

**STORY COUNTY CONSERVATION BOARD
BOARD OF DIRECTORS - AGENDA MARCH 12, 2018**

Story County Conservation Center – 56461 180th Street, Ames, Iowa

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AGENDA AND HANDOUTS
4. PUBLIC COMMENTS
5. APPROVE MINUTES

Documents:

[FY18 FEBRUARY 12 2018.PDF](#)

6. APPROVE CLAIMS AND RECEIPTS

Documents:

[CLAIMS LIST MARCH 12 2018.PDF](#)

7. FINANCIAL REPORTS AND UPDATES

Documents:

[FY18 CONSERVATION BUDGET UPDATE AS OF MARCH 8.PDF](#)
[FY18 IRVM BUDGET UPDATE AS OF MARCH 8.PDF](#)
[FY18 SCC REVENUE BY MONTH FEBRUARY.PDF](#)
[PURCHASE OF TRAIL STEP MATERIALS FOR CONSERVATION.PDF](#)
[PURCHASE OF TRAILER FROM THOMAS BUS SALES.PDF](#)
[PURCHASE OF TRUCK FROM KARL CHEVROLET.PDF](#)
[PURCHASE OF UTV FOR CONSERVATION.PDF](#)

8. SCHEDULE OF UPCOMING EVENTS/MEETINGS

Documents:

[SCC EVENTS FEB TO APRIL 2018.PDF](#)

9. ACTION:

- A. Consider Second Readings Of Revisions To Story County Conservation By-Laws, Rules And Regulations, And Safety And Health Management Policy.

Documents:

[SCC BYLAWS RECOMMENDED CHANGES.PDF](#)
[SCC SAFETY AND HEALTH MANAGEMENT RECOMMENDED CHANGES.PDF](#)
[SCC RULES REGULATIONS - 2018 RECOMMENDED CHANGES FOR BOARD PACKET.PDF](#)

- B. Consider Air Rifle And Archery Target Shooting Programs In Story County Conservation

Managed Areas

Documents:

[URGE MEMO AIR RIFLE AND TARGET SHOOTING.PDF](#)

- C. Consider Grazing Lease Agreement Between Story County Conservation And Finch Livestock Exchange

Documents:

[GRAZING LEASE AGREEMENT.PDF](#)

- D. Consider Contract Between Story County Conservation Board And Finco Tree/Wood Service LLC To Supply And Sell Firewood At Story County Conservation Campgrounds From April 1 To October 31 2018 And Recommend Approval To Story County Board Of Supervisors

Documents:

[FIREWOOD CONTRACT.PDF](#)
[URGE MEMO FIREWOOD CONTRACT WITH FINCOTREEWOODSERVICELLC.PDF](#)

- E. Consider Easement Agreement With Iowa Regional Utilities Association On The Praeri Rail Trail And Recommend Approval By The Story County Board Of Supervisors

Documents:

[LIMITED EASEMENT IRUA.PDF](#)
[URGE MEMO IRUA EASEMENT ON PRT.PDF](#)

- F. Consider Cooperative Agreement Between Prairie Rivers Of Iowa RC&D And Story County Conservation For Coordination And Installation Of Watershed And Creek Signage, Effective March 19, 2018 To August 31, 2018 For \$22,031 And Recommend Approval By The Story County Board Of Supervisors

Documents:

[URGE MEMO COOPERATIVE AGREEMENT WITH PRI.PDF](#)
[PRAIRIE RIVERS COOPERATIVE AGREEMENT.PDF](#)

- G. Consider Merit Adjustment For Jerry Keys Effective April 1, 2018

Documents:

[KEYS EMPLOYEE ACTION FORM.PDF](#)

10. UPDATES:

- A. Field Operations Report - Ryan Wiemold, Parks Superintendent
- B. Liaison Assignments, Committee Meetings Updates, And Announcements From The Board
1. Supporter Appreciation Dinner
 2. Group Photo

3. General Updates

4. Other

11. ADJOURNMENT

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.

Story County Conservation Board
February 12, 2018
Story County Conservation Center, Ames, Iowa

1. CALL TO ORDER

Chair Jim Pease called the meeting to order at 5:31 p.m.

2. ROLL CALL

BOARD MEMBERS

Jim Pease - present

Craig Meyers - present

Christine Laumer - present

Ted Tedesco - absent

Nancy Franz - present

Rick Sanders - present

STAFF

Mike Cox

GUESTS

Greg Vitale

John Pohlman

Mike Meetz

3. REVIEW OF AGENDA AND HANDOUTS

No additions.

4. PUBLIC COMMENTS

Mike Meetz said he was impressed with attendance at the "Funding the Trust" event at the statehouse.

Greg Vitale provided an update on the Outdoor Alliance of Story County in 2017:

- First year providing educational programs
- Successful fundraising year (\$38,000) including large corporate grant
- Expenses of \$20,000 included \$14,000 towards land acquisition
- Asked SCC Board to continue to promote OASCO to Partners members, to advocate for volunteering, and to join events

5. APPROVAL OF MINUTES

MOTION by Franz, SECOND by Meyers, to approve the minutes of the January 8, 2018 board meeting. MCU.

6. APPROVAL OF CLAIMS AND RECEIPTS

MOTION by Meyers, SECOND by Laumer, to approve claims and receipts. MCU.

7. FINANCIAL REPORTS AND UPDATES

Director Cox reported that the budget is tracking well at 53% for 66% of the fiscal year. He noted anomalies in the building maintenance account for repairs, renovations, and updates at the ISU Research Park houses.

8. CALENDAR OF EVENTS

Pease reminded board members of the next board meeting on March 12 and the Partners Banquet on April 12.

9. ACTION ITEMS

- A. Consider Proposed Plans for Tedesco Environmental Learning Corridor, Phase II
Plans were presented by Cox for the \$1.56 million project phase. A mandatory pre-bid meeting will be held on March 13.

MOTION by Franz, SECOND by Meyers, to recommend that the Story County Board of Supervisors approve the proposed plans, specifications, and form of contract for Tedesco Environmental Learning Corridor, Phase II. MCU.

- B. Consider Amendment to Agreement Between Shive-Hattery and Story County Conservation Board for Additional Design Phase and Construction Staking for Praeri Rail Trail Extension

Cox gave an update on the project, announcing that one easement has been signed. He hopes to have a resolution on the other piece next week.

MOTION by Meyers, SECOND by Laumer, to recommend that the Story County Board of Supervisors approve an amendment to an agreement between Shive-Hattery Inc. and Story County Conservation for additional design phase and construction staking for the Praeri Rail Trail Extension.

- C. Consider Approval of First Reading of Revisions to Story County Conservation By-Laws, Rules and Regulations, and Safety and Health Management Policy.

Pease noted word changes to Rules and Regulations, Section 4.4C: “shot” to “ammunition” and “shotgun” to “firearm”. The second “shot” should be removed.

MOTION by Franz, SECOND by Meyers, to approve first readings of SCC By-laws, Rules and Regulations, and Safety and Health Management Policy as revised. MCU.

- D. Consider Approval of Unbudgeted Purchases in FY18

MOTION by Meyers, SECOND by Franz, to approve unbudgeted purchases in FY18 as presented. MCU.

- E. Consider Approval of Resolution 2018-2 Endorsing a Grant Application to Wellmark Foundation for Hard Surfacing and Trail Improvements on the Heart of Iowa Nature Trail

MOTION by Franz SECOND by Meyers, to approve Resolution 2018-2 Endorsing a Grant Application to Wellmark Foundation for Hard Surfacing and Trail Improvements on the Heart of Iowa Nature Trail from Slater to Huxley. MCU.

- F. Consider Approval of Resolution 2018- 3 Endorsing Funding for the Natural Resources and Outdoor Recreation Trust Fund

MOTION by Meyers, SECOND by Laumer, to approve Resolution 2018-3 Endorsing Funding for the Natural Resources and Outdoor Recreation Trust Fund.

10. UPDATES

- A. General Updates

Director Cox reported on the Story County Board of Supervisors’ strategic plan.

B. Liaison Assignments, Committee Meeting Updates, and Announcements from the Board

- Franz reported on the trails committee and Ames Wellness Center event.
- Plans for the IACCB 2020 conference were discussed.

11. ADJOURNMENT

Chair Pease adjourned the meeting at 7:20 p.m.

Recording Secretary

Story County Conservation Board

STORY COUNTY CONSERVATION BOARD - CLAIMS & RECEIPTS
March 12, 2018

CONSERVATION RECEIPTS - February 1-28, 2018

General Basic

Building Rents (multipurpose room)	\$525.00
Environmental Education Fees	\$777.00
Miscellaneous	\$78.86
Lodge Rents	\$85.00
Boat Titling Fees	\$15.00
Sub-total (<1% of budgeted revenue of \$886,150)	\$1,480.86

Resource & Enhancement

REAP CEP Grant Reimbursement (Planting the Seeds #2)	\$13,167.28
Interest earned	\$46.37
Sub-total (35% of budgeted revenue of \$37,750)	\$13,213.65

Friends of Conservation Trust Fund

- <i>Partners</i> memberships	\$1,685.00
- Interest earned	\$443.32
Sub-total (1.4% of budgeted revenue of \$151,000)	\$2,128.32

TOTAL RECEIPTS	\$16,822.83
- 1.39% of total budgeted revenue of \$1,212,900	

IRVM RECEIPTS - February 1-28, 2018

Miscellaneous (equipment rent)	\$24.00
Drainage District Services	\$4,095.62

TOTAL RECEIPTS	\$4,119.62
- 9.3% of total budgeted revenue of \$44,300	

CONSERVATION CLAIMS - February 13 - March 8, 2018

General Fund (01000)

Alliant Energy (electrical service at Dakins Lake, 1/19-2/18)	\$396.22
Alliant Energy (electrical service at ISURP houses, 1/30-3/1/18)	\$274.13
Amazon (supplies for nature camps and public programs)	\$66.14
American Hiking Society (membership renewal, 4/1/18-3/31/19)	\$40.00
Ames Bulletin Board (quarterly advertising - spring 2018)	\$220.00
Ames Municipal Utilities (water, electric, & storm water at TELC houses, 1/22 - 2/21/18)	\$60.43
Ames Outdoor Supply Inc. (carburetor for snow blower)	\$578.00
Aureon (network phone service, February)	\$615.01
Badge-a-Minit (parts for name badges - nature camps)	\$69.56
Baldus Electric, Inc. (wiring on electrical panel - 2919 S. Riverside)	\$256.38
Beall, Rebekah (reimbursement for nature camp supplies)	\$199.62
Brekke's Town & Country (hay and wood shavings - duck box bedding)	\$18.35
Capital City Equip. (cleaned debris under foot pedals on skidloader; tested hydraulic function)	\$223.81
Central Iowa Broadband (monthly broadband - March)	\$1,024.44
Colo Telephone Co. (phone service at Hickory Grove - monthly service)	\$103.05
Crim, Lloyd (refund for cancelled EE program)	\$5.00
Electronic Engineering (two-way radio service - March)	\$248.00
Galls, LLC (belt clip badge holders: Shehan, Feilmeier, Simcox)	\$81.85
Heuss Printing (SCC stickers for school and public programs)	\$416.56
Iowa Department of Transportation (ice melt)	\$178.00
Iowa Prison Industries (SCC park signs)	\$477.40
Iowa Regional Utilities (water usage at Dakins, Hickory Grove, & McFarland - Jan/Feb)	\$263.01
Iowa State Assoc. of Counties (spring conference registration - Wiemold)	\$190.00
Iowa Wildlife Center (staff training program on 2/22/18)	\$100.00
Jax Outdoor (wax worms for fishing programs)	\$3.00
Key Cooperative (601.9 gal. gasoline; 288.53 gal. diesel - February; chemicals)	\$2,544.78
Kurrent Electric (capped off live wire at 2809 S. Riverside Drive)	\$75.00
Lowe's (2,239.16)	
- 1/30/18 - shop supplies - SRU shop; drywall supplies for 2919 S. Riverside Drive	\$165.56
- 2/1/18 - joint compound - 2919 S. Riverside Drive	\$21.88
- 2/1/18 - screws/plywood - 2919 S. Riverside Drive	\$15.84
- 2/1/18 - electrical supplies - 2919 S. Riverside Drive	\$5.50
- 2/1/18 - drywall tools - 2919 S. Riverside Drive	\$27.52
- 2/1/18 - sander heads returned - SRU shop	-\$7.56
- 2/3/18 - insulation, electrical supplies - 2919 S. Riverside	\$64.88
- 2/5/18 - carpet & pad - 2919 S. Riverside Drive	\$1,007.03
- 2/12/18 - shop vac - SRU shop; joint compound - 2919 S. Riverside Drive	\$163.43
- 2/13/18 - door jamb, paint bucket, joint compound - 2919 S. Riverside Drive	\$55.12
- 2/13/18 - paint supplies - 2919 S. Riverside Drive	\$64.55
- 2/13/18 - paint supplies - 2919 S. Riverside Drive	\$134.24
- 2/14/18 - paint supplies - 2919 S. Riverside Drive; shop rags	\$18.88
- 2/14/18 - duck work - 2919 S. Riverside Drive	\$4.70
- 2/14/18 - trim, nails, shims, closet door hardware - 2919 S. Riverside	\$245.91

Lowe's (continued)	
- 2/15/18 - curtain rods, paint - 2919 S. Riverside	\$106.27
- 2/15/18 - paint and supplies - 2919 S. Riverside	\$133.12
- 2/16/18 - bathroom vent - SRU shop	\$12.29
Marco (copier lease and usage, 12/28-1/28)	\$242.93
Marcus, Benjamin (reimbursement for composite toe boots per union contract)	\$194.95
McFarland Clinic (annual hearing tests for 10 staff)	\$310.00
Midland Power Cooperative (electrical services for McFarland Park, January)	\$839.37
NAPA Auto Parts (starting fluid - SRU shop)	\$3.98
National Association for Interpretation (annual professional membership - Waage)	\$75.00
O'Reilly Automotive (light and backup alarm - pickups #1, 7, and 22)	\$95.36
Pitney Bowes (postage meter rental, 12/20/17-3/19/18)	\$182.16
Portable Pro (portable restroom rentals - February)	\$590.00
Reflections Glass & Mirror (replacement glass for windows - 2919 S. Riverside)	\$166.11
Schuling Hitch Co. (prong & wiring for trailer hookup - pickup #8; axle covers for trailer)	\$57.36
Staples (printing and binding 2018-2020 strategic plan)	\$102.70
Theisen's (\$186.34)	
- 1/22/18 - masking tape, spray paint, degreaser, carb cleaner	\$32.12
- 1/26/18 - fuel additive for #19	\$25.47
- 1/30/18 - floor mat and windshield washer fluid - pickup #33	\$28.68
- 2/2/18 - hammer and pliers - ICU shop	\$12.98
- 2/7/18 - shop towels, wiper blades, sprayer handle, marking flags	\$87.09
Threshold Learning Center (meals for March 6, 2018 OWLS program)	\$255.00
Van Wall Equipment (\$473.77)	
- 1/26/18 - spray paint, disc - JD1445 mower - ICU	\$22.61
- 1/26/18 - tires for JD1445 mower - ICU	\$38.00
- 2/2/18 - paint for Polaris; bar oil for chain saws - ICU	\$36.56
- 2/2/18 - chain saw; synthetic oil - ICU	\$279.38
- 2/2/18 - spray paint for Polaris (returned)	(\$1.10)
- 2/5/18 - oil & oil filter for Gator - ICU	\$16.22
- 2/7/18 - oil & oil filter - JD6310 tractor - ICU	\$77.55
- 2/16/18 - bolt, tensioner, spring nut for weed eater - ICU	\$4.55
Verizon Wireless (internet service for Toughbooks, January)	\$160.14
Wal-Mart (supplies for various EE programs & nightcrawlers for animal care)	\$41.59
Waste Management (garbage service for February)	\$1,547.48
Zearing, City of (monthly water & waste water service at Dakins Lake 1/18 - 3/1/18)	\$59.76

Sub-total (2.51% of budgeted expenses of \$660,190)

\$16,550.90

TRUST FUND (73000)

Wild Birds Unlimited (bird seed - McFarland Park)	\$64.75
---	---------

Sub-total (<1% of budgeted expenses of \$165,300--amended)

\$64.75

CAPITAL ACCOUNTS (10220)

Botanical and Ecological Consulting (data entry and analysis, Wildlife Diversity Grant) \$1,444.00
NLH Farms Inc. (excavation work at Robison Acres - Fish Habitat Grant) \$568.75

Sub-total (<1% of budgeted expenses of \$1,164,744-amended) \$2,012.75

TOTAL CONSERVATION CLAIMS \$18,628.40

Urban Renewal Funds (17000)

Shive-Hattery (engineering services through 2/16/18 - Praeri Rail Trail extension) \$970.00

Sub-total Urban Renewal Funds \$970.00

TIF (32000)

Shive-Hattery (services provided through 2/16/18 - TELC) \$27,337.20

Sub-total - Tax Increment Financing \$27,337.20

IRVM CLAIMS - February 13 - March 8, 2018

Alliant Energy (electrical service at IRVM shop, January) \$189.57
Aureon (phone service at IRVM office, February) \$37.02
Big 8 Tyre (tire for JD5115M tractor) \$984.80
Cady Machine Company (drive shaft for Vicon broadcast seeder) \$450.00
Chitty Garbage (2 yard bin rental, February) \$11.00
Ecolab Pest Elimination (monthly pest control - 1/17/18-2/7/18) \$79.83
Electronic Engineering (two-way radio service - March) \$39.00
Iowa Regional Utilities Assoc. (water usage for Jan/Feb) \$20.97
Key Cooperative (84.7 gal. gasoline - February; 333.8 gal. propane) \$626.41
McFarland Clinic (annual hearing test - Kelley) \$31.00
Theisen's (\$119.07)
- 1/15/18 - latch, drill bits, wrenches, parts for JD flail mower \$106.08
- 1/29/18 - gloves for Kelley \$12.99
Van Wall Equipment (\$2781.23)
- 1/25/18 - ring, clips - flail mower \$42.78
- 1/25/18 - shields - flail mower \$66.04
- 1/29/18 - 2-cycle oil \$8.94
- 1/31/18 - 16" bar for Stihl chainsaw \$39.95
- 1/26/18 - repairs to JD5115M tractor (changed hydraulic oil and filter replaced front head-
lights and repaired hood, repaired broken fuel gauge connector) \$2,623.52
Windstream Communications (phone service at Engineer's building, 1/7-2/6/18) \$13.67

TOTAL IRVM CLAIMS (4.9% of budgeted expenses of \$108,460) \$5,383.57

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9/17

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
(01000-06999):						
100-22-52	Salaries - Bargaining Unit Staff (\$483,995.20 @ 95%)				\$146,092.22	
	Administration (1 FTE)	\$33,684.72	73%	\$9,175.92		
	Environmental Education (5 FTE)	\$196,403.76	72%	\$54,286.16		
	Rangers (1 FTE) - SPR currently in Non-Bargaining \$	\$51,669.82	66%	\$17,383.42		
	Field Staff (6.0 FTE)	\$229,706.96	72%	\$65,042.16		
	Extra/salary adjustments	\$204.56	0%	\$204.56		
100-22-52	Salaries - Non-Bargaining Unit Staff (\$403,479.70 @ 95%)				\$85,729.82	
	Administration (2 FTE)	\$130,368.80	73%	\$35,014.24		
	Environmental Education (1 FTE)	\$55,739.58	73%	\$15,111.42		
	Rangers (2 FTE)	\$90,828.36	74%	\$23,857.48		
	Parks Superintendent (1 FTE)	\$54,699.16	80%	\$11,052.40		
	Extra/salary adjustments	\$694.28	0%	\$694.28		
100-22-53	Salaries - Extra Help (\$86,715)				\$36,282.17	
	Park Aides/ICU (4) 2,240 hrs x \$10.50--14 wks	\$25,200.00	51%	\$12,354.98		
	Park Aides/SRU (3) 1,800 hrs x \$10.50--15 wks	\$18,900.00	63%	\$6,974.62		
	Nat. Resource Aide (3) 1,800 hrs x \$10.75--15 wks	\$12,900.00	43%	\$7,296.74		
	Park Ranger Aide (1) 600 hrs x \$10.50--15 wks	\$6,300.00	63%	\$2,344.12		
	Summer Naturalists (2) 1040 hrs x \$10.50--13 wks	\$11,760.00	55%	\$5,294.60		
	Waterfront Aides (4 p-t) 594 hrs x \$9.00--15 wks	\$5,355.00	72%	\$1,473.74		
	Park Aide/ISU Research Park (1) 520 hrs x \$10.50--15 wks	\$6,300.00	91%	\$543.37		
104-22	Overtime Pay	\$5,000.00	88%	\$588.39	\$588.39	
106-22	Taxable Fringe Benefits	\$3,500.00	97%	\$112.68	\$112.68	
2000-110-22	FICA	\$74,100.00	59%	\$30,354.64	\$30,354.64	
2000-111-22	IPERS	\$80,000.00	61%	\$31,111.26	\$31,111.26	
2000-113-22	Employer's Flex Benefits	\$33,200.00	67%	\$11,114.40	\$11,114.40	
2000-114-22	Employee's Insurance	\$144,700.00	62%	\$54,503.25	\$54,503.25	
*****	Sub-total Salaries & Benefits	\$1,271,215.00	69%	\$395,888.83	\$395,888.83	
126-22	Conservation Board Expenses (\$2,500)	\$2,500.00	40%	\$1,499.72	\$1,499.72	

