necessary to construct the Chichaqua Bottoms Greenbelt Longhouse On-Site Wastewater Treatment System. Work includes mobilization, septic tank, filter, effluent pump station, mound system, controls, valves, manholes, piping, electrical work, sitework, surface restoration and miscellaneous associated work, including cleanup.

The method of construction of all improvements shall be by contract in accordance with the plans and specifications and general stipulations for said improvements approved by the Polk County Conservation Board.

All proposals and bids in connection therewith shall be submitted to the Polk County Conservation Board on or before the time herein set for receipt of bids. All proposals shall be made on official bidding blanks furnished by the Board, and any alterations in the official form of proposal will entitle the Board, at its option, to reject the proposal involved from consideration. Each proposal shall be sealed and plainly identified.

Each proposal shall be made out on a blank form furnished by the Polk County Conservation Board and must be accompanied by bid security, as follows: a certified or cashier's check, drawn on a solvent Iowa bank or a bank chartered under the laws of the United States or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to ten percent (10%) of the bid, or a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa in a penal sum of ten percent (10%) of the bid. The bid security should be made payable to the POLK COUNTY CONSERVATION BOARD. The bid security must not contain any conditions either in the body or as an endorsement thereon. The bid security shall be forfeited to the Board as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within 15 days after the award of contract and post bond satisfactory to the Board insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and the other contract documents. By virtue of statutory authority, a preference may be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes; provided that the award of contract will be made to the lowest responsible bidder submitting the lowest responsive bid, which shall be determined without regard to state or local law whereby preference is given on factors other than the amount of the bid.

The Polk County Conservation Board reserves the right to reject any or all bids, to waive informalities or technicalities and to enter into such contract as it shall deem for the best interest of the Board. Bids will be evaluated on the basis set forth in the specifications.

The Polk County Conservation Board reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days from the date of letting.

The successful bidder will be required to furnish bonds in an amount equal to one hundred percent (100%) of the contract price, said bonds to be issued by a responsible surety approved by the Polk County Conservation Board and shall guarantee the faithful performance of the contract and the terms and conditions therein contained, and shall guarantee the prompt payment for all materials and labor and protect and save harmless the Board from claims and damages of any kind caused by the operations of the Contractor.

The work under the contract shall commence within ten (10) days after date set forth in written Notice to Proceed.

Treatment system shall be tested and fully operational for use by the Polk County Conservation Board by July 31, 2009. All work on the project including final grading and seeding shall be completed by September 15, 2009.

Liquidated damages in the amount of Two Hundred Dollars (\$200.00) per calendar day will be assessed for each day that required work shall remain uncompleted after July 31, 2009, and after the end of the contract period, with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor.

Payment of the cost of said project will be made from one or a combination of sources as may be legally used for such purpose at the sole discretion of the Polk County Conservation Board.

Payment to the Contractor will be on the basis of monthly estimates equivalent to ninety-five percent (95%) of the contract value of the work completed and payments made to material suppliers for materials ordered specifically for the project or delivered to the site during the preceding calendar month. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work partially or totally completed. Upon completion of the work and its acceptance by the Board, the Contractor will be paid an amount which, together with previous payments, will equal ninety-five percent (95%) of the contract price of the contract. Final payment of the remaining amount due will be made not less than thirty-one (31) days after completion and acceptance by the Polk County Conservation Board of the completed contract, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa. No such partial or final payments will be due until the Contractor has certified to the Board that the materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications.

A tax exemption certificate will be available for material purchased for incorporation in the project.

Plans and specifications governing the construction of the proposed improvements have been prepared by VEENSTRA & KIMM, INC. of West Des Moines, Iowa, which plans and specifications and the proceedings of the Polk County Conservation Board referring to and defining said improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed to comply therewith.

Copies of said plans and specifications and form of contract are now on file in the office of the Polk County Conservation Board and may be examined at the Jester Park Office, 11407 NW Jester Park Drive, Granger, Iowa. Copies may be purchased from VEENSTRA & KIMM, INC., 3000 Westown Parkway, West Des Moines, Iowa 50266, upon payment of Twenty-five Dollars (\$25.00). No refund will be made.

POLK COUNTY CONSERVATION BOARD

Steve Lindner, Interim Director

STAFF RECOMMENDATION: That the Board approve plans, specifications, and form of contract for the On-site Wastewater Treatment system at Chichaqua Bottoms Greenbelt as presented.

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Award of Contract:

Funding available for this project totals \$75,000.00. Of this total, up to \$8,500.00 in payments for engineering services to Veenstra + Kimm was authorized by the Board at the January 14, 2009 Board meeting. Bid packets were received from eight vendors and were opened on May 5, 2009. Listed below is a recap of the bids.

VENDOR	BASE BID
Brown's Dirt Work	\$39,625.00
Dickerson Mechanical	\$46,193.95
Scharnweber	\$46,200.00
Brothers Construction	\$64,772.00
M C Lint Inc	\$66,500.00
Machin LC	\$70,774.00
R D McKinney	\$73,600.00
C L Carroll Co Inc	\$73,900.00

PROJECT COST:

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

STAFF RECOMMENDATION: That the Board approve Brown's Dirt Work bid of \$39,625 for the construction of the On-site Wastewater Treatment System at the Chichaqua Bottoms Greenbelt Longhouse, a project contingency of \$5,000 and engineering services in the amount of \$1,500 to Veenstra & Kim for a project total not to exceed \$46,125.

5) Outreach

a) Report on Trail Enforcement

Mark Hurm, PCCB's Park Advocacy Manager, will be present to report on trail enforcement.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, April 8, 2009. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

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

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

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE MARCH 11, 2009 MEETING MINUTES.
VOTE YEA: LEVIS, VOSLER, HADDEN, SMITH**

#2 – Consent Agenda

IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS AMENDING THE LIST OF PCCB ITEMS TO GO TO THE 2009 SPRING COUNTY AUCTION IDENTIFIED UNDER ITEM 2G BY RESERVING FLAT FILE CABINETS FROM AUCTION LIST:

- A) MARCH 2009 PROPOSED BUDGET AMENDMENTS AS SUBMITTED;**
- B) AWARDED CHICHAQUA BOTTOMS GREENBELT FOOD PLOTS CONTRACT TO LOW BIDDER JT SERVICES (JUSTIN LISK) FOR A TWO YEAR PERIOD;**
- C) RESOLUTION FOR POLK COUNTY, IOWA, TO TAKE POSSESSION OF THE DESCRIBED PROPERTY ALONG US 65 BYPASS WITHOUT MONETARY CONSIDERATION AS PRESENTED;**
- D) LOW BID FROM RW EXCAVATING AND DOZING AT A COST OF \$5,517.50 FOR WORK ON THE SKUNK RIVER WATER TRAIL CAMPGROUND PROJECT AND AUTHORIZE THE PCCB ACTING DIRECTOR TO SIGN THE DOCUMENT TO PROCEED;**
- E) PURCHASE OF CHEMICALS FOR ROADSIDES/PARK AREAS FOR 2009 AS HIGHLIGHTED ON THE SUBMITTED RECAP FORM FOR UNIT PRICES;**
- F) HIRING UNDERGROUND COMPANY LTD. AT A COST NOT TO EXCEED \$11,725 TO COMPLETE BORING AND STORM WATER TAP WORK AT RIVER PLACE;**
- G) LIST OF PCCB SURPLUS ITEMS TO BE SOLD AT THE POLK COUNTY SPRING AUCTION 4-18-09 WITH AMENDMENT TO RESERVE FLAT FILE CABINETS FROM THE LIST;**
- H) PCCB/ENTERPRISE FUND MARCH 2009 EXPENDITURES;**

- I) DIRECTING STAFF TO USE IDENTIFIED FUNDING TO COOPERATE WITH THE CITY OF DES MOINES IN THE CONSTRUCTION OF A FIVE FOOT WIDE SIDEWALK FROM THE FENCE LINE TO THE ROAD IN EASTER LAKE PARK AS SHOWN ON THE ACCOMPANYING PHOTOGRAPH;**
J) PCCB BICYCLE AND ATV PATROL PROGRAM
VOTE YEA: LEVIS, HADDEN, SMITH, VOSLER

#3 – Education

a) Environmental Education Survey Results

Petersen-Keys appeared before the Board to address any questions from the Board on the environmental education survey results.

PUBLIC COMMENTS

Jane Clark, 9871 Lincoln Avenue, Clive, appeared before the Board to comment on the consent agenda and to inquire about the food plots at Chichaqua.

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

- Lindner reported on things going on until next meeting:
 - Run for the Egg at Easter Lake Park, 126 registrations
 - Earth Day, Valley Junction, 4/11
 - Invasive Species Removal Opportunities scheduled Earth Day
 - Residential Tree Program, 5/2
 - Parks Promotion, NW Community Center, 5/3
 - OWLS every month
- Lown reported on Reinvesting in Iowa's Future Conference, complete, a success, 180 participants
- Lentz reported on mycountyparks.com website

ADJOURNMENT

Meeting adjourned at 6:25 p.m.

Prepared by: Cindy Lentz

Approved:

POLK COUNTY POLICY

FAMILY AND MEDICAL LEAVE ACT (FMLA)

A. Purpose

Up to twelve (12) weeks of unpaid, job protected leave will be provided each fiscal year to eligible employees to care for a newborn or newly placed adopted or foster child, to care for a child, spouse or parent with a serious health condition, or because of the employee's own serious health condition. The terms in this policy will be defined in the same way as those terms are defined in the Family and Medical Leave Act of 1993 and its applicable rules and regulations. A copy of the law and the rules and regulations is available to employees who request a copy from the Human Resources Department.

