



BOARD MEETING

January 13, 2010 - 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) Appointment of Officers, 2010
- c) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

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

- a) **Action on Bill List:** approve the PCCB/Enterprise Fund December 2009 expenditures.
- b) **Jester Park Golf Course, Fees:** acknowledge receipt of the proposed Jester Park Price List from H.G. Golf Properties for the 2010 golfing season and acknowledge that the proposed price increases are in conformance with pricing guidelines established by the Board.
- c) **Nature News Newsletter Publication and Mailing:** approve of Artcraft, Inc. doing three Nature News newsletter printings and distributions in the calendar year 2010 for a total cost of approximately \$4,700 per issue.
- d) **Snowshoe and Cross Country Ski Rental Rates:** ratify making cross-country skis available for rent at a rate of \$8/day and snow shoes at a rate of \$7/day.
- e) **Renewal of Contract Services: Portable Toilets, Septic Tank Pumping, Refuse Disposal, Park Beverage Vending Machines:** approve the annual renewal of the three year contracts for portable toilets to Jim's Johns, septic tank pumping to Roto-Rooter, refuse disposal to Artistic Waste Services, and Park Beverage Vending Machines to Cadbury-Schweppes.
- f) **Chichaqua Bottoms Greenbelt, Farm Contract Modification:** authorizes the Director to adjust the rental payment due on the crop rental contract for the Chichaqua Bottoms Greenbelt between Ron and Jeff Cory to reflect the actual acres available to the farm cooperators during the 2009 crop season resulting in a second payment of \$7,968.60 which applies to the 2009 crop year only.
- g) **Gay Lea Wilson Trail, Land Clearing:** accept the bid from Wright Outdoor Solutions in the sum of \$9,815 and contract for the work to be done prior to this spring's planting season; and that staff include expenditure for this work as part of the acquisition grant and if it is determined that this is not an allowable acquisition expense, the expenditure be paid from Enterprise Fund dollars.



BOARD MEETING

3) Natural Resources

- a) Acceptance of Land from the Iowa Department of Natural Resources (IDNR)
- b) Gay Lea Wilson Trail (East), Proposed Sale of Land

4) Organizational Development

- a) Bylaws
- b) Golf Course Residence

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

- a) Dec. 09 Revenue-Expense Report
- b) FY 2009 Comprehensive Annual Financial Report

DISCUSSION & REMARKS

ADJOURNMENT

a) Roll Call

b) Appointment of Officers, 2010

According to the Bylaws the PCCB Chair, Vice Chair and Secretary need to be appointed preceding the first regular meeting of each calendar year.

Our records show that according to the Bylaws the officers for 2010 should be as follows:

Tina Hadden – Chair

Mike Smith – Vice Chair

Tom Levis - Secretary

These officers should be officially approved by the PCCB assuming these board members are willing to serve.

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

The Polk County Conservation Board met in regular session on December 16, 2009. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

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

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

b) Jester Park Golf Course, Fees

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

HG Golf Properties has furnished the attached rate schedule under which they intend to operate during the 2010 golfing season. The only change is to the City/County/Senior Badge that was offered. Jester Park Golf Course is no longer a part of that pass that included Waveland, Grandview, and Blank city courses. H.G. Golf Properties has done research on senior passes throughout the Des Moines area to be competitive and favorable to our loyal senior patrons who frequent Jester Park Golf Course. H.G. Golf Properties feel that the proposed rates for senior passes are very fair, and special arrangements have also been made for our Senior Season Pass holders to be able to play at The Legacy Golf Club for discounted rates:

Monday-Thursday 18 holes with cart for \$25.
Monday-Thursday 9 holes with cart for \$16.

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All of our other rates will remain, as promised, the same for 2010 as they were for 2009 and the same as most of the 2008 rates as well.

STAFF RECOMMENDATION: That the Board acknowledge receipt of the proposed Jester Park Price List from H.G. Golf Properties for the 2010 golfing season and acknowledge that the proposed price increases are in conformance with pricing guidelines established by the Board.

c) Nature News Newsletter Publication and Mailing

Staff distributes the Nature News newsletter three times per year to a mailing list of approximately 11,250 households in and around Polk County. This newsletter highlights current PCC projects and updates, along with programs and events for the upcoming months. The newsletter is one of our chief marketing pieces. Subscribers are given the option of receiving the newsletter via email or mail. We encourage the email option in order to decrease our printing and mailing costs. However, the majority of households do prefer a mailed copy of the newsletter.

Artcraft, Inc. prints, addresses, and coordinates the mailing of these newsletters. The combined cost of printing and mailing now exceeds \$4,000 due to a steady increase in subscribers and the combined service of Artcraft (printing and mailing versus just printing). Instead of gaining Board approval prior to each publication, staff will seek approval annually for the three issues.

Quotes are obtained approximately every two years to make sure that Artcraft's costs are in-line with their competitors. The latest invoice (for the December 2009 publication) totaled \$4,649.77.

STAFF RECOMMENDATION: That the Board approve of Artcraft, Inc. doing three Nature News newsletter printings and distributions in the calendar year 2010 for a total cost of approximately \$4,700 per issue.

d) Snowshoe and Cross Country Ski Rental Rates

Last month the Board approved the purchase of cross country skis. It was mentioned that the skis would be made available to the public for rent. At that time a cost to rent the equipment was not indicated. With the amount of snow received in the month of December, staff made renting of the skis and the snow shoes (already on hand) available for rent by the public.

The equipment is available to rent at Jester Park Administration office during normal business hours. A person renting the skis or snow shoes on a Friday for the weekend will be charged a two day rental fee. Fees to rent the equipment are:

Cross country ski package - \$8/day
Snow shoes - \$7/day

STAFF RECOMMENDATION: That the Board ratifies making cross-country skis available for rent at a rate of \$8/day and snow shoes at a rate of \$7/day.

e) Renewal of Contract Services: Portable Toilets, Septic Tank Pumping, Refuse Disposal, Park Beverage Vending Machines

PCCB needs to take action on three year contracts with annual renewable terms. Therefore, we are asking that the PCCB approve the continuation of the three year contracts on the following items:

Portable Toilets – Vendor: Jim’s Johns
 Septic Tank Pumping – Vendor: Roto-Rooter
 Refuse Disposal – Vendor: Artistic Waste Services
 Park Beverage Vending Machines – Vendor: Cadbury – Schweppes

This is the third year for all of these contracts.

STAFF RECOMMENDATION: That the PCCB approve the annual renewal of the three year contracts for portable toilets to Jim’s Johns, septic tank pumping to Roto-Rooter, refuse disposal to Artistic Waste Services, and Park Beverage Vending Machines to Cadbury-Schweppes.

f) Chichaqua Bottoms Greenbelt, Farm Contract Modification

The crop rental contract for the Chichaqua Bottoms Greenbelt between Ron and Jeff Cory and the Polk County Conservation Board specifies a rent of \$171.00 per acre rent due for the acres identified.

The contract specifies that rental payments are due in two parts, the first portion of the rent is due at planting and the second half is due following the harvest.

The first portion of the payment \$21,033.00 was received from the Cory’s on 6/29/2009.

Adverse weather conditions during the spring and early summer prevented our cooperating farmers from planting several crop fields at CBG.

It is in the best interest of both parties to modify the second payment to reflect the inability to plant a crop during the 2009 field season. Staff proposes that Polk County Conservation forego the payment due on those acres for the 2009 contract year only.

Fields of 10, 13.7, 7.7, and 45 acres were not planted to a crop in 2009. Those acres total 76.4 acres with a rental rate of \$13,064.40. The second payment of the rental contract totaling \$21,033.00 would be reduced by the sum of \$13,064.40. The second payment would therefore be \$7,968.60. This adjustment applies to the 2009 crop year only.

STAFF RECOMMENDATION: That the Board authorizes the Director to adjust the rental payment due on the crop rental contract for the Chichaqua Bottoms Greenbelt between Ron and Jeff Cory to reflect the actual acres available to the farm cooperator during the 2009 crop season resulting in a second payment of \$7,968.60 which applies to the 2009 crop year only.

g) Gay Lea Wilson Trail, Land Clearing

In an effort to acquire land for the Gay Lea Wilson Trail, Polk County Conservation has agreed to clear a portion of the PCCB property prior to a land exchange. As a result of this clearing, three very large piles of debris were generated.

Knowing that PCCB may have difficulty disposing of the debris piles, we have solicited bids to have the debris removed from the site before spring 2010 planting seasons. This deadline is imposed because the Parsons are planning to crop the site. We have received three bids and those are indicated in the table below.

Staff will submit the cost of this burning as part of expenditures submitted for the acquisition grant. In the event it is determined this is not an allowable acquisition expense, funds are available in the enterprise fund to pay this expense.

Bidder	Amount
Wright Outdoor Solutions	\$ 9,815
JC Services	\$12,000
Reilly Construction Company	\$ 27,900

- Mark A. Dungan, Natural Resources Manager

STAFF RECOMMENDATION: That the Board accept the bid from Wright Outdoor Solutions in the sum of \$9,815 and contract for the work to be done prior to this spring's planting season; and that staff include expenditure for this work as part of the acquisition grant and if it is determined that this is not an allowable acquisition expense, the expenditure be paid from Enterprise Fund dollars.

3) Natural Resources

a) Acceptance of Land from the Iowa Department of Natural Resources (IDNR)

The IDNR has officially transferred ownership of an approximately 233 acres of land to the PCCB through a patent from the State. (See attachment)

This proposed property has been brought before the Board numerous times over a period of several years as negotiations progressed.

A patent has been issued designating Polk County as the owner of the land but the Board needs to officially accept the property.

The property has 117 acres of farmland associated with it. The intent is to rent the farmland for a period of several years and the revenues generated used to support restoration of natural features on this and other properties.

STAFF RECOMMENDATION: That the Board accepts the transfer of the property identified in the attached documents from the IA DNR to Polk County; and further directs staff to receive bids for the farming of the 117 crop acres and return the results to the Board for consideration at the February 2010 meeting.

b) Gay Lea Wilson Trail (East), Proposed Sale of Land

During the process of acquiring land for the Gay Lea Wilson East Trail between Des Moines and Ankeny Polk County became the owner of a lot located west of NE 38th Street in unincorporated Polk County.

The future trail (GLW East) is to be sited to the west of Four Mile Creek and the land to the east of the stream is unneeded for trail purposes. The land trade with the Parsons Family that created the trail corridor also created an odd shaped parcel that presents management difficulties.

Polk County Conservation has no need of the land next to 38th Street with the exception that we will retain an easement across the northern 20 feet of parcel "B" to provide access to our land along the eastern bank of Four Mile Creek.