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9/17

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
215-22	Shop Supplies (\$8,100)					
	Miscellaneous shop supplies	\$6,000.00	80%	\$1,173.27	\$1,388.98	
	Tools & Equipment					
	1) Compound miter saw	\$900.00	100%	\$2.00		Completed 8/17
	2) Cabinet for flammable gas	\$1,200.00	82%	\$213.71		Completed 11/17
223-22	Environmental Education (\$49,630)				\$23,653.41	
	Public programming	\$13,000.00	88%	\$1,523.03		
	Wild Women of the Woods	\$1,000.00	63%	\$373.52		
	Spring & Fall Festivals	\$5,000.00	13%	\$4,368.81		
	Supplies, subscriptions	\$9,000.00	46%	\$4,841.22		
	Outreach events for invasive species training	\$600.00	0%	\$600.00		
	On-Cell fees	\$1,430.00	100%	\$5.00		
	Prairie Horizons newsletter	\$11,000.00	70%	\$3,341.83		
	Outreach media toolkit	\$7,000.00	0%	\$7,000.00		
	Lobby display update	\$300.00	0%	\$300.00		
	Metal rubbing plates for GPS	\$800.00	0%	\$800.00		
	Story Walk Project	\$500.00	0%	\$500.00		
232-22	Custodial Supplies (\$9,100)				\$4,787.12	
	Cleaning supplies for conservation center	\$5,300.00	47%	\$2,810.65		
	New equipment/repair	\$1,000.00	0%	\$1,000.00		
	Laundry services	\$2,000.00	62%	\$761.47		
	Pest Control	\$800.00	73%	\$215.00		
241-22	Equipment Parts and supplies (\$55,500)				\$27,776.54	
	General repairs - McF only	\$22,000.00	41%	\$12,926.58		
	Fire & security alarms	\$1,000.00	35%	\$652.60		
	Keyless entry & monitoring	\$1,000.00	125%	-\$252.68		
	Carpet replacement	\$18,000.00	95%	\$950.04		
	Duct replacement in MPR	\$8,000.00	0%	\$8,000.00		
	Solidyne upgrade - HVAC	\$5,500.00	0%	\$5,500.00		
250-22	Vehicle Fuels & Maintenance (\$65,300)				\$20,383.48	
	General Maintenance/repairs	\$30,000.00	63%	\$11,238.28		
	Vehicle fuel	\$35,300.00	74%	\$9,145.20		

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget-claims paid through 3/22; payroll paid through 3/9/17

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
260-22	Office/Administration (\$18,100)				\$12,052.93	
	Office supplies (including copier costs)	\$8,000.00	53%	\$3,750.64		
	Stationery supplies (Partners)	\$1,000.00	0%	\$1,000.00		
	Dues/memberships/subscriptions/notices	\$5,000.00	29%	\$3,543.29		
	ArcView license/maintenance fees	\$900.00	0%	\$900.00		
	ArcView additional license	\$1,200.00	0%	\$1,200.00		
	Transaction fees for on-line registrations	\$2,000.00	17%	\$1,659.00		
292-22	Recreational Supplies (\$5,500)				\$3,315.65	
	Supplies	\$2,500.00	39%	\$1,516.92		
	Food and provisions - HG Beach	\$2,000.00	53%	\$936.43		
	Canoe paddles	\$500.00	28%	\$362.30		
	Boat lift at Hickory Grove	\$500.00	0%	\$500.00		
294-22	Uniforms & Equipment (\$15,800)				\$717.97	
	Permanent staff (\$75-\$200/position)	\$2,500.00	37%	\$1,569.66		
	Summer staff t-shirts & hats	\$1,000.00	17%	\$832.20		
	Safety-toed shoes (10 staff @\$200)	\$2,000.00	42%	\$1,165.48		
	Law Enforcement Equipment:					
	Ammunition & targets	\$1,600.00	96%	\$57.36		completed
	Embroidered logos on uniforms	\$500.00	0%	\$500.00		
	Laptops; stands; cradle	\$6,300.00	184%	-\$5,306.73		+ other LE purchases
	Body camera	\$1,600.00	0%	\$1,600.00		
	Radio earpieces	\$300.00	0%	\$300.00		
308-22	Health & Safety (\$4,000)				\$1,150.11	
	Supplies, Hep B shots, drug tests, hearing tests	\$2,500.00	108%	-\$209.89		
	Equipment; CPR & safety training	\$1,500.00	9%	\$1,360.00		
383-22	Volunteer Management (\$4,300)				\$3,690.95	
	Supplies for recruitment & training	\$3,300.00	18%	\$2,690.95		
	T-shirts for volunteers	\$1,000.00	0%	\$1,000.00		
411-22	Marketing (\$5,500)				\$3,729.74	
	In-house brochures, advertising, memberships	\$3,200.00	55%	\$1,429.74		
	ISU Career Fair registration fee	\$300.00	0%	\$300.00		
	Partners magnets	\$200.00	0%	\$200.00		
	Advertising for festivals	\$1,800.00	0%	\$1,800.00		

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9/17

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
412-22	Postage & Mailing (\$4,000)	\$4,000.00	58%	\$1,698.28	\$1,698.28	
414-22	Communication Services (\$29,400)				\$7,673.81	
	Phone service at McFarland Park	\$9,600.00	70%	\$2,883.55		
	Phone service - add. ISU RP staff	\$240.00	0%	\$240.00		
	Phone service at Hickory Grove Park	\$1,200.00	78%	\$265.86		
	Boradband service for McFarland & Hickory	\$12,300.00	75%	\$3,080.04		
	Two-way radio service	\$2,600.00	88%	\$313.00		
	Internet service for Toughbooks	\$1,440.00	167%	-\$968.64		
	Internet service for NRS laptop	\$660.00	0%	\$660.00		
	IA Systems billing - electronic citations	\$1,200.00	0%	\$1,200.00		
422-22	Education & Training (\$11,110)				\$1,901.35	
	Permanent staff - \$500 x 19 staff	\$9,500.00	88%	\$1,125.71		
	All-staff training	\$1,500.00	17%	\$1,248.64		
	CDL & pesticide applicator training/testing fees	\$110.00	530%	-\$473.00		CDL testing (Home) - \$350
430-22	Utilities (\$76,020)				\$34,843.92	
	Water - McFarland & Dakins primitive	\$2,500.00	50%	\$1,248.71		
	Water & Sewer - Hickory Grove - after lift station	\$6,500.00	34%	\$4,315.23		
	Water & Sewer - Dakins Lake	\$6,000.00	16%	\$5,056.86		
	LP - CC, ranger residences, shops	\$8,250.00	1%	\$8,178.00		
	Electricity - McFarland Park	\$10,170.00	63%	\$3,730.22		
	Electricity - Indian Creek Unit	\$25,000.00	75%	\$6,266.39		
	Electricity - Dakins Lake	\$9,500.00	77%	\$2,223.50		
	Utilities - ISU Research Park	\$6,600.00	65%	\$2,325.01		
	Electricity - Trail lighting	\$1,500.00	0%	\$1,500.00		
440-22	Grounds Maintenance (\$81,750)				\$47,824.57	
	General maintenance	\$6,000.00	124%	-\$1,423.96		
	General maintenance - ISU RP	\$5,000.00	14%	\$4,301.97		
	Gravel	\$12,000.00	71%	\$3,450.67		
	Calcium chloride, Peterson & Hickory Grove	\$2,000.00	75%	\$500.00		
	Calcium chloride - Dakins	\$4,000.00	31%	\$2,750.00		2nd 2017 application
	Picnic table repairs, standing and ground grills	\$1,200.00	0%	\$1,200.00		
	Signs & posts	\$4,500.00	94%	\$290.05		
	Machinery Equip. Rental	\$750.00	91%	\$65.00		
440-22 (cont.)	Soil Cons./Tile Maint./Watershed cost share	\$4,200.00	11%	\$3,750.00		
	Chemicals	\$5,500.00	42%	\$3,216.07		

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/18/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9/17

ACCT NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
	Farm Operations (seed, shrubs, trees)	\$1,000.00	93%	\$71.01		
	Wildlife nesting structures	\$500.00	0%	\$500.00		
	Fencing, maintenance, & repairs	\$1,000.00	5%	\$952.62		
	Grounds Maintenance (continued)					
	1) Landscaping at H.G. flag pole	\$600.00	0%	\$600.00		
	2) Limestone trail expansion @ HG	\$2,500.00	100%	\$10.87		Completed Aug 2017
	3) Expand parking pads at Dakins	\$500.00	0%	\$500.00		
	4) Emerald Ash Borer plans for HG	\$3,500.00	0%	\$3,500.00		
	5) Improve roads at Dakins Lake	\$24,000.00	0%	\$24,000.00		
	6) Replace steps at Snow Bunting & McF	\$3,000.00	114%	-\$409.73		Completed Aug 2017
441-22	Building Maintenance (\$43,250)				-\$3,802.30	
	Cleaning and sanitary supplies	\$3,000.00	82%	\$529.92		
	Garbage service	\$18,000.00	92%	\$1,527.55		
	Portable toilet rentals	\$10,000.00	77%	\$2,330.00		
	Addl. supplies and garbage - Dakins Lake	\$1,500.00	43%	\$860.00		
	Building repairs/maintenance (general)	\$4,250.00	283%	-\$7,788.86		H2O heater - HG shop \$3650
	1) Alarm system at HG residence	\$1,500.00	23%	\$1,152.60		
	2) Concrete approach at ISU RP residence	\$500.00	368%	-\$1,341.78		Completed
	3) Finish basement at ISU RP residence	\$4,500.00	124%	-\$1,071.73		
444-22	Equipment Rent/Maintenance--copier lease/usage (\$0)	\$0.00	----	-\$2,238.75	-\$2,238.75	Budgeted in 260-22
471-22	Contractual Labor (\$62,540)				\$10,798.57	
	1) Hickory campgrnd attendant-\$240/wk x 30 wks	\$7,200.00	67%	\$2,400.00		
	2) Dakins campgrnd attendant-\$240/wk x 30 wks	\$7,200.00	62%	\$2,708.57		
	3) Sensitive Areas Inventory Update	\$26,250.00	62%	\$10,050.00		
	4) Water quality monitoring	\$3,500.00	270%	-\$5,950.00		+\$6,000 creel clerk
	5) CCI crew - replace steps	\$5,040.00	83%	\$840.00		Completed
	6) CCI crew - NRS work	\$5,040.00	83%	\$840.00		Completed
	7) CCI crew - maintain restoration projects	\$7,560.00	111%	-\$840.00		Completed
	8) Breeding bird survey at Carroll & Jordan	\$750.00	0%	\$750.00		
623-22	Taxes, Leases, Easements (\$150)	\$150.00	56%	\$66.00	\$66.00	

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9/17

ACCT NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
633-22	New Equipment (\$108,800)				\$90,884.60	
	1) New tractor - replace JD6310	\$56,500.00	0%	\$56,500.00		
	2) Rotary cutter - ICU	\$5,600.00	96%	\$222.60		Completed 10/17
	3) Rotary cutter - SRU	\$5,600.00	106%	-\$327.40		Completed 10/17
	4) Spray rig for HG truck	\$4,100.00	115%	-\$627.65		Completed 8/17
	5) Snow plow mount for pickup #8	\$2,000.00	94%	\$117.05		Completed 11/17
	6) New pickup - replace NRS truck	\$35,000.00	0%	\$35,000.00		
*****	Sub-Total Operating Expenses	\$660,190.00	55%	\$293,796.65	\$293,796.65	
	CAPITAL ACCOUNTS					
10210...	CONSERVATION LAND ACQUISITION (\$417,000)				\$417,000.00	
601-22	Jordan Acres (payments to INHF)	\$110,000.00	0%	\$110,000.00		
	Jordan Acres (IDNR Habitat Stamp)	\$307,000.00	0%	\$307,000.00		
10220...	OTHER CAPITAL PROJECTS					
610-22	Buildings & Equipment (\$300,380)				\$266,253.42	
	1) Praeri Rail Trail extension to Dakins Lake	\$207,380.00	0%	\$207,380.00		
	2) Hickory Grove residence garage	\$12,500.00	108%	-\$1,033.87		Completed
	3) Enclose pole shed - HG shop	\$17,500.00	0%	\$17,500.00		
	4) Kiosk and monuments - HG Park entrance	\$20,000.00	103%	-\$592.71		Completed
	5) Replace sidewalks -McF center	\$18,000.00	0%	\$18,000.00		
	6) HOINT - planning for paving Phase I	\$25,000.00	0%	\$25,000.00		
624-22	Watershed Improvement Hickory Grove				\$169,140.00	Amended 8/31/17 - +\$170K
	HG Shoreline Stabilization Project (Amended 8/31/17)	\$170,000.00	---	\$169,140.00		
625-22	Wildlife Habitat Grants				\$583.00	
	Wildlife Diversity Grant - Robison restoration project	\$3,300.00	82%	\$583.00		Completed 2/18
628-22	Water Trail Grants					
	Peterson Park & Cambridge Pond Access Improvements	\$46,414.00	35%	\$30,033.42	\$30,033.42	Amended 8/31/17
629-22	Fish Habitat Grants					
	Robison Wildlife Acres Pond	\$68,000.00	91%	\$6,242.82	\$6,242.82	Nearing completion - 1/18

FY18 CONSERVATION BUDGET UPDATE - AS OF 3/8/18; 72% of budget-claims paid through 3/22; payroll paid through 3/9/17

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
640-22	ISU Research Park				\$159,650.00	
	Stream mitigation - greenbelt park	\$159,650.00	0%	\$159,650.00		
*****	Sub-Total Capital Accounts	\$1,164,744.00	10%	\$1,048,902.66	\$1,048,902.66	
(23000)	REAP					
...223-22	REAP CEP Grants	\$0.00	---	-\$1,344.00	-\$1,344.00	Completed
...440-22	Grounds Maintenance (Dakins Lake Expansion)	\$0.00	---	\$0.00		
*****	Sub-Total REAP	\$0.00	0%	-\$1,344.00	-\$1,344.00	
(68000)	CONSERVATION ACQ. & CAPITAL PROJECTS				\$161,000.00	
...10210-610	Buildings & Equipment					
	1) Sewer Replacement Phases I, HG Park	\$161,000.00	0%	\$161,000.00		
*****	Sub-Total Conservation Reserve	\$161,000.00	0%	\$161,000.00	\$161,000.00	
(73000)	TRUST FUND					
...221-22	Myers Scholarship	\$0.00	0%	\$0.00	\$0.00	
...223-22	Env. Ed. Supply/Friends of Cons.				\$24,514.72	
	- Miscellaneous	\$50,000.00	58%	\$21,214.72		
	- Partners photo contest	\$300.00	0%	\$300.00		
	- Partners youth service projects	\$3,000.00	0%	\$3,000.00		
...10210-601	Land Acquisition (Jordan Family Wildlife Area)	\$40,000.00	0%	\$40,000.00	\$40,000.00	
...10210-610	Buildings & Equipment - HG showerhouse	\$72,000.00	99%	\$829.75	\$829.75	Completed/Amended 8/31/17
*****	Sub-Total Trust Fund	\$165,300.00	60%	\$65,344.47	\$65,344.47	
	TOTALS - FY18	\$3,422,449.00	43%	\$1,963,588.60	\$1,963,588.60	

FY18 IRVM BUDGET UPDATE - as of 3/8/18; 72% of budget--claims paid through 3/22; payroll paid through 3/9

ACCT NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	COMMENTS
(11000-06010):						
100-24-05	Salaries - Bargaining Staff	\$36,400	73%	\$9,961.60	\$9,961.60	
100-24-09	Salaries - Extra Help				\$7,070.11	
	- Summer 2017; Spring & Summer 2018	\$17,380	63%	\$6,469.12	---	
	- Drainage District (480 hrs)	\$5,280	89%	\$600.99	---	
100-24-52	Salaries - Staff	\$51,750	72%	\$14,739.67	\$14,739.67	
104-24	Overtime Pay	\$600	13%	\$524.06	\$524.06	
106-24	Taxable Fringe Benefits	\$970	66%	\$329.84	\$329.84	
110-24	FICA	\$8,700	69%	\$2,724.43	\$2,724.43	
111-24	IPERS	\$10,000	58%	\$4,232.29	\$4,232.29	
113-24	Employer's Flex Benefits	\$3,500	66%	\$1,175.20	\$1,175.20	
114-24	Employee's Insurance	\$7,890	61%	\$3,108.24	\$3,108.24	
	Sub-total Salaries & Benefits	\$142,470	69%	\$43,865.44	\$43,865.44	
202-24	Chemicals	\$6,000	89%	\$641.88	\$641.88	
204-24	Seed (\$26,000)				\$3,976.54	
	- 30 AC diverse seed mix (will apply for LRTF)	\$9,000	0%	\$8,972.14		
	- 10 AC permanent seed, cool season	\$2,000	106%	-\$123.80		
	- Mulch and tackifier, erosion control products	\$8,000	161%	-\$4,891.50		
	- Crop and stabilizer seed	\$1,000	98%	\$19.70		
215-24	Shop Supplies				-\$361.20	
	Tools and equipment	\$900	142%	-\$381.02		
	- Parts cleaning station	\$200	90%	\$19.82		
250-24	Vehicle Fuels & Maintenance (\$17,850)				\$181.73	
	Fuel - 2,250 gal. gas; 1,400 gal. diesel	\$8,850	68%	\$2,812.76		
	Repairs & maintenance	\$6,400	174%	-\$4,736.35		
	- hydroseeder tires, lights	\$2,000	7%	\$1,860.19		
	- JD25A flail mower--rebuild parts	\$300	97%	\$8.68		
	- 12V auxiliary hookup for pickup #50	\$300	21%	\$236.45		
260-24	Office Supplies				\$695.00	
	Educational materials, envelopes, letterhead	\$300	52%	\$145.00		
	1 ArcView, 1 ArcPad license	\$550	0%	\$550.00		

STORY COUNTY CONSERVATION - REVENUE BY MONTH - FY18

Description	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	YTD REVENUE	BUDGETED FY18
Land Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Bldg. Rents (MP Room)	\$930.00	\$285.00	\$850.00	\$110.00	\$700.00	\$0.00	\$870.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,270.00	\$5,000
Miscellaneous	\$40.80	\$27.00	\$4,338.90	\$32.55	\$381.79	\$916.30	\$1,550.00	\$78.86	\$0.00	\$0.00	\$0.00	\$0.00	\$7,366.20	\$6,000
State Payments (new category)						\$15,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$165,000.00	\$0
Other State Grants	\$0.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,550.00	\$0
Watershed Impr. (HG) - IDNR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Watershed Impr. (HG) - IDALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Env. Education Fees	\$662.50	\$5,014.75	\$5,373.25	\$1,081.75	\$1,084.00	\$72.50	\$432.25	\$777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,478.00	\$32,000
Boat Rentals	\$1,835.00	\$980.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,015.00	\$5,000
Rec. Fac. Rents (lodges/shelters)	\$51.00	\$395.00	\$325.00	\$120.00	\$270.00	\$0.00	\$470.00	\$85.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,716.00	\$4,650
Other Rec. Fees (Waterfront)	\$1,031.00	\$375.00	\$112.00	\$386.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,904.15	\$2,400
Firewood	\$219.00	\$189.00	\$354.00	\$105.00	\$93.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$250
Fuel Tax Refunds	\$0.00	\$2,952.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,952.45	\$3,000
Boat Titling Fees	\$240.00	\$140.00	\$125.00	\$55.00	\$45.00	\$40.00	\$40.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$1,000
Sub-total - Gen. Rev.	\$5,009.30	\$10,358.20	\$12,953.15	\$1,890.45	\$3,828.79	\$16,028.80	\$153,362.25	\$1,480.86	\$0.00	\$0.00	\$0.00	\$0.00	\$204,911.80	\$886,150
REAP per co/capita	\$0.00	\$0.00	\$0.00	\$28,774.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,774.00	\$37,500
REAP, interest	\$26.54	\$26.94	\$26.95	\$27.68	\$42.87	\$41.51	\$42.91	\$46.37	\$0.00	\$0.00	\$0.00	\$0.00	\$281.77	\$250
REAP - Other state grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,167.28	\$0.00	\$0.00	\$0.00	\$0.00	\$13,167.28	\$0
Sub-total - REAP	\$26.54	\$26.94	\$26.95	\$28,801.68	\$42.87	\$41.51	\$42.91	\$13,213.65	\$0.00	\$0.00	\$0.00	\$0.00	\$42,223.05	\$37,750
Camping - Hickory Grove	\$11,888.90	\$23,818.00	\$14,010.98	\$13,752.25	\$97.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,567.13	\$93,000
Camping - Dakins Lake	\$3,876.00	\$8,739.00	\$7,282.00	\$3,879.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,776.00	\$45,000
Camping - Other	\$14.00	\$100.00	\$74.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198.00	\$0
Sub-total - Cons. Resrv	\$15,778.90	\$32,657.00	\$21,366.98	\$17,641.25	\$97.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,541.13	\$138,000
FOC Donations-Misc.	\$350.00	\$348.23	\$3,080.00	\$600.00	\$4,600.00	\$5,148.00	\$1,005.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,131.23	\$15,000
FOC Donations-Leul Partners	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,000
Easements (new category)	\$655.00	\$1,015.00	\$485.00	\$2,655.00	\$1,395.00	\$1,760.00	\$2,420.00	\$1,685.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,070.00	\$17,000
FOC, Interest	\$406.07	\$400.39	\$386.76	\$400.60	\$1,172.64	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,240.41	\$4,000
Grants	\$0.00	\$3,250.00	\$3,625.00	\$1,999.00	\$414.39	\$386.19	\$402.69	\$443.32	\$0.00	\$0.00	\$0.00	\$0.00	\$29,605.00	\$0
Sub-total Trust Funds	\$1,411.07	\$5,013.62	\$7,576.76	\$5,654.60	\$28,313.03	\$7,319.19	\$3,827.69	\$2,128.32	\$0.00	\$0.00	\$0.00	\$0.00	\$61,244.28	\$151,000
TOT. CONS. REVENUE	\$22,225.81	\$48,055.76	\$41,923.84	\$53,987.98	\$32,281.69	\$23,389.50	\$157,232.85	\$16,822.83	\$0.00	\$0.00	\$0.00	\$0.00	\$395,920.26	\$1,212,900
							Stream Mkt-150,000	REAP CEP #2						
							WPP - \$12,000							
							Op RelLeaf- \$20,731							
							Water Trail- \$1,275							
							Op RelLeaf- \$21,476							
							Op RelLeaf- \$1,899							
							Dina Ltr Sm- \$4,000							
							REAP/cep- \$7,286							
							Op RelLeaf- \$3,3625							
							Op RelLeaf- \$1,899							
IRVM Miscellaneous	\$1,427.16	\$0.00	\$221.00	\$0.00	\$219.00	\$0.00	\$505.92	\$69.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,442.08	\$1,920
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Drainage Dist. Services	\$0.00	\$3,494.01	\$617.69	\$1,964.73	\$0.00	\$0.00	\$0.00	\$4,095.62	\$0.00	\$0.00	\$0.00	\$0.00	\$10,172.05	\$25,000
Other State Grants	\$2,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,040.00	\$16,280
Weed Violations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.76	\$100
Fuel Tax Refunds	\$0.00	\$710.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$710.91	\$1,000
TOT. IRVM REVENUE	\$3,467.16	\$4,204.92	\$838.69	\$1,964.73	\$219.00	\$110.76	\$505.92	\$1,164.62	\$0.00	\$0.00	\$0.00	\$0.00	\$15,475.80	\$44,300



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors

Through: Michael D. Cox, Director

From: Ryan M. Wiemold, Parks Superintendent

Date: March 13, 2018

Re: Consideration for Purchase of Trail Step Materials for Story County Conservation for \$4,377.05.