B. Applicability

This policy applies to all county employees who have been employed for at least 12 months and who have worked at least 1250 hours the previous 12 months.

C. General

Eligible employees may receive up to 12 weeks of unpaid, job protected leave each year for the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter or parent of the employee with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform his or her job functions.

The term "year" is determined as a twelve month period based on the County's fiscal year.

Entitlement to leave for a birth and to care for a son or daughter, for placement of a son or daughter for foster care, or adoption expires at the end of the 12 month period beginning on the date of such birth or placement.

Where both spouses are employed by the County, the amount of leave provided for care of a newborn or newly placed adopted or foster child, or to care for a parent with a serious health condition is limited to a total of 12 weeks for both spouses. The leave may not be used by the employee to care for a parent-in-law with a serious health condition. Where leave is taken to care for a spouse or child with a serious health condition and both spouses are employed by the County, each may take 12 weeks of leave.

D. Paid Leave

Eligible employees shall utilize available accrued paid leave if County policies permit their use for any part of the 12 week period. Consistent with County policies the following shall apply:

- Use of FMLA for the employee's own serious health condition shall utilize sick leave until such leave is exhausted (employee may choose to use Personal time, Vacation time, or Compensatory time for purpose of sick leave). If sick leave is exhausted employee shall be required to use Personal time and then Vacation time before leave status is considered unpaid.
- Use of FMLA for an employee to care for a newborn, newly placed adopted or foster child, or to care for a child, spouse, or parent with a serious health condition shall utilize any accrued but unused family Sick leave (maximum six days per fiscal year), Personal time and then Vacation time (if any accruals are available) before leave status is considered unpaid.

The County is not by this policy authorizing the use of paid leave in any situation not otherwise authorized by its current policies, nor is it abrogating the requirement that paid leave be exhausted for receipt of any benefits authorized by its current policies.

All requests for leave of any type shall state on the leave form submitted to the department whether the leave is for Family and Medical Leave Act purposes.

E. Intermittent Leave

Leave for childbirth or adoption shall not be taken intermittently or on a reduced leave schedule. However, leave taken to care for a spouse, child, parent or for the employee's own serious health condition may be taken intermittently or on a reduced schedule, if it is medically necessary. Certification of need shall be provided. The taking of leave intermittently or on a reduced leave schedule does not reduce the total amount of leave for which the employee is entitled.

F. Notice Requirement

When leave for an expected birth or adoption or foster placement is foreseeable, employees shall provide the County with at least 30 days notice of their intention to take leave, or as much notice as is practicable under the circumstances.

When leave for planned medical treatment is foreseeable, employees shall provide the County with at least 30 days notice of their intention to take leave, or as much notice as is practicable under the circumstances. If an employee requests intermittent leave or leave on a reduced leave schedule, the County may require the employee to transfer temporarily to an alternate position with equivalent pay and benefits which better accommodates the leave schedule.

Employees shall make a reasonable effort to schedule treatment so as not to unduly disrupt the operation of the County.

G. Certification

Each employee shall provide with his or her leave application, certification issued by the health care provider of the eligible employee. Should the leave request be for the care of a spouse, son, daughter or parent of the employee, then a certification issued by their respective health care provider should accompany the leave application. The certification will be considered sufficient if it includes the date on which the illness commenced, the probable duration of the illness, the appropriate medical facts, and where applicable, a statement that the employee is (1) unable to perform his/her job, or (2) is needed to care for his/her child, spouse, or parent. In addition, for intermittent leave requests, the health care provider must certify that such leave is medically necessary, and state the expected duration and expected schedule of the intermittent leave or reduced leave schedule.

In any case in which the County has reason to doubt the validity of the certification for leave to care for a child, spouse, or parent with a serious health condition or because of the employee's own serious health condition, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the County. Where the second opinion differs from the opinion provided in the original certification, the County may require that the employee obtain the opinion of a third health care provider approved jointly by the County and the employee. The opinion of the third health care provider shall be final and binding on both the employer and the County.

H. Employment Protection

Eligible employees who take leave under the Family and Medical Leave Act are entitled to return to the same position they held before taking leave, or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

I. Benefits Protection

All benefits which eligible employees had accrued prior to taking leave shall be retained. However, employees restored to their former or equivalent positions shall not be entitled to the accrual of seniority or employment benefits during any period of leave except as authorized by County policy.

The County shall, during any period that an eligible employee takes leave, maintain his/her coverage under its group health, dental, and life insurance plan for the duration of such leave at the level and under conditions of coverage which would have been provided if the employee had continued in employment for the duration of such leave. However, if the employee fails to return from leave within the time required under the Act, the employer may recover any group health plan premiums paid for maintaining that coverage while the employee was on leave. If, however, the employee fails to return from leave due to the continuation, recurrence or onset of a serious health condition, covered under the Act or due to circumstances beyond the employee's control, such premiums may not be recovered.

POLK COUNTY POLICY

SERVICEMEMBER FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered member's service in the Armed Forces ("Servicemember FMLA"). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligation to Servicemember FMLA Leave are governed by our existing FMLA policy.

A. Employee Entitlement to Servicemember FMLA

Servicemember FMLA provides eligible employee's unpaid leave for any one, or for a combination of the following reasons:

1. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces of the United States in support of a contingency plan; and/or
2. To care for a covered family member or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces of the United States provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating.

B. Duration of Servicemember FMLA

1. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) workweeks of leave during a twelve (12) month period based on the County's fiscal year.
2. When leave is due to Care for an Injured or Ill Servicemember: An eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period, based on the County's fiscal year, to care for the servicemember. Leave to care for an injured or ill Servicemember, when combined with other FMLA qualifying leave may not exceed twenty-six (26) weeks in a single twelve (12) month period.
3. Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state, and local law.

C. General

- Use of FMLA for an employee who is an immediate family member (spouse, child, or parent) of military personnel and/or reservists who have a "qualifying exigency" shall utilize personal time and vacation time (if any accruals are available) before leave status is considered unpaid.
- Use of FMLA for an employee to care for an immediate family member (spouse, child, or parent) who is a member of the armed forces of the U.S. and who have been injured or wounded in the line of duty shall utilize any accrued but unused family sick leave (maximum six days per fiscal year), personal time and then vacation time (if any accruals are available) before leave status is considered unpaid.

Donated Leave for Purpose of Organ Transplant Policy

Employees may donate up to ~~four (4)~~ 16 hours of earned vacation or personal leave to an eligible employee who has been approved for a leave of absence due to agreeing to donate an organ to a person deemed by a qualified physician as needing a transplant operation. Length of absence covered under this policy shall not exceed medical necessity, as determined by the health care provider, for the transplant operation and recovery. The maximum donated time an employee may receive for an instance covered by this policy in a twelve (12) month period is 240 hours.

Employees do not need to utilize all paid leaves prior to requesting and/or utilizing donated leave for the purpose of organ donation. Eligible employees are required to provide medical verification of the operation to be performed and the probable length of time needed to be off for the operation and recovery.

An eligible employee is defined as a regular full-time employee with at least twelve (12) months of continuous employment at the time of the employee's application for donated leave.

Requests for donated leave must be submitted for approval to the ~~Human Resources~~ PCCB Director along with a statement of need and supporting medical documentation. Upon approval, the employee's request will be communicated to all ~~department offices~~ PCCB units to obtain donated leave. Donated leave shall be accepted until the maximum leave is donated or the employee returns to work, whichever occurs first.

The use of donated leave shall be subject to the same restrictions and/or requirements as other leaves of absence under county policies; and the employee/recipient shall not derive any accrual of leave as a result of the receipt of donated leave. Donated leave that is unused upon the employee's return to work shall be returned to the respective donor.

Upon request of the employee utilizing donated leave for this purpose thank you notices will be sent by interoffice mail to persons donating time. If the employee utilizing donated leave supplies thank-you notices and/or envelopes and postage, ~~Human Resources~~ PCCB office staff will facilitate delivery of the thank you notices. ~~Human Resources~~ PCCB will not be responsible for any postage to deliver such thank-you notices.

Polk County Controlled Bow-Hunt 2008-09 Deer Report



Executive Summary
Post Season Reports
Aerial Survey Results
Bow-Hunt Administrators
Advisory Organizations

Compiled by the
Polk County Deer Task Force

The Polk County Deer Task Force believes that the White-tailed deer is a valuable part of our natural heritage. We support the perpetuation of the deer population in Polk County at ecologically acceptable levels.

-1997 Position Statement of the Polk County Deer Task Force

Executive Summary

Based on the following results, it is recommended that the Polk County Controlled Bow-Hunt should be continued for the '09-'10 season throughout the Polk County Deer Management Zone. It is also recommended to continue expanding efforts in all areas including:

- West of I-80 in Urbandale
- Brown's Woods and Walnut Woods
- Clive
- Easter Lake to Cownie Park
- Pleasant Hill
- private property throughout the zone
- Johnston - Beaver Creek corridor



Post Season Reports

Licenses Sold

-The Polk County Deer Management Zone is divided into two zones. 1200 licenses were available for zone 48 which includes all of the cities, Polk County Conservation areas and U.S. Army Corps of Engineers areas. 400 licenses were available in zone 61 which is comprised of mostly rural areas not included in zone 48. Hunters purchased 906 antler-less licenses in zone 48 and 53 antler-less licenses in zone 61 for use in the Polk County Deer Management Zone.



Hunting Season

-This year the IDNR allowed participating entities to use September 13, 2008 through January 25, 2009, for the Polk County Deer Management Zone bow-hunting season. Agencies could choose to use these dates for their season, or tailor their hunt to suit individual needs (as long as the dates were within the allowable season above). The hunt dates for the '09-'10 season will be September 12, 2009 through January 31, 2010.