Staff anticipates that sale of the two parcels closest to 38th Street to the neighboring landowners would be in the best interest of all parties. (See attachment)

The Pinegars who live immediately north of the parcel outlined in blue have expressed interest in acquiring that property and the Grandview Little League who currently use the parcel outlined in purple as overflow parking are the obvious party to acquire that property.

In order to complete these transactions the Board of Supervisors will need a resolution from the PCCB that they have no further need for these two parcels for Park purposes.

STAFF RECOMMENDATION: That the Board declare that the two parcels (B and C) on the east side of Lot 7, Watts Place, are no longer necessary for park purposes; and the Board further directs staff to work with the Board of Supervisors on the sale of the two parcels.

4) Organizational Development

a) Bylaws

Staff have started a review of the Bylaws and will be working with Dann Flaherty in the process. The areas we are specifically looking into rewriting include:

Article III regarding the position of Chair

Article VI regarding the position of Director

Article VII regarding seasonal employees

Article X regarding expenditure/grant authorities

A copy of the Bylaws is attached for your reference.

b) Golf Course Residence

The golf course management agreement called for H.G. Golf Properties (HGGP) to reimburse PCC for the golf course supt. salary through December 31, 2009. At that point the golf course supt. was no longer considered a PCC employee and HGGP was no longer obligated to the salary payment. Because the golf course supt. position was eliminated as of 12/31/09, Terry Hannah (Golf Course Supt.) moved out of the golf course residence. Staff have discussed with HGGP the possibility of one of their employees renting the residence.

HGGP does have an employee interested in renting the residence. Staff developed a draft rental agreement for the residence and that document is being reviewed by the county attorney's office. Negotiation of terms for the agreement is also taking place with the HGGP employee interested in renting the residence.

STAFF RECOMMENDATION: That the Board authorize the renting of the Jester Park Golf Course residence to a H.G. Golf Properties' employee and authorize the PCC Director to sign the Jester Park Golf Course Residence rental agreement upon its completion and approval of the County Attorney's Office.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, December 16, 2009. The meeting was called to order at 5:30 p.m.

#1a – Roll Call

Board Present: Vosler, Levis, Smith, McEnany

Board Absent: Hadden

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

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE NOVEMBER 4, 2009 MEETING MINUTES.

VOTE YEA: VOSLER, LEVIS, SMITH, MCENANY

#2 - Consent Agenda

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

- A) THE PCCB/ENTERPRISE FUND NOVEMBER 2009 EXPENDITURES;**
- B) CONTRIBUTING MATCH FUNDS TOTALING \$10,000 FOR THE NORTH AMERICAN WETLANDS CONSERVATION ACT GRANT FOR CHICHAQUA BOTTOMS GREENBELT ENHANCEMENTS, PAYABLE OVER THE NEXT TWO YEARS (\$5,000 YEARLY) AND AUTHORIZE THE PCC DIRECTOR TO SIGN THE PARTNER STATEMENT WITH DUCKS UNLIMITED;**
- C) THE LOW EQUIPMENT QUOTE FROM PLUMB SUPPLY OF \$3,976 AND OTHER ASSOCIATED COSTS FOR THE REPLACEMENT OF SHOP HEATERS AT CHICHAQUA, JESTER PARK, AND FORESTRY FOR A PROJECT COST NOT TO EXCEED \$7,500;**
- D) THE LOW EQUIPMENT QUOTE FROM PLUMB SUPPLY OF \$11,272 AND OTHER ASSOCIATED COSTS FOR INSTALLATION OF TANKLESS WATER HEATERS AT YELLOW BANKS, CHICHAQUA, AND THOMAS MITCHELL CAMPGROUND SHOWER HOUSES FOR A PROJECT COST NOT TO EXCEED \$17,500;**
- E) PURCHASE OF CROSS COUNTRY SKI EQUIPMENT FOR USE AT PUBLIC PROGRAMS AND TO MAKE AVAILABLE TO THE PUBLIC FOR RENT FROM JAX MERCANTILE AT A COST OF \$6,461.80 WHICH INCLUDES THE LABOR TO MOUNT THE BINDINGS;**
- F) DIRECTS PCC STAFF TO ACCEPT QUOTES FROM BOOM CONCRETE, INC. AND CXT INC. FOR PRE-CAST LATRINES TO BE PLACED AT THE YELLOW BANKS SHELTER #3 SITE AND AT THE SCOUT CAMP/WATER CAMPGROUND**

SITE. TOTAL COST OF THIS PROJECT IS AUTHORIZED AT \$32,000 WITH \$8,500 TO BE EXPENDED FROM THE DES MOINES RIVER TRAIL GRANT AND \$23,500 FROM REAP FUNDS;

- G) SUBSTITUTION OF A HYDRAULIC TRUCK CONVEYER IN THE ALTERNATE PROJECT REQUEST SUBMITTED TO FEMA AND WHEN FEMA HAS APPROVED THE ALTERNATE PROJECT PROPOSAL, STAFF IS AUTHORIZED TO PURCHASE THE HYDRAULIC TRUCK CONVEYER WITH 18" WIDE BELT FROM TRUCK EQUIPMENT, INC. AT COST OF \$8,512.00.**

VOTE YEA: VOSLER, MCENANY, LEVIS, SMITH

#3 – Organizational Development

- a) Preparation and Submission of the FY 10/11 and FY 11/12 Budgets

IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE SUBMISSION OF THE PROPOSED FY 2010/11 TO THE COUNTY BOARD OF SUPERVISORS FOR CONSIDERATION, AND THAT THE DIRECTOR BE AUTHORIZED WITH DISCRETION TO ADJUST THE BUDGET TO TARGET IF REQUIRED.

VOTE YEA: VOSLER, LEVIS, MCENANY, SMITH

- b) Jester Park Master Plan

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE JESTER PARK MASTER PLAN.

VOTE YEA: LEVIS, SMITH, MCENANY, VOSLER

- c) High Trestle Trail, Artwork Contract

Item tabled.

- d) Contracted Cleaning Services

IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE AWARDING A THREE-YEAR ANNUAL RENEWABLE CONTRACT (1/1/10-12/31/12) FOR CLEANING SERVICES TO MIDWEST JANITORIAL FOR A MONTHLY FEE NOT TO EXCEED \$605.00 AND AUTHORIZE THE PCC DIRECTOR TO SIGN CONTRACT.

VOTE YEA: SMITH, MCENANY, VOSLER, LEVIS

#4 – Recreation Enhancement

a) User Fees

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE USER FEES FOR CAMPING, CANOE RENTALS, TRAP RANGE RENTALS, BLIND RENTALS, EQUESTRIAN CENTER SERVICES, ENV. EDUCATION, PARK SHELTERS, CHICHAQUA LONGHOUSE, JESTER LODGE, FIREWOOD SALES, AND DUMPSTATION USE AS PRESENTED.
VOTE YEA: LEVIS, VOSLER, SMITH, MCENANY**

#5 – Additional Item

a) Position Reclassification

**IT WAS MOVED BY VOSLER THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE CONSERVATION ACCOUNTING TECHNICIAN POSITION, PAY GRADE 15, EXCLUDED, BEING RECLASSIFIED TO ACCOUNTANT-CONSERVATION, PAY GRADE 19, MANAGEMENT, EFFECTIVE UPON RETIREMENT OF CONSERVATION ACCOUNTING TECHNICIAN STEVE LINDNER. THE BOARD FURTHER APPROVES CREATING A PERMANENT PART-TIME POSITION TO ASSIST IN THE TRANSITION PERIOD AND OVERSEEING OF GRANT FUNDS AND GREAT OUTDOOR FUNDS FINANCIALS.
VOTE: VOSLER, MCENANY, SMITH, LEVIS**

PUBLIC COMMENTS
STAFF REPORTS
FINANCIAL REPORTS
DISCUSSION & REMARKS

- Work Plan with information through October distributed to Board that has been submitted monthly to Budget. – only bring quarterly updates to Board - begin in March and June

ADJOURNMENT

Meeting adjourned at 7:06 p.m.

Prepared by: Cindy Lentz

2010 Pricing Changes

JESTER PARK GOLF COURSE RATES								
	2008	2009	2010			2008	2009	2010
18 HOLE FEES	RATE	RATE	RATE		PUNCH CARDS	RATE	RATE	RATE
WD 18	\$21.00	\$22.00	\$ 22.00	18 Hole		\$ 189.00	\$ 198.00	\$ 198.00
WE 18	\$29.00	\$29.00	\$ 29.00	9 Hole		\$ 153.00	\$ 162.00	\$ 162.00
Twilight 18	\$18.00	\$18.00	\$ 18.00	Cart 18		\$ 126.00	\$ 126.00	\$ 126.00
Junior 18	\$14.00	\$15.00	\$ 15.00	Cart 9		\$ 99.00	\$ 99.00	\$ 99.00
Senior 18	\$14.00	\$15.00	\$ 15.00					
Winter Special 18	\$15.00	\$15.00	\$ 15.00		SEASON PASSES			
WD/WE Replay Fee w/ Crt		\$20.00	\$ 20.00	Co-Ed		\$1,600.00	\$1,600.00	\$1,600.00
Public Safety w/ Crt	\$25.00	\$25.00	\$ 25.00	Individual		\$1,200.00	\$1,200.00	\$1,200.00
Birthday Special				Junior		\$ 180.00	\$ 180.00	\$ 180.00
HG Golf Properties Golf Courses	1/2	1/2	1/2	High School		\$ 90.00	\$ 90.00	\$ 90.00
WD-18 PCC Employees	1/2	1/2	1/2	Senior City/County Badge (\$1.00 surcharge per round)		\$ 430.00	\$ 430.00	N/A
WE-18 PCC Employees	1/2	1/2	1/2	Senior City/County Badge Couple (\$1.00 surcharge per round)		\$ 700.00	\$ 700.00	N/A
Winter Special 18 Senior	\$13.00	\$13.00	\$ 13.00	Senior Pass (Age 62 & Above) (No Surcharge)				\$ 500.00
Winter Special 9 Hole Senior	\$ 8.00	\$ 8.00	\$ 8.00	Couples Senior Pass (Age 62 & Above) (No Surcharge)				\$ 800.00
				Frequent Player Pass (\$440 of value for \$400.)		\$ 400.00	\$ 400.00	\$ 400.00
					CART FEES & PASSES			
9 HOLE FEES				18 Hole		\$ 14.00	\$ 14.00	\$ 14.00
WD 9 HL	\$17.00	\$17.00	\$ 17.00	9 Hole		\$ 11.00	\$ 11.00	\$ 11.00
WE 9 HL	\$22.00	\$22.00	\$ 22.00	Pull Cart		\$ 3.50	\$ 4.00	\$ 4.00
Junior 9	\$11.00	\$12.00	\$ 12.00	Par 3 Cart		\$ 5.00	\$ 8.00	\$ 8.00
Senior 9	\$11.00	\$12.00	\$ 12.00	Twilight Cart		\$ 11.00	\$ 11.00	\$ 11.00
Winter Special 9	\$ 9.00	\$ 9.00	\$ 9.00	Season Cart Pass-Ind		\$ 700.00	\$ 700.00	\$ 700.00
WE Polk 9	1/2	1/2	1/2	Season Cart Pass-Family & Couple		\$ 900.00	\$ 900.00	\$ 900.00
WD/WE Replay Fee w/ Crt		\$10.00	\$ 10.00					



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
RICHARD A. LEOPOLD, DIRECTOR

December 28, 2009

Loren Lown,
Polk County Conservation Board
11407 NW Jester Park Drive
Granger, IA 50109

Dear Loren:

Enclosed is the original patent transferring title from the Department of Natural Resources to Polk County in the Highway 65 Bypass Wildlife Management Area in Sections 16, 20 and 21, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa. You should record the patent for Polk County. Also enclosed for documentation in your files are the Certificate in Support of Patent Request, survey plats and an aerial photo showing the transferred parcels. Your receipt of these documents concludes this transaction.