The attached sheets show prices for the purchase of materials be used for trail steps by Story County Conservation.

These materials will be used as staff, volunteers, and Conservation Corps of Iowa crews renovate existing steps on a soft trail at McFarland Park. This purchase was originally requested in the FY19 budget but was directed to be moved to Conservation's FY18 budget.

Staff urges your approval.

Please click to accept the shipping terms highlighted below.

Deliver from Store - Available as soon as 03/14/2018

[Learn More >](#)

Shipping Address

My Shipping Address Danny

Danny Simcox
56461 180th St
Ames, IA 50010-9451
5152322516
dsimcox@storycountyiowa.gov

[Edit this address >](#)

Total Shipping Charge: \$109.00

Deliver from Store – Your order will be delivered out of the ANKENY Menards store and is scheduled as a standard delivery to your driveway or garage. A Menards Team Member will contact you within 24 hours to discuss your delivery and additional delivery options available.

I accept the terms of delivery.

The shipping charges for this option include processing the order at the store and delivering the order to your driveway/garage. Please talk with a Team Member from the store if additional handling of the order is needed. Some additional fees may apply depending on where your order is to be placed, the items you have ordered, or special equipment that might be needed.

Deliveries are made during normal store hours. All efforts will be made to accommodate your preferred date and time of delivery.

Adequate access and sufficient area to place your order on level grade is your responsibility. Instructing the driver to unload materials in a place that is likely to damage concrete, lawns, or

Order Summary

Merchandise **\$4,058.60**

Subtotal:

Shipping Charges: **\$109.00**

Pretax Subtotal: **\$4,167.60**

2 Item(s)	Qty	Item Total
1/4" x 10" OWT...	40	\$599.60
6 x 6 x 12' Criti...	100	\$3,459.00
(Actual Size 5-1/2" x		

[Edit Cart >](#)

< Back

Continue

Preferred Date (optional)

My preferred delivery date would be:



mm/dd/yyyy

Selecting a Preferred Date does not guarantee we will be able to deliver that day. However, we will do our best to accommodate your preferred date.

get the truck stuck is a responsibility assumed by you, not the delivery service.

Items to be delivered:



1/4" x 10" OWT Timber Screws (10-Pack)
Qty: 40 | Edit



Deliver from Store
(Change)

11% Mail-In Rebate: \$1.65
\$533.64 after \$65.96 mail-in rebates



6 x 6 x 12' Critical Structural CCA Green Pressure Treated Timber (Actual Size 5-1/2" x 5-1/2" x 12')
Qty: 100 | Edit



Deliver from Store
(Change)

11% Mail-In Rebate: \$3.80
\$3,078.51 after \$380.49 mail-in rebates

Please note: We do not currently ship to addresses outside of the United States or to P.O. boxes. To complete an order on Menards.com, you must specify a valid U.S. street address as the shipping destination.

FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED >



Open until 9PM!
Ames Lowe's ▾

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Shopping Cart

Your purchase is always

Lowe's Of Ames, IA | [Change Store >](#)

120 Airport Rd., Ames, IA 50010

Print

Products in Cart	Select a Delivery Method	Quantity	Unit Price	Total
<p>Grip-Rite (Common: 0.5-in x 20-ft; Actual: 0.5-in x 20-ft) Steel Rebar Item #: 12140 Model #: REB1240</p>	<p>Store Pickup Available for pickup today.</p>	25	\$7.83	\$195.75
	<p>Lowe's Truck Delivery You'll be contacted to arrange your delivery</p>			
	<p>Parcel Shipping Currently unavailable for this order, check again soon. Sent by carriers like UPS, FedEx, USPS, etc.</p>			

Cart Summary

5% OFF EVERY DAY

OR

6 MONTHS SPECIAL FINANCING**

\$299 minimum purchase



[Get Details >](#)

Promotion Code

Subtotal	\$195.75
Estimated Sales Tax	\$13.70
Estimated Total	\$209.45

Items may remain in your cart for up to 30 days.

Need Help?
Call 1-800-445-6937



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors

From: Ryan M. Wiemold, Parks Superintendent

Date: March 6, 2018

Re: Consideration for Purchase of Trailer for Story County Conservation from Thomas Bus Sales for \$2,895.00.

The attached purchasing form shows prices for the purchase of a trailer to be used by Story County Conservation. This trailer will be used by staff and volunteers for service learning projects, trail workdays and volunteer led conservation efforts. This purchase was originally requested in the FY19 budget, but was directed to be moved to our current FY18 budget. We would like to purchase the trailer from Thomas Bus Sales for \$2,895 as they were the lowest price when collecting estimates.

Staff urges your approval.

STORY COUNTY CONSERVATION

PURCHASING FORM

Employee requesting bid: Ryan Wiemold _____

Item(s) description: 6' x 12' enclosed trailer. 3500 lb. axle, side door, 2" hitch, 2000 lb. jack, ramp back door, lockable doors, roof vent, LED lights.

Price quotes were received from the following firms:

Firm	Price/Quote
Thomas Bus Sales _____	\$2895 _____
Central Iowa Lawn Care _____	\$3300 _____
Doc Holl Trailers _____	NR _____

Comments: _____

The following firm was selected: Thomas Bus Sales

Purchase approved by: Ryan Wiemold



Date: 2/28/18 _____

Ryan M. Wiemold

From: Jeff Eubanks <jeubanks@thomasamerican.com>
Sent: Wednesday, February 14, 2018 2:01 PM
To: Ryan M. Wiemold
Subject: Re: Trailer Sales

Ryan,

We have a trailer like that with two side vents rather than a roof vent in stock for \$2895. We have others that are built a little heavier and are 6'6" interior height rather than 6' interior height on the lot for \$3250.00. If you require a roof vent we can order one in for an additional \$47.25. This would probably take 8-10 weeks to get. Thank you for the inquiry.

Jeff Eubanks
Thomas Bus Sales
5636 NE 14th St
1.800.362.2092
www.facebook.com/ThomasBusSales/

-----Original Message-----

From: Ryan Wiemold
Sent: Wednesday, February 14, 2018 1:56 PM
To: sales@thomasamerican.com ; jeubanks@thomasamerican.com
Subject: Trailer Sales

From: Ryan Wiemold <rwiemold@storycountyiowa.gov>
Phone: 515-232-2516
Address:
56461 180th St.
Ames IA 50010

Interested In: Trailer Sales

Comments: I am looking for a new enclosed trailer 6' x 12. 3500 lb axle, side door, 2" hitch, 2000 lb. jack, ramp back door, lockable doors, roof vent, LED lights. For Story County Conservation



**STORY COUNTY
CONSERVATION**

Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors

From: Ryan M. Wiemold, Parks Superintendent

Date: March 6, 2018

Re: Consideration for Purchase of Truck and Trade In for Story County Conservation from Karl Chevrolet for \$35,484.00.

The attached purchasing form shows quotes for a new truck, with trade in of existing county owned truck, to be used by Story County Conservation. This truck will be used by staff for hauling heavy equipment and a gooseneck trailer. This purchase was originally requested in the FY19 budget, but was directed to be moved to our current FY18 budget. We would like to purchase the truck, with trade in, from Karl Chevrolet for \$35,484.00 as they were the low quoter.

Staff urges your approval.

STORY COUNTY CONSERVATION

BID PURCHASING FORM

Employee requesting bid: Danny Simcox

Item(s) description: 1 TON DIESEL truck with dual rear wheels and standard 8 ft box.

Prices below reflect final cost after our 2005 Chevy 3500 trade value was subtracted from the actual price of the quoted truck.

Price quotes were received from the following firms:

Firm	Price/Quote
<u>Karl Chevrolet - new build</u>	<u>\$ 35,484</u>
<u>Ames Ford - new build</u>	<u>\$ 36,535</u>
<u>Ames Ford - in stock</u>	<u>\$ 42,082</u>
<u>Dewey Ford - in stock</u>	<u>\$ 41,547</u>
<u>Dewey Dodge - in stock</u>	<u>\$ 41,095</u>

Comments: The two lower bids reflect factory builds and the others are in-stock options we could have purchased immediately.

The following firm was selected:

Karl Chevrolet

Purchase approved by:  

Date: 3/1/18



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

The Story County Conservation Board is requesting bids for the purchase of a 4X4 dually 1 ton crew cab with an 8ft. box.

Note: A 2005 Chevy Silverado 3500 Regular Cab 4WD (VIN 1GCHK34UXE113010) with approximately 95,000 miles on it will be used as trade. This truck currently has an Eagle liftgate on it that will stay with the truck. This truck can be seen at the McFarland Park Shop, located at 56595 180th Street, Ames, Iowa, 50010.

Specifications:

- New model
- Color white
- 1 ton (minimum)
- Crew cab
- Dual rear wheels with all terrain tires
- Diesel Engine
- Max trailer weight of 20,000 lbs.
- Automatic transmission
- 4 wheel drive
- 8 ft. box
- Depressed hitch receiver with towing packages/7 pin style wiring
- Extended towing mirrors
- Front tow hooks
- Bench seats
- Power windows and locks
- Cruise control
- Front and rear bumpers
- A/C
- Front and rear splash guards
- All weather floor mats
- Engine brake OR built in brake controller
- Gooseneck trailer hitch
- Running boards
- Headache rack

Please submit all bids to our office at McFarland Park by 4:30 p.m. by February 26, 2018. Please contact Danny Simcox at (515) 443-5270 or Russ DeWall at (712) 358-0585 with any questions or to set up a time to view the trade in vehicle.



KARL CHEVROLET

Dennis Rudolph, Gov't / Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

[Fleet] 2018 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (20)

Quote Worksheet

	MSRP
Base Price	\$43,270.00
Dest Charge	\$1,295.00
Adjustments	\$0.00
Total Options	\$12,585.00
Subtotal	\$57,150.00
Govt and Karl Discount	(\$9,983.00)
Headache Rack	\$595.00
Subtotal Pre-Tax Adjustments	(\$9,388.00)
Less Customer Discount	(\$5,254.50)
Subtotal Discount	(\$5,254.50)
Trade-In	(\$6,523.00)
Excluded from Sales Tax	Subtotal Trade-In
	(\$6,523.00)
	Taxable Price
	\$42,507.50
Sales Tax	\$0.00
	Subtotal Taxes
	\$0.00
	Subtotal Post-Tax Adjustments
	\$0.00
	Total Sales Price
	\$35,984.50

Dealer Signature / Date

Customer Signature / Date

add \$500 to trade to leave lift.

35,484.50

*25.62%
discount*

IP At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 4931. Data Updated: Feb 14, 2018 10:55:00 PM PST.



Memorandum

To: Story County Board of Supervisors

Through: Michael D. Cox, Director

From: Ryan M. Wiemold, Parks Superintendent

Date: March 13, 2018

Re: Consideration for Purchase of UTV for Story County Conservation from Van Wall Equipment for \$13,400.

The attached purchasing form shows prices for the purchase of a UTV be used by Story County Conservation.

This UTV will be used around Hickory Grove Park and surrounding areas for various work including campground rounds, prescribed fire, chemical application, and hauling materials for project work. A 2009 Polaris Ranger will be traded in towards the purchase of the new John Deere XUV.

This purchase was originally requested in the FY19 budget but was directed to be moved to Conservation's FY18 budget. We would like to purchase the UTV from Van Wall Equipment as they submitted the lowest quote.

Staff urges your approval.

STORY COUNTY CONSERVATION
QUOTE PURCHASING FORM

Employee requesting quote: Beau Hoppe

Item(s) description: Replacement UTV, Trade-In 2009 Polaris Ranger 4x4 700 EFI

Price quotes were received from the following firms:

<u>Firm</u>	<u>Price/Quote</u>
John Deere VanWall	\$13,400
Bobcat of Ames	Non-responsive
Fenders Cycle of Ames	Non-responsive

Comments: Bobcat and Fenders were not able to meet specification that were requested resulting in non-responsive quotes. John Deere specs were greater than other competitors in horse power, payload, and bed size. These specs are important safety features for jobs entailing our UTV.

The following firm was selected: It is my recommendation that we award John Deere VanWall for the UTV bid.

Purchase approved by: Lucas Feilmeier

 3/7/18

Date: 3/7/18

— CALENDAR OF EVENTS —

Date	Time	Event	Location
FEBRUARY			
Thursday, February 1	1:30 p.m.	OASC Winter Hike	Heart of Iowa Nature Trail
Saturday, February 3	10:00 a.m.	Wild Tots: Winter Wonders	McFarland Park
Thursday, February 8	1:30 p.m.	OASC Winter Hike	Sleepy Hollow Access
Tuesday, February 6	11:00 a.m.	O.W.L.S.: Portraits of Nature in Iowa	McFarland Park
Monday, February 12	5:30 p.m.	Story County Conservation Board Meeting	McFarland Park
Thursday, February 15	7:00 p.m.	Environmental Literature Club: Part 1	Wheatsfield Co-op
Saturday, February 17	7:30 p.m.	Astronomers Meeting: Hubble Space Telescope	McFarland Park
Sunday, February 18	2:00 p.m.	Lotion Bars and Lip Balm	McFarland Park
Monday, February 19	Holiday	Story County Conservation Offices Closed	
Thursday, February 22	7:00 p.m.	Story County Trails Advisory Committee Meeting	McFarland Park
Saturday, February 24	10:00 a.m.	Cocoa Picasso	McFarland Park
Saturday, February 24	1:00 p.m.	Fermenting Foods	McFarland Park
Monday, February 26	6:30 p.m.	Diversify Your Landscape and Eat Your Yard	McFarland Park
MARCH			
Thursday, March 1	6:30 p.m.	Story County Conservation <i>Partners</i> Meeting	McFarland Park
March 5 - 23		Photo Contest Submission Period	McFarland Park
Tuesday, March 6	11:00 a.m.	O.W.L.S.: Iowa River Bones	McFarland Park
Monday, March 12	9:00 a.m.	Winging It Camp	McFarland Park
Monday, March 12	5:30 p.m.	Story County Conservation Board Meeting	McFarland Park
Thursday, March 15	7:00 p.m.	Environmental Literature Club: Part 2	Wheatsfield Co-op
Saturday, March 17	7:30 p.m.	Astronomers Meeting: Telescope Optics	McFarland Park
Thursday, March 29	7:00 p.m.	Story County Trails Advisory Committee Meeting	McFarland Park
Saturday, March 31	10:00 a.m.	Geocache Egg Hunt	McFarland Park
APRIL			
Tuesday, April 3	11:00 a.m.	O.W.L.S.: Aldo Leopold	McFarland Park
Monday, April 9	5:30 p.m.	Story County Conservation Board Meeting	McFarland Park
Thursday, April 19	7:00 p.m.	Environmental Literature Club: Part 3	Wheatsfield Co-op
Saturday, April 21	10:00 a.m.	Explore Your Outdoors: Insects	McFarland Park
Saturday, April 21	7:30 p.m.	Astronomers Meeting: Solar System in 3D	McFarland Park
Sunday, April 22	1:00 p.m.	Earth Day Hike	McFarland Park
Sunday, April 22	2:00 p.m.	Spring Wildflower Hike	Robison Wildlife Acres
Thursday, April 26	7:00 p.m.	Story County Trails Advisory Committee Meeting	McFarland Park
Saturday, April 28	1:00 p.m.	Trail Enhancement and Management Day	Robison Wildlife Acres

TRAIL ENHANCEMENT AND MANAGEMENT (TEAM) DAY

Saturday, April 28, 1 - 3 p.m.

Robison Wildlife Acres (29490 632nd Ave., Nevada)

Be a part of our TEAM and help make improvements to county trail systems. All volunteers are asked to wear long sleeves, pants, and sturdy, closed-toe shoes. Bring work gloves and a water bottle. Registration is required to ensure enough tools and refreshments for everyone. This day at Robison's will focus on trail trimming and grooming. Register by 4 p.m. on Thursday, April 26.



STORY COUNTY CONSERVATION BOARD BY-LAWS

ARTICLE I. ENABLING LEGISLATION

- 1.1 Chapter 350, Code of Iowa, is the governing authority, and the purpose, power, and duties, as defined and set forth in this chapter, controls the functions of the Conservation Board, its employees, and its facilities. Chapter 331, Code of Iowa, County Home Rule implementation, also applies when appropriate.

ARTICLE II. OFFICES

- 2.1 The principle office of the Story County Conservation Board created for this purpose is located at McFarland Park, 56461 180th Street, Ames, Iowa 50010-9451. The Board may determine other offices within Story County.

ARTICLE III. MEETINGS

- 3.1 The Story County Conservation Board holds a regular monthly meeting at the Story County Conservation Center at McFarland Park, Ames, Iowa, or at other times and places agreed upon by a majority of board members.
- 3.2 Special meetings of the board may be called by the chair upon contacting members no less than 24 hours prior to the meeting. A special meeting can be called by the chair upon the request of any three members of the board.
- 3.3 The board meetings are public meetings and conform to the Open Meetings Law, Chapter 21, Code of Iowa. Public notice will be given of the time, date, and place of the meeting and its tentative agenda. Reasonable notice of the meeting will be given to the media and posted on the official bulletin board at the county administration building.
- 3.4 Written notice stating the place, day, and hour of any meeting of the board will be mailed or electronically transmitted to each member not less than 24 hours before the date and time of the meeting.
- 3.5 The board chair or designee prepares an agenda and has it in the hands of the board members at least 24 hours prior to the board meeting.
- 3.6 Three members personally present and eligible to vote at any meeting of the members, or in the case of extreme circumstance, present through telephone or video conference constitutes a quorum.
- 3.7 Board meetings are conducted using Robert's Rules of Order.

- 3.8 Detailed board meeting minutes are taken by administrative staff or an appointed designee and signed by the recording secretary. Copies of these minutes are distributed to the board members prior to the next board meeting. Upon approval by the board, a copy of the minutes with the board chair's signature is forwarded to the Story County Board of Supervisors.

ARTICLE IV. BOARD OFFICERS

- 4.1 At the January meeting each year a chair, a vice-chair, and a secretary will be selected by the board members. These members serve as officers of the board for a twelve month period or until their successors qualify and are elected. No chair holds that office more than two consecutive terms. However, under extenuating circumstances, the Story County Conservation Board may elect officers to a third term by 80% vote of the total board.
- 4.2 A vacancy in any board office due to death, resignation, or other cause will be filled by the majority vote of the board for the unexpired portion of the term.
- 4.3 The chair as the principle officer of the board and consistent with board policy, supervises the business and affairs of the board. Chair responsibilities include presiding at all official meetings and conducting them in a businesslike fashion; representing the board at public hearings; and signing official documents when authorized by the board. The chair conducts the director's annual performance evaluation with input from the board members. Upon completion of the evaluation and discussion with the director, a copy of the performance evaluation is submitted to the Story County Director of Human Resources to be placed in the director's personnel file.
- 4.4 The vice-chair serves in the capacity of chair in the chair's absence and, when so acting, has all the powers of, and all the restrictions of the chair. The vice-chair performs other duties as assigned by the chair or by the members of the board.
- 4.5 The secretary leads the board in the absence of the chair and vice-chair and serves as the presiding officer in the absence of the other two. The duties of the board secretary may be delegated and appointed to administrative staff to serve the board; prepare the minutes of each meeting and verify their correctness; ensure all notices are provided in accordance with the provisions of these by-laws or as required by law; be custodians of the official documents of the board; and file the minutes of each meeting with the board of supervisors.

ARTICLE V. PERSONAL EXPENSES - REIMBURSEMENT

- 5.1 Actual and necessary expenses incurred in the performance of official duties as board members and staff members are paid from the conservation fund. Actual and necessary travel with a personal vehicle is reimbursed at the maximum rate provided in Section 70A.9, Code of Iowa or as amended by the Iowa Legislature.

ARTICLE VI. DIRECTOR DUTIES

6.1 A director is employed to be responsible to, and serve at the pleasure of, the board according to Chapter 350.4 of the Code of Iowa.