Deer Harvest

-Agencies reported that 558 antler-less deer had been harvested during the '08-'09 bow-hunt, which is an increase from 464 in the 2007-2008 season.

-There was a total of 610 antler-less deer harvested in the Polk County Deer Management Zone (including antler-less deer harvested in Camp Dodge with shotgun/muzzle).

23 incentive bucks were harvested during the '08-'09 bow-hunt

A total of *666 deer were harvested during the '08-'09 season.

* Count includes Camp Dodge (shotgun and muzzle any sex-tags)

Proficiency Testing

-Polk County Information Technology Department developed a web based program to allow testing vendors to check the status of and update hunter proficiency testing results. Vendors administered 310 proficiency tests to 301 hunters.

Safety Record

No injuries were reported from hunters or park visitors



Polk County Aerial Deer Surveys: 2009

by Bill Bunger
Iowa DNR

Helicopter surveys were flown on January 28th and February 15th using a Robinson R44 helicopter. Observers were Tom Litchfield & Bill Bunger. Bill Bunger was the navigator and recorded data. Darren Raleighs was the pilot. Conditions on January 28th for the survey were generally good with over 4 inches of snow over the area. The sky was clear all day which produced some shadows early and late in the day. Winds were light from the west. Temperatures stayed below 10 degrees for the day. Sighting conditions were reduced during the first 45 minutes due to heavy frost on trees and other vegetation but were good from mid-morning on until the last hour of the day, when shadows began to develop.

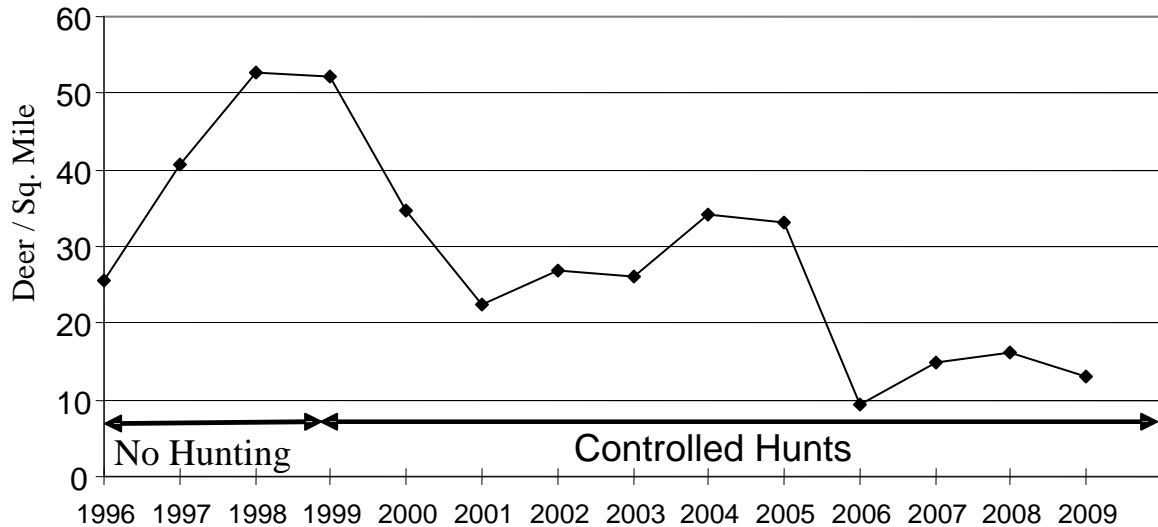
The areas surrounding Saylorville Lake were flown on February 15th. The sky was generally clear with high cirrus clouds. Temperatures were in the low twenties. Sighting conditions were not as favorable as snow depth was variable from the south to north end of the lake. Sighting conditions were marginal on the north and east sides of the lake, probably reducing the number of deer seen in some locations, especially of heavier cover.

The number of deer sighted for each area is reported in Table 1. Each area listed was divided up into discrete units and circled or flown systematically. Where necessary the helicopter was brought around to count areas more thoroughly. In some areas the deer ran as the helicopter passed overhead.

In the urban areas, which do not include the Saylorville Lake areas, the number of deer counted was down in 10 of the 17 areas surveyed (January 28th) when compared to 2008. Counts over all urban areas combined were down 4%. Five of these seventeen survey areas fall near or below the 30 deer/sq. mile goal.

The deer numbers in Water Works Park remain relatively stable as have harvest numbers over the last few years. They are also well below counts seen in 2004. This continues to reflect the value of steady hunting pressure.

Figure 1. The number of deer observed at Water Works Park on the helicopter survey, 1996 – present.



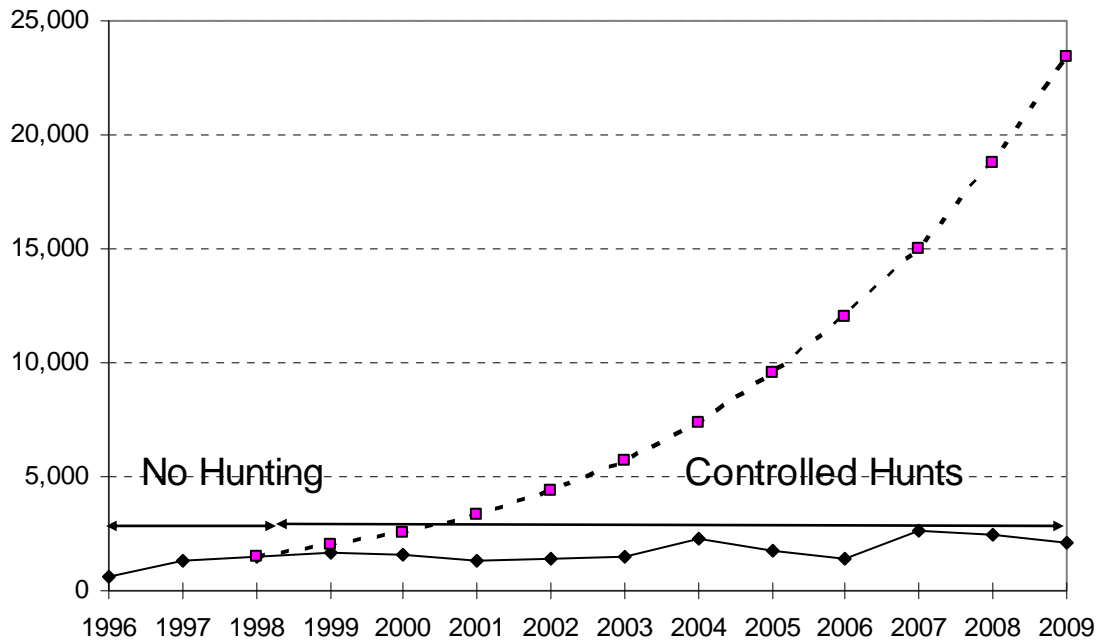
The Easter Lake/Des Moines River area shows signs of deer numbers trending downward. Increased access and hunting pressure may be starting to show results here.

Again this year, most of the deer observed in the Browns Woods/Walnut Woods area remain off of the public lands and on private properties. At least two feeding stations were observed in this area. The area east of 63rd adjacent to the airport still has high numbers. This entire area, (south of the Des Moines River, south to HWY 5 and between the west edge of the airport, west to I-35), show evidence of maintaining high deer numbers.

Counts in the Urbandale areas seem to show a slight downturn in deer numbers across surveyed areas.

It would seem expanded hunting opportunities in several communities has begun a downturn in deer numbers across the metro area. This accomplishment can continue by increasing access to deer with hunting pressure and maintaining pressure in areas that are being hunted.

Figure 2. The number of deer observed on the helicopter survey of Polk county, 1996-present. The solid line represents the actual counts while the dotted line represents the number of deer that we would expect to see if no antler-less deer had been removed with the controlled hunts that began in 1998.



Bow-Hunt Administrators

- City of Des Moines: Mike Gaul 208-0310
- Administers public property bow-hunting; allows private property bow-hunting
- Des Moines Water Works: Scott Atzen 283-8702, Regina Olmstead 283-8769
- City of Johnston: Jim Sanders 727-7760
- Administers public property bow-hunting; allows private property bow-hunting
- Polk County Conservation: Brian Herrstrom 967-4889, c 249-1753
- US Army Corps of Engineers (Saylorville Lake): Tyler Hill 276-4656 ext. 6512
- City of Urbandale: S.K. Prophet 278-3900
- Administers public property bow-hunting; allows private property bow-hunting
- Walnut Woods State Park (IDNR): Tim Gedler 285-4502
- City of West Des Moines: Sally Ortegies 222-3447
-Administers public property bow-hunting
- City of Clive: Kelly Canfield 223-5246
-Administers public property bow-hunting
- City of Pleasant Hill: Heath Ellis 208-5212
- Administers public property bow-hunting; allows private property bow-hunting

Advisory Organizations

- The following organizations serve in an advisory capacity to the Polk County Deer Task Force (in addition to the organizations listed above).
- Iowa Dept. of Natural Resources: Bill Bunger (515) 975-8318, Willie Suchy (515) 281-8660
- City of Ankeny, City of Des Moines Animal Control, City of Grimes, City of Polk City, Dallas County Conservation Board
- Archery Field and Sports, Des Moines Audubon, Des Moines Founders' Garden Club, Des Moines Izaak Walton League, Happy Apple Orchard and Sporting, IDNR Law Enforcement, Iowa Bow Hunters Assoc. (IBA), National Field Archery Association, Polk County Conservation Board, Polk County Board of Supervisors, Sierra Club and Westwood Neighborhood Association.