Sincerely,

A handwritten signature in blue ink that reads "Gregory B. Jones".

Gregory B. Jones
Land Management Supervisor
Realty Services Bureau

Enclosures: 7

GBJ:gbj



Parcel
41 A

Parcel 21

Parcel 20

Parcel
19 S

21 22

28 27

20 21

29 28

US Highway 65 Bypass WMA
T78N R23W Folk County

Preparer: David L. Dorff, Assistant Attorney General, Iowa Department of Justice,
Lucas Bldg., Room 018, Des Moines, Iowa 50319; Phone: 515-281-5351, Fax: 515-242-6072

CERTIFICATE IN SUPPORT OF PATENT REQUEST

AND EXHIBIT "A" TO PATENT

TO: THE GOVERNOR AND SECRETARY OF STATE

RE: PATENT TO POLK COUNTY CONSERVATION BOARD

Pursuant to Iowa Code section 9G.6 (2009) the Department of Natural Resources (DNR) requests a patent conveying to the Polk County Conservation Board real estate in Polk County Iowa, described as:

A parcel of land located in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 20; and in the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$, in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, and in the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 21, all in Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, identified as Parcel "A", described as follows: Beginning at the E $\frac{1}{4}$ Corner of said Section 20; thence N 86°58' W, 670.2 feet on the north line of the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of said Section 20; thence S 29°23 $\frac{1}{2}$ ' E, 503.3 feet; thence southeasterly 696.7 feet along a 5,510.8 foot radius curve, concave northeasterly, the chord for which bears S 33°01' E and has a length of 696.2 feet; thence N 86°58' W, 217.1 feet to the northeasterly right of way line of the abandoned Chicago, Burlington and Quincy Railroad; thence southeasterly 420.1 feet on said railroad right of way line along a 5,679.6 foot radius curve, concave northeasterly, the chord for which bears S 37°21 $\frac{1}{2}$ ' E and has a length of 420.0 feet; thence N 00°13' E, 39.3 feet on said railroad right of way line; thence southeasterly 284.6 feet on said railroad right of way line, along a 5,654.6 foot radius curve, concave northeasterly, the chord for which bears S 40°36 $\frac{1}{2}$ ' E and has a length of 284.5 feet; thence S 42°03' E, 871.5 feet on said railroad right of way line to the existing westerly right of way line of relocated Primary Road No. U.S. 65; thence N 24°34' E, 246.5 feet on said westerly right of way line; thence N 18°27' E, 1,928.8 feet on said westerly right of way line to the north line of the SW $\frac{1}{4}$ of said Section 21; thence N 86°56' W, 1,479.1 feet on said north line to the Point of Beginning; containing 56.77 acres, of which 1.62 acres are within existing road right of way.

Also, a parcel of land located in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 20 and in the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ and the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 21, all in Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, identified as Parcel "B", described as follows: Beginning at the E $\frac{1}{4}$ Corner of said Section 20; thence N 86°58' W, 670.2 feet on the north line of the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of said Section 20; thence S 29°23 $\frac{1}{2}$ ' E, 503.3 feet; thence southeasterly 696.7 feet along a 5,510.8 foot radius curve, concave northeasterly, the chord for which bears S 33°01' E and has a length of 696.2 feet; thence N 86°58' W, 217.1 feet to the northeasterly right of way line of the abandoned Chicago, Burlington and Quincy Railroad, the Point of Beginning; thence southeasterly 420.1 feet on said railroad right of way line along a 5,679.6 foot radius curve, concave northeasterly, the chord for which bears S 37°21 $\frac{1}{2}$ ' E and has a length of 420.0 feet; thence N 00°13' E, 39.3 feet on said railroad right of way line; thence southeasterly 284.6 feet on said railroad right of way line, along a 5,654.6 foot radius curve, concave northeasterly, the chord for which bears S 40°36 $\frac{1}{2}$ ' E and has a length of 284.5 feet; thence S 42°03' E, 871.5 feet on said railroad right of way line to the existing westerly right of way line of relocated Primary Road No. U.S. 65; thence S 24°34' W, 81.7 feet on said westerly right of way line; thence N 42°03' W, 903.9 feet; thence northwesterly 720.8 feet along a 5,729.6 foot radius curve, concave

condition that if the property ceases to be used as a public park it shall revert to the state and the county shall be responsible for restoring it to its condition at the time of transfer.



Richard A. Leopold, Director
IOWA DEPARTMENT OF NATURAL RESOURCES

STATE OF IOWA)
) ss.
POLK COUNTY)

This instrument was acknowledged before me on the 23rd day of November, 2009 by Richard A. Leopold as Director of the Iowa Department of Natural Resources.




NOTARY PUBLIC for the State of Iowa

northeasterly, the chord for which bears N 38°27' W and has a length of 720.4 feet; thence S 86°58' E, 63.5 feet to the Point of Beginning; containing 2.49 acres, all of which is within former railroad right of way.

Also, a parcel of land located in the SE¼ of the NW¼ and the SW¼ of the NE¼ of Section 21, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, except commencing at the center of said Section 21; thence N 86°55'53" W, 819.06 feet on the south line of the SE¼ of the NW¼ of said Section 21 to the Point of Beginning; thence continuing N 86°55'53" W, 347.44 feet on said south line; thence N 18°26'47" E, 1,362.72 feet to the north line of said SE¼ of the NW¼; thence S 86°53'26" E, 347.37 feet on said north line; thence S 18°26'47" W, 1,362.46 feet to the Point of Beginning. Said parcel is subject to Flowage Easement dated December 28, 1964 and filed for record December 29, 1964 at Book 3655, Page 24; also subject to Flowage Easement dated May 14, 1965 and filed for record May 17, 1965 at Book 3682, Page 637; also subject to Flowage Easement dated March 26, 1970 and filed for record August 19, 1970 at Book 4148, Page 487, all in the Polk County Recorder's Office. Said parcel is also subject to a reservation of a right of continued ingress/egress over the West 20 feet of the SE¼ of the NW¼ of Section 21, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa as described in Warranty Deed acquired by the State of Iowa from Esther R. Preston, single, of Polk County, Iowa, and from Donald J. Mentzer and Barbara Mentzer, his wife, of Jackson County, Iowa, filed for record in the Polk County Recorder's Office on December 30, 1994 in Book 7136, Page 764.

Also, a parcel of land located in the NE¼ of the NW¼ and the W½ of the NE¼ (except the South 41 rods thereof) of Section 21, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, except beginning at the N¼ Corner of said Section 21; thence N 86°50'58" W, 322.63 feet on the north line of the NE¼ of the NW¼ of said Section 21; thence S 16°32'46" W, 394.37 feet; thence S 18°26'47" W, 964.36 feet to the south line of said NE¼ of the NW¼; thence S 86°53'26" E, 347.37 feet on said south line; thence N 18°26'47" E, 872.50 feet; thence N 16°55'21" E, 486.11 feet to the north line of the NW¼ of the NE¼ of said Section 21; thence N 87°07'30" W, 24.87 feet on said north line to the Point of Beginning.

Also, a parcel of land located in the NE¼ of the NE¼ of Section 21, Township 78 North, Range 23 West of the 5th P.M., described as follows:
The NE¼ of the NE¼ of Section 21, Township 78 North, Range 23 West of the 5th P.M.; and that portion of Lot 1 of School Fund Commissioners Subdivision of the South Part of Section 16, Township 78 North, Range 23 West of the 5th P.M., located south of the Des Moines River.