6.2 The principle duties of the director shall include:

- Report to the board at each regular meeting on field operations, administrative activities, and the financial status of the board.
- Annually outline and recommend to the board a program of administrative development, maintenance, and operations for each budgetary year, including an estimate of costs presented to the board at a regular meeting prior to the annual county budget hearing.
- Represent, present, and explain the budget, as approved by the conservation board, to the board of supervisors at each annual budget hearing.
- Employ and fix the compensation of assistants and employees with board approval and (350.4[G]) as necessary for carrying out Chapter 350 of the Code of Iowa. Conduct annual performance evaluations for all county conservation employees and assistants.
- Negotiate collective bargaining agreements for conservation employees.
- Enforce local and state laws on areas under the custody, control, and management of the board when designated by the Story County Conservation Board as peace officers, pursuant to Section 350, Code of Iowa. The director and other employees will have enforcement qualifications established in Chapter 80B of the Code of Iowa.
- Direct field staff in maintaining county conservation property and conducting educational activities.
- Develop, submit, and update for county conservation board approval comprehensive site development plans.
- Provide updates of the county comprehensive plan and county strategic plan for approval by the board.
- Represent the board in land acquisition negotiations and insure all necessary legal and reasonable steps are followed.
- Keep well informed on trends, procedures, and philosophies in conservation and outdoor recreation; environmental education, the design and development of park facilities; the preservation and rehabilitation of natural resource areas; local, state, and national conservation programs affecting natural resources and human use of these resources; and periodically report to the board the results of research and

investigation in the above mentioned areas.

- Ensure that county, state, and federal statutes are adhered to in all board activities.
- Represent the board at public meetings as an individual or in conjunction with board members.
- Attend regional and statewide county conservation meetings when authorized by the board, and report to the board on the proceedings.

ARTICLE VII. EXPENDITURE OF FUNDS

- 7.1 Upon approval of the annual budget by the conservation board, staff, with the approval of the director, may expend designated funds in the board budget.

Pursuant to Iowa Code 23A.3, in all purchasing decisions regarding goods or services, Story County Conservation first considers using locally owned businesses located within the county if the cost and other considerations are relatively equal. However, Story County Conservation reserves the right to purchase items outside of Story County if products or services needed are not readily available in the county, or if a product or service meeting all specifications can be purchased at a considerable cost savings outside the county.

- 7.11 The board may designate funds for refreshments, training, tokens of appreciation, and/or other means to recognize volunteers, as they help Story County Conservation achieve its mission.
- 7.20 Expenditures over \$5,000 are made on a basis of at least three quotes from qualified firms or suppliers. Bid forms with staff recommendations are reviewed and approved by the director. All bid forms are kept on file as part of the official board proceedings. Approval of purchases over \$1,000 not listed in budgeted line items are proposed and discussed at legal meetings of the board.
- 7.21 All purchasing transactions are conducted in a manner to provide to the maximum extent practical competition. However, if open and free competition is not used, sole-source justification is provided with the purchase. The justification includes a description of the rationale for purchasing non-competitively, such as lack of legitimate competitors, time constraints, or other factors.
- 7.3 Unbudgeted purchases by staff on single items totaling \$500 or more requires prior approval by the director.
- 7.4 The director, or appointed representative, is authorized and empowered to act for the board in receiving, opening, and recording bids on "public improvements," but any public hearing required for these improvements must be held at a regular or special board meeting.

7.5 The purchase of land is excluded from the requirements of this article, but land purchase options must be considered by the board at a regular or special meeting, and approval of at least three board members is required for acceptance. Procedures for land acquisition shall conform to statutory requirements.

ARTICLE VIII. ANNUAL REPORTS

8.1 An annual report of the board's activities ending June 30 of each year, together with a financial statement, is prepared annually by the board and staff. This report includes recommendations to accomplish the objectives and purposes of the board as stated in Chapter 350 of the Code of Iowa. After approval of the report by the board, it is filed with the board of supervisors.

ARTICLE IX. ACTIONS OF MEMBERS

9.1 Each member of the board by their actions, remarks, statements, and other public expressions and conduct, promotes the purposes of the board.

ARTICLE X. REVIEW AND AMENDMENTS

10.1 These by-laws are reviewed by the conservation board each year. Amendments may be proposed at any regular meeting with two readings required before adoption by the board. Adoption of amendments requires approval of at least three board members.

ARTICLE XI. EX-OFFICIO MEMBERS

11.1 Consistent with Chapter 350, Code of Iowa, the Story County Conservation Board may include a non-voting ex-officio member from the board of supervisors. This seat is not one of the five voting member seats identified in Chapter 350.

- Approved by the Story County Conservation Board March 20, 1990
- Reviewed and approved January 1991, February 1992, January 1994, January 1995, January 1997, March 1998, March 1999, November 1999, November 2000, March 2002, January 2003, January 2004, January 2005, January 2007, February 2008, April 2009, March 2010, March 2011, March 2012, June 2013, June 2014, March 2015, March 2016, March 2017, **March 2018**

Story County Conservation

SAFETY AND HEALTH MANAGEMENT POLICY

Origination Date: March 3, 1998

Revised: December 2000; April 2002; Feb. 2003; Mar. 2004;
Feb. 2006; Feb. 2007; Feb. 2008; April 2009; March 2010; March 2012
May 2014; May 2015; March 2017, [March 2018](#)

Table of Contents

SECTION 1 - PURPOSE AND SCOPE	3
1.1 - Introduction.....	3
1.2 - Responsibilities	3
1.3 - Employee Orientation	3
1.4 - Identification	4
1.5 - Volunteers	4
1.5 - Safety Committee.....	4
SECTION 2 - PERSONAL PROTECTIVE EQUIPMENT	5
2.1 - Introduction.....	5
2.2 - Head Protection.....	5
2.3 - Hearing Protection	5
2.4 - Eye and Face Protection.....	5
2.5 - Arm, Hand, and Skin Protection	6
2.6 - Foot Protection	6
2.7 - Respiratory Protection	6
2.8 - Life Preservers	7
2.9 - Bullet-Proof Vests.....	7
2.10 - General Protection when Working in Right-of-Way	7
SECTION 3 - MOTOR VEHICLE OPERATION	7
3.1 - Driver's License Requirements.....	7
3.2 - Motor Vehicle Insurance Coverage	8
3.3 - Motor Vehicle Operation	8
3.4 - Vehicle Accidents	9
SECTION 4 - MACHINERY AND MECHANIZED EQUIPMENT OPERATION.....	9
4.1 - General.....	9
SECTION 5 - HAND TOOLS AND POWER TOOLS.....	10
5.1 - General.....	10
5.2 - Defective Tools.....	10
5.3 - Electrical	10
5.4 - Storage	10
SECTION 6 - BRUSH CUTTING, TREE TRIMMING, AND CHIPPING	10
6.1 - General.....	10
SECTION 7 - PESTICIDE APPLICATION AND PRESCRIBED BURNING SAFETY	11
7.1 - Pesticide Application	11
7.2 - Prescribed Burning Safety and Open Burns	11
SECTION 8 - WORKPLACE EMERGENCIES	12
8.1 - Guidelines for Workplace Emergencies.....	12
8.2 - Agencies Designated to Respond to an Emergency	12
8.3 - Lines of Authority	12
8.4 - Incident Command.....	13
8.5 - Liaison to Emergency Response Services.....	13
8.6 - Public Information Officer	13
8.7 - Employer Duties	13
8.8 - Reporting Workplace Emergencies	13
8.9 - Fires	14

8.10 – Evacuation Procedures	15
8.11 – Confined Space	15
8.12 – Hazardous Material	15
8.13 – Tornadoes and Severe Weather	16
8.14 – Bombs	16
8.15 – Criminal Acts/Workplace Violence	17
SECTION 9 - SANITATION AND HOUSEKEEPING	17
9.1 - Sanitation	17
9.2 - Housekeeping.....	18
SECTION 10 - SAFETY EDUCATION AND TRAINING	18
10.1 - General.....	18
10.2 - Responsibilities	18
10.3 – All Staff Training	18
10.4 Job Specific Training	19
SECTION 11 - EMERGENCY MEDICAL CARE/FIRST AID	19
11.1 - General.....	19
11.2 – First Aid Kits	19
11.3 – Automatic External Defibrillators	20
11.4 – Employee Response to an Injured Person	20
11.5 – Infection Control	20
SECTION 12 - OCCUPATIONAL INJURY/ILLNESS REPORTING	20
12.1 - Accident Investigation	20
12.2 – Employee Injury/Illness Reporting Guidelines	21
12.3 - Workers Compensation Insurance Coverage	21
12.4 – Non-Employee Injury/Incident Report Form	21
12.5 – Vehicle Accident Report Forms	21
SECTION 13 – CHILD SAFETY	22
13.1. - General.....	22
13.2 - Emergency procedures for Injuries or Medical Emergencies.....	22
13.3 - Treatment for a Sick Child.....	22
13.4 - Inclement Weather	22
13.5 - Discipline and Dismissal.....	22
<u>A - Story County Conservation Respiratory Protection Program</u>	<u>25</u>
<u>B - Story County Conservation Center Fire Escape Plan.....</u>	<u>31</u>
<u>C - McFarland Park Shop Fire Escape Plan</u>	<u>32</u>
<u>D - Hickory Grove Shop Fire Escape Plan</u>	<u>33</u>
<u>E - Hickory Grove Beach House Fire Escape Plan.....</u>	<u>34</u>
<u>F - IRVM Shop Fire Escape Plan</u>	<u>35</u>
<u>G - Story County Conservation Center Severe Weather Plan.....</u>	<u>36</u>
<u>H - McFarland Park Shop Sever Weather Plan.....</u>	<u>37</u>
<u>I - Hickory Grove Park Shop Severe Weather Plan</u>	<u>38</u>
<u>J - Hickory Grove Beach House Severe Weather Plan</u>	<u>39</u>
<u>K - IRVM Shop Severe Weather Plan.....</u>	<u>40</u>
<u>L - OSHA & County Training Required by Job Type</u>	<u>41</u>
<u>M - First Aid Kit Contents</u>	<u>42</u>
<u>N - Non-Employee Accident Report</u>	<u>43</u>
<u>O - Story County Vehicle Accident Form.....</u>	<u>44</u>
<u>P - Immediate Supervisor's Accident Investigation Report</u>	<u>48</u>

SECTION 1 - PURPOSE AND SCOPE

1.1 - Introduction

The personal safety and health of each employee is important to Story County Conservation (SCC). This document establishes health and work safety guidelines performed by SCC and consistent with OSHA including provisions for the systematic identification, evaluation, and prevention or control of general, specific, and potential workplace hazards. Any deviations from this plan must be approved by the Director. This plan is applicable to all SCC employees and volunteers to:

- A. Provide for the personal safety and health of each employee,
- B. Provide for the safety of the public served in connection with operations and facility use,
- C. Provide efficient use of resources to support SCC's mission.

The SCC Safety and Health Management Policy includes education, inspection, analysis, and enforcement activities promoting on-the-job, vehicular, and recreational safety. The policy is not intended to cover every work situation. It gives guidance to the employee and sets minimum expectations. No maintenance, office, program, or traffic function of SCC justifies a compromise of employee or public safety.

1.2 - Responsibilities

It is the responsibility of managers and supervisors to thoroughly understand and observe this safety and health management policy to prevent accidents and reduce production losses. Managers and supervisors are responsible for instructing personnel in safe practices in work situations. Managers and supervisors enforce safety standards and requirements in this policy to the utmost of their ability and authority (~~see SCC Personnel Policy, Section III. L. Health and Safety~~). Supervisors act positively to eliminate potential hazards in their units and work activities. Supervisors ensure appropriate periodic safety inspections are conducted of all facilities and structures in their units, and maintain a permanent file of these inspections. ~~Dated and signed inspection forms are reviewed on a quarterly basis by the safety committee and/or the director.~~

It is the responsibility of the employee to understand and comply with guidelines established in this safety and health management policy to prevent injury or damage to themselves, others, equipment, or property. The employee must ask for assistance with questions or concerns about safety. When safety hazards are encountered and not covered in this policy, the employee obtains instructions from his/her supervisor before proceeding.

1.3 - Employee Orientation

New employees are not assigned to work activities ~~without receiving verbal, video, or written orientation advising them of job safety and accident prevention including, but not limited to:~~

- ~~A. Sexual harassment and discrimination~~
- ~~B. Bloodborne pathogens~~
- ~~C. Fire extinguisher training and locations~~
- ~~D. Fire exit locations and protocol~~
- ~~E. Tornado/severe weather shelter location and protocol~~
- ~~F. First aid kit and AED locations~~
- ~~G. Personal protective equipment~~
- ~~H. Company Nurse procedures~~

~~I. Hazard communication training—prior to completing the onboarding process with Story County Human Resources.~~

1.4 - Identification

Story County requires all permanent employees to wear an identification badge at all times while at work in designated county facilities. Identification badges are issued the first week of employment. Wearing an identification badge properly helps improve safety and security for employees:

- A. Wear the SCC identification badge at work in county facilities or on county business, unless an exception is granted by the Director.
- B. Wear the badge in plain view.
- C. Report a lost identification badge to the supervisor immediately.
- D. Return found identification badges to the supervisor immediately.
- E. Use an Access Authorization Form to acquire a new or replacement badge.
- F. Return the badge to the supervisor if the employee leaves Story County employment, transfers to a different department, or begins an extended leave of absence.
- G. Surrender the badge to the supervisor upon request.
- H. Do not alter the identification badge or apply adornments. The information and photograph cannot be obstructed.

1.5 – Volunteers

~~All SCC volunteers in any capacity are required to participate in proper training for equipment used on each occasion. **Exception: Volunteers cannot operate SCC chainsaws, chippers, and powered brush cutters.** This training is offered at the beginning of each volunteer event by qualified SCC staff. Volunteers missing training do not operate SCC equipment until proper training is received. Training participation is documented by the training leader. Each fiscal year, every volunteer must complete a NonStatutory Volunteer Insurance Form from IMWCA to document training and accept the insurance coverage prior to volunteering. Those persons not completing the form do not volunteer. Volunteers under the age of 18 must have the NonStatutory Volunteer Insurance form signed by a parent. The event leader submits all NonStatutory Volunteer Insurance Forms and a *Volunteer Project Hours* list to the SCC Outreach Coordinator after the event. Persons under the age of 18 are not be allowed to use any type of power tool or drive SCC vehicles.~~

~~**Volunteers are to follow all safety guidelines required of paid SCC employees outlined in the remainder of this document, with the exception of section 3.2).**~~

1.5 - Safety Committee

To establish direct communication between employees and administration about health and safety, SCC established a safety committee. The committee consists of, but is not limited to, one person from: Indian Creek Unit, Skunk River Unit, Environmental Education, Integrated Roadside Vegetation Management (IRVM), and Administration. The committee chair is appointed by the Director. The safety committee:

- A. Organizes, conducts, and documents safety and health training sessions.
- B. Reviews all accident reports.
- C. Makes recommendations for safety and health procedure and policy changes.

SECTION 2 - PERSONAL PROTECTIVE EQUIPMENT

2.1 - Introduction

Federal Law 1926.28(a) states the employer is responsible for requiring the use of appropriate personal protective equipment in all operations with an exposure to hazardous conditions or such equipment is needed to reduce the hazard for employees. Equipment including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields and barriers, are provided and maintained in a reliable, sanitary condition by SCC employees and replaced as appropriate. Personal protective equipment is not used as a substitute for engineering, work practice, and/or administrative controls. Personal protective equipment is used in conjunction with these controls to provide a safe and healthy workplace for employees.

2.2 - Head Protection

Employees engaged in or near brush cutting with power equipment, overhead tree trimming, or chipping operations are required to wear brush helmets (OSHA 1910.266 (d)(1)(vi)).

2.3 - Hearing Protection

Employee exposure to high noise levels (an 8-hour time-weighted average of 85 decibels or a dose of fifty percent i.e. action level) can cause hearing loss or impairment. The prevention of excessive noise exposure is the only way to avoid hearing loss. Story County Conservation offers audiometric testing for permanent staff regularly exposed to high noise levels at no cost to the employee (OSHA 1910.95). A baseline audiogram is established within the first month of an employee's first exposure at or above the action level, and conducted annually thereafter. Whenever it is not feasible to reduce noise levels or exposure duration, ear protective devices are required to be worn. Hearing protection is required to be worn while operating any equipment or and power tools, that-exceeds 85 decibels. ~~including, but not limited to the following equipment:~~

- ~~A. Tractor~~
- ~~B. Chain saw~~
- ~~C. Brush chipper~~
- ~~D. All riding mowers~~
- ~~E. Shop equipment (radial arm saw, etc.)~~
- ~~F. Rental equipment (i.e. backhoe, trencher, crawler, jackhammer)~~
- ~~G. Hydroseeder~~

2.4 - Eye and Face Protection

Face and eye protection are provided and required to be worn for any task where possible injury may occur without this protection.

- A. Safety goggles or safety glasses that meet ANSI Z87.1 and wrap around or protect the temple area or full-face shields are required to be worn when performing, but not limited to, the following:
 1. Grinding or cutting with power tools
 2. Chipping, scraping or scaling paint, rust, or other materials
 3. Air-cleaning operations
 4. Chipping or breaking concrete
 5. Loading/mixing herbicides
 6. String trimming or brush cutting
 7. Chain saw or chipping operations

Prescription safety glasses may be obtained by employees who wear prescription corrective lens at the employee's expense. If prescription safety eyewear is not purchased, then employees who wear eyeglasses are required to wear goggles or a face shield when performing the above tasks. Story County Conservation is not responsible for any personal eyewear damaged, broken, or lost by the employee while on the job.

- B. Welding helmets with proper filter lenses (#8) are required in all electric welding operations.
- C. Welding goggles with proper filter lenses (#4) are required for all gas welding or oxygen cutting operations.
- D. Proper eye protection meeting the minimum filter lenses (#2 for soldering or #3 for brazing) is required for all torch operations.

2.5 - Arm, Hand, and Skin Protection

- A. Hand protection is provided and required to be worn (OSHA AFR 1910.138) whenever there is exposure to hazards including, but not limited to the following:
 - 1. skin absorption of harmful substances
 - 2. severe cuts or lacerations
 - 3. severe abrasion
 - 4. punctures
 - 5. chemical burns
 - 6. thermal burns
 - 7. harmful temperature extremes
- B. Where toxic substances, poisonous plants, or flying debris could come in contact with hands, arms, or skin, employees are required to wear:
 - 1. The necessary personal protective equipment provided by SCC.
 - 2. Long pants and a long-sleeved shirt. Clothing should not be exceptionally loose or baggy to cause a threat of becoming tangled in tools or equipment.

2.6 - Foot Protection

Employees are required to wear protective footwear complying with ANSI Z41-1991 or demonstrated by the employer to be equally effective (OSHA AFR 1910-136) when working in areas where there is a danger of foot injuries.

Each permanent employee who is required to wear safety-toed footwear shall be allowed up to \$200.00 per year for the purchase of safety-toed footwear. Receipts must be submitted by June 1 of each year for reimbursement. New employees who begin their employment after June 1 but prior to December 1 shall be entitled to reimbursement in the full amount of \$200.00. New employees who begin their employment after December 1 but prior to June 1 shall be entitled to reimbursement in the amount of \$100.00.

2.7 - Respiratory Protection

Story County Conservation provides respiratory protection including dust masks and respirators for employees to wear ~~Respirators are provided and required~~ when ~~employees are~~ exposed to air contaminated with harmful dust, fumes, sprays, or vapors. ~~Story County Conservation provides respirators applicable and suitable for the purpose intended. Respirators are required, but not limited to:~~

~~A. Spray painting (aerosol)~~

- ~~B. Equipment sanding~~
- ~~C. Seed cleaning~~
- ~~D. Chemical application (if required by the label)~~
- ~~E. Hydroseeding (dependent on type of mulch being used)~~

See Story County Conservation Respiratory Protection Program for complete policy (APPENDIX A).

2.8 - Life Preservers

Employees working over or near water where the danger of drowning exists shall wear U.S. Coast Guard approved flotation devices. Story County Conservation provides and maintains these approved devices.

2.9 - Bullet-Proof Vests

Bullet-proof vests are provided by SCC for law enforcement personnel. (See Law Enforcement Handbook.)

2.10 – General Protection when Working in Right-of-Way

Employees working in road right-of-way will wear ANSI Class 2 garments designed for workers in traffic zones exceeding 25 miles per hour and ANSI Class 3 garments designed for workers in traffic zones exceeding 50 miles per hour. These high visibility vests are provided by SCC.

SECTION 3 - MOTOR VEHICLE OPERATION

3.1 - Driver's License Requirements

- A. All operators of SCC vehicles or equipment must be at least 18 years old and have a valid motor vehicle license.
- B. If the employee's job description requires operation of vehicles or equipment operated by a licensed operator, the employee must possess the special licenses required (i.e. commercial driver's license, chauffeurs license). Story County Conservation will pay the fee for employees to receive the required endorsements.
- C. If an employee has a suspension or revocation imposed on their driving privileges for any reason, the employee will be relieved of all duties requiring operation of vehicles with a valid license. The employee is responsible for notifying supervisors of changes in driving privileges.
- D. Pre-employment and annual verification of employees' driver's licenses will be conducted through visual inspection and formal Department of Motor Vehicles review checks by Human Resources or a specific individual within an office/department designated by the director. Administrative staff shall keep a log of the driver's license checks with the following information:
 - 1. Date
 - 2. Employee
 - 3. Results

The director will be notified of any license suspensions, revocations, etc. in order for appropriate action to be taken.

3.2 - Motor Vehicle Insurance Coverage

- A. Employees who use their personal vehicles to perform County business as part of their employment duties must provide proof of personal vehicle insurance coverage indicating a minimum limit of liability coverage in the amounts of:
 - 1. Bodily Injury Each Person: \$100,000
 - 2. Bodily Injury Each Accident: \$300,000
 - 3. Property Damage Each Accident: \$100,000
 - 4. Or/Combines Single Limit: \$300,000
- B. Supervisors are responsible for obtaining proof of coverage before allowing an employee to utilize his/her personal vehicle for official County business. The supervisor will be responsible for tracking how often to request proof of coverage documentation based on the coverage period stated on the insurance card (annual, semi-annual, etc.) and notifying the director if insurance is not intact. Proof of coverage will be kept in the employee's personnel file located in the administrative office.