Table 1. Results from the helicopter deer surveys in Polk county, 1996 to present.

Deer Sighted

Area Surveyed	Area (Square Miles)	Deer Sighted													
		1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Des Moines															
DSM Water Works Park Area	3.91	100	159	206	204	136	88	105	102	134	130	37	58	63	51
D.M, South of Grand	1.37			56	45	39	50	49	36	63	56	18	53	66	49
Easter Lake & Des Moines River East	6.74	26	43	58	135	145	110	163	132	146	239	84	418	233	209
DSM airport west-63rd													150	164	188
Des Moines River:															
Saylorville Dam-Riverview Park	2.61	83	115	83	150	124	122	162	209	296	184	153	278	238	143
<i>South of I-80*</i>														63	21
West Des Moines															
Browns & Walnut Woods	4.20	43	132	149	106	128	86	91	155	226	167	137	301	216	232
Jordan Creek/South Woods	0.22									63	56	38	10	25	35
Walnut Creek:															
Raccoon River to I-80	0.79	0	1	7	5	23	14	14	25	42	19	30	50	19	40
Clive Area	0.30													23	15
Urbandale															
Living History Farms	0.41				20	20	10	42	16	34	26	30	25	43	23
West of I-80	1.38	59	229	285	261	270	225	146	203	336	177	227	340	172	147
Ankeny															
Margo Frankel Woods	0.78	15	14	35	4	23	12	6	0	28	15	8	15	15	17
Rock Creek	2.91	26	74	38	51	49	79	24	39	44	27	52	66	92	58
Johnston															
<i>Des Moines River: North I-80*</i>														175	122
Beaver Creek (Johnston)	0.59													100	74
Four Mile Creek:															
North of I-80	4.45	58	128	128	158	117	103	86	80	104	127	16	124	202	136
I80 -Des Moines River	5.29	7	41	51	99	79	39	83	87	100	107	118	174	165	179
<i>Pleasant Hill west</i>	0.93											48	71	59	86
Pleasant Hill East	2.27											25	31	150	162
Totals:	38	417	936	1096	1238	1153	938	971	1084	1616	1330	973	1,943	1,822	1,758

Saylorville Reservoir

Camp Dodge	2.23	55	71	93	105	108	69	73	68	195	165	148	234	148	109
Jester Park, Mile Long															
Bridge to Hwy 17	4.82	88	158	161	95	95	132	127	108	189	82	110	133	221	165
Polk City Barrier Dam Refuge	3.11	41	92	117	133	125	89	113	135	230	135	89	198	150	166
Dam to MLB (west side)	1.92		61	62	24	38	34	61	50	109	46	67	98	114	86
Dam to MLB (east side) <i>a</i>	2.55		41	72	94	83	85	86	50	137	94	55	66	127	91
MLB to Hwy 17 (east side)	4.18		35	33	53	77	80	-	-		142	123	124	208	134
Chichaqua & Skunk River		96	85		197	109	-	-	187	133	106	181	210	-	154
Yellow Banks & DSM River	1.75	24	52	62	77	67	122	81	98	77	78	29	110	92	77
Totals:	21	304	595	600	778	702	611	541	696	1,070	848	802	1,173	1,060	982

*Not added to total in column to prevent adding twice, (Saylorville Dam-Riverview Park. Pleasant Hill sub-survey area).

a (does not include Polk City refuge)

Area Surveyed	Area (Square Miles)	Deer per Square Mile														Change (2008 to 2009)
		1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	
Des Moines																
DSM Water Works Park Area	3.91	26	41	53	52	35	23	27	26	34	33	9	15	16	13	-19%
D.M, South of Grand	1.37	0	0	41	33	28	36	36	26	46	41	13	39	48	36	-25%
Easter Lake & Des Moines River East	6.74	4	6	9	20	22	16	24	20	22	35	12	62	35	31	-11%
DSM airport west-63rd																
Des Moines River:																
Saylorville Dam-Riverview Park	2.61	32	44	32	57	48	47	62	80	113	70	59	107	91	55	-40%
<i>South of I-80*</i>																
West Des Moines																
Browns & Walnut Woods	4.20	10	31	35	25	30	20	22	37	54	40	33	72	51	55	8%
Jordan Creek/South Woods	0.22	0								286	255	173	45	114	159	39%

Area Surveyed	Area (Square Miles)	Deer per Square Mile														Change (2008 to 2009)
		1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	
Walnut Creek:																
Raccoon River to I-80	0.79	0	1	9	6	29	18	18	32	53	24	38	63	24	51	113%
Clive Area	0.30													77	50	-35%
Urbandale																
Living History Farms	0.41				49	49	24	102	39	83	63	73	61	105	56	-47%
West of I-80	1.38	43	166	207	189	196	163	106	147	243	128	164	246	125	107	-14%
Ankeny																
Margo Frankel Woods	0.78	19	18	45	5	29	15	8	0	36	19	10	19	19	22	16%
Rock Creek	2.91	9	25	13	18	17	27	8	13	15	9	18	23	32	20	-38%
Johnston																
<i>Des Moines River: North I-80*</i>																
Beaver Creek (Johnston)	0.59													169	125	-26%
Four Mile Creek:																
North of I-80	4.45	13	29	29	36	26	23	19	18	23	29	4	28	45	31	-31%
180 -Des Moines River	5.29	1	8	10	19	15	7	16	16	19	20	22	33	31	34	10%
<i>Pleasant Hill west</i>	0.93											48	71	63	92	46%
Pleasant Hill East	2.27											26	31	66	71	8%
Totals:	38	11	25	29	33	30	25	26	29	43	35	26	51	48	46	-4%
Saylorville Reservoir																
Camp Dodge	2.23	25	32	42	47	48	31	33	30	87	74	66	105	66	49	-26%
Jester Park, Mile Long																
Bridge to Hwy 17	4.82	18	33	33	20	20	27	26	22	39	17	23	28	46	34	-26%
Polk City Barrier Dam Refuge	3.11	13	30	38	43	40	29	36	43	74	43	29	64	48	53	10%
Dam to MLB (west side)	1.92	-	32	32	13	20	18	32	26	57	24	35	51	59	45	-24%
Dam to MLB (east side) <i>a</i>	2.55	-	16	28	37	33	33	34	20	54	37	22	26	50	36	-28%
MLB to Hwy 17 (east side)	4.18	-	8	8	13	18	19	-	-	-	34	29	30	50	32	-36%
Chichaqua & Skunk River																
Yellow Banks & DSM River	1.75	14	30	35	44	38	70	46	56	44	45	17	63	53	44	-17%
Totals:	21	14.8	28.9	29.2	37.8	34.1	29.7	26.3	33.9	52.0	41.2	39.0	57.1	51.6	47.8	-8%

*Not added to total in column to prevent adding twice, (Saylorville Dam-Riverview Park. Pleasant Hill sub-survey area).

a (does not include Polk City refuge)

2008-2009 Deer Harvest

POLK-DALLAS URBAN ZONE 48

A. Polk County Conservation (PCC) Public Areas: Brian Herrstrom 967-4889		
	Incentive Buck	Antler-less
Jester Park		33
Incentive Buck (3 allotted)	0	
Sycamore Trail (includes Area C in Johnston)		26
Incentive Buck (2 allotted)	1	
Easter Lake		12
Incentive Buck (2 allotted)	1	
Brown's Woods		31
Incentive Buck (3 allotted)	0	
Thomas Mitchell Park		3
Incentive Buck (2 allotted)	1	
Mally's Weh-Weh-Neh-Kee Park		3
Incentive Buck (included with Thomas Mitchell)	0	
Four Mile Greenbelt		7
Incentive Buck (included with Thomas Mitchell)	0	
Yellow Banks Park		25
Incentive Buck (3 allotted)	0	
Four Mile Trail		9
Incentive Buck (1 allotted)	0	
Polk County Conservation (PCC)	Harvest Total	3
		149

B. City of Clive Public Areas: Kelly Canfield 223-5246		
	Incentive Buck	Antler-less
Greenbelt Park: East of NW 114th		1
Incentive Buck (None allotted at this time)	0	
	Sub-total	1
City of Clive Private Property		
None at present date		0
	Sub-total	0
City of Clive	Harvest Total	0
		1

C. City of Des Moines Public Areas: Michael Gaul 208-0310		
	Incentive Buck	Antler-less
Cases Lake: Hartford Ave	1	7
Carney: SW 30th & Bell Ave	0	0
Crocker Woods: Prospect Rd. & Hickman Rd.	0	9
Ewing Park	0	12
Laurel Hill Woods	0	2
MacRae Park	0	3
Pioneer Park	0	6
Ashworth Park	0	15
Incentive Buck (7 allotted)		
	Sub-total	1
		54

City of Des Moines Private Property		
	Incentive Buck	Antler-less
SW / Airport Area (South of Waterworks Park, West of Fleur to limits)	1	38
SE / Easter Lake and Ewing Parks Area (SE 14th east, South of DM River to Limits)	1	38
South of Grand Area (West of Terrace Hill to 63rd, South of University to Waterworks)	4	37
MacRae Park Area	0	6
Prospect / Beaverdale Park Area	0	5
East Area (East and Northeast area of city) Incentive Buck (7 allotted)	0	9
Sub-total	6	133
City of Des Moines	Harvest Total	7
		187

D. **Des Moines Water Works:** Scott Atzen 283-8702, Regina Olmstead 283-8769

	Incentive Buck	Antler-less
2201 George Flagg Parkway, 50321 Incentive Buck (10 allotted)	6	37
Des Moines Water Works	Harvest Total	6
		37