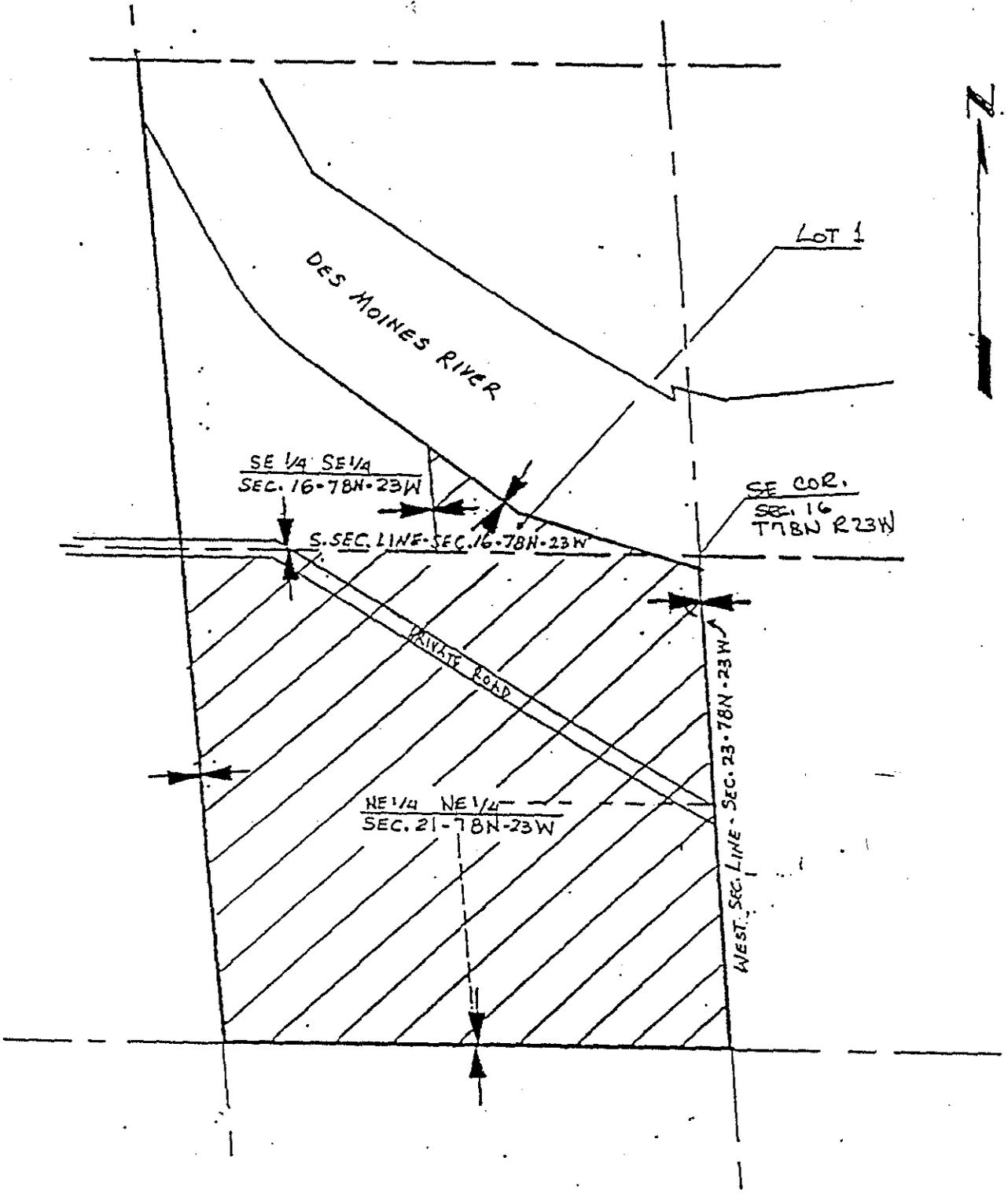
The property described within this conveyance was acquired for highway purposes as part of highway project NHS-500-1 (8)-19-77 and NHSN-500-1 (91)-2R-77. The specific highway purpose for these premises is the mitigation of wetland and/or other required environmental impacts created as a result of this highway project. Under permits necessary to proceed with the highway project, the Iowa Department of Transportation (IDOT) implemented mitigation procedures required by the United States Army Corps of Engineers (Corps) and the Iowa Department of Natural Resources. Those Corps 404 permit numbers CEMVR-OD-P-218050-1 and 203560 are on file with the IDOT and the Corps. The property remains subject to the requirements of said permits. The Grantee, their heirs, assigns and successors in interest shall maintain the property as required by the Corps' 404 permits and shall not attempt to utilize the premises described in this conveyance contrary to the terms, goals and intentions of the permit conditions issued by the United States Corps of Engineers and the Iowa Department of Natural Resources without the expressed written consent of the agencies.

On November 16, 2009, the Executive Council of Iowa, upon recommendation of the Natural Resource Commission at its meeting on June 11, 2009, approved transfer of the subject property, comprising 231 acres, more or less, in Polk County, to the Polk County Conservation Board for park purposes. Conveyance of the park property without monetary consideration is authorized by the second paragraph of Iowa Code section 461A.32, on



ACQUISITION PLAT
EXHIBIT "A"

COUNTY POLK STATE CONTROL NO. 38.00
 PROJECT NO. FN-500-1(7)--21-77 PARCEL NO. 41A
 ON 16 & 21 TOWNSHIP 78N RANGE 23W
 AC. EASE _____ AC. EXCESS - FEE 43.62 AC
 RED FROM VIRGINIA M. WHALEY



DRAWN JAN 26-94 SCALE 1" = 400 ft

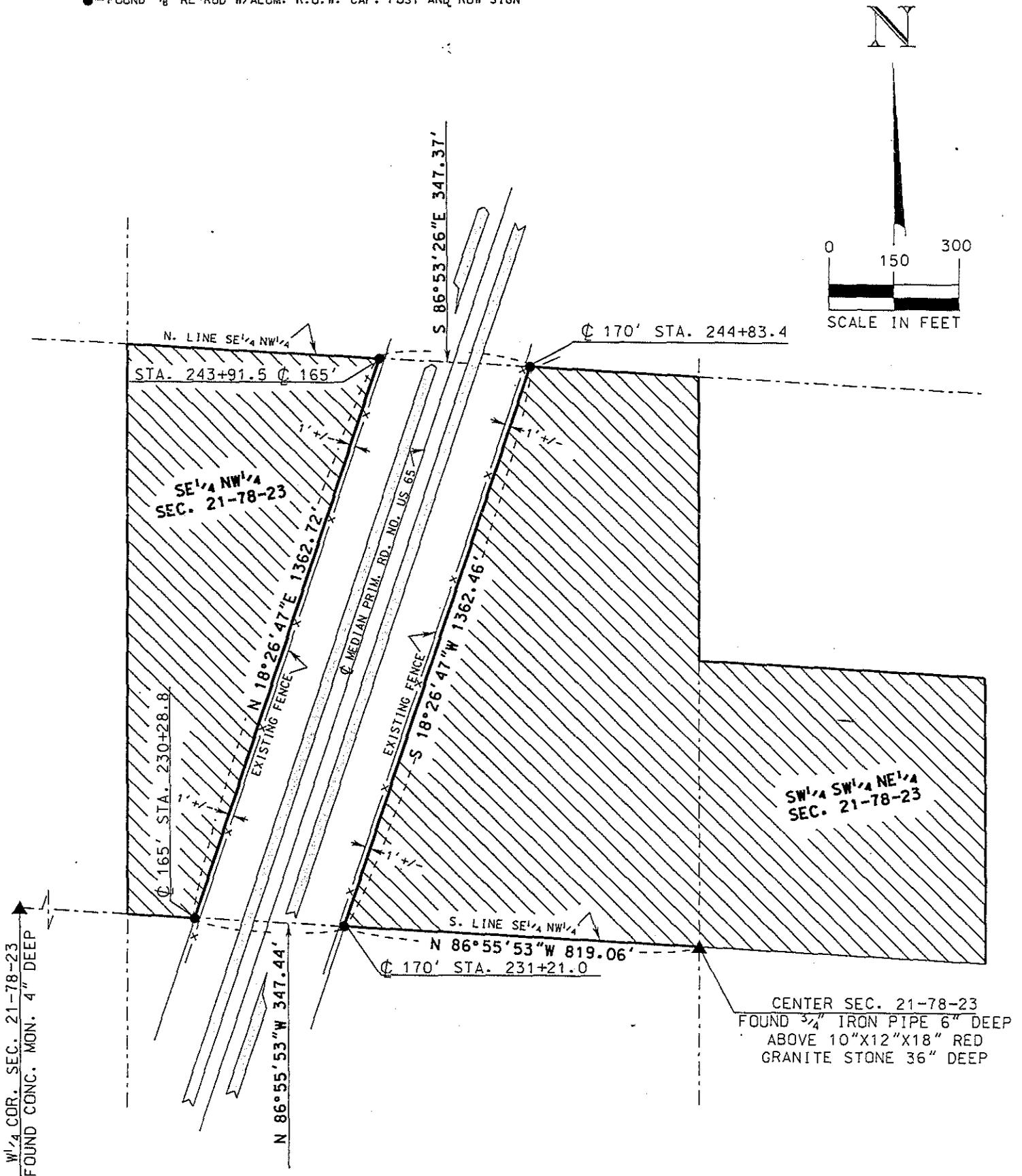
IOWA DEPARTMENT OF TRANSPORTATION



GRAPHIC EXHIBIT "A"

COUNTY POLK STATE CONTROL NO. 13-00
 PROJECT NO. FN-500-1(7)--21-77 PARCEL NO. 20
 SECTION 21 TOWNSHIP 78N RANGE 23W
 ROW - FEE _____ AC. EASE _____ AC. EXCESS - FEE _____ AC
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ MAIN LINE _____ SIDE _____
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ SIDE ROAD _____ SIDE _____
 ACQUIRED FROM ESTHER R. PRESTON ETAL

● - FOUND 5/8" RE-ROD W/ALUM. R.O.W. CAP. POST AND ROW SIGN



IOWA DEPARTMENT OF TRANSPORTATION



ACQUISITION PLAT
EXHIBIT "A"

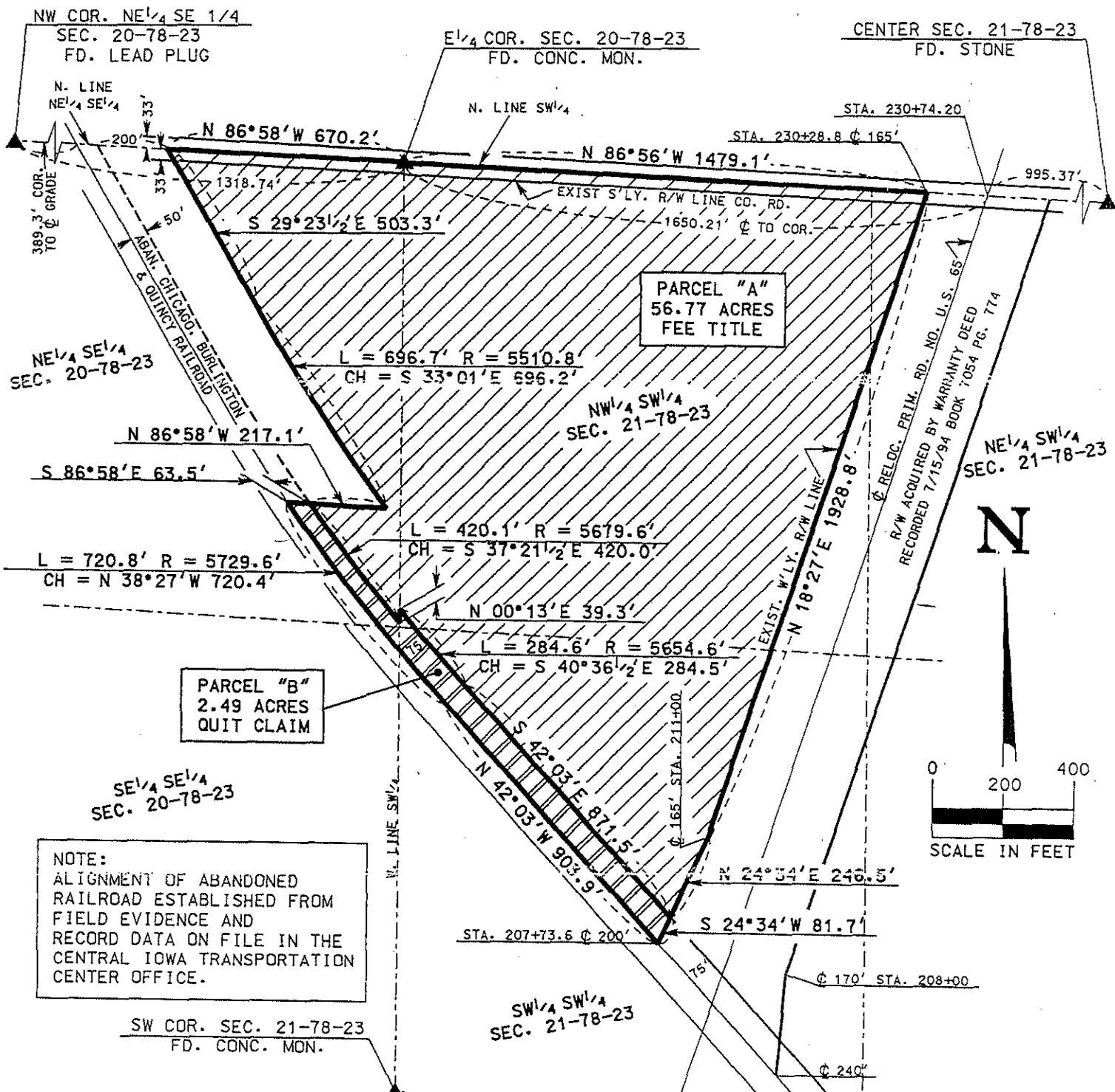
COUNTY POLK STATE CONTROL NO. 77-3800
 PROJECT NO. FN-500-1(7)-21-77 PARCEL NO. 19S
 SECTION 20 AND 21 TOWNSHIP 78N RANGE 23W
 ROW - FEE *56.77 AC. EASE _____ AC. QUIT CLAIM **2.49 AC
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ MAIN LINE _____ SIDE _____
 ACQUIRED ACCESS RIGHTS FROM STA. _____ TO STA. _____ SIDE ROAD _____ SIDE _____
 ACQUIRED FROM Wilbur E. Goodhue, Incorporated