3.3 - Motor Vehicle Operation

- A. The safety and well-being of our employees is of critical importance to our organization. Activities which would require drivers to take both hands off of the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while the vehicle or equipment is in motion. This list is not intended to be all inclusive, but to be used as a guideline as to what would be inappropriate.
 - 1. Use of a hand-held cell phone
 - 2. Texting or e-mailing with a cell phone, PDA or any other electronic device
 - 3. Operating laptops, televisions, tablets, portable media devices or GPS devices
 - 4. Use of radio or stereo headphones/earbuds
 - 5. Use of electronic games
 - 6. Use of a device in violation of any applicable local ordinance, state or federal statute
 - 7. Putting on make-up and/or reading any type of document, printed or electronic
- B. Employees are expected to follow all driving laws, safety rules and avoid confrontational or offensive behavior while driving. Hands-free cell phone use, while driving, may be warranted in unusual or emergency circumstances and should be of limited time in nature. Extended cell phone conversations need to be held with the vehicle parked in a safe and legal parking area.
- C. All drivers or passengers in SCC vehicles must wear seat belts at all times as required by law.
- D. All drivers have knowledge of and strictly observe traffic laws.
- E. Vehicles are operated within the legal speed limits at all times and at lower speeds where conditions warrant.
- F. Drivers operate vehicles by taking into consideration weather conditions, road conditions, and other circumstances affecting safe operation of vehicles.
- G. Good judgment is used to assure vehicles are properly parked to avoid vehicle accidents and/or property damage.
- H. When backing, the driver visually checks to make certain the area is clear prior to backing or maneuvering the vehicle.
- I. When fueling any assigned vehicle, the driver conducts a trip check/inspection of the vehicle, including engine compartment fluid levels.
- J. Amber warning lights (not hazard) are used while working within Story County right-of-ways.
- K. When towing trailers or using a pick-up bed to haul equipment, the driver of the unit is responsible for appropriately securing loads.

3.4 - Vehicle Accidents

If there is an incident involving county equipment or a county vehicle use the following procedures:

- A. Assess the situation and stop as close to the scene of the incident as safely as possible. If possible, move away from the traveled portion of the roadway.
- B. Arrange for emergency medical treatment if needed.
- C. Notify the Story County Sheriff's Office if damage exceeds \$500 or there is a personal injury or fatality.
- D. If other vehicles are involved in the incident, always exchange names, driver's license numbers and vehicle license numbers with the other parties involved.
- E. Offer no information regarding the responsibility for the incident.
- F. Employees involved shall remain at the incident scene until released by the supervisor or the investigating law enforcement agency.
- G. The driver of the county vehicle must report the incident to his/her supervisor as soon as possible. The supervisor shall ensure that all incident procedures are observed and required forms and reports are completed (see Section 11.3).

SECTION 4 - MACHINERY AND MECHANIZED EQUIPMENT OPERATION

4.1 - General

Before machinery or mechanized equipment is used on the job, it is inspected and tested for safe operating condition and approved as appropriate for the intended use. The following safety rules apply to operators of SCC equipment:

- A. Machinery and mechanized equipment are operated by authorized and trained personnel.
- B. All machinery being operated on park and public roads at speeds of 25 miles per hour or less will display a Slow Moving Vehicle emblem. When machinery is transported on a trailer, Slow Moving Vehicle emblems will be covered or removed.
- C. An audible backup warning device which operates automatically when moving in a backward motion is installed and operational on all dump trucks, snow plows, and any other piece of equipment with limited rear view visibility.
- D. When fueling, the machinery/mechanized equipment is turned off. After fueling, the operator conducts a walk-around inspection of the equipment.
- E. Only OSHA approved safety gas cans are used for fueling all equipment.
- F. Only external audio devices that are either OSHA approved or approved by a supervisor are allowed to be worn while operating equipment.
- G. All discharge chute shields on mowers remain attached and in the proper position at all times.
- H. Mower blades are disengaged when not mowing.
- I. Employees are discouraged from leaving equipment running when getting off. To open a shop door, etc., the employee should:
 1. Lower the implement
 2. Disengage the mower blades or power take-off.
 3. Idle the engine down.
 4. Put the equipment in neutral gear if applicable.
 5. Set the parking brake.

SECTION 5 - HAND TOOLS AND POWER TOOLS

5.1 - General

Hand tools and power tools are kept in good repair and used only for their intended purpose.

5.2 - Defective Tools

The use of tools with mushroomed heads, split or defective handles, worn parts, or other defects is not permitted. Unsafe tools are:

- A. Tagged as defective and removed from service.
- B. Reported to the supervisor as unrepairable. Supervisors are responsible for maintaining hand tools and power tools in safe, reliable operating condition.

5.3 - Electrical

Electric-powered shop and hand tools are double-insulated shockproof or effectively grounded. Ground-fault-interrupt plugs must be used on power tools and extension cords. Portable generators have ground-fault-interrupt plugs.

5.4 - Storage

Tools are not left on scaffolds, ladders, or overhead working spaces when not in use or unattended. Containers are provided to hold tools and prevent them from falling. Unguarded sharp-edged or pointed tools are not to be carried in employees' pockets.

SECTION 6 – BRUSH CUTTING, TREE TRIMMING, AND CHIPPING

6.1 - General

- A. Whenever a chain saw, chipper, or power pruner is used, a minimum of two people must be present; one as the operator and the other as an observer/assistant.
- B. Employees operating a chainsaw, chipper, or power pruner, or in close proximity of this equipment, are required to wear:
 1. Leg protection constructed with cut-resistant material, such as ballistic nylon. The leg protection covers the full length of the thigh to the top of the boot on each leg to protect against contact with the moving chain saw. (OSHA AFR 1910.266)(d)(1)(iv).
 2. Foot protection constructed with cut-resistant material which protects the employee against contact with a running chain saw. (OSHA CFR 1910.266)(d)(1)(v).
 3. Head protection where there is the potential for head injury from falling or flying objects. See section 2.2.
 4. Hearing protection where there is exposure to running chain saws or when the employee is in the vicinity of running chain saws. See section 2.3.
 5. Face protection where there is the potential for facial injury (chain saw, chipper operation). Logger type mesh screen may be worn by employees performing chain saw and chipper operation. See section 2.4.
 6. Eye protection where there is the potential for eye injury due to falling or flying objects. The employee does not have to wear a separate eye protection device where face protection covering both eyes and face is worn. See section 2.4.
 7. Hand protection where there is the potential of abrasions and punctures. See section 2.5.

- C. First aid kits (ANSI 2308.1) are required at work sites where brush or trees are being cut or chipped.

SECTION 7 - PESTICIDE APPLICATION AND PRESCRIBED BURNING SAFETY

7.1 - Pesticide Application

Story County Conservation employees applying pesticides ~~are~~ must be properly certified. ~~to apply the pesticide they are using. They follow~~ All state, federal, and pesticide label instructions must be followed. ~~regulations required to apply pesticides. All persons applying pesticides follow these guidelines:~~

- ~~A. Read, understand, and follow all pesticide label instructions and rate of application.~~
- B. Current pesticide labels and safety data sheets (SDS) for all pesticides being used must be carried in the vehicle and readily available to the applicator at all times.
- ~~C. Proper eye protection and unlined chemical resistant rubber gloves must be worn when handling, mixing, or directly applying any pesticide. Other personal protective equipment, required by the pesticide label, also must be worn. All personal protective equipment must be stored separately from chemicals.~~
- ~~D. Eye wash stations capable of a 15 minute flow of clean water must be readily available to all pesticide applicators when required by manufacturers' labels. A hand held eye rinse bottle must be available to all pesticide applicators.~~
- ~~E. Only pesticides labeled Ready To Use (RTU) can be used by non-certified employees.~~
- ~~F. All pesticides shall be stored in a secured, well-ventilated, lighted area, with easy-to-read labels.~~
- ~~G. All empty pesticide containers are triple rinsed and disposed of in accordance with manufacturers' recommendations.~~
- ~~H. Mix only amounts of pesticides needed for the job being done. Mixed pesticides are not to be stored in sprayers or tanks.~~
- I. Pesticide application equipment must be calibrated.

7.2 - Prescribed Burning Safety and Open Burns

Story County Conservation conducts prescribed burns in prairie areas, along roadside ditches, and in parks. All persons doing prescribed burns:

- A. Have a written burn plan and objective.
- B. Follow a current go/no-go checklist including, but not limited to:
 - 1. Weather forecast favorable
 - 2. Necessary firebreaks constructed
 - 3. Potential hazards accounted for
 - 4. Special precaution areas noted
 - 5. Backup/secondary firebreak locations noted
 - 6. Safety equipment adequate
 - 7. Tools/equipment on site
 - 8. Personnel needed available
 - 9. Special considerations reviewed with crew
- C. Notify the local fire chief and/or the Story County Sheriff's office of the area being burned and approximate time and duration.

- D. Have a minimum of a two-person crew trained in National Wildfire Coordinating Group S130 or S190 training.
- E. Have two-way communication devices.
- F. Select a trained/certified burn leader.
- G. Have adequate firefighting equipment to control the burn site. Equipment includes, but is not limited to:
 - 1. Water tanker/truck
 - 2. Backpack sprayers
 - 3. Fire rakes
 - 4. Flappers
 - 5. Fire brooms
 - 6. Water adjuvant
- H. Wear required clothing for prescribed burns including shirt and pants as approved by the National Wildfire Coordinating Group, leather boots, leather gloves, and safety glasses.
- I. Burning may take place during countywide burn bans with prior approval from the proper authorities (i.e. the local fire chief).
- J. Open burn piles must be contained before leaving the site.
- K. Notify the local fire chief and/or the Story County Sheriff's office upon leaving the burn site
- L. Check the burn site after the burn is completed.

SECTION 8 – WORKPLACE EMERGENCIES

8.1 – Guidelines for Workplace Emergencies

This section establishes action guidelines for all reasonably foreseeable workplace emergencies. Because each emergency involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent a sequential serial of steps.

Employee safety and health is the overriding priority in all emergency situations. Always think before you act. You're not going to help the situation if you become part of the problem.

Emergency situations for these guidelines are for incidents where fire, medical, or law enforcement officials are needed. Incidents include: Fires, medical problems, confined space, hazardous materials, tornadoes, bombs or bomb threats, violence or threats of violence, or any other type of emergency that requires evacuation or danger to one or more employees.

8.2 – Agencies Designated to Respond to an Emergency

The 911 dispatcher will make the determination on whose jurisdiction is required. In an emergency situation, the closest or both agencies may be called.

8.3 – Lines of Authority

In the event of a workplace emergency, staff will ensure that proper notification is made to dispatch. The director will provide information regarding the incident to the Board of Supervisors as soon as possible. Supervisors are responsible for making new employees aware of emergency guidelines as part of their orientation and routine training updates.

8.4 – Incident Command

Upon arrival of emergency response services, the ranking officer on the first arriving unit will assume command and control as per their department's standard operating procedures.

8.5 – Liaison to Emergency Response Services

Supervisors will assist emergency responders with their needs.

8.6 – Public Information Officer

Only the Director or Parks Superintendent will release information to the media and public in the event of a workplace emergency.

8.7 –Employer Duties

The Occupational Safety and Health Administration (OSHA) requires employers to prepare for fires and other workplace emergencies by establishing an Emergency Action Plan. A minimal plan must include:

- A. Emergency escape procedures and emergency escape route assignments.
- B. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- C. Procedures to account for all employees after emergency evacuation has been completed.
- D. Rescue and medical duties for those employees who are to perform them.
- E. The preferred means of reporting fires and other emergencies.
- F. The names or titles of individuals that can be contacted for further information on emergency procedures.

8.8 – Reporting Workplace Emergencies

Employees should use the following to report workplace emergencies:

- A. All emergencies requiring emergency personnel will be called in on 911.
- B. Be prepared to provide the following information to the emergency operator:
 1. Your name and location.
 2. Exact location of the emergency, including address when possible.
 3. Type of emergency: Fire, Medical, Confined space rescue, Criminal act, etc.
 4. Number and condition of victims.
 5. Involvement of hazardous materials (as available communicate product name and/or describe any markings, labels or placards).
 6. What is needed.
- C. Dispatch will page or notify appropriate emergency responders as needed.
- D. Do not hang up first. Let the emergency operator hang up first.
- E. After making the call, station someone to direct emergency response vehicles to the scene of the emergency.
- F. Supervisors should be notified to assist emergency personnel as needed.
- G. Alert Other Employees if appropriate.
- H. The fire alarm will be activated in the event of a fire or evacuation of the building.
- I. Staff members assist visitors with evacuation or procedures within these guidelines.

8.9 – Fires

A. Fire Prevention

1. Story County Conservation employees follow the rules below to reduce the chance of fire to county buildings and facilities:
2. All sources of ignition are prohibited in buildings or areas with extreme fire hazards, such as stored gasoline, oil, paint, service vehicles, and flammable liquid servicing stations.
3. All buildings, vehicles, and areas if applicable, are appropriately signed for specific hazards, fire hazards, health hazards, and reactivity hazards according to the National Fire Protection Code.
4. Employees required to work in areas where fire hazards exist are instructed in necessary precautions and in use of appropriate fire extinguishing equipment.

B. Fire Protection

1. Each enclosed SCC facility has posted an Emergency Evacuation Procedure including drawings of exit pathways complying with State and Federal laws (APPENDICES B-F).
2. Proper fire extinguishers or fire extinguishing materials are provided for all public SCC and vehicles except picnic shelters and latrines.
3. Employees are trained annually on proper fire evacuation procedures, fire extinguishers, and the proper way to extinguish fires.
4. Fire extinguishers are provided, inspected, and maintained on a recommended basis with annual service provided by an approved vendor OSHA 1910.157).
5. Regular fire prevention inspections, conducted annually, are made to insure the adequacy and continuity of the fire prevention program. These inspections are performed by the supervisor or other person appointed by the Director.

C. – Responding to Fires

1. Incipient Stage Fire

- a. Alert other employees.
- b. Based on the situation get help and/or call 911.
- c. If fire is electrical, disconnect power source.
- d. Extinguish with a suitable fire extinguisher.
- e. Protect your health and safety.
- f. Never underestimate the fire or overestimate your ability.
- g. Check fire extinguisher before approaching fire.
- h. Approach fire with caution.
- i. Maintain a clear path of escape.

2. Major Fire

- a. Alert other employees.
- b. Call 911.
- c. Evacuate fire area/building. (APPENDICES B-F) to see the direct route your staff and visitors should take.
- d. Assist any injured to escape (if this can be done without entering dangerous areas).
- e. Close doors and secure ventilation equipment (when practical).
- f. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
- g. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

8.10 – Evacuation Procedures

The following will be used to instruct employees of the need to perform a precautionary, partial or total evacuation:

1. Upon notification of a fire via the fire alarm or communication means for other emergency situations, all employees will evacuate the building by the most direct route. (APPENDICES B-F) to see the direct route your staff and visitors should take.
2. Supervisors or senior staff members ensure that all employees and visitors are out of the office area.
3. Upon exiting, employees are to gather at the designated assembly area for your location.
4. Supervisors or senior staff will account for all employees and report to the Command Post established by the Law Enforcement & Fire Departments.

8.11 – Confined Space

Confined space is any space with limited exits that could become a hazard. All confined spaces are to be marked by signs. Access to those areas is limited to trained personnel.

1. Unresponsive Entrant (Overcome by a Hazardous Atmosphere)
 - a. Attendant must not enter the space to perform an unassisted internal rescue.
 - b. Call 911.
 - c. If entrant is attached to a retrieval line, attempt to extricate without entering the confined space.
 - d. If entrant is not attached to a retrieval line, use a blower to introduce fresh air into the space.
 - e. When victim has been extricated provide aid and comfort in accordance with training and ability while observing universal precautions.
 - f. Be prepared to provide pertinent information about the space to emergency response personnel.
2. Entrant with Physical Injuries or Entrapped/Engulfed Entrant
 - a. Attendant must not enter the space to perform an unassisted internal rescue.
 - b. Call 911.
 - c. If entrant is attached to a retrieval line, attempt to extricate (only if action will not result in further injuries).
 - d. If entrant is engulfed, turn off material handling equipment and remove all slack from retrieval line. Tie opposite end of retrieval line to a secure object.
 - e. Provide aid and comfort in accordance with your training and ability while observing universal precautions.
 - f. Be prepared to provide pertinent information about the space to emergency response personnel.

8.12 – Hazardous Material

A hazardous material emergency is a chemical spill or release that has the potential to cause serious injury or harm to people, property or the environment

1. Identify the substance (e.g., from placards, labels or markings) if possible without endangering personal safety and health.
2. Call 911.
 - a. Communicate situation and substance information to the emergency operator (e.g., identity of substance from placards, labels or markings and what the substance is doing/where it is going).

- b. Be prepared to provide applicable material safety data sheets (MSDSs) to emergency response personnel.
3. Alert other employees in immediate hazard area.
4. Evacuate to a safe distance. It is best to go uphill/upwind.
5. Assist any injured to escape (if this can be done without entering contaminated or dangerous areas).
6. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions. Take precautions to avoid being contaminated with hazardous chemicals.
7. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment

8.13 – Tornadoes and Severe Weather

When a Tornado Is Spotted or When the Warning Siren Sounds because of Severe Weather

1. Alert other employees.
2. Seek shelter in the designated area based on your location. (APPENDICES G-K). Stay away from windows and blowing debris.
3. Do not leave shelter until danger has passed. Dispatch will provide information regarding the length of the warning and when the warning has expired.
4. After the Danger Has Passed
 - a. Assess situation and account for all personnel.
 - b. Evacuate if building may collapse or if gas lines are broken.
 - c. Assist injured to escape (if this can be done without entering dangerous areas).
 - d. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
 - e. Call 911 to summon emergency assistance (if required).
 - f. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
5. If in a vehicle in open country, drive at right angles to the tornado's path (if you can do so safely). Do not try to outrun the storm. If you cannot avoid the tornado, get out of the vehicle and lie flat in the nearest depression (e.g., ditch, culvert or ravine). Protect your head and stay low to the ground. If driving a vehicle in an urban area and you spot a tornado, get out of the vehicle and seek shelter in a nearby building.

8.14 – Bombs

1. Bomb or Suspected Bomb is Found
 - a. Do not touch or disturb the device.
 - b. Shut off all radios, pagers & cellular phones, as they could activate the explosive device.
 - c. Call 911.
 - d. Inform other employees of situation and prepare to evacuate. You may wish to take keys and personal belongings with you, as you may not be allowed to re-enter the building for the remainder of the day.
 - e. Assist visitors in evacuating the building.
 - f. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
 - g. Upon exiting, employees are to gather at the designated assembly area for your location.

- h. Supervisors or senior staff will account for all employees and report to the Command Post established by the Law Enforcement & Fire Departments.
 - i. Report any unusual packages, visitors, or incidents to the law enforcement officials.
 - j. Supervisors or senior staff members may be requested to assist with the search of the building for unusual packages or objects.
 - k. Keep driveways clear for emergency responders.
 - l. Law Enforcement will advise Board of Supervisors and Director when the building has been searched and decisions will be made regarding re-entry.
2. Telephone or Letter Bomb Threat
- a. When listening to caller, record pertinent information (e.g., exact wording of threat, caller's voice, background sounds and threat language).
 - b. Inform supervisor.
 - c. Call 911.
 - d. Inform other employees of situation and prepare to evacuate.
 - e. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
3. If a Bomb Explodes
- a. Alert other employees.
 - b. Call 911.
 - c. Evacuate and assist any injured to escape (if this can be done without entering dangerous areas).
 - d. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
 - e. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

8.15 – Criminal Acts/Workplace Violence

Upon witnessing a serious criminal act or workplace violence:

- 1. Alert other employees (if possible).
- 2. Observe pertinent details (e.g., description of suspect, make and model of vehicle and/or license plate number).
- 3. Call 911 if safe to do so. If making a phone call could be overheard or threatening to the suspect, then notify dispatch by any other means available to you or your department.
- 4. Take prudent actions to protect yourself and others (e.g., evacuate to a safe location or lock doors).
- 5. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.

SECTION 9 - SANITATION AND HOUSEKEEPING

9.1 - Sanitation

Eating facilities are provided for SCC employees and are maintained in a clean and sanitary condition. Eating areas are separate from open shop areas. Toilet facilities are provided for SCC employees and are maintained in a clean and sanitary condition.

9.2 - Housekeeping

Housekeeping safety procedures include:

- A. Tools, equipment, machinery, and work areas are maintained in a clean and safe manner. Defective or unsafe equipment and conditions are reported to the supervisor immediately.
- B. Tools and equipment are returned to their proper storage place when not in use.
- C. Extension cords, air hoses, water hoses, ladders, pipes, and tools are laid out in ways to minimize tripping hazards or obstruction to traffic.
- D. All extension cords used with portable electric power tools and appliances comply with OSHA standards.
- E. Work areas and storage facilities are kept in a clean, neat and orderly fashion.
- F. All aisles, stairways, passageways, exits, and access ways are kept free of obstructions at all times. All grease and water spills are removed from traffic areas immediately.

SECTION 10 - SAFETY EDUCATION AND TRAINING

10.1 - General

Training in safe work practices increases safe performance. Since the main cause of accidents is “unsafe acts” of people rather than “unsafe conditions,” every effort must be made by each employee to learn about and act safely.

10.2 - Responsibilities

- A. Safety Committee: The Safety Committee is responsible for the organization, coordination, and implementation of sessions on safety education, hazard identification/elimination, and accident/injury reporting.
- B. Supervisor Responsibility: Direct supervisors are responsible for monitoring training of employees in their unit.
- C. Employee Responsibility: All SCC employees are responsible for participation in and understanding of all training requirements. It is the employee’s responsibility to attend training sessions as required and every effort made to be conscious of safety.

10.3 – All Staff Training

SCC requires training based on OSHA guidelines and job descriptions (APPENDIX L).