E. **City of Johnston Public Areas: Jim Sanders 727-7760**

	Incentive Buck	Antler-less
Area A: Army Corps of Engineers (See USACE totals)		
Area C: Sycamore Trail (See PCC totals)		
Area E: City of Johnston - 156 Acres Incentive Buck (None allotted at this time)	0	3
Sub-total	0	3
City of Johnston Private Property		
Pioneer		8
Other Incentive Buck (2 allotted)	2	4
Sub-total	2	12
City of Johnston	Harvest Total	2
		15

F. **City of Pleasant Hill: Heath Ellis 208-5212**

	Incentive Buck	Antler-less
City Property	0	0
Private Property	0	15
Four Mile Bike Trail (See PCC totals) Incentive Buck (None allotted at this time)		
City of Pleasant Hill	Harvest Total	0
		15

G. City of Urbandale Public Areas: S.K. Prophet 278-3900			
		Incentive Buck	Antler-less
City Parks			7
Incentive Buck (2 allotted)			
Sub-total		0	7
City of Urbandale Private Property			
Living History Farms (LHF) (West of I-35)			25
Incentive Buck (4 allotted)			
Other Private Property		3	46
Incentive Buck (4 allotted)			
Sub-total		3	71
City of Urbandale	Harvest Total	3	78

H. City of West Des Moines Public Areas: Sally Ortgies 222-3447			
		Incentive Buck	Antler-less
South Woods		2	20
Incentive Buck (2 allotted)			
Sub-total		2	20
City of West Des Moines Private Property			
None at present date		0	0
Sub-total		0	0
City of West Des Moines	Total Harvest	2	20

I. USACE: (Corps of Engineers): 276-4656 Scott Rolfes ext. 6508; Tyler Hill ext. 6512			
		Incentive Buck	Antler-less
Saylorville			26
(No Buck Incentive Issued for this area)			
Polk City Refuge			5
(No Buck Incentive Issued for this area)			
USACE	Total Harvest	0	31

J. Walnut Woods State Park: Tim Gedler 285-4502			
		Incentive Buck	Antler-less
Walnut Woods State Park			8
(No Buck Incentive Issued for this area)			
Walnut Woods State Park	Total Harvest	0	8

Total Antlerless Deer Harvested Zone 48 541

Total Incentive Bucks Harvested Zone 48 23

Antler-less tags available zone 48: 1200 Sold: 906

POLK-DALLAS RURAL ZONE 61

K. **Camp Dodge: Mary Jones 252-4648**

	Buck**	Antler-less
Archery	4	17
Shotgun / Muzzle loader	24	34
**Buck (Normal seasons and any-sex tags allowed)		
Camp Dodge	Total Harvest	28
		51

L. **IDNR ELECTRONIC LICENSING (ELSI)**

	Buck	Antler-less
Doe		18
Button Buck	2	
Shed Buck	3	
ELSI	Total Harvest	5
		18

Total Antler-less Deer Harvested Zone 61 **69**

Total Bucks Harvested Zone 61 **33**

Antler-less tags available zone 61: **400** **Sold:** **53**

Total Antler-less Deer Harvested (Bow) **Total** **558**

* Count including Camp Dodge (shotgun/muzzle) and ELSI **610**

Incentive Bucks **Total** **23**

Bucks: Camp Dodge and ELSI** **Total** **33**

**Normal seasons (shotgun/bow) and any-sex tags allowed

Total Bucks Harvested **56**

Total Deer Harvested **666**

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 – CCM, board, JP master planning, Grays Lake Advisory, Wetlands, etc.
- Lown continued to attend numerous recreation trails meetings, recent meetings pertained to signage, High Trestle Trail, Greenways Advisory, Bicycle/Pedestrian Roundtable, Carlisle Trail, etc.
- advised private landowners on invasive species and woodland management
- assisted Woodside School in finding funding for an outdoor classroom
- attended the Drake Ecology Capstone Presentations including GIS work at CBG
- continued working on FEMA related issues including debris removal, record keeping, contractors
- contacted contractors for work at CBG canoe campground
- over-seeded River Place with side oats gramma
- installed permanent overflow drainage at River Place
- continued to interview and hire seasonal employees
- serviced/maintained equipment as needed
- removed fence posts – Hainline timber and areas to north / Coffin south / FWS easement, Blazing Star Prairie, USACE area south of lodge,
- basal bark invasives – Buckthorn @ Hainline timber and areas to north / W. of Area 3, Black locust - N. of wing dike
- chipping & clearing – Area 4 by trap range & Rendezvous shrub removal
- continued firebreak mowing & disking
- Prescribed Burning – JP, YB, TM, CBG and Polk City cemetery
- trash removal at Hainline timber / Coffin south /Jester Park
- tire removals (to recycler) – Hainline & Hartung
- started mowing parks, obstacle spraying and weed control,
- continued monitoring budget, grants, etc.
- continued monitoring Flood Mitigation Workers projects in various county parks (spent April at CBG)
- continued utilizing DOC for various Natural Resource projects (tree and fence removal, invasive species, park cleanup, etc.)
- finished alignment of trail from Shelter 5 JP to existing Hickory Ridge trail - cleared trail
- seed production project – transplanting / measuring site

FUTURE ACTIVITIES–

- continue invasive specie removal
- continue obstacle and broadleaf spraying
- continue WIRB and NRCS grant work
- continue fence removals at CBG and JP
- seed, grade and fill holes in various parks
- plant rain gardens

ISSUES & OPPORTUNITIES--

- Urban Forestry Meeting – 5/6
- Stacy Reed, Chris Peterson, Bruce Koebrick, Eric Blunt start – 5/11
- JP Master Plan Meeting (in house) – 5/12
- NR-Director Meeting – 5/14
- JP Master Plan Meeting (public) – 5/19
- Rain Garden Work Shop – 5/29

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
- attended all-staff meeting
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- continued to monitor information on mycountyparks.com website for on-line reservations
- continued to work on desk aids for mycountyparks for staff's use for retrieving reports, etc.
- cleaned up Director's office
- implemented phase 2 of Fortis project...currently scanning in board meeting information (Ginny)
- picked up cell phone for Dennis Parker and entered staff and board member phone #s
- met with staff to update Capital Improvement Plan (CIP) and made adjustments
- updated 5 year information technology plan and sent to Tony Jefferson (IT)
- attended information technology steering committee meeting
- met with Ella Koch to discuss furniture options for Director's office
- assisted at Residential Tree Program distribution
- researched verbiage for Board Chair to use for the consent agenda at meetings
- scheduled a meeting on a new Vision Plan offered to full-time and part-time employees
- met with IT staff to view possible payroll system for PCCB

Steve Lindner –

- As interim director, 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 to work with various section supervisors to review budget execution for the current fiscal year
- updated various schedules related to infrastructure, FEMA, and REAP funds
- continued to work on annual inventories in various PCCB sections, adjusted records as appropriate
- attended a department head meeting on the H1N1 virus and conveyed information to staff concerning actions to be taken
- completed a detailed schedule of grants and grant status of all outstanding funding sources
- continued discussion with appropriate representatives of Iowa State regarding the solar cabin and potential use at Jester Park, visited the work site

- reconciled quarterly sales and cost reports from the Jester Park Golf Course for the quarter ended March 31, 2009
- attended a quarterly meeting of the great outdoors fund Board - continued work on various issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation - completed the GOF tax return - provided input for the May update, and related issues

Melissa Ritter –

- continued worked on hiring back seasonals
 - MVR checks
 - background checks
 - paperwork
- prepared motor vehicle fuel tax refund paperwork
- attended meeting with IT staff on payroll system
- received employee uniform shirts, counted and folded
- attended all-staff meeting

Nancy Simmons –

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting - mailed warrants to vendors weekly
- assisted with purchase orders as needed
- filed invoices in respective files
- assisted public by phone with online reservations: rescheduling requests, cancellations, help with using website, etc.
- processed Lodge reservations into system and recorded payments
- issued checks for Damage Deposit refunds
- handled Environmental Education programs/trips registrations and recorded payments
- prepared bank 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
- attended all-staff meeting
- reorganized warehouse area: office supplies, first aid supplies, misc.

Linda Lister--

- handled incoming orders for Residential Tree Program and assisted at tree distribution
- handled Great Outdoors Fund mailing of the 2008 Annual Report
- assisted with preparation of files for scanning into Fortis
- assisted with checking time cards for seasonal staff

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 8 news releases
- corresponded with the GOF board members and held April meeting
- prepped for, coordinated, and staffed Open House
- attended Earth Day meetings, organized for the event, staffed event
- conducted numerous media interviews and outreach initiatives related to the Family of Parks Open House
- facilitated A-W Trail Gazebo plaque purchase
- met with Yellow Book and Dex phone book reps. for 2009 listings
- participated in and completed assignments related to the JP Master Plan
- designed the May 2009 GOF News Brief
- attended the PRSA Spring Institute and CVB annual marketing workshop
- staffed a table at the TMC “Green Fair”
- continuous Web site content management for PCC and Equestrian sites
- coordinated on-going weekly staff newsletters
- coordinated on-going monthly grants and signage coordination
- held Brown’s Woods Clean-up on Saturday, April 4th
- continued working with Eagle Scout candidates on projects e.g. flagpole, various Playscape projects, fishing line recycle bins and benches at trail heads. Continued planning for Boy Scout Venture groups.
- recruited and coordinated volunteers for Earth Day events (and pre-event workday) and Residential Tree Program
- worked on updating Adopt-A-Park Sponsorship list
- attended John Deere Employee Wellness Fair in Urbandale
- hosted workday for Cub Scout Den 118 on April 20 at Brown’s Woods planting trees
- worked on updating May volunteer opportunities with United Way, Polk County Democrats, Iowa Environmental Council, Valley High School, and PCC volunteer database; continued follow-up with volunteer referrals from March/April United Way Website and USAservice.org,
- worked on data entry for volunteer log sheets
- set up service learning workday for Granger Assumption School students
- hosted Earth Day volunteers on April 22 at Jester Park near Shelter #5
- continued to update 2009 volunteer project calendar and planned events/workdays, updated volunteer database
- worked on open house and volunteer fair flyers and workday requests
- continued working on enhancing Trail Ambassador Program, developing contact list and skills database, contacted potential candidates