*ACQUISITION

NE 1/4 SE 1/4 SEC. 20 - 0.50 AC. EX. R/W + 8.88 TAX. AC. = 9.38 ACS.
 SW 1/4 SW 1/4 SEC. 21 - 0.00 AC. EX. R/W + 9.13 TAX. AC. = 9.13 ACS.
 NW 1/4 SW 1/4 SEC. 21 - 1.00 AC. EX. R/W + 36.39 TAX. AC. = 37.39 ACS.
 NE 1/4 SW 1/4 SEC. 21 - 0.12 AC. EX. R/W + 0.75 TAX. AC. = 0.87 ACS.
 TOTAL 1.62 AC. EX. R/W + 55.15 TAX. AC. = 56.77 ACS.

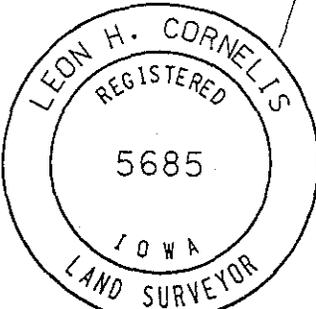
**QUIT CLAIM AREA

ALL WITHIN FORMER RR. R/W
 NE 1/4 SE 1/4 SEC. 20 - 0.50 AC.
 SE 1/4 SE 1/4 SEC. 20 - 0.04 AC.
 NW 1/4 SW 1/4 SEC. 21 - 0.03 AC.
 SW 1/4 SW 1/4 SEC. 21 - 1.92 AC.
 TOTAL 2.49 AC.



NOTE:
 ALIGNMENT OF ABANDONED
 RAILROAD ESTABLISHED FROM
 FIELD EVIDENCE AND
 RECORD DATA ON FILE IN THE
 CENTRAL IOWA TRANSPORTATION
 CENTER OFFICE.

I hereby certify that this plat is a true and accurate representation of the land herein described, made by me or under my direct supervision, and that I am a duly registered Land Surveyor under the laws of the State of Iowa.
Leon H. Cornelis NOV. 18, 1994
 Leon H. Cornelis Reg. No. 5685 Date
 My registration expires December 31, 1994.



DATE DRAWN 11/17/94 J.R.P.



Properties No Longer Needed
NE Small Lot in Blue
Parking Area in Purple

BYLAWS
AS AMENDED, FEBRUARY 11, 2009
GOVERNING THE ADMINISTRATION, THE DEVELOPMENT,
THE OPERATION AND MANAGEMENT OF THE
POLK COUNTY CONSERVATION BOARD
AND ITS FACILITIES

TO WHOM IT MAY CONCERN:

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

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

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

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

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

ARTICLE III. That there shall be appointed preceding the first regular meeting of each calendar year, from its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the board for the calendar year and/or until their successors are selected and qualify. These officers are to be appointed as follows: 1) the chairperson shall be the individual, willing to serve, whose current appointment to the board and time on the board under the current appointment, is the most senior (Seniority is defined as the person with the most number of years in the current appointment, on the board); 2) the vice-chairperson shall be the individual, willing to serve, whose current appointment and time on the board under the current appointment, is the second most senior; and 3) the secretary shall be the individual, willing to serve, whose current appointment and time on the board under the current appointment, is the third most senior. In a situation where there are members with an equal amount of time of service on their current appointment, the seniority of the position shall control. In the event that the chairperson is absent, the vice-chair shall serve as the pro-tem chairperson. In the event that both the chairperson and vice-chairperson are absent, the secretary shall serve as the pro-tem chairperson

and, if necessary, a temporary secretary shall be appointed. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the board at the particular meeting. A nominating committee, made up of the current board members, shall be set up at the first meeting in November, preceding the first regular meeting of the next calendar year, to review the status and seniority of its members for purposes of the appointments.

ARTICLE IV. That this Board shall generally meet on the second Wednesday of each month at such time and place as may be designated by the chairperson, and said meeting shall be known as the regular meeting of the Board. That board members shall be expected to make all reasonable efforts to attend all regularly scheduled meetings; absences in excess of 1/3 of the regularly scheduled meetings in a six-month period will subject the board member's appointment to review by the Board. Special meetings may be called by the chairperson, or a majority of the members, when necessary for specific purposes requiring board action. A closed session may be held by affirmative vote of two-thirds of the members present in accordance with Chapter 21A, Code of Iowa.

ARTICLE V. That an executive officer shall be employed and shall be known as the Director. S/He shall be responsible to serve at the pleasure of the conservation board and the board shall evaluate his/her performance annually in the month of December.

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

1. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
2. To annually outline and recommend to the board a budget that includes a program of administration, development, maintenance and operation, for each budgetary year, including an estimate cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors.
3. The budget, as approved by the Conservation Board, shall be presented and explained by the director to the Board of Supervisors at each annual budget hearing.
4. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation; on the design of park facilities and development; and in the preservation and rehabilitation of conservation areas; and shall periodically report to the Conservation Board the results of his/her research and investigation in these fields.
5. S/He is authorized to deposit in his/her name as the director for the Polk County Conservation Board, at a local bank as selected and approved by the Conservation Board, miscellaneous monies collected from the operations of all revenue-producing facilities; and to draw from said deposit, over his/her signature as the director, or his/her duly appointed representatives of the Conservation Board, checks payable as authorized by the State Auditor or to the Polk County Treasurer for allocation to the General Fund.

6. S/He shall check and approve all expenditures and is authorized to requisition warrants from the County Auditors Office for the payment of duly acknowledged claims. S/He shall submit to the board monthly financial statements on the status of the conservation budget.
7. As required by statute, s/he shall prepare an annual report covering each fiscal year as terminated and include, therein, his/her recommendations for future expansion and development.

ARTICLE VII. That the director, with the approval of the Conservation Board, is authorized to employ such assistants and employees as may be necessary for proper and efficient administration, for development of, and for the maintenance and operation for such property and facilities as may be acquired by the Conservation Board, and/or responsibilities assumed within the framework of statutory authority.

ARTICLE VIII. That the compensation for the director, his/her assistants and employees, shall be determined by the Conservation Board and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations. Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees.

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

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

1. For the purchase of minor items, a petty cash fund may be established not to exceed \$50 and when authorized by the County and State Auditors. Claims for reimbursement to the petty cash fund shall be submitted to the County Auditor as required and based on receipted amounts of each expenditure.
- b. Items of expenditure of \$2,000 or more shall, when possible and reasonable, be selected from at least three (3) quotations from qualified vendors and approved by the Director.
- c. Items of expenditures up to \$4,000 shall require only approval of the Director. In emergency situations the Director may spend up to \$10,000 and inform the Conservation Board of any emergency spending as soon as possible.
- d. Items of expenditures above \$4,000 shall be selected from at least three (3) quotations from qualified firms or supplies when applicable and the approval of at least three (3) board members before purchase. Members may be polled for approval. All quotations received shall be retained in the files for at least three (3) years.

- e. Contracts or purchases for public improvements as defined by Section 73A.1 (Chapter 73A, Code of Iowa and acts of the 69th General Assembly - Public Contracts and Bonds) shall conform to the requirements of said Chapter 73A.
- f. The director, or his/her duly appointed representative is authorized and empowered to act for the board in receiving, opening, and recording bids. A public hearing, as set forth in Chapter 73A, Code of Iowa, must be held at a regular or special meeting of the Board for action on said bids.
- g. The purchase of land is excluded from the above requirements, but Land Purchase Options must be considered by the Conservation Board at a regular or special meeting and approved by at least three (3) board members for acceptance. Procedures for land acquisition shall conform to statutory requirements.