Documentation of training or certificates already held must be on file to be excused from completing training ~~receive credit~~. Story County Conservation conducts other periodic safety education training sessions. All employees are required to attend these sessions unless alternate arrangements are made and approved by the Director.

~~Safety training for all permanent and seasonal staff will include, but is not limited to the following:~~

- ~~A. Basic First Aid: All employees are trained in basic first aid unless excused by the Director. First aid training provided by certified instructors is offered every year or as required for certification. Training for new staff will be offered on regularly scheduled dates.~~
- ~~B. CPR: All employees are trained and certified in Cardio-Pulmonary Resuscitation (CPR) unless excused by the Director. CPR recertification is offered by certified instructors every year or as required to cover infant, child, and adult CPR and using an automatic external defibrillator (AED). Training for new staff will be offered on regularly scheduled dates.~~

- ~~C. Bloodborne Pathogens: All employees receive training concerning bloodborne pathogens by qualified SCC employees or other approved instructors. New employees receive this training during their safety orientation.~~
- ~~D. Fire Protection Training: Employees are instructed in fire evacuation procedures and the use of fire extinguishing equipment during their safety orientation.~~
- ~~E. Severe Weather Training: Employees are instructed on procedures to notify staff and visitors of severe weather and where to take shelter during their safety orientation.~~
- ~~F. Hazard Communication Training: Story County Conservation requires all employees to have Hazard Communication Standard training during their initial safety orientation and repeated as necessary.~~

10.4 Job Specific Training

Job related training may include, but is not limited to:

- A. Pesticide Applicator's Training: Employees mixing and applying pesticides to perform their job are certified according to Chapter 206 of the Iowa Pesticide Act administered by the Iowa Department of Agriculture and Land Stewardship (IDALS). No employee may apply products required to be applied by a certified pesticide applicator without required training and current certification. Employees maintain certified pesticide applicator status by retesting or attending continuing education through approved instructional courses approved by IDALS in the rules for a Commercial Pesticide Applicator certification.
- B. Equipment Operator Training: Employees operating motorized equipment to perform their job are trained and qualified to operate the equipment. This training is provided by supervisors or qualified equipment operators prior to the operation of such equipment.
- C. Firearms/Weapons Training: Employees whose job descriptions include carrying or using a firearm/weapon are required to qualify annually for the use of firearms or as recommended by Story County Sheriff's Department for other weapons. (See the Law Enforcement Handbook.)

SECTION 11 - EMERGENCY MEDICAL CARE/FIRST AID

11.1 - General

Story County Conservation provides adequate training, facilities, and qualified personnel to insure prompt and efficient emergency medical care/first aid, where necessary, of injured persons. In the event of injury to an employee or the public, the administering of first-aid and/or arrangement for medical treatment takes precedence over all other actions.

11.2 – First Aid Kits

Each SCC office, shop, work area, and vehicle has a first aid kit that follows ANSI Z308.1 guidelines. The kit contains first aid supplies for use by employees during emergencies (APPENDIX **AM**). The kits are maintained at all times and inspected/restocked weekly by employees appointed by their supervisors. An inventory list is kept inside the lid of each first aid kit. Painter's tape is used on the outside of each first aid kit to create a seal and clearly labeled with the earliest expiration date of first aid supplies. During weekly inspections, if the seal has been broken or if the expiration date has approached, the person performing the inspection restocks the kit. The inspector clearly prints the new expiration date on painter's tape and creates a new seal. The inspector initials and dates a weekly inspection report. If the seal has not been broken and the date has not approached, the inspector initials and dates the report with the visual check completed. Completed first aid kit inspection forms are kept

on file in each unit. Supplies and inventory control sheets are kept at the conservation center by a person appointed by the Director.

11.3 – Automatic External Defibrillators

Two AEDs are available for use by staff and the public. One unit is located in the front foyer of the conservation center at McFarland Park and the second unit is located on the south side of the park ranger residence at Hickory Grove Park. Each AED is inspected monthly by an employee appointed by the Director. The financial data manager is notified when AED supplies need to be replaced.

11.4 - Employee Response to Injured Persons

The first SCC employee on the scene where an individual of the public or another employee is injured assesses the situation. In all cases, staff notifies their supervisor and completes the proper form as soon as possible.

- A. If the scene is not safe, go to a safe place and dial 911.
- B. If the scene is safe and requires emergency medical care:
 - 1. Call 911
 - 2. Stay with the injured person until medical help arrives.
 - 3. Administer first aid/CPR according to staff level of training and comfort.
- C. If the scene is safe and the injury is non-life threatening:
 - 1. Stay with the injured person
 - 2. Administer first aid according to staff level of training and comfort.
 - 3. If the injury is non-life threatening but requires immediate medical care, staff may transport the person to the nearest emergency room.
 - 4. The employee notifies the Conservation Office of the situation as soon as possible.

11.5 - Infection Control

- A. Observe universal precautions when providing aid and comfort:
 - 1. Limit contact with blood and other body fluids.
 - 2. Avoid contact when possible.
 - 3. Wear "exam" gloves and eye protection.
 - 4. Use a pocket shield or mask when administering CPR.
 - 5. Do not pick up contaminated sharp objects with bare hands.
- B. Clean surfaces contaminated with small amounts of blood (or other body fluids) with a 10 percent chlorine bleach/water solution. Wear appropriate personal protective equipment (e.g., "exam" gloves and eye protection).
- C. Place all contaminated waste in a biohazard bag. Contact your supervisor for instructions concerning disposal of contaminated waste.
- D. Wash hands as soon as possible with a germicidal soap.
- E. Report exposure incidents to your supervisor as soon as possible.

SECTION 12 - OCCUPATIONAL INJURY/ILLNESS REPORTING

12.1 - Accident Investigation

Any death, injury or property damage involving employees or the public is investigated and reported

promptly. The following examples require full investigation:

- A. Fatalities
- B. Disabling injuries to employees
- C. Injuries or property damage involving contractors or their employees
- D. Visitor/volunteer accidents
- E. Damage to government property

All fatalities and serious disabling injuries in any park area are reported immediately to the Director and Ranger.

12.2 – Employee Injury/Illness Reporting Guidelines

The County participates in a job-related accident/injury/illness reporting service called Company Nurse On-Call. Employees are responsible for following these procedures:

- A. Emergency: In the event of an emergency, the employee, witness, or supervisor dials 911 and seeks necessary emergency treatment. As soon as possible, call Company Nurse On-Call to report the injury/illness, and make sure to inform his/her immediate supervisor. The employee cooperates in supplying the information needed on the injury/illness.
- B. Non-emergency: The employee calls Company Nurse On-Call to get direction. The employee notifies his/her immediate supervisor as soon as possible. The employee cooperates in supplying the following information:
 - 1. First Aid Advice Only - The employee follows the On-Call Company Nurse's recommendations. If the medical situation worsens or does not improve, the employee calls back for a referral.
 - 2. First Aid Advice and Medical Referral - If a referral is necessary from 8:00 am to 5:00 pm the employee is required to have an initial evaluation with McFarland Clinic Occupational Medicine at 1215 Duff Avenue, Ames, Iowa. Before 8:00 am or after 5:00 pm the employee receives care at the nearest emergency facility.

12.3 - Workers Compensation Insurance Coverage

To provide for payment of medical expenses and partial salary continuation in the event of a work-related injury or illness, employees are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time due to a work-related injury or illness. Employees are required to have an initial medical evaluation with McFarland Clinic Occupational Medicine, Story County's authorized treating clinic for work-related injuries or illness.

12.4 – Non-Employee Injury/Incident Report Form

A Non-Employee Accident Report form (APPENDIX L) is completed for all incidents, illnesses, or accidents not involving a vehicle on county property by a non-employee. Completed forms are given to the immediate supervisor. Supervisors will review the form and submit it to the director. The Director will submit the original form to the Board of Supervisor's office and a copy to the SCCB administrative office to be retained in a locked file for seven years.

12.5 – Vehicle Accident Report Forms

The following report forms are completed for all accidents involving county vehicles or equipment. A copy of the completed form is kept in a locked file in the administrative office for seven years. The original forms are submitted to the Board of Supervisors office.

- A. Story County Vehicle Accident Form (APPENDIX M--a copy is in the glove box of county vehicles) - filled out on the scene by the person involved in the accident and submitted with the sheriff's accident report (if applicable) to the supervisor. The supervisor will review and submit this form to the director with their investigation report.
- B. Immediate Supervisor's Accident Investigation Report (APPENDIX N) – to be filled by the supervisor after receiving a Story County Vehicle Accident Form upon investigation of the accident and submitted to the Director. The Director will submit the original report to the Board of Supervisor's office and a copy to the SCCB administrative office.

SECTION 13 – CHILD SAFETY

13.1. - General

Story County Conservation supports the welfare of all children. SCC employees are never to be alone with just one child--except in the case of a medical emergency.

13.2 - Emergency procedures for Injuries or Medical Emergencies

- A. School Program/Outdoor Experience Treatment Procedure: The teacher or leader is expected to handle first aid. SCC staff will complete a Non-Employee Accident Report form as soon as possible for each situation.
- B. Public Programs/Events Treatment Procedure: SCC staff will administer first aid and complete a Non-Employee Accident Report form as soon as possible. Staff will inform the parent or guardian of the injury and treatment.
- C. If the child must be transported to the hospital, the teacher/leader, SCC staff member, or law enforcement personnel will accompany the child to the hospital if a parent or guardian is not present.

13.3 - Treatment for a Sick Child

- A. School Program/Outdoor Experience Treatment Procedure: The teacher or leader is expected to handle the situation. Park facilities, equipment, and supplies may be used for treatment if necessary.
- B. Public Programs/Events Treatment Procedure: Notify the supervisor or administrative staff of the situation. They will contact the parent or guardian. A staff member will attend to the sick child until the parent or guardian arrives.

13.4 - Inclement Weather

When there is potential for inclement weather, the bus or vehicles will remain at the site in case the weather worsens. In the event of lightning, severe weather, etc., seek shelter from the storm. When thunder is present use good judgment to determine if shelter is necessary. In the event of thunder/lightning while on the water, immediately seek shelter off the water. Remain off the water for half an hour after the last sound of thunder.

13.5 - Discipline and Dismissal

- A. Participants in SCC programs are expected to follow the rules of the program and obey the paid and volunteer staff and other adult supervisors. A child's failure to follow rules and obey directions may be a serious discipline problem. A serious disciplinary problem may also occur when a child hampers the smooth flow of the program by requiring constant one-on-one attention, inflicts

physical or emotional harm on other children, abuses staff and adults, or is unable to conform to the rules and guidelines of the program. Kicking, biting, abusive behavior towards others, name-calling, and inappropriate language are examples of unacceptable behavior.

- B. If a child becomes a serious discipline problem, staff will notify the teacher, leader, or parent to discuss the situation. If improvement in the child's behavior does not occur or a solution cannot be determined, staff may recommend that a child be dismissed from the program. Staff will discuss the dismissal process with the teacher, leader, or parent.
- C. When a child's behavior creates a discipline problem, the following procedures will be followed:
 - 1. Staff will use approved discipline procedures and help the child rejoin the group when appropriate.
 - 2. Staff will listen to the child and discuss the consequences of further misbehavior.
 - 3. Repeated misbehavior by the child will be handled through conversations with the teacher, leader, or parent.
 - 4. The teacher, leader, or parent, child, and staff will agree to a plan to improve the child's behavior.
 - 5. If improvement in the child's behavior does not occur or a solution cannot be determined, staff may dismiss the child from the program.
- D. Discipline will be constructive including methods such as diversion, separation of the child from the situation, time-out, positioning the child in closer proximity to a teacher or leader, praise of appropriate behavior, and gentle physical restraint, such as holding and holding hands. These methods, when used consistently and in a positive way, help children learn appropriate social behaviors and skills. The following discipline procedures are approved for staff use:
 - 1. If a child is exhibiting negative behavior, staff or a teacher/leader will ask or tell the child to stop the negative behavior using a firm but kind voice.
 - 2. If the child continues the behavior, staff or a teacher/leader will verbally remind the child once or twice more to stop the behavior. Staff or a teacher/leader will take the child aside and discuss the problems caused by the behavior.
 - 3. If the child continues the behavior, they will be isolated from the group for a short period of time. During this time, the child will remain within sight of the group but will not participate in group activities. The child will be supervised by an adult helper. The child will not be instructed to sit or stand in a corner with their back to the group.
 - 4. Physical intervention will be used only when deemed necessary for the safety of the children (e.g., separating two children who harm each other). Physical intervention will be used only as a temporary restraint until conditions have improved. Staff will document the situation from onset to conclusion.
 - 5. Teachers, leaders, or parents will be notified immediately of any procedures taken with their children.
 - 6. Children will be encouraged to work out disagreements amicably among themselves.
 - 7. Staff will not, at any time, use any form or threat of corporal or physical punishment when dealing with children.
 - 8. Staff will not use harsh language or an abusive tone of voice that may, in any way, demean the children.
 - 9. Staff will not physically restrain any child unless they deem it necessary for the safety of other children.

APPENDIX A

Story County Conservation Respiratory Protection Program

Purpose

This program was created to ensure the safety and health of Story County Conservation employees while performing tasks requiring the use of respiratory protection devices. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.134 Respiratory Protection.

Program administrator

The program administrator shall be responsible for annual review of the program, coordination of employee respiratory protection training, purchase of equipment, the fitting and maintenance of respiratory protection equipment and incident review of injuries or illnesses that result when respiratory equipment is used.

Employees should refer their questions or comments about this program to the administrator.

The program administrator is Ryan Wiemold, Parks Superintendent.

Employees Qualified to Wear Respirators

Employee Name	Respirator type/ Model	Exposure type

Medical evaluation

A medical evaluation is required by OSHA's Respiratory Protection Standard (29 CFR 1910.134) and OSHA Technical Manual, Section VIII, Chapter 2, for all employees who are required to wear respirators as part of their job duties. This requirement is in place to ensure that employees are physically able to wear and function while wearing the respirator.

- The employer shall provide a medical evaluation to determine the employee's ability to use a respirator.
- All employees must be medically evaluated prior to the fit testing procedure.
- All employees must be fit tested prior to using a respirator in the workplace.
- The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
- Employees will be provided with the medical questionnaire from the physician or licensed health care professional (PLCHP). The employee will complete the questionnaire and take it with them to the medical evaluation.

- In addition, the employer is required to medically re-evaluate an employee when:
 - An employee reports medical signs or symptoms that are related to the employee's ability to use a respirator;
 - A licensed health care provider , supervisor, or the respirator program administrator observes that the employee is having a medical problem during respirator use and they inform the employer of their observation;
 - Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation; or
 - A change occurs in workplace conditions (e.g., physical work effort, type of respirator used, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

This physician or licensed health care professional (PLHCP) has been selected to perform medical evaluations using the medical questionnaire or to conduct an initial medical examination:

Name of PLHCP	Clinic Name	Telephone Number	Address
Dr. Charles Mooney	McFarland Clinic Occupational Medicine	515-239-4496	1215 Duff Ave Ames, IA 50010
Dr. Lacey Wheat-Hitchings	McFarland Clinic Occupational Medicine	515-239-4496	1215 Duff Ave Ames, IA 50010

Facial hair

Employees covered under this program that wear respirators as part of their job will be required to remove all facial hair such as beards, sideburns and mustaches that could interfere with the proper seal of the respirator.

Fit testing

Initial and annual fit testing is required. Initial fit testing will be conducted once an employee is medically cleared. Fit testing is also required whenever a different facepiece respirator is used or when the employee's physical condition changes. Fit testing will be done in accordance with OSHA accepted fit testing procedures (OSHA 29CFR 1910.134).

Selection of respirators

The appropriate respirator will be selected by completing an exposure assessment for each hazardous exposure. The following link is an OSHA *eTool* that will be utilized to select the proper respirator: https://www.osha.gov/SLTC/etools/respiratory/respirator_selection.html.

Respirator Limitations

Employees should not be functioning in any environment that subjects them to a hazardous exposure without the proper respirator. It is the responsibility of the employee, once trained and fit tested to understand and abide by the limitations of the respirator.

Inspection of respirators

Respirators will be inspected routinely including prior to non-emergency use. Self-contained breathing apparatus (SCBA) will be inspected monthly.

Maintenance and care of respirators

Employees must clean and disinfect respirators using the procedures recommended by the manufacturer or those listed in OSHA Standard 1910.134 App B-2 at the following intervals:

- As often as necessary to maintain sanitary condition for exclusive use.
- Before being worn by different individuals when issued to more than one employee.
- After each use for emergency use respirators and those used in fit testing and training.
- Monthly for emergency use respirators located near chlorine rooms.

Identification of filters, cartridges and canisters

- All filters, cartridges and canisters used in the workplace must be labeled and color-coded with the NIOSH approved label.
- The label must not be removed and must remain legible.
- Filters, cartridges and canisters not meeting the label requirements will be immediately removed from the workplace.

Breathing air quality and use

Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

Training and information

Employers are required to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually and more often if necessary.

Training will provide employees with information about:

- Workplace respiratory hazards
- Proper respirator and cartridge selection and use
- Proper respirator fit
- Respirator limitations and inspection techniques
- Respirator donning
- Respirator seal checks
- Proper respirator maintenance (cleaning)
- Proper respirator storage

Record Keeping

- Paper copies of the medical clearance certification, training, fit testing, and annual recertification will be kept on file within the employee's personnel file and will be kept separately from other training and certification files as medical information is present. Employees will be required to provide copies of the documentation.

Program Evaluation

Story County Conservation will periodically review the Respiratory Protection program to ensure that:

- Written respirator procedures are up to date.
- Records are complete for employee or volunteer fit-tests and training.
- Employees have completed a medical evaluation prior to fit testing.
- Employees have been trained in respirator use.
- Employees wear the correct respirator when needed.
- Workplace hazards have been reviewed.
- The respirator is properly maintained.

SCC RESPIRATORY PROTECTION PROGRAM Appendix A

To view and download the Section 1910.134 Respiratory Protection regulations from the OSHA web site, click on the following link:

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716

Print out a copy of the standard and mandatory appendices to include with your program.

Fit Testing Results

Name of Employee: _____

Date of Fit Test: _____

Name of Person administering Fit Test: _____

Has person being tested been given a medical evaluation? Yes / No

Respirator type: _____

Check the test type used and record results in the area provided:

Qualitative

Isoamyl Acetate Test

Results: _____

Saccharin Solution Test

Results: _____

Bitrex Solution Test

Results: _____

Irritant Smoke Test

Results: _____

Quantitative

Generated Aerosol Test

Results: _____

Ambient Aerosol Condensation Nuclei Test

Results: _____

Controlled Negative Pressure Test (CNP)

Results: _____

Sample Respirator Use Procedure

Task - Change chlorine cylinders

Allowable Respirators – Gas & Vapor with chlorine rated filter or Self-contained breathing apparatus

Prior to use

- Inspect respirator
- Don respirator and conduct fit-test using the following procedures:

Facepiece Positive and/or Negative Pressure Checks

A. Positive pressure check. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

Post use

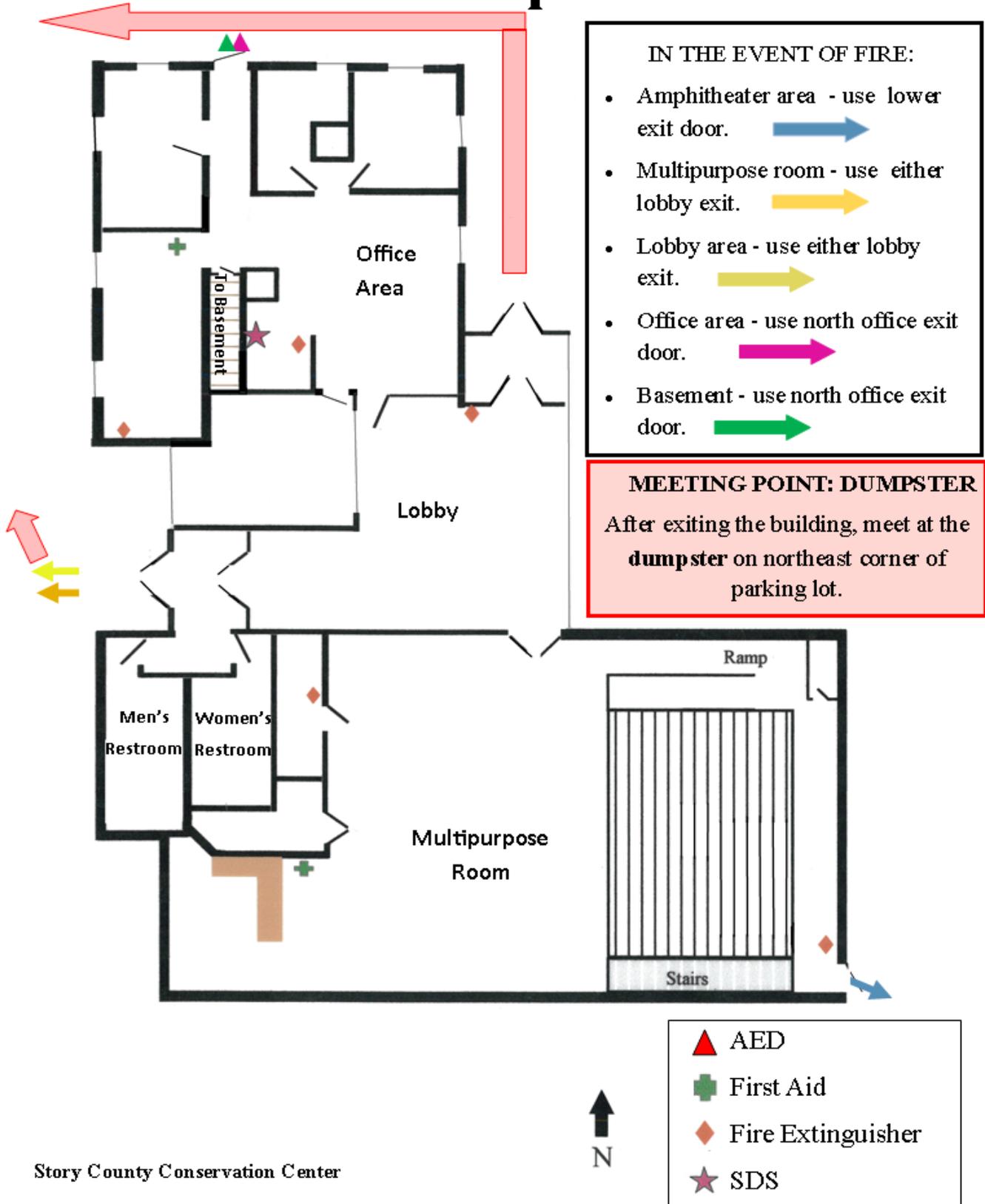
- Sanitize respirator and inspect

Procedures for Cleaning Respirators

- A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- B. Wash components in warm [110 deg. F] maximum water with a mild detergent with disinfecting agent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- C. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain.
- D. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- E. Components should be hand-dried with a clean lint-free cloth or air-dried.
- F. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
- G. Test the respirator to ensure that all components work properly.
- Place in proper storage