FUTURE ACTIVITIES—

- budget monitoring
- JP Master Plan Meeting prep

- PCC Advisory Committee Meeting prep
- begin compiling Annual Report
- coordinate volunteer requests for May volunteer events
- continue planning for Trail Ambassador Program spring launch
- continue planning Eagle Scout Projects
- attend May DOVIA meeting
- attend May R2G2 planning meeting
- continue planning 2009 REAP Committee meeting dates
- plan Invasives Species Removal Training with Wal-Mart at Jordan Creek in preparation for Adopt-A-Park Sponsorship
- work on remote areas emergency response address designations

ISSUES AND OPPORTUNITIES--

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

Construction/ Maintenance Staff: Steve Haefner & Barney Feezell - Const. Technicians; Chance Patrick & Ron Robbins – Seasonal Staff

PAST ACTIVITIES—

- attended meetings as needed
- continued Ankeny to Woodward trail project work for bridge phase
- continuing FEMA related repair projects
- attended Family of Parks event
- completed spring cleaning and organization in CST shop
- poured concrete slab for firewood vending machine at YB
- placed asphalt at YB Kiosk site and asphalt overlay near entry and in front of shop
- assisted with restroom and shower-house opening
- worked with The Underground Co. on drain lines for River Place rain gardens
- met with Polk County and City of Des Moines on Principal River Walk landscape plan
- completed Gazebo construction and misc. amenities on High Trestle Trail
- assisted with Easter Lake Run for the Egg race
- met with Polk County Risk Manager at Family Violence Center to assist with playground fall tile installation
- hauled black dirt to various parks for site grading/seeding projects
- dug out 2 sand volleyball court sites at JP #1 and 2 shelters
- seasonal and full time staff attended supervisory training at Newton Release Center
- met with wind generator vendor on possible Energy Grant project
- interviewed 6 individuals for Easter Lake Maint. Tech. position
- held bid opening for CBG Longhouse sewer system project
- began camp-aid site improvements at CBG
- completed JP playground soft-fall installation
- attended playground safety certification school (Stan Manning)

FUTURE ACTIVITIES-

- continue landscape timber replacement at JP and TM campground sites
- complete CBG camp-aid site full hook-up project
- begin YB entry sign and kiosk project

ISSUES AND OPPURTUNITIES:

- none at this time

Northwest Maintenance Area: Staff - Tim Wears, NW Maintenance Tech.; Carroll Lister, Marty Boyd – Seasonal Staff

PAST ACTIVITIES—

- did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua
- performed weekly sewer tests
- sent monthly sewer reports
- started two season staff this month
- installed new sign cover at the lighted sign in lodge
- did Jester Park Inventory
- repaired picnic tables
- attended 2 Jester Park Master Plan meeting
- attended Pow Wow Preparation Meeting
- refinished bed of one ton truck
- did annual price quotes for sanitary supplies
- installed water sprayer on one ton truck
- performed winter service on TR-3 rake
- attended All Staff meeting
- turned water on in the park
- opened both shower houses
- repaired holes in Trestle to Trestle parking lot in river place
- inspected boilers in shower houses
- checked BBQ grills for painting or replacement
- scrubbed decking at playscape in preparation for pump installation
- moved tables into Camp Area 3 and cleaned out fire ring; removed tables for camp area 3 due to possible flooding
- added table to Kiosk on High Trestle Trail
- assisted Wayne with concrete culverts on Trestle to Trestle Trail
- prepared poles for new volleyball courts
- Secondary Roads graded gravel roads in Jester Park, we followed up with the TR-3 and feathered out the gravel
- requested bids for weather proofing manholes in golf course ditch
- greased all terminals in sites 116 thru 120 electrical pedestals

FUTURE ACTIVITIES--

- install soft fall material in playground
- install pumps in playscape
- install volleyball poles and nets
- paint BBQ grills
- replace 3 BBQ grills
- grade gravel roads
- open Camp Area 3 when lake recedes
- paint speed bumps

- continue with greasing terminals in electrical pedestals at Jester Park and Chichaqua
- refinish the cedar on lodge deck
- picnic table repair

ISSUES AND OPPORTUNITIES--

South Maintenance Area: Staff – Stan Manning, Maintenance Technician; Louis Butelli, Jim Williams – Seasonal Staff

PAST ACTIVITIES—

- performed routine maintenance to buildings and grounds
- performed monthly inspections of buildings and grounds at Easter Lake, Fort Des Moines, Brown's Woods and Great Western Trail
- worked with Newton work crews cleaning out culverts and picking up garbage
- prepared shelters for rentals
- picked up and delivered new first aid kits
- borrowed GM 72 from JP and swept rock from snow removal back on parking lots
- power washed and sand blasted graffiti around bridge area
- assisted with Run For The Egg
- attended training for the Newton work crew
- began going over the playground areas
- began reading required material prior to playground safety inspectors training
- repaired split rail fence in numerous spots
- replaced grill at FDM (rusted out)

FUTURE PROJECTS—

- rip rap bridges at Easter Lake
- work on culverts 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
- dropped off all HazMat's at Bondurant
- graded storage area behind shop
- made new parking pad for vehicles and gravel bunkers
- TR3 park roads and parking lots
- electric campground pedestal checks and repairs
- replaced all broken split rail in park
- leveled and painted electric campground fire rings
- opened up shower houses, fountains, etc. for season
- set new toilet in CG #2 shower house
- painted picnic table frames at Shelter #2
- poured concrete for firewood pad and new garbage can pad

- prepped shop area for new asphalt overlay

Thomas Mitchell

- cleaned park and buildings
- TR3 camping pads
- power washed all picnic tables
- painted picnic table frames throughout the park
- opened up shower houses, fountains, etc. for season
- replaced broken water lines and ball valve in shower house

CVT

- nothing to report

Gay Lea Wilson Trail

- nothing to report

Satellite Areas (Mally's, Carney Marsh)

- picked up litter
- power washed shelter

Other Polk County Areas

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FUTURE ACTIVITIES—

- install new 6x6 surrounds around TM camp pads
- add gravel to roads and camp pads where needed

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

PAST ACTIVITIES—

- worked on vehicles and equipment as needed
- continued area asset inventory's
- welded volleyball poles as specified
- continued 2009 vehicle inspections
- replaced JP Dodge truck steering gear assy.
- finished EC JD5300 tractor brake/winter PM
- hauled equipment for Polk County spring auction
- installed new tires on DOC van
- repaired JP NR JD2355 hydraulic leaks/winter PM
- repaired IH dumptruck radiator
- started on MSDS updating
- began updating vehicle/eqpt. files

FUTURE ACTIVITIES—

- work on vehicles and equipment as needed
- repair CBG Ford tractor rear axle seal
- continue vehicle inspections
- continue updating MSDS
- continue trailer PM
- continue vehicle/eqpt. files updates
- continue area asset inventory
- attend meetings as scheduled

ISSUES AND OPPORTUNITIES--

- none at this time

[Leisure Services, Equestrian Center: 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--

- met with Goodwill Industries to set up programming for their clients in the next three months (Deanne Mundt)
- participated in the Iowa Horse Fair April 3,4th & 5th by renting a booth, we made several positive contacts
- attended a Media relations for Non profits conference (Deb Crowley)
- attended three Jester Park management team meetings (Carrie Spain)
- hosted a clinic for the Midwest Regional pony club and had 15 guests (horses and riders) and their families.
- attended the open house at Wildwood Hills ranch where they also have a therapeutic and at risk riding program (Carrie, Deb, and Deanne)
- met with HOPE (Honoring Opportunities for Personal Empowerment), to set up programs for their clients (Deanne)
- had a high school group from Urbandale volunteer for a day and had a picnic.
- facilitated four birthday parties by doing pony rides
- attended the all staff meeting at the lodge
- met with Marie Grabenbauer about pursuing grant opportunities (Carrie and Deb)
- facilitated 12 pony rides for a preschool group and gave them a tour
- had a Johnston high school special ed class volunteer and enjoyed a wagon ride
- met and organized our trail fundraiser/tack swap meet event
- attended a CIP meeting (Carrie)
- began preparing some of our trail horses that came in to get ready for trail rides

FUTURE ACTIVITIES--

- starting trail rides the second week of May weather permitting
- Trail fundraiser/Tack swap meet scheduled for May 2nd
- Girl Scout Badge Day May 16
- Cutting clinic May 29th – 30th
- participate in Family of Parks open house
- Wrangler training May 11th & 12th

ISSUES AND OPPORTUNITIES--

- Our boarding is full, we have a waiting list
- currently have 57 therapeutic riding clients and about 80 able bodied clients taking lessons