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

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

Chair

Vice-Chair

Secretary-Treasurer

2009 - 2010 Revenue Budget

- as of 12/31//09 (50.0% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	2nd Qtr. Target % Range
6005	Forestry	14,225.00	4,687.75	9,537.25	33.0%	26-57%
6006	IE	65,242.00	38,797.07	26,444.93	59.5%	26-57%
6007	NR	20,580.00	27,444.34	-6,864.34	133.4%	26-57%
6101	ADM	132,148.00	10,059.83	122,088.17	7.6%	26-57%
6103	Community Outreach	40.00	507.71	-467.71	1269.3%	26-57%
6111	JP	246,200.00	151,773.26	94,426.74	61.6%	26-57%
6112	TM	93,524.00	68,554.86	24,969.14	73.3%	26-57%
6113	EL	19,100.00	5,868.25	13,231.75	30.7%	26-57%
6114	CH	98,450.00	78,042.36	20,407.64	79.3%	26-57%
6116	YB	78,800.00	51,700.12	27,099.88	65.6%	26-57%
6117	CST	500.00	475.91	24.09	95.2%	26-57%
6118	EM	900.00	558.80	341.20	62.1%	26-57%
6124	EC	300,700.00	162,689.77	138,010.23	54.1%	26-57%
		\$ 1,070,409.00	\$ 601,160.03	\$ 469,248.97	56.2%	26-57%
Road Clearing - Fund 11						
7140		\$ 75.00	\$ 54.14	\$ 20.86	72.2%	26-57%
Reserve - Fund 16						
210		\$ 4,496,000.00	\$ 1,999,998.30	\$ 2,496,001.70	44.5%	26-57%
REAP - Fund 26						
211		\$ 243,843.00	\$ 228,268.88	\$ 15,574.12	93.6%	26-57%
Infrastructure- Fund 1						
213		\$ -		\$ -	#DIV/0!	26-57%
Grand Totals - Conservation		\$ 5,810,327.00	\$ 2,829,481.35	\$ 2,980,845.65	48.7%	26-57%

Note: 2nd Qtr. Target Variance of 26-57% is auditor's budget target variance. JP, TM, EL, CH, and YB target variance is based on average of history quarter % for FY 02/03, 03/04, and 04/05

2009 - 2010 Expense Budget

- as of 12/31/09 (50.0% of budget year expired)
Budget Target Variance for 2nd Quarter: 26% - 50%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	65,067.00	26,473.77	38,593.23	366,168.00	184,650.15	181,517.85	220,111.08	49.0%
6009	Natural Resources-Green Tm	261,668.00	122,298.84	139,369.16	733,696.00	390,814.42	342,881.58	482,250.74	51.6%
6101	ADM	232,950.00	83,841.51	149,108.49	411,761.00	208,839.70	202,921.30	352,029.79	45.4%
6103	Community Outreach	57,575.00	29,556.74	28,018.26	166,990.00	85,984.56	81,005.44	109,023.70	51.5%
6110	Parks Advocacy	66,792.00	37,078.86	29,713.14	518,834.00	273,618.01	245,215.99	274,929.13	53.1%
6119	Maint & Opns-Gray Team	327,285.00	198,068.19	129,216.81	824,123.00	451,732.43	372,390.57	501,607.38	56.4%
6124	EC	148,680.00	78,471.09	70,208.91	306,194.00	164,336.95	141,857.05	212,065.96	53.4%
TOTALS		\$ 1,160,017.00	\$ 575,789.00	\$ 584,228.00	\$ 3,327,766.00	\$ 1,759,976.22	\$ 1,567,789.78	\$ 2,152,017.78	52.0%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 5,979.59	\$ 20,835.41	\$ 43,806.00	\$ 22,439.41	\$ 21,366.59	\$ 42,202.00	40.2%
Reserve - Fund 16									
210		\$ 4,541,615.00	\$ 1,444,289.07	\$ 3,097,325.93				\$ 3,097,325.93	31.8%
REAP - Fund 26									
211		255,097.00	95,321.29	\$ 159,775.71				\$ 159,775.71	37.4%
Capitals - Fund 1									
212	Capital's Infrastructure	18,000.00	13,000.00	5,000.00					
213	Capital's Equipment	0.00	0.00	0.00					
TOTALS		\$ 18,000.00	\$ 13,000.00	\$ 5,000.00				\$ 5,000.00	72.2%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 212,000.00	\$ 131,183.36	\$ 80,816.64				\$ 80,816.64	61.9%
Grand Totals - Conservation									
		\$ 6,213,544.00	\$ 2,265,562.31	\$ 3,947,981.69	\$ 3,371,572.00	\$ 1,782,415.63	\$ 1,589,156.37	\$ 5,537,138.06	42.2%

Fiscal Year 2009 Comprehensive Annual Financial Report

In early January 2010, Polk County issued the annual Comprehensive Annual Financial Report for the period ended June 30, 2009. Operating results for the Jester Park Golf Course are a part of the Polk County CAFR. In accordance with Generally Accepted Accounting Principles for state and local governments, for the year ended June 30, 2009 Jester Park Golf Course had operating income of \$251,519. The attached schedule portrays comparable operational results of the enterprise fund for the last five years.

Revenue for the period was received from HG Properties from a percentage of golf course sales, as well as a monthly management fee. Since this was the first full fiscal year Jester Park Golf Course was administered by HG Properties, there were also several one time sources of revenue that will not occur in future years that are a part of "commissions income". HP Properties paid for the use of golf carts and certain course equipment during the course of the previous golfing season, overlapping the beginning of the fiscal year. In addition, revenues were received for employees on the staff of PCCB but working at the golf course. Additional income came from the sale of golf carts and interest income on the unencumbered enterprise fund balance.

During Fiscal year 2009/2010, revenue will consist of the monthly management fees, the percentage of gross income based on sales, and reimbursements for one PCCB employee through December 31, 2009. Expenditures for salaries and other operational expenses were reduced in FY09, and will continue to decline in the current fiscal year. Depreciation expenses will also continue to decline as PCCB golf course equipment is eliminated from inventory.

During the year, \$307,315 was transferred to the Conservation Reserve fund in order to pay for projects and infrastructure upgrades throughout the organization.

The current management agreement related to operations of the Jester Park Golf Course has allowed Polk County Conservation to concentrate on the core missions of the department.

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
- plowed snow
- finished GPS of trails at YB and EL
- continued draining TM pond (WIRB Grant)
- hauled logs in preparation for PCCB/Parson land swap
- met with contractors regarding brush disposal in preparation of PCCB/Parson land swap
- cleaned up logs and brush at Mallys
- started bucking up wood in preparation for splitting by DOC
- finished fall woodland burns
- continued removing risk trees in County areas
- started crown raising oaks in County areas
- continue TSI at CBG
- serviced/maintained equipment as needed
- continued monitoring budget, grants, etc.
- continued monitoring Flood Mitigation Workers projects in various county parks (spent December working with NR in various areas)

FUTURE ACTIVITIES–

- continue invasive specie removal
- continue WIRB grant work
- continue FEMA work projects
- continue removing risk trees in various areas
- continue bucking up wood
- continue crown raising oaks

ISSUES & OPPORTUNITIES--

- firewood sales/mtg. – 1/6 (Doug)
- seed production mtg. – 1/7
- Klondike Derby – 1/8
- elk / bison mtg. – 1/11
- MIRC Club Trial – 1/24
- Winterfest – 1/25 to 1/27
- grants committee mtg. – 1/28

FRONT OFFICE TEAM – Team Leader: Cindy Lentz

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

PAST ACTIVITIES --

- attended crew coordination weekly meetings
- coordinated monthly board packet information and prepared it for posting onto our website
- prepared sales tax and expenditures
- reconciled monthly accounts receivables and prepared deposits to Treasurer's Office as needed
- attended vehicle driving training
- completed claim sheet and covered for office staff in their absence
- worked on ISF check information
- worked on Steve Lindner's position classification
- worked on bid award for cleaning services
- attended all-staff meeting
- completed November workplan info. and submitted downtown
- held unit meeting
- attended meeting with PC budget staff
- attended meeting on asset inventory
- held meeting on mycountyparks.com, season in review
- met with Mike Wood (Polk County Bank) on credit card merchant accounts and making them PCI compliant before the new year
- worked with staff on user fee information
- updated mycountyparks.com with changes in user fees

Steve Lindner –

- updated various schedules related to infrastructure, FEMA, and REAP funds for the current fiscal year
- carried forward and updated all schedules related to various trails funding
- prepared and filed grant reimbursements for two different trail grants
- worked with staff to complete schedules for three additional grants - for an EPA grants, we recovered an additional \$3,162.12 over the initial anticipated amount
- continued to add items to the inventory schedules
- attended the PCCB Board meeting and advised the Board on the proposed FY10/11 budget- presented the budget at an all staff meeting held during the month.
- attended a budget meeting call by the Polk County Administrator to discuss the FY10/11 budget - continued to answer questions about the proposed budget posed by County budget staff, and reviewed various budget schedules
- worked with FEMA representatives and various staff members on various FEMA issues signed an additional project worksheet to recover and additional \$1,800.00.
- updated a detailed schedule of grants and the grant status of all outstanding funding sources

- started development of the FY09/10 budget amendments, and the gathering of substantiating documents
- reviewed the execution of the current year's budget and advised section supervisors about their unit's budget execution. Created a number of schedules related to budget execution
- reviewed the proposed job description for the Conservation Accountant position and gave input
- continued to complete many actions related to the BNND event - this included attempting to close silent auction items, pay vendors, create and send tax information letters, and pay operational bills
- continued work on various additional issues related to Great Outdoors Fund, including quarterly financial reports, account reconciliation, and similar work

Melissa Ritter –

- attended BNND meeting, 12/3
- attended driving training, 12/4
- held safety/orientation with flood worker
- attended all-staff meeting, 12/8

Nancy Simmons –

- processed invoices for weekly claim sheet for expenditures, downloaded to central accounting - mailed warrants to vendors weekly
- assisted with purchase orders
- filed invoices in respective files
- processed shelter reservations using mycountyparks online system
- assisted public by phone with on line reservations
- entered Lodge reservations on spreadsheet and receipted payments
- wrote checks for Damage Deposit refunds
- handled Environmental Education program and trip registrations and processed payments
- prepared daily deposits; took to bank when needed
- balanced Credit Card terminal daily
- handled misc. tasks as needed - incoming calls and messages, metered outgoing mail, distributed incoming mail, filed, assisted with photo copying, picking up mail from post office, updating Nature News mailing list
- ordered office supplies as needed and misc. supplies for warehouse
- attended all-staff meeting
- attended unit meeting

Ginny Malcolmson—

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

FUTURE ACTIVITIES –

- continue work on updating PCC's employee manual
- continue working on file management
- review financials per Christiani's contract
- continue with FEMA paperwork
- schedule CPR/First Aid training for staff

- 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 9 news releases
- Participated in GOF planning meetings; developed Executive Assistant draft position description; developed Volunteer Sponsorship description
- Participated in River Safety Marketing Committee meetings
- Composed and distributed minutes for PCC Advisory, Grants, and Signage Committees
- Assisted designer with content and photos for new PCC trails brochure
- Submitted Watershed Connections grant for Mally's streambank project
- Continued work on the winter PCC Family of Parks television commercial and revised winter on-line ad for the DSM Register website
- Completed final edits on the JP Master Plan
- Recruited new members for the PCC Advisory Committee
- Continuous Web site content management for PCC and Equestrian sites
- Coordinated on-going weekly staff newsletters
- Attended mandatory driving session
- Began planning Brown's Woods Clean-up for April 2010
- Continued working with Eagle Scouts sending project lists, coordinating project details for Wood Duck Nesting Boxes and invasive species removal at Jester Park
- Planned and worked an invasive species workday at Easter Lake Park for International Volunteer Day on Saturday, December 5th
- Continued lining up service learning projects and supervising Johnston High School students and Valley High School students
- Attended Merrill Middle School Service Fair
- Continued follow-up/recruiting Trail Ambassador candidates and soliciting volunteer hours from active TA's, A-A-P sponsors and stewards
- Submitted Nature News information e.g. plan winter/spring workdays
- Continued planning 2010 Volunteer Appreciation Banquet
- Updated Volunteer Database, updated United Way website volunteer opportunities and logging volunteers