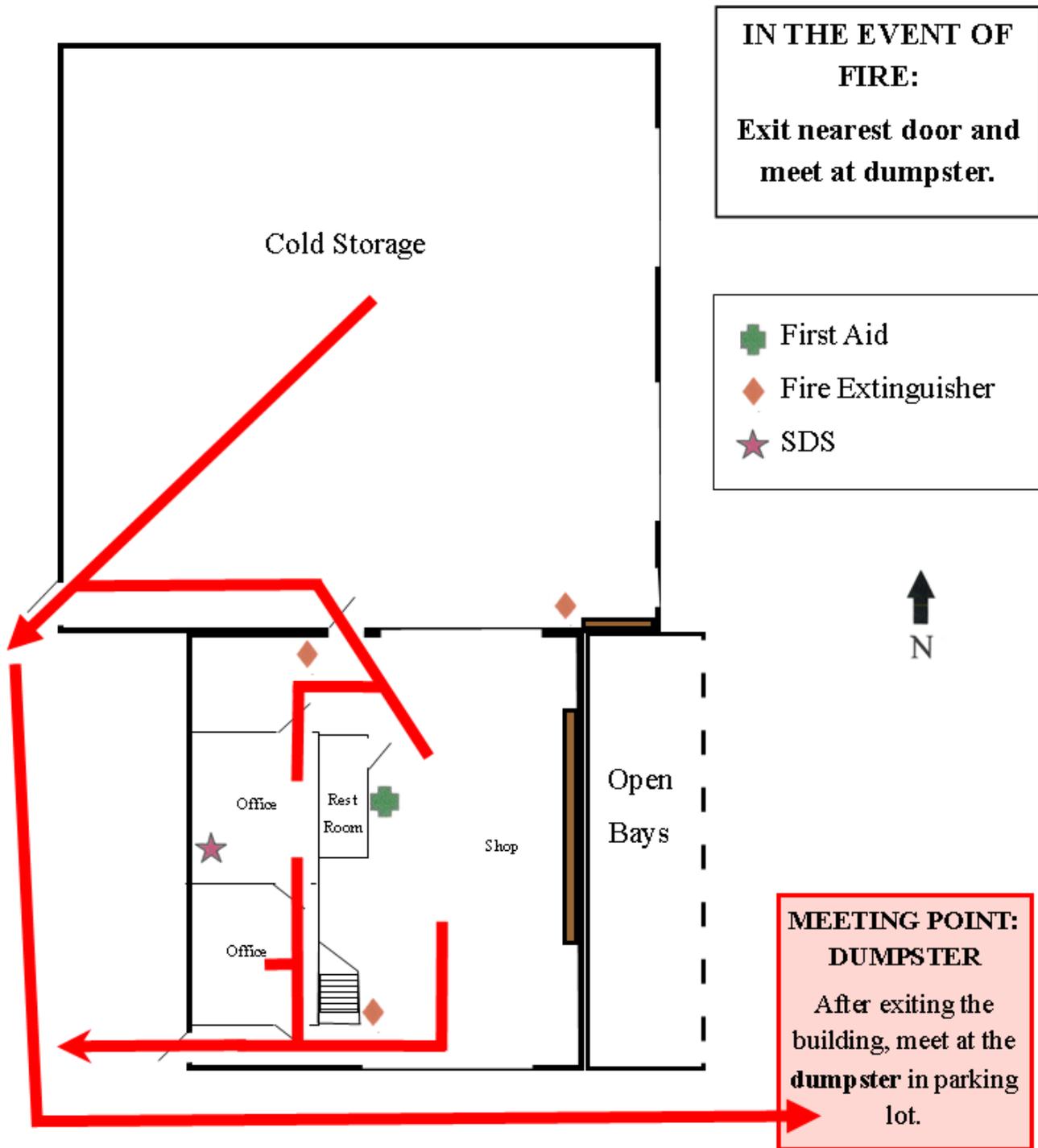
Approved by the Story County Conservation Board - July 2017