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 program information onto mycountyparks.com and Des Moines Register Web site
- began research for a REAP-CEP grant on a “Guide by Cell” interpretive cell phone system in the PCC parks
- continued work on a REAP Grant for videocasting/psa's
- attended a Jester Park Master planning meetings
- edited Nature News
- finished design and printing of bird guide, guaranteed delivery of March 31.
- attended National Association of Interp Region V workshop in South Dakota
- continued working with DM Rotary and ISU on Solar Cabin Project
- designed layout and art pieces for playscape arbor
- met with Liz Cox about playscape project and the potential for installing one in DM
- prepared for public wildflower hike but had to cancel due to inclement weather
- presented Sing a Song for Science ICN sessions
- held “Run for the Egg” at Easter Lake Park over 500 in attendance
- presented at the Women in Science Day at the Iowa State Career Days to 180 girls
- continued planning 2009 summer camps for 8-12 year olds and 12 to 14 year olds
- assisted with Family Nature Club kickoff event with Des Moines Park & Rec at Gray's Lake
- attended a GOF board meeting and typed minutes
- based on timeline for grant implementation it was decided to wait and submit the “Guide by Cell” REAP CEP grant in November
- developed "10 Easy Things You Can do to Go Green" flyer for Earth Day in the Junction.
- held Walk for Wildlife at Chichaqua Bottoms Greenbelt
- conducted Wildflower Hikes as part of Earthday in the Junction
- hosted Invasive Species Removal at five county parks on Earthday
- hosted “I Grew it Myself – A guide to growing healthy vegetable”

FUTURE ACTIVITIES—

- write Ask the Naturalist columns and record segments for KJJY
- prepare for Jr. Naturalist Camp
- prepare for Catch-n-Croakers
- staff a booth at Learnapalooza in West Des Moines
- lead the “Wind, Rock & Fire” Bus tour to Adair County

ISSUES & OPPORTUNITIES –

Month/Year: April 09

School Programs										
LOCATION		PEOPLE	Programs	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
4		100	4	2.00	River Woods/DM	4				
3		85	3	1.5	Greenwood/DM	3				
1		30	1	0.5	Windsor/DM	1				
4		100	4	2.00	Wallace/Johnston	4				
2		50	2	1.50	East/Ankeny	2				
1		32	1	0.75	Morris/DM	1				
2		45	2	1.50	Windsor/DM	2				
1		21	1	0.50	East/Ankeny	1				
1		14	1	0.50	Mitchellville/SE Polk	1				
1		26	1	0.75	St Pius/Private	1				
2		50	2	1.00	Wright/DM	2				
2		43	2	1.00	Findley/DM	2				
3		125	3	1.25	Brubaker/DM	3				
2		100	2	1.50	Morris/DM	2				
3		75	3	2.00	Phillips/DM	3				
3		75	3	2.25	Windsor/DM	3				
1		41	1	1.00	Webster/Urbandale	1				
	4	40	2	2.50	Hoyt/DM		2			
3		61	3	2.25	Fairmeadows	3				
2		40	2	2.00	Runnells/SE Polk	2				
2		110	2	1.50	Brubaker/DM	2				
4		100	4	2.00	Wallace/Johnston	4				
2		65	2	1.00	Findley/DM	2				
3		75	3	1.50	Phillips/DM	3				
2		140	2	2.00	ISU/Women in Science & Engineering	2				
1		25	1	1.90	Granview Park Baptist	1				
2		50	2	1.50	East/Ankeny	2				
4			76	3.00	Terrace/Ankeny	4				
3		140	3	2.25	DC-G	3				
2		60	2	1.50	Hubbell/DM	2				
2		100	2	1.50	Lawson/Johnston	2				
1		34	1	0.75	Rolling Green/Urbandale	1				
4		100	4	2.00	Jordan Creek/WDM	4				
6		285	6	4.50	Wright/DM	6				
8		220	8	7.50	Cowles/DM	8				
1		24	1	0.75	Windsor/DM	1				
1		22	1	0.50	Windsor/DM	1				
2		110	2	1.50	Monroe/DM	2				
	4	40	4	3.00	Valley/WDM				3	
	9	80	3	9.00	4-Mile/SEP	9				
2		77	2	1.20	Park Av/DM	4				
1		75	1	1.50	SE/Ankeny	1				
3		75	3	2.25	Phillips/DM	3				
2		104	2	1.50	Morris/DM	2				
4		100	4	2.50	Jordan Creek/WDM	4				
	3	75	3	2.00	King/DM	3				
2		100	1	1.50	4-Mile/SEP	2				
6		150	6	9.00	Harding/DM		6			
	1	15	1	3.00	Sayre/Private	3				
3		76	3	1.50	Willard/DM	3				
2		37	2	1.00	Hanawalt Pre/DM	2				
	3	63	3	3.00	Hubbell/DM	3				
	4	50	4	3.50	DM Christian/private	3				
3		100	3	2.25	Horizon/Johnston	3				
	12	140	12	15.00	Parkview/Ankeny		12			
	4	88	4	2.00	Parkview/Ankeny		4			
119	44	4258	226	130.10	School visits	136	24	0	3	163

4 Amphibians

11 Insects

3 Spiders

1 Animal Classification
 6 Animals of Iowa
 3 Bison/Elk
 6 Canoeing/kayak
 2 Careers
 4 Cosmic Connections
 1 Eggs
 4 Endangered Species
 3 Eggs
 6 Geocaching
 9 Habitats
 6 Hike

2 Invasive Species
 4 Marsh Study
 10 Mammals
 9 Pond Study
 11 Prairies
 2 Prairie Hike
 16 Reptiles
 2 Rocks
 7 Seeds

11 Seeds
 2 Trees
 1 Wetlands
 1 Woodlands

Parent/Child					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#'S	#'S	HOURS	
	1	30	1	1	Nature Friends/Eggs
0	1	30	1	1	

ICN					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#'S	#'S	HOURS	
2		50	2	1.25	To Be a Seed
2		303	2	1.75	Sing a Song for Science
		353	4	3	

Youth					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#'S	#'S	HOURS	
1		19	1	0.50	Eggs/St. Timothy's Pre-school
1		60	1	0.75	Mammals/St. Pius After school program
2		43	2	1.00	Eggs/west Minister
1		12	1	0.50	Birds/Bondurant Lib.
2		50	2	1.00	Reptiles/Bondurant Pre-K
2		35	2	1.00	Amphibians/Small Discoveries
1		7	1	0.50	Amphibians/Johnston Library
1		40	1	0.50	Insects/Little Endeavors
	1	130	1	0.50	Animals of Brown's Woods/WDM Boy Scouts
	2	28	2	2.00	Habitats/Home school
2		45	2	1.00	Life in a Pond/Meredith Dr. Preschool
1		20	1	1.00	Bison and NA/Polk Co. Youth Shelter
2		80	2	2.00	Seed WDM Christian Church/Seeds
1		22	1	1.00	Insects & Spiders/Girl Scouts
17	3	591	20	13.25	

Public Awareness exhibit					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#'S	#'S	HOURS	
	1	100	1	2.00	Nature Clubs Kickoff at Grays Lake
	1	150	1	3.00	Party for the Planet @ zoo
	2	250	2	5	

Volunteers					
LOCATION		PEOPLE	PROGRAM	CONTACT	Topic/Group
IN	OUT	#'S	#'S	HOURS	
	1	1	1	1.75	Inv Spp Removal/TM/Earth Day Event
	1	7	1	3.00	Inv Spp Removal/Ft DM/Earth Day Event
	1	35	1	3	Inv Spp Removal/Brown's WD/Earth Day Event
	1	17	1	3.00	Inv Spp Removal/JP/Earthday Event
	4	60	4	10.75	

Family					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
	1	500	1	4	RUN for the Egg
	2	7	2	2.00	Hike/Earth Day in the Junction
0	3	507	3	6	

Adult					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
1		90	1	2.00	Breeding Bird Atlas/OWLS
1		42	1	2.00	Healthy Gardening/ Public
1		8	1	0.5	Outdoor Fun/Walnut St. PTO
1		15	1	1	Wildlife Myths/Ike's
1		20	1	1	Trees-Earth Day/Brickford Cottage
	1	1	1	1.75	Invasive Spp Removal
	1	55	1	5	Walk for Wildlife/Public
5	0	231	7	13.25	

Programs by other Staff					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
	12	140	12	15.00	Service Learning/Parkview
		140	12	15	

Volunteers					
LOCATION		PEOPLE #S	PROGRAM #S	CONTACT HOURS	Topic/Group
IN	OUT				
3		40	3	2.25	Bug Me/Park Ave.
2		35	2	1.00	Bug Me/South Union
3		70	3	1.75	Seeds/Willowbrook
3		70	3	1.50	Seeds/Hanawalt
3		66	3	2.50	Bug me/Greenwood
1		24	1	0.75	Bug me/St. Augstin
4		87	4	2.25	Seeds/Timber Ridge
3		126	3	2.00	Seeds/Brubaker
4		90	4	3.00	Bug Me/Monroe
3		75	3	2.25	Bug Me/Oak Park
3		58	3	1.75	Bug Me/Stowe
32		741	32	21	

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 –

- burned pastures and old hay bales at Animal Exhibit
- installed site markers in camp areas
- converted the milk house over to the sign building
- assisted the reorganization of the warehouse
- posted site markers
- turned in padlock price quote for phase 1
- completed sign inventory and sign out sheet.
- dealt with a still born bison calf 4/14/09
- installed park signs
- distributed Park Officer Orientation CD
- renewed APHIS license Animal Exhibit
- picked up bike equipment
- made up Ranger call cards for PAU staff
- worked on opening up Registration Booth
- worked on finishing touches of Emergency Flip Chart
- implemented the Sign Inventory Tracking program
- held some field training for Park Officers.
- attended Deer Task Force Meeting, approved 2008-2009 Deer Task Force annual deer report
- printed Bow Hunt Proficiency cards & 2009-2010 Bow Hunt Brochures
- continued work on display cases for Yellow Banks artifact collection
- presented summer schedule for PAU annual & seasonal staff to PAU unit
- put up volleyball nets
- put in dock at FDM
- conducted Hunter Education Class
- picked up gear for bike patrol
- installed campsite markers JP
- burned YB/JP
- telespar posts JP
- worked Family in Parks Promotion
- picked up trash in parks
- worked at Brown's Woods clean up
- did ATV Patrol
- pumped up bass pond
- picked up Alfalfa pellets for pond
- attended Media Training
- equipped new PAU storage trailer
- checked deer enclosure at Brown's Woods and put up new signs on it
- assisted CMO with prepping for asphalt overlay
- assisted boiler inspector
- installed signs on youth camping area restrooms