FUTURE ACTIVITIES—

- Plan January 2010 Advisory Committee meeting
- Continue planning for the River Safety Marketing campaign

- Begin FY '08 Annual Report
- Planning for Phase II of the Family of Parks marketing campaign
- Coordinate new park mapping project
- Continue planning volunteer banquet
- Plan an invasive species removal workday for Saturday, January 16th
- Continue meeting with Eagle Scouts and coordinating projects
- Continue follow up with Trail Ambassador inquiries
- Attend January DOVIA meeting
- Attend January River Run Garbage Grab Kickoff Planning Meeting

CONST. MAINT. & OPERATIONS – TEAM LEADER: WAYNE JOHNSON

Staff: Steve Haefner & Barnard Feezell - Const. Technicians, Stan Manning, Special Services Technician; Ron Robbins – Seasonal Staff

PAST ACTIVITIES—

- attended meetings as needed
- continued bridge construction on High Trestle trail
- continued FEMA related repair projects
- continued CBG Longhouse project, exterior siding installation, weather permitting
- continued Trestle trail bridge FEMA project
- worked on erosion issues on Paw Creek bridge at JP
- installed HVAC system, air lines, insulated attic, and began punch list items for Equip. Maint. building addition
- all staff attended driver safety training
- installed new PA speakers and misc. improvements to Lodge sound system
- attended all staff meeting
- Pro-Line completed Eq. Cent. projects
- worked on Longhouse HVAC system
- assisted with snow removal

FUTURE ACTIVITIES-

- continue CBG Longhouse project
- complete Eq. Center entrance addition project electric work
- complete Equip. Maint. shop addition project
- continue T2T bridge FEMA project
- continue High Trestle Trail project
- work on CST winter shop cleaning and organization
- Johnson continue work on asset inventory costs

ISSUES AND OPPURTUNITIES:

- none at this time

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

PAST ACTIVITIES—

- did routine monthly maintenance and cleaning of buildings and grounds at Jester and Chichaqua
- performed weekly sewer tests
- sent monthly sewer reports
- assisted EE department with OWLS program
- pulled more tables out of park for winter repair
- helped construction reshape paw creek channel under bridge
- cleaned shop
- started winter picnic table repair
- Pella Windows installed new window sash in office
- continued with Paw Creek Bridge repair
- removed volleyball nets
- attended all-staff meeting
- assisted CMO/construction with new addition at equestrian center
- installed new speakers internal and external
- A-Tech Easy Living Store installed new audio system at Lodge

FUTURE ACTIVITIES--

- winter table repair
- camp area and shelter signs refinishing

ISSUES AND OPPORTUNITIES--

South Maintenance Area: Staff – Chance Patrick, Maintenance Technician

Chance assisted northwest maintenance area staff during month of December.

Southeast Maintenance Area: Staff – Tyler Naeve, Maintenance Technician

PAST ACTIVITIES--

Yellow Banks

- cleaned Park and Shop
- asset inventory
- prepared lumber quotes and delivery for campground pad renovation
- assisted with snow removal

Thomas Mitchell

- cleaned park and buildings
- asset inventory
- shop reznor cleaning and maintenance

CVT

- Closed

Gay Lea Wilson Trail

- picked up litter

Satellite Areas (Mally's, Carney Marsh)

- picked up litter

- snow removal

Other Polk County Areas

- Assisted Easter Lake tech with light work on GWT underpass

FUTURE ACTIVITIES—

- Start building camp pad surrounds in Campground #1
- Re-finish picnic tables
- Install new fence at Parson's property
- Seasonal shop cleanings

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

PAST ACTIVITIES—

- worked on vehicles and equipment as needed
- plowed snow, plowed snow, plowed snow
- started Winter Preventative Maintenance on mowers
- readied log splitters
- repaired snow plows
- repaired JP Dodge 1ton transmission actuator
- repaired heater control valve in CST Bobcat
- installed new clutch in CST dumptruck
- worked on EM shop addition
- working on 5yr. vehicle and equipment plan
- attended vehicle, vehicle safety, equipment meetings

FUTURE ACTIVITIES—

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

ISSUES AND OPPORTUNITIES--

- none at this time

LEISURE SERVICES – TEAM LEADER: CARRIE SPAIN

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

PAST ACTIVITIES-

- attended a drivers training class with risk management

- survived the blizzard on Dec. 9th with Laurie Carnahan (one of our staff) spending the night at the equestrian center to make sure someone was here to feed the horses – we were very thankful for Laurie being here!
- Goodwill brought clients twice this month for therapeutic riding
- held Pony Express to Santa two Saturdays in December. During this event we gave over 130 pony rides to see Santa Claus and also offered sleigh rides to those attending. Over 300 people enjoyed the sleigh rides
- did several sleigh rides to private groups and families this month
- hosted and did pony rides for three birthday parties
- facilitated a boarders meeting and social
- held a “snowflake” social for our therapeutic riders and volunteers
- held a holiday party for the youth that come out from Polk County Youth Services, complete with games and sleigh rides
- had an instructors meeting and planning session for the upcoming year
- Pro line finished the addition on to the front of the barn and the awning over the indoor arena walk in door

FUTURE ACTIVITIES

- Miniature Horse driving club is holding a clinic here
- Paws and Effect Agility club are holding their dog trials here
- facilitating a conformation clinic
- Eyerly Ball are bringing clients out for therapeutic riding
- continue doing sleigh rides as long as the snow sticks around

ISSUES AND OPPORTUNITIES

- received notification that we were awarded community betterment grant from Prairie Meadows. We will receive a check for \$7,680.00 for the Freedom to Grow Program
- Channel 13 featured our Freedom to Grow program on their 13 Cares segment - it aired several times in December on the Channel 13 news and could also be viewed on the WHO website
- received a \$500. grant from Meredith Corporation

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 column and radio segments
- Continued to lead programs and develop measurement tools for the Steppin’ Out Grant
- Edited Family Nature Program Flyer

- met with EE staff to discuss possibilities for improvements to the Bison/Elk Display
- researched information for the Easter Lake interpretation signs
- continued planning of bird blind
- continued Work on REAP video grant - Filmed and edited snowshoeing and x-skiing
- sent latest REAP video to DM, Ankeny, and WDM public access stations and Polk Co. Tres. Office
- sent latest REAP video to IT to post on PCC web site
- continued working on PC winter commercial
- began preliminary work on a LAWCON grant for Bison Elk exhibit improvements
- presented Nature Songs Stories and More program at Altoona Library - 40 attended
- assisted public with snowshoes and x-ski reservation rental
- met with EE staff to discuss possibilities for GOF funding of future projects
- presented an ICN Unhuggables program
- attended the BNND wrap-up meeting
- Geocaching at Brown's Woods and Fort Des Moines
- met with Dan Raedeker of the Greater Community Foundation for "Connecting Kids and Culture" bus scholarships
- continued finalizing programs/ bus trips for the 2010 calendar year
- confirmed sponsorships for 2010 Run for the Egg, major sponsors are Casey's, Polk County Wellness, Hy-Vee and Fitness Sports
- received \$19,000 REAP-CEP grant for the Guide by Cell grant to be implemented at Jester Park and Brown's Woods
- inventoried 30 pair of new Cross-country skis, 40 pair of poles and 40 pair of shoes
- added public program, trips, and camp information to mcp.com, leadingyououtdoors.org, and dmregister.com
- updated cross-country ski trail maps and ski & snowshoe rental information on website
- updated geocaching permit information on website

FUTURE ACTIVITIES—

- write and record Ask the Naturalist news columns and radio segments
- write and shoot "Get Outside" videocasts for REAP grant project
- attend IAN Swap meeting
- attend GOF board meeting
- attend an Outdoor Expo meeting at the Izaak Walton League
- attend a Des Moines Street Use meeting for the April 3rd Run for the Egg
- continue checking out cross country skis and snowshoes to the public
- prepare for and hold Snowshoeing public program

ISSUES & OPPORTUNITIES –

PARK ADVOCACY - Team Leader: Mark Hurm

Park Area - Staff: Mark Hurm, Lead Ranger; Dean Bruscher, Ranger; Brian Herrstrom, Ranger; Charlie Finch, Ranger; Dick Shepard, Asst. Ranger; James Dotzler, Asst. Ranger; Park Officers: Randy Hutchinson, Rick Tasler, Doug Metzger, Jason Spurr, Bryan Olmstead, Meagan Cowden, Ray Dirksen

PAST ACTIVITIES –

- patrolled areas during Shotgun Deer Seasons
- closed camp areas for winter season
- driving training Dec. 3rd
- firewood Meeting Dec. 3rd & Dec. 8th
- all staff mtg. Dec 8th
- trails meeting Dec 8th
- My County Parks Meeting Dec. 15th
- snow and ice removal
- reinstalled bull feeder – bison pen
- installed snowmobile signs – JP Lake Shore Trail
- conducted quarterly and annual reviews
- reopened the driveway storm drain
- worked on way finding sign JP HWY 141 and EL signs and misc. signs
- fed Animals
- website enhancement
- put up barricades JP
- sanded park roads county wide
- filmed ice fishing video for EE
- cleaned truck
- picked up Notary Stamp
- removed three deer carcasses from JP boat ramp
- modified 3pt blade to fit Category III quick hitch
- installed tire chains & canvas cabs to tractors at JP & TM
- review of fisheries grants
- snow removal
- repaired snow plow
- assisted with burn at YB
- cleaned shelters, rest rooms and picked up garbage
- worked on table painting and repair
- GPS trails at EL with Mark Dungan
- ordered supplies and parts for bike maintenance
- plowed snow
- cleaned up the shop

FUTURE ACTIVITIES --

- continue to participate in radio system updates, both Enforcement & P.C.C.
- ATV Patrol

Month/Year: Dec. 09

School Programs										
LOCATION		PEOPLE	Programs	CONTACT						
IN	OUT	#S	#S	HOURS	School/District	E	M	JR	HS	C
1	4	60	5	4.50	Hubbell/DM	5				
1		20	1	0.75	The Academy/private	1				
1		60	1	0.75	Centennial/SEP	1				
1		15	1	0.5	ChildServe	1				
4	4	155	8	6.50	School visits	8	0	0	0	0
2	Hike			1	Mammals					1 Winter Preparation
				1	Nocturnal Animals					
				1	Owls					
				2	Map Reading/Scavenger Hunt					

LOCATION		PEOPLE	PROGRAM	CONTACT	ICN
IN	OUT	#S	#S	HOURS	Topic/Group
2		300	2	1.50	Unhuggables
		300	2	1.5	

Family					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		40	1	1	Nature Stories Songs and More
	1	35	1	1.25	Night Hike
	1	26	1	1.5	Snow Shoe Hike
1	2	101	3	3.75	

Adult					
LOCATION		PEOPLE	PROGRAM	CONTACT	
IN	OUT	#S	#S	HOURS	Topic/Group
1		28	1	0.75	Nevelyn Center Ankeny - Adult Day Care
1		115	1	1.00	OWLS - Yellowstone in Winter
2	0	143	2	1.75	

- schedule winter educational programs
- get custom cover for mud boat
- continue with monitoring bow hunt.
- continue with snow removal Fish
- habitat review Boone Iowa 1/7
- Ice Fishing Program JP 1/9
- Ice Fishing Program FDM 1/30
- Easter Lake use survey meeting Jan 12th
- build 2 display boxes for YB artifacts
- continue with Website Enhancement

MONTHLY REPORT OF PARK ADVOCACY UNIT

MONTH : December 2009

RENTAL FACILITIES NO. OF PEOPLE												
	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

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		2		2
JP				0
TM				0
YB				0
TOTALS	0	2	0	2

CAMPER TALLY NO. OF PEOPLE				
	ELECT.	NON-ELEC.	YOUTH	TOTAL
CH	0	2		2
JP	0	0		0
TM	0	0		0
YB	0	0		0
TOTAL	0	2	0	2

TRAFFIC COUNTER READINGS									
	BW	CVT	MALLY'S	4MGB	MLB	Main Gate	FT	GWT	TOTAL
CH						2,121			2,121
EL	2,275					10,500	7,150		19,925
JP						5,386			5,386
TM		619	398	88		4,424			5,529
YB						2,100			2,100
TOTAL									35,061

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

COMMUNITY SERV.	
Area	Hours
CH	150
EL	
JP	
TM	
YB	
Total	150

Volunteer	
Area	Hours
CH	
EL	3
JP	
TM	
YB	
Total	3

PARK LABOR	
Position	Hours
CH Ranger	
EL Ranger	171
EL Assist. Ranger	173
JP Ranger	99.5
TM Ranger	160
YB Ranger	120
YB Assist. Ranger	85.5
Park Officers	
Community Service <small>flood workers</small>	150
Total	959

PARK SEASONALS		
Area	Name	Hours
CH		
EL	Barb Yearous	
JP	Kathy Dunwoody	
TM		
YB		
TOT		0.00

Miscellaneous			
Area	Event	Visitors	Hours
CBG	trap rng	6	2
total		6	2

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

REPORT OF ACCIDENTS, WEATHER RELATED INCIDENTS, NON LAW ENFORCEMENT INCIDENTS				
Date	Area	Officer's I.D. #	Incident	Incident #
12/7	JP Range	Hurm	Alarm: Drop	787
12/20	CBG	Herrstrom	Welfare Check: Missing/lost hunter	786

REPORT OF MEETINGS AND OR EVENTS			
Date	Location	Person Attending	Event
12/2	JP	Hurm / Dotzler	Plow Demo.
12/2	JP	Hurm / Dotzler	Quarterly
12/3	JP	Hurm / Herrstrom / Finch / Dungan	Fire Wood meeting
12/3	Eq	Rangers	Driving class
12/8	JP Lodge	Bruscher / Dotzler / Finch / Herrstrom	All Staff Meeting
12/8	JP Office	Herrstrom, Bruscher	Trail Meeting
12/8	JP Office	Herrstrom, Finch, Dungan	Fire Wood meeting
12/15	JP Office	Herrstrom	My County Parks Meeting
12/16	Adm.Bldg.,	Hurm	Board Meeting
12/21	JP	Hurm	Animal Pen Meeting

2009 - 2010 Revenue Budget

- as of 12/31//09 (50.0% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd	2nd Qtr. Target % Range
6005	Forestry	14,225.00	4,687.75	9,537.25	33.0%	26-57%
6006	IE	65,242.00	38,797.07	26,444.93	59.5%	26-57%
6007	NR	20,580.00	27,444.34	-6,864.34	133.4%	26-57%
6101	ADM	132,148.00	10,059.83	122,088.17	7.6%	26-57%
6103	Community Outreach	40.00	507.71	-467.71	1269.3%	26-57%
6111	JP	246,200.00	151,773.26	94,426.74	61.6%	26-57%
6112	TM	93,524.00	68,554.86	24,969.14	73.3%	26-57%
6113	EL	19,100.00	5,868.25	13,231.75	30.7%	26-57%
6114	CH	98,450.00	78,042.36	20,407.64	79.3%	26-57%
6116	YB	78,800.00	51,700.12	27,099.88	65.6%	26-57%
6117	CST	500.00	475.91	24.09	95.2%	26-57%
6118	EM	900.00	558.80	341.20	62.1%	26-57%
6124	EC	300,700.00	162,689.77	138,010.23	54.1%	26-57%
		\$ 1,070,409.00	\$ 601,160.03	\$ 469,248.97	56.2%	26-57%
Road Clearing - Fund 11						
7140		\$ 75.00	\$ 54.14	\$ 20.86	72.2%	26-57%
Reserve - Fund 16						
210		\$ 4,496,000.00	\$ 1,999,998.30	\$ 2,496,001.70	44.5%	26-57%
REAP - Fund 26						
211		\$ 243,843.00	\$ 228,268.88	\$ 15,574.12	93.6%	26-57%
Infrastructure- Fund 1						
213		\$ -		\$ -	#DIV/0!	26-57%
Grand Totals - Conservation		\$ 5,810,327.00	\$ 2,829,481.35	\$ 2,980,845.65	48.7%	26-57%

Note: 2nd Qtr. Target Variance of 26-57% is auditor's budget target variance. JP, TM, EL, CH, and YB target variance is based on average of history quarter % for FY 02/03, 03/04, and 04/05

2009 - 2010 Expense Budget

- as of 12/31/09 (50.0% of budget year expired)
Budget Target Variance for 2nd Quarter: 26% - 50%

UNIT #	UNIT	Supplies/Services Appropriated Amount	Supplies & Services Expended	Supplies & Services Balance	Personal Services Appropriated Amount	Personal Services Expended	Personal Services Balance	Total Balance Remaining	% Expended
6006	IE	65,067.00	26,473.77	38,593.23	366,168.00	184,650.15	181,517.85	220,111.08	49.0%
6009	Natural Resources-Green Tm	261,668.00	122,298.84	139,369.16	733,696.00	390,814.42	342,881.58	482,250.74	51.6%
6101	ADM	232,950.00	83,841.51	149,108.49	411,761.00	208,839.70	202,921.30	352,029.79	45.4%
6103	Community Outreach	57,575.00	29,556.74	28,018.26	166,990.00	85,984.56	81,005.44	109,023.70	51.5%
6110	Parks Advocacy	66,792.00	37,078.86	29,713.14	518,834.00	273,618.01	245,215.99	274,929.13	53.1%
6119	Maint & Opns-Gray Team	327,285.00	198,068.19	129,216.81	824,123.00	451,732.43	372,390.57	501,607.38	56.4%
6124	EC	148,680.00	78,471.09	70,208.91	306,194.00	164,336.95	141,857.05	212,065.96	53.4%
TOTALS		\$ 1,160,017.00	\$ 575,789.00	\$ 584,228.00	\$ 3,327,766.00	\$ 1,759,976.22	\$ 1,567,789.78	\$ 2,152,017.78	52.0%
Road Clearing - Fund 11									
7140		\$ 26,815.00	\$ 5,979.59	\$ 20,835.41	\$ 43,806.00	\$ 22,439.41	\$ 21,366.59	\$ 42,202.00	40.2%
Reserve - Fund 16									
210		\$ 4,541,615.00	\$ 1,444,289.07	\$ 3,097,325.93				\$ 3,097,325.93	31.8%
REAP - Fund 26									
211		255,097.00	95,321.29	\$ 159,775.71				\$ 159,775.71	37.4%
Capitals - Fund 1									
212	Capital's Infrastructure	18,000.00	13,000.00	5,000.00					
213	Capital's Equipment	0.00	0.00	0.00					
TOTALS		\$ 18,000.00	\$ 13,000.00	\$ 5,000.00				\$ 5,000.00	72.2%
Risk Management - Fund 3									
6100	Insurance, Med., Work. Comp.	\$ 212,000.00	\$ 131,183.36	\$ 80,816.64				\$ 80,816.64	61.9%
Grand Totals - Conservation									
		\$ 6,213,544.00	\$ 2,265,562.31	\$ 3,947,981.69	\$ 3,371,572.00	\$ 1,782,415.63	\$ 1,589,156.37	\$ 5,537,138.06	42.2%

Fiscal Year 2009 Comprehensive Annual Financial Report

In early January 2010, Polk County issued the annual Comprehensive Annual Financial Report for the period ended June 30, 2009. Operating results for the Jester Park Golf Course are a part of the Polk County CAFR. In accordance with Generally Accepted Accounting Principles for state and local governments, for the year ended June 30, 2009 Jester Park Golf Course had operating income of \$251,519. The attached schedule portrays comparable operational results of the enterprise fund for the last five years.

Revenue for the period was received from HG Properties from a percentage of golf course sales, as well as a monthly management fee. Since this was the first full fiscal year Jester Park Golf Course was administered by HG Properties, there were also several one time sources of revenue that will not occur in future years that are a part of "commissions income". HP Properties paid for the use of golf carts and certain course equipment during the course of the previous golfing season, overlapping the beginning of the fiscal year. In addition, revenues were received for employees on the staff of PCCB but working at the golf course. Additional income came from the sale of golf carts and interest income on the unencumbered enterprise fund balance.

During Fiscal year 2009/2010, revenue will consist of the monthly management fees, the percentage of gross income based on sales, and reimbursements for one PCCB employee through December 31, 2009. Expenditures for salaries and other operational expenses were reduced in FY09, and will continue to decline in the current fiscal year. Depreciation expenses will also continue to decline as PCCB golf course equipment is eliminated from inventory.

During the year, \$307,315 was transferred to the Conservation Reserve fund in order to pay for projects and infrastructure upgrades throughout the organization.

The current management agreement related to operations of the Jester Park Golf Course has allowed Polk County Conservation to concentrate on the core missions of the department.