FUTURE ACTIVITIES—

- begin Recreational Season Ranger schedule
- attend the Bike Officers Training School May 4-8 at the Iowa Law Enforcement Academy
- participate in elementary school programs for career days
- attend several meetings.
- install parking lot & barriers at CBG pond 10800 block of Hwy 65
- continue with sign inventory, GPS locations
- make adjustments to Hunters Packet for 09-10 season
- participate in Family of Parks event
- begin Bike Patrol
- continue ATV Patrol
- Open House
- Park Patrol
- Walleye- Pond
- Fishing Program May 14th
- Fishing Program May 28th
- Beach set up
- Reptiles of Iowa Program May 9th

ISSUES & OPPORTUNITIES –

MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : April 2009

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												0
TM												0
YB												0
FDM												0
TOTALS												0

CAMPER TALLY NO. OF UNITS				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH				0
JP	202	56	2	260
TM	157	2		159
YB	224	18	1	243
TOTALS	583	76	3	662

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	0		0
JP	707	196	30	933
TM	550	7		557
YB	784	63		847
TOTAL	2041	266	30	2337

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLYS	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH						3131			3131
EL	6051					38424	14907		59382
JP					2200*	13603			13603
TM		144	736	163		8173			9216
YB						19856			19856
TOTAL									105188

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

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

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	168
EL Assist. Ranger	167.5
JP Ranger	217
TM Ranger	150
YB Ranger	176
YB Assist. Ranger	176
Park Officers	20.75
Community Service	
Total	1075.3

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	22.5
JP	Kathy Dunwoody	
TM		
YB		
TOT		22.5

Volunteer	
Area	Hours
CH	
EL	
JP	
TM	
YB	
Total	0

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap rng	44	15.5
total		44	15.5

LAW ENFORCEMENT INCIDENTS					
Date	Officer's I.D. #	Area	Offense	Citation #	Incident #
4/8	Dean	Easter Lake	Criminal Mischief		DMPD 09-10758
4/10	Hurm	SBT	State: Prohibited Area		Sheriff response 0130
4/11	Dean	Easter Lake	Consumption of Alcoholic Beverage X2		
4/11	Finch	Yellow Banks	Marijuana Referral x 2		
4/18	Dean	Easter Lake	Departmental Assit DMPD		
4/20	Dean	Easter Lake	Camping area violation	CB 004400	
4/22	Jim/Mark	SBT	Deceased		PCSO 09-2950
4/24	Finch	Vandalia Boat Ramp	ATV on Roadway	4471	
4/24	Finch	Vandalia Boat Ramp	No Fishing License	4470	
4/28	Jim	Easter Lake	Prohibited Areas	CB 005039	
4/29	Hurm	JP	State: Animal on leash	5024	

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
4/10	Easter	Dean	Caught run away dog for owner	
4/18	lodge	Hurm	Alarm drop: panic	
4/18	Easter	Dean	Girl hit speed bump and fell of her bike.	
4/20	SBT	Hurm	welfare check: deceased homeless	Sep-50
4/20	Easter	Dean	Returned lost dog to owner	
4/23	Yellow Banks	Charlie Dean	Assisted stranded boater on River	

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
4/4	BW	Dean	Clean up
4/4	CBG	Jim Charlie	Hunter ED
4/7	JP Conf. rm	Hurm / Herrstrom	CIP meeting
4/8	JP Conf. rm	Hurm	7th Generation White Eagle Committee
4/9	Ames	Hurm	ICCBE Meeting
4/10	Ames	Hurm	ICCBE Winterfest committee
4/11	EL	Dean,Jim,Charlie,Brian	Run for the Egg
4/13	JP Conf. rm	Hurm	IT meeting
4/14	Lodge	PAU Staff	All Staff Meeting
4/14	JP	Hurm and Bruscher	employee eval.
4/16	Co. Adm	Hurm	Wellness Committee
4/20	Lodge	PAU Staff	Park Officer Orientation
4/20	DMWW	Herrstrom	Deer Task Force Meeting
4/21	Jester	Jim	Family in parks mtg
4/23	JP Conf. rm	Hurm	Sub-committee Master Plan
4/25	Youth Area 5	Hurm	cubscout program
4/28	JP Office	Herrstrom, Hurm	Annual Evaluation
4/28	Johnston	Jim	Marketing/Media Training
4/29	Mitchellville Comm. Ct	Herrstrom	Senior Luncheon Presentation

2008 - 2009 Revenue Budget

- as of 4/30/09 (83.3% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	4th Qtr. Target % Range
6005	Forestry	12,000.00	11,288.84	711.16	94.1%	82-100%
6006	IE	65,500.00	36,329.91	29,170.09	55.5%	82-100%
6007	NR	17,080.00	17,595.83	-515.83	103.0%	82-100%
6101	ADM	357,750.00	355,124.20	2,625.80	99.3%	82-100%
6103	Community Outreach	40.00	77.97	-37.97	194.9%	82-100%
6111	JP	244,550.00	173,474.69	71,075.31	70.9%	82-100%
6112	TM	49,500.00	36,845.70	12,654.30	74.4%	82-100%
6113	EL	19,300.00	12,080.19	7,219.81	62.6%	82-100%
6114	CH	114,168.00	89,086.16	25,081.84	78.0%	82-100%
6116	YB	79,649.00	58,432.81	21,216.19	73.4%	82-100%
6117	CST	700.00	961.79	-261.79	137.4%	82-100%
6118	EM	600.00	1,064.72	-464.72	177.5%	82-100%
6124	EC	298,700.00	235,280.88	63,419.12	78.8%	82-100%
		\$ 1,259,537.00	\$ 1,027,643.69	\$ 231,893.31	81.6%	82-100%
Road Clearing - Fund 11						
	7140	\$ 75.00	\$ 90.48	\$ (15.48)	120.6%	82-100%
Reserve - Fund 16						
	210	\$ 6,926,891.00	\$ 3,155,457.18	\$ 3,771,433.82	45.6%	82-100%
REAP - Fund 26						
	211	\$ 235,789.00	\$ 163,727.28	\$ 72,061.72	69.4%	82-100%
Infrastructure- Fund 1						
	213	\$ 15,000.00	\$ 14,221.89	\$ 778.11	94.8%	82-100%
Grand Totals - Conservation		\$ 8,437,292.00	\$ 4,361,140.52	\$ 4,076,151.48	51.7%	82-100%

Note: 4th Qtr. Target Variance of 82-100% is auditor's budget target variance. JP, TM, EL, CH, and YB target variance is based on average of history quarter % for FY 02/03, 03/04, and 04/05

2008 - 2009 Expense Budget

- as of 4/30/09 (83.3% of budget year expired)
Budget Target Variance for 4rd Quarter: 76% - 100%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	70,297.00	37,546.95	32,750.05	360,986.00	292,967.47	68,018.53	100,768.58	76.6%
6009	Natural Resources-Green Tm	214,513.00	206,738.75	7,774.25	678,092.00	530,144.95	147,947.05	155,721.30	82.6%
6101	ADM	399,325.00	226,341.13	172,983.87	405,386.00	321,479.67	30,712.90	203,696.77	68.1%
6103	Community Outreach	57,475.00	49,521.05	7,953.95	163,555.00	135,044.69	28,510.31	36,464.26	83.5%
6110	Parks Advocacy	67,380.00	53,489.35	22,700.94	493,848.00	402,639.92	91,208.08	113,909.02	81.3%
6119	Maint & Opns-Gray Team	317,997.00	258,179.32	59,817.68	791,453.00	662,431.47	129,021.53	188,839.21	83.0%
6124	EC	140,900.00	112,988.54	27,911.46	293,131.00	233,932.83	59,198.17	87,109.63	79.9%
TOTALS		\$ 1,267,887.00	\$ 944,805.09	\$ 331,892.20	\$ 3,186,451.00	\$ 2,578,641.00	\$ 554,616.57	\$ 886,508.77	79.1%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 10,957.13	\$ 15,857.87	\$ 42,147.00	\$ 33,585.21	\$ 8,561.79	\$ 24,419.66	64.6%
Reserve - Fund 16									
210		\$ 7,320,228.00	\$ 4,267,680.58	\$ 3,052,547.42				\$ 3,052,547.42	58.3%
REAP - Fund 26									
211		\$ 354,174.00	\$ 232,078.19	\$ 122,095.81				\$ 122,095.81	65.5%
Capitals - Fund 1									
212	Capital's Infrastructure	32,600.00	28,907.55	3,692.45					
213	Capital's Equipment	124,695.00	124,679.39	15.61					
TOTALS		\$ 157,295.00	\$ 153,586.94	\$ 3,708.06				\$ 3,708.06	97.6%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 208,000.00	\$ 156,101.17	\$ 51,898.83				\$ 51,898.83	75.0%
Grand Totals - Conservation		\$ 9,334,399.00	\$ 5,765,209.10	\$ 3,578,000.19	\$ 3,228,598.00	\$ 2,612,226.21	\$ 616,371.79	\$ 4,141,178.55	66.7%