Fire Escape Plan



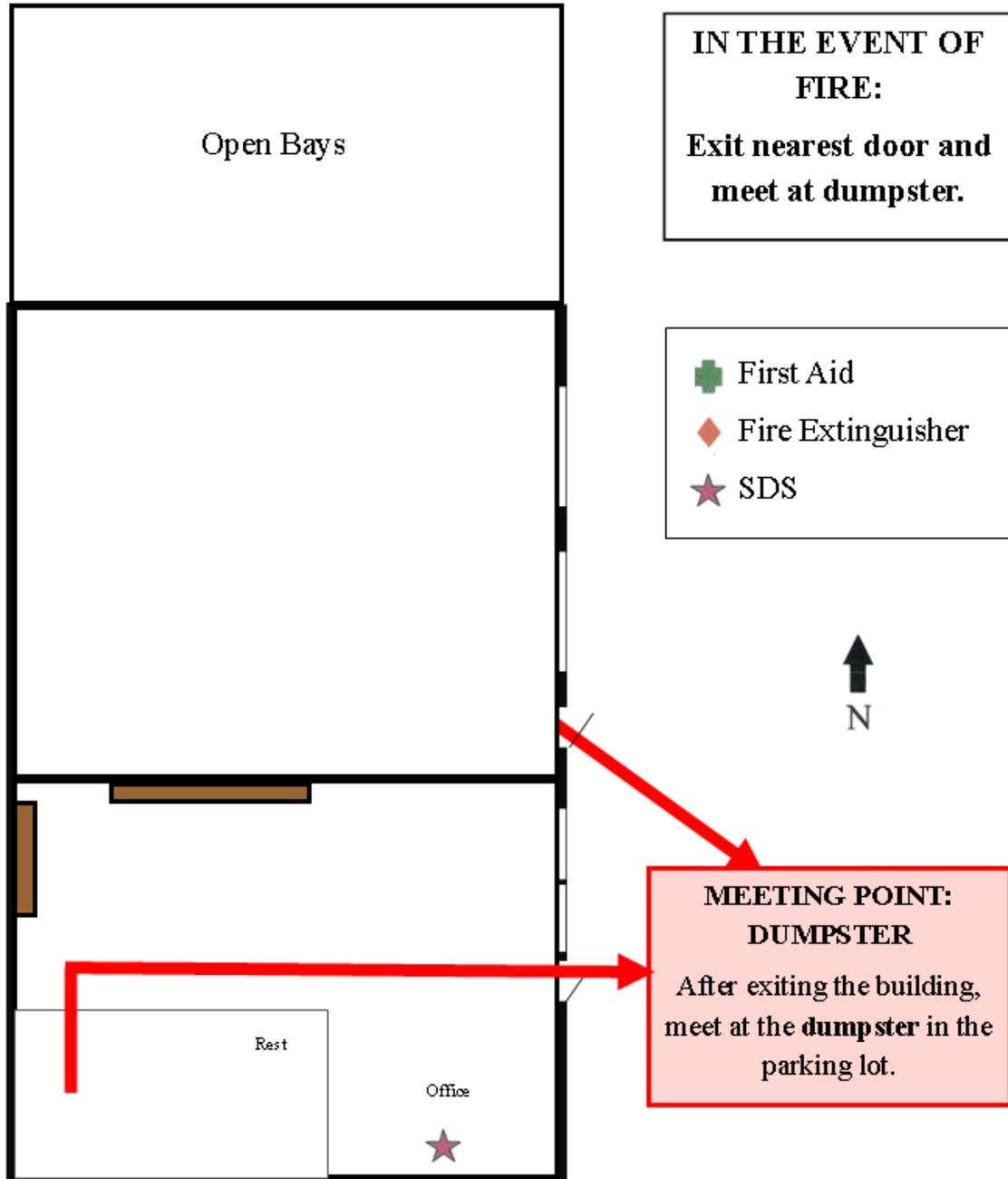
Story County Conservation Center

Fire Escape Plan



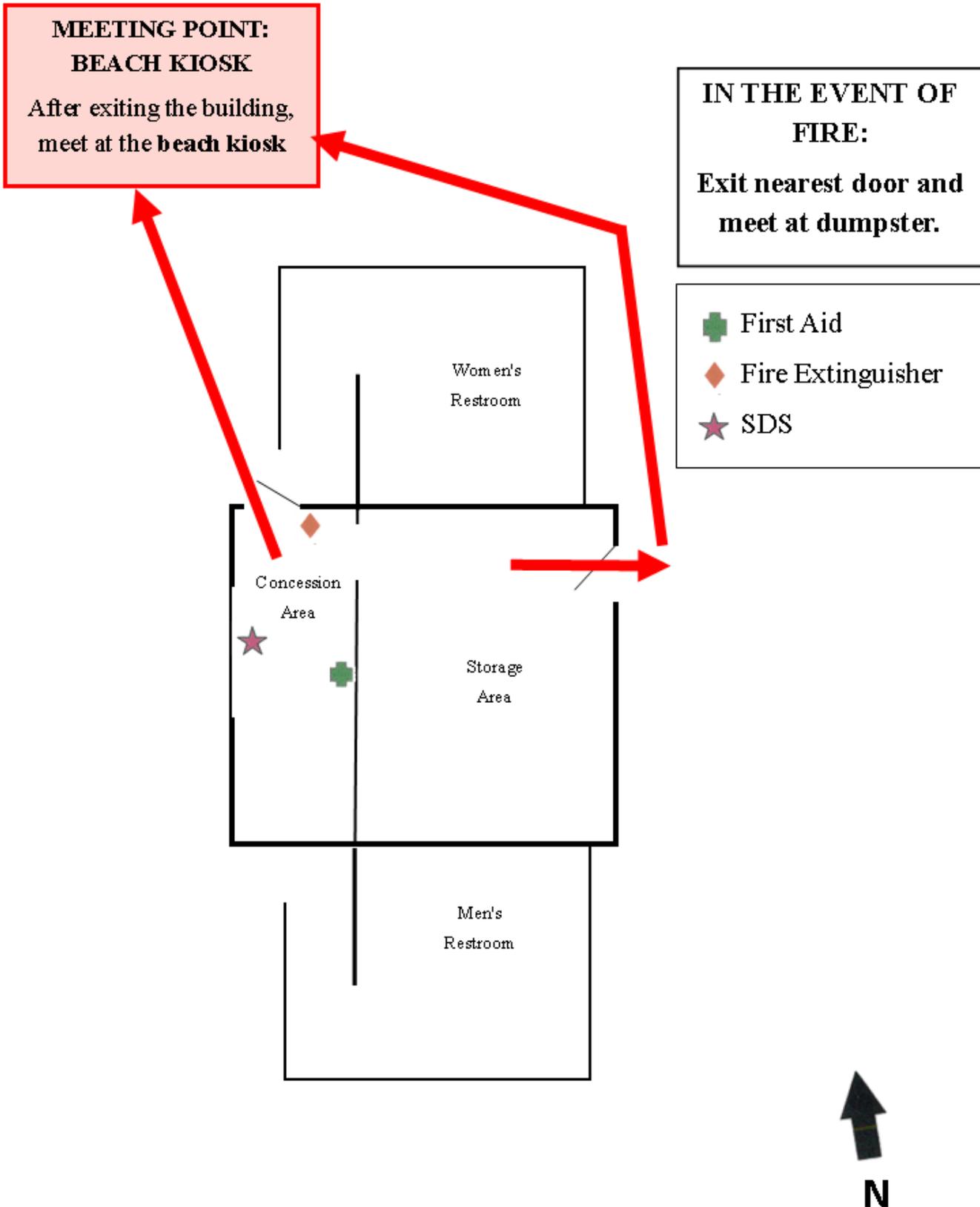
McFarland Park Shop

Fire Escape Plan

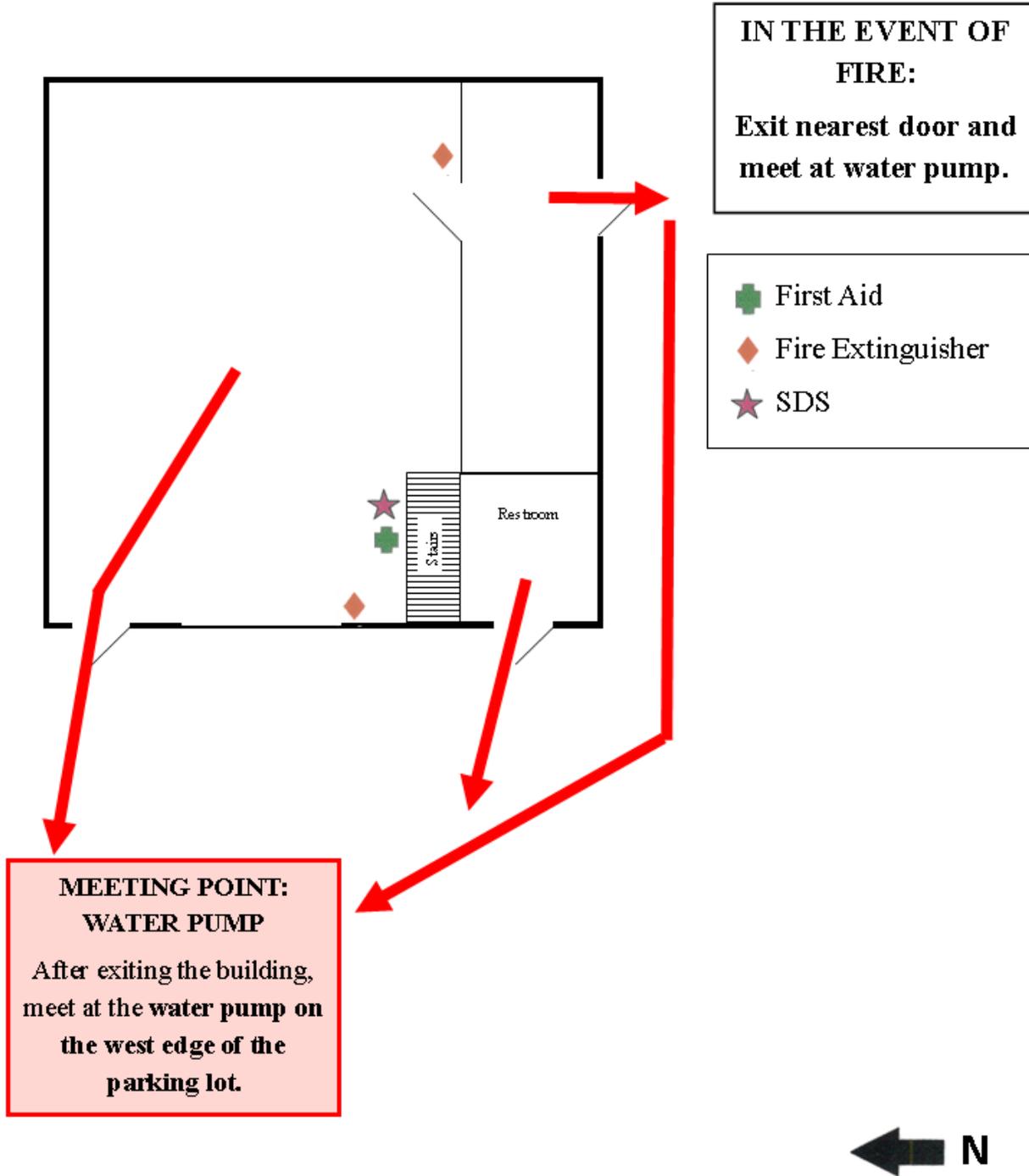


Hickory Grove Park Shop

Fire Escape Plan

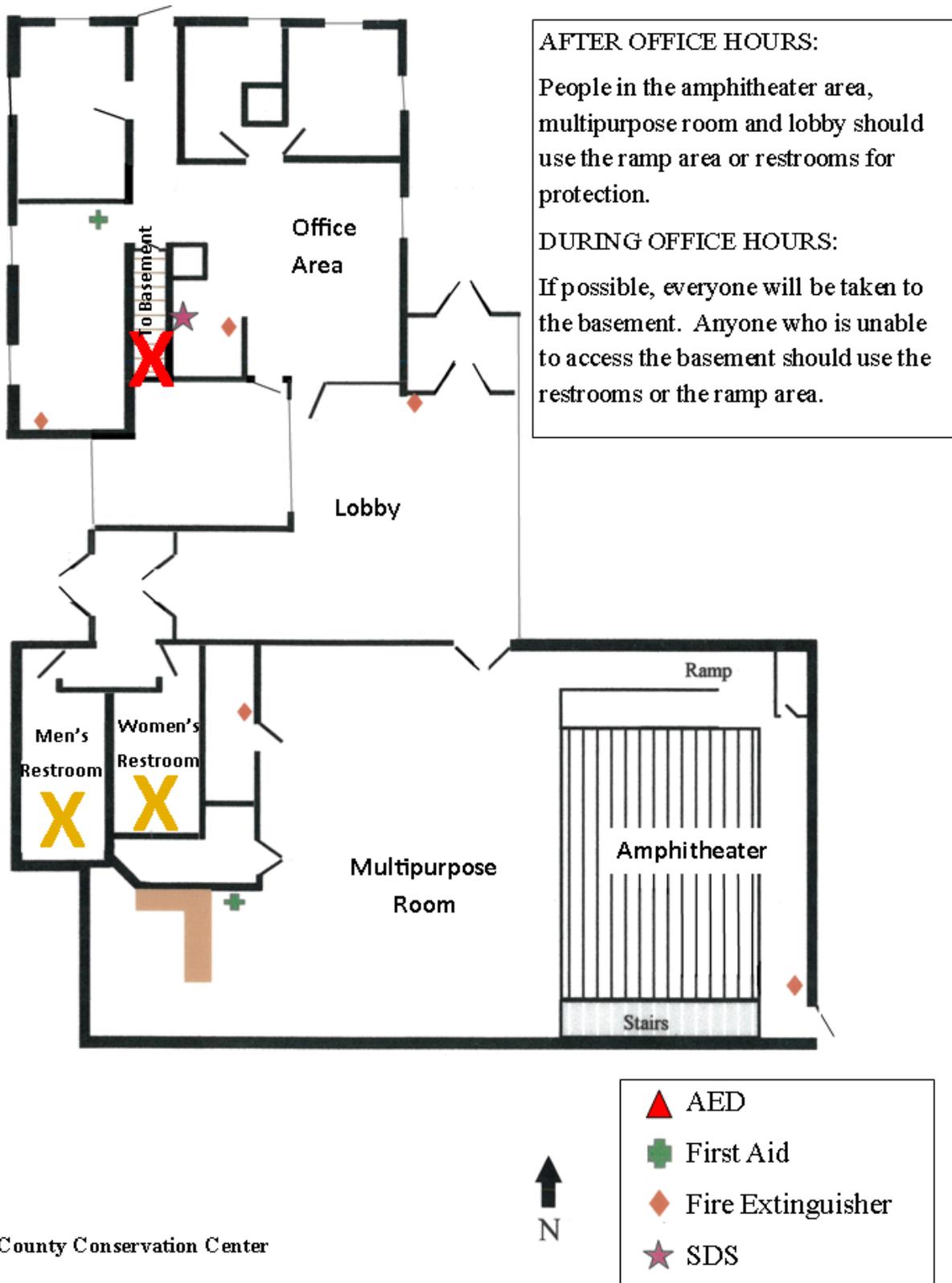


Fire Escape Plan

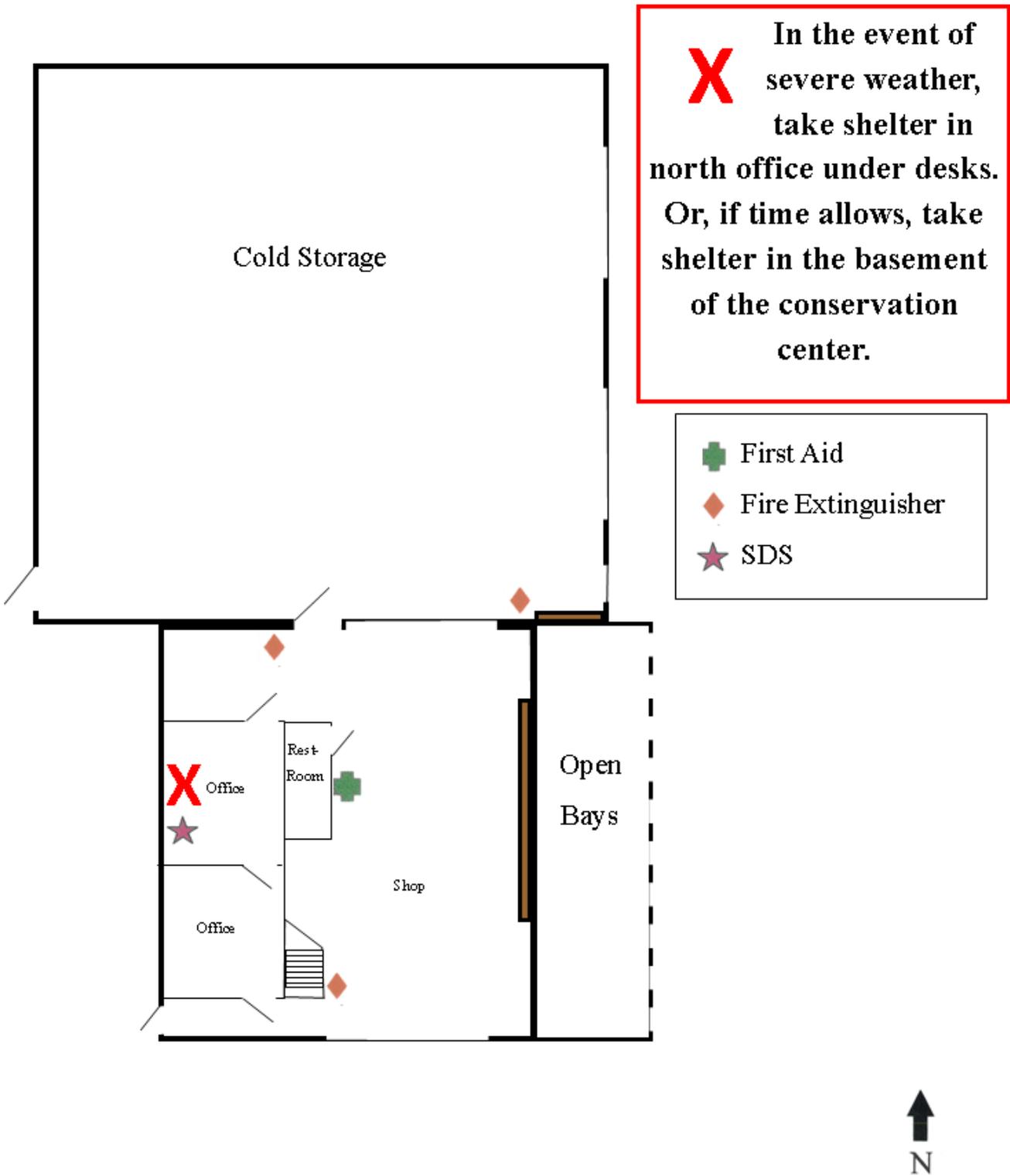


IRVM Shop

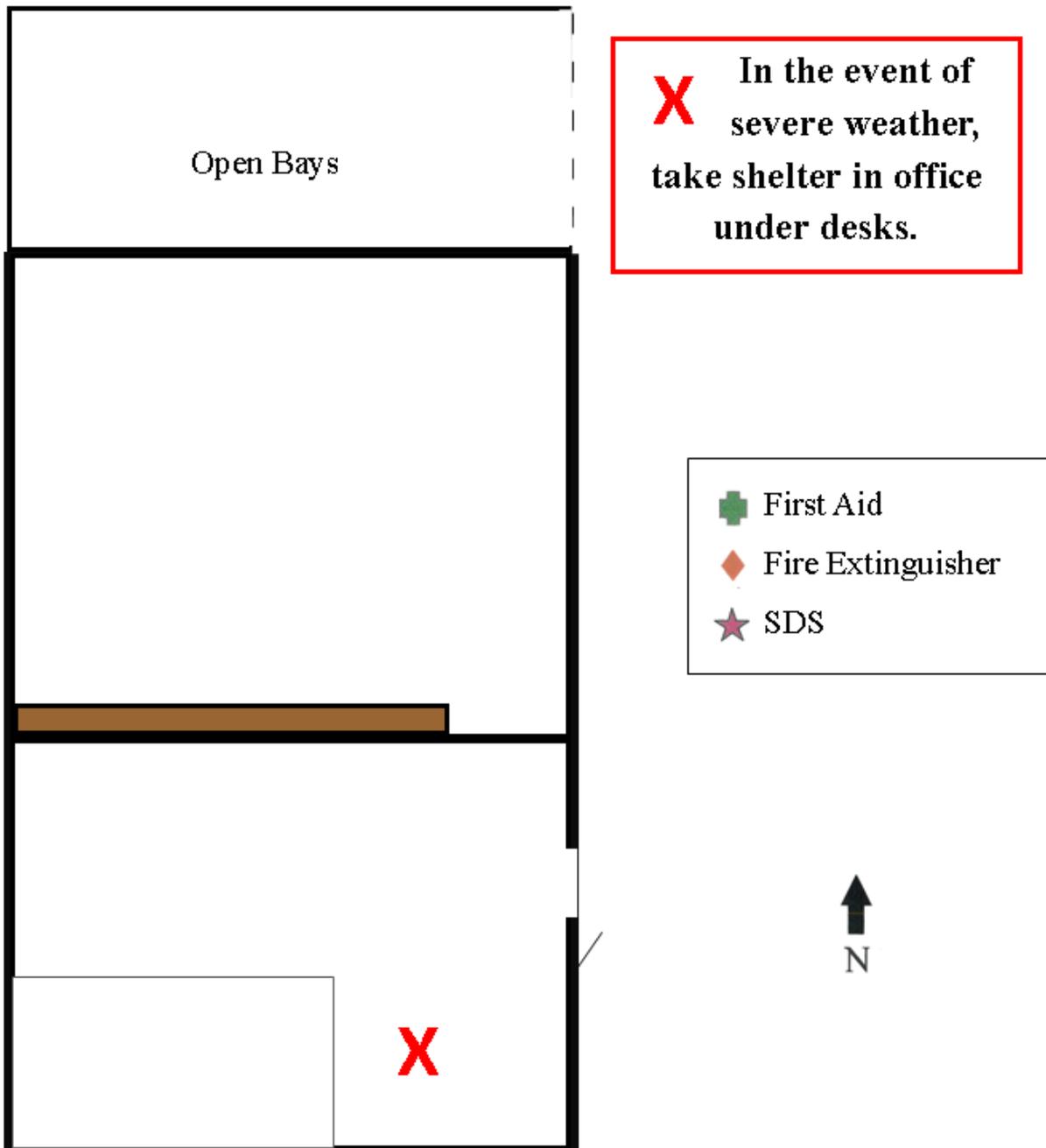
Severe Weather Plan



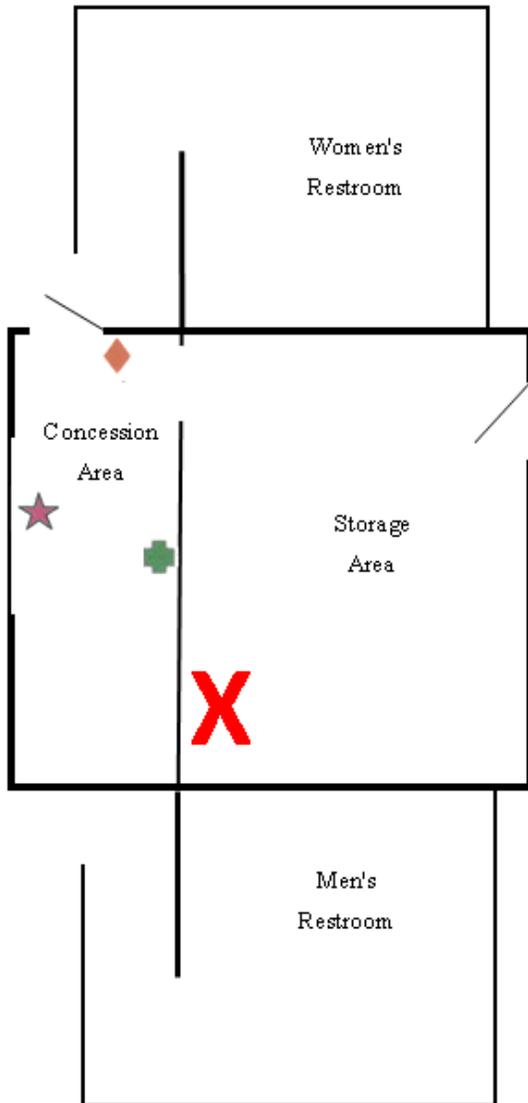
Severe Weather Plan



Severe Weather Plan



Severe Weather Plan

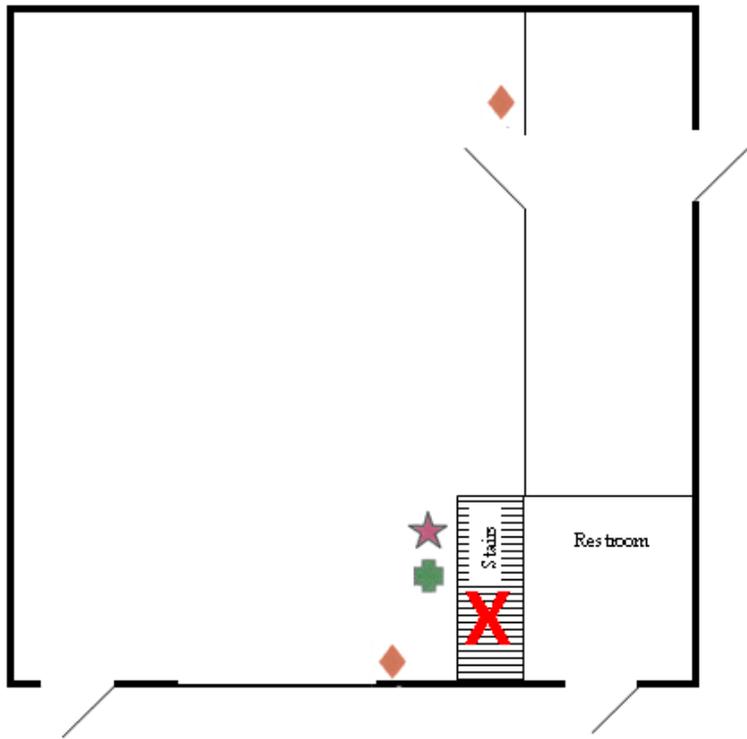


X In the event of severe weather, take shelter in the southwest corner of the storage room. If time allows, take shelter at ranger residence or shower building in campground.

-  First Aid
-  Fire Extinguisher
-  SDS

Severe Weather Plan

X In the event of severe weather, take shelter under the stairs.



- First Aid
- Fire Extinguisher
- SDS



APPENDIX L

OSHA & County Training Required by Job Type					
	Field Staff (Techs & NRS)	Rangers	IRVM Staff	EE Dept.	Office / Admin
Back & Body Basics (Office Ergonomics)				X	X
Bloodborne Pathogens	X	X	X	X	X
Company Nurse & Accident Forms	X	X	X	X	X
Confined Spaces			X		
Electrical Safety	X	X	X		
Excavation Safety		X			
Fire EXtinguisher Use	X	X	X	X	X
1st Aid / CPR	X	X	X	X	X
Hand and Portable power Tools	X	X	X	X	
Harassment & Discrimination in the Workplace	X	X	X	X	X
Hazardous Communications	X	X	X	X	
Hazardous Waste Operations		X			
Hearing Conservation	X	X	X		
Herbicide Safety (SDS & Right to Know)	X	X	X	X	
Housekeeping	X	X	X	X	X
Ladder Safety	X	X	X	X	
Lock out/Tag out Procedures	X	X	X		
Logging Operations	X	X	X		
Machine Guarding	X	X	X		
Personal Protective Equipment	X	X	X	X	
Respiratory Protection	X	X	X		
Sanitation - General Environment	X	X	X	X	X
Seltbelts Usage required	X	X	X	X	X

APPENDIX M

FIRST AID KIT CONTENTS

All first aid kits must contain the items listed in Group 1. First aid kits for field use where tree trimming, brush cutting, or chipping is involved must contain all items listed in Group 2 in order to meet OSHA 1910.266 App A recommendations. Items in Group 3 are suggested for both Group 1 & Group 2 kits.

Item:	Qty:	
First-aid guide	1	GROUP 1 ALL FIRST AID KITS
Absorbent compress,(combine dressing) 4" x 8" min.	1	
Adhesive bandages, 1 in. x 3 in.	30	
Adhesive tape, 3/8 in. x 2.5 yd.	1	
Antiseptic Treatment Applications,(0.9g)	10	
Burn treatment applications, (0.9 g)	6	
Sterile pads, 3 in. x 3 in.	4	
Medical exam gloves	2	
Triangular bandage, 40 in. x 40 in. x 56 in.	1	
Antibiotic treatment applications – (0.5 g)	6	

Item:	Qty:	
Gauze pads (4" x 4")	2	GROUP 2 FIELD FIRST AID KITS ADD
Large gauze pads (8" x 10")	2	
Gauze roller bandage at least 2" wide	1	
Triangular bandage, 40 in. x 40 in. x 56 in.	2	
Wound cleaning agent such as sealed moistended towelettes	1	
Scissors	1	
Emergency blanket	1	
Tweezers	1	
Resuscitation equipment such as resuscitation bag, airway, or pocket mask	1	
Elastic wraps - tourniquet	2	
Splint	1	

Item:	Qty:	
Cold Pack	1	GROUP 3 OPTIONAL
Eye / Face Wash	1	
BioBag	1	
Scoop	1	
Sharps Tube	1	
Liquid Solidifyer	1	

APPENDIX N

NON-EMPLOYEE ACCIDENT REPORT

PERSONAL

NAME _____

ADDRESS _____

RESIDENCE PHONE _____ BUSINESS PHONE _____

SOCIAL SECURITY NUMBER _____

AGE _____ DATE OF BIRTH _____

ACCIDENT INFORMATION

DATE OF ACCIDENT _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

DESCRIPTION OF ACCIDENT _____

INJURY

DESCRIBE INJURY IN DETAIL _____

PART OF BODY INJURED _____

OBJECT OR SUBSTANCE WHICH DIRECTLY INJURED PERSON _____

PROPERTY

EXTENT OF PROPERTY DAMAGE _____

IF VEHICLE WAS INVOLVED, OWNER _____

PLATE NO. _____ MAKE _____ YEAR _____

INSURANCE COMPANY _____

WITNESS _____

SUBMIT FORM TO ADM. OFFICER, BOARD OF SUPERVISOR'S OFFICE

APPENDIX O

STORY COUNTY VEHICLE ACCIDENT FORM

Complete this form in case of an accident involving a Story County vehicle. Submit completed form to the Board of Supervisors Office. Fill in particulars regarding OTHER VEHICLE FIRST, then fill in details about yourself and your vehicle.

Date of Accident _____ Time of Accident _____
Number of Vehicles Involved _____ Number of Injured _____
Date reported to Immediate Supervisor _____
Date reported to Insurance Company _____

DRIVER OF COUNTY VEHICLE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. _____ DRIVERS LICENSE _____

DEPARTMENT _____

PLATE NO. _____

DAMAGES _____

LIST POSSIBLE INJURIES TO:

YOU _____

PASANGER _____

OTHER DRIVER _____

DRIVER OF OTHER VEHICLE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. _____ DRIVERS LICENSE _____

OWNER OF VEHICLE _____

OWNERS INSURANCE COMPANY _____

TYPE OF VEHICLE _____ YEAR AND MAKE _____

PLATE NO. _____

DAMAGES _____

POSSIBLE INJURIES TO:

YOU _____

PASSANGER(S) _____

NAMES and ADDRESSES OF WITNESSES:

WHERE THERE ANY SPECIAL CONDITIONS OR CIRCUMSTANCES PRESENT AT THE TIME OF THE ACCIDENT? If so, please describe:

DESCRIPTION OF ACCIDENT:

Direction of Travel (County Vehicle)

Name of road/street _____

Did you see other car? _____

Describe accident _____

Condition of road _____

Weather Conditions _____

Was a citation issued? _____

Direction of Travel (Other Vehicle)

Name of road/street _____

Did you see other car? _____

Describe accident _____

Condition of road _____

Weather Conditions _____

Was a citation issued? _____

Additional Comments:

Employee's Signature

Date

SOME CAUSES

UNSAFE CONDITIONS

1. Unguarded or improperly guarded machines.
2. Rough, slippery, sharp-edged object
3. Unsafely stored or piled objects, congestion in working spaces, inadequate aisle space
4. Unsafe processes, overloading, etc.
5. Improper lighting
6. Improper ventilation
7. Unsafe dress or apparel--lack of or defective goggles, aprons, shoes, boots, respirators--loose clothing

UNSAFE PRACTICES

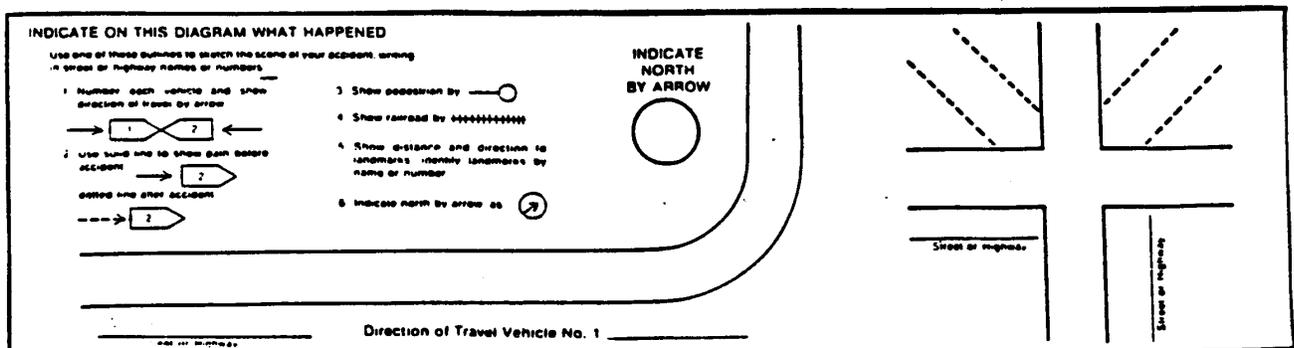
1. Operating equipment without authority; failure to shut off, lock or cut-out machine not in use; failure to place warning signs, signals, or tags
2. Running, driving too fast or too slow, throwing material instead of passing, jumping from vehicles or platforms, etc.
3. Removing, blocking, plugging, tying safety devices
4. Using defective or unsafe equipment, hands instead of equipment, gripping objects insecurely or taking wrong hold of objects
5. Lifting with bent back or while in awkward position, exposure to falling or sliding objects
6. Cleaning, oiling or adjusting moving equipment, getting on or off moving equipment
7. Making unnecessary noise causing a distraction, horseplay, quarreling
8. Failure to wear goggles, masks, aprons, shoes

PHYSICAL EXPOSURE CLASSIFICATION

"A" Any condition or practice with a potential for loss of life or body part and/or extensive damage to structure, equipment or material.

"B" Any condition or practice with a potential of causing injury or property damage but less severe than "A".

"C" Any condition or practice with probable potential for causing non-disabling injury or non-disruptive property damage.



APPENDIX P

IMMEDIATE SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

INJURED _____ DEPARTMENT _____
DATE OF _____ AM
ACCIDENT _____ TIME _____ PM LOCATION _____

PERSONAL INJURY

OCCUPATION _____ INJURED PART OF BODY _____

NATURE OF INJURY _____ OBJECT INFLECTING INJURY _____

PROPERTY DAMAGE

PROPERTY DAMAGED _____

ESTIMATED COST _____ ACTUAL COST _____
OBJECT
NATURE OF DAMAGE _____ INFLECTING INJURY _____

DESCRIPTION

Complete story of what happened - use diagram on back for motor
vehicle accident.

Estimated recurrence rate: _____Frequent _____Occasional _____Rare

CONTRIBUTING CAUSES

UNSAFE ACTS AND/OR UNSAFE CONDITIONS INVOLVED (For instance, see
back of form)

PHYSICAL EXPOSURE CLASSIFICATION (see back)
Class A _____ Class B _____ Class C _____ None _____

PREVENTION

Action YOU have taken (or scheduled) to prevent recurrence

Date _____ BY _____

Submit completed form to Administrative Office and
send to Board of Supervisors Office.

Story County Conservation Rules and Regulations

Adopted January 1994

Updated February 1996; March 1997; February 1998; February 1999;
December 1999; December 2000; May 2001; April 2002; February 2003; March 2004;
March 2005; February 2006; February 2007; March 2008; April 2009; March 2010; March 2011;
March 2012; May 2012; April 2013; April 2014, May 2015, March 2016, March 2017, **March 2018**

Under Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or handicap. If you believe that you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Director, Story County Conservation Board, McFarland Park, 56461 180th Street, Ames, Iowa 50010-9451, or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
CHAPTER I: GENERAL	2
CHAPTER II: DEFINITIONS.....	2
CHAPTER III: STATE STATUTES.....	3
461A.35 Prohibited destructive acts.	3
461A.36 Speed limit.	4
461A.37 Excessive loads.	4
461A.38 Parking.	4
461A.39 Hitching to trees.	4
461A.40 Fires.....	4
461A.41 Removing plants, flowers or fruit.	4
461A.42 Use of firearms, explosives, weapons, and fireworks prohibited - exceptions.....	4
461A.43 Littering grounds.....	4
461A.44 Prohibited areas.....	5
461A.45 Animals on leash.....	5
461A.46 Closing time.	5
461A.47 Camping	5
461A.48 Camping areas.....	5
461A.49 Time limit.....	5
461A.50 Registering - vacating.	5
461A.51 Camping refused.	5
461A.57 Penalties.	5
123.46 Consumption in public places.	5
350.5 Regulations - penalty - officers.....	5
350.10 Statutes applicable.	6
CHAPTER IV: STORY COUNTY CONSERVATION RULES - GENERAL	6
4.1 SCOPE.....	6
4.2 FEES AND CHARGES.....	6
4.3 COLLECTION OF FRUITS AND NUTS.	6
4.4 USE OF FIREARMS.....	6
4.5 BLINDS AND TREE STANDS RESTRICTED.	7
4.6 TRAINING AND EXERCISING DOGS.....	7
4.7 HUNTING RESTRICTED.	7
4.8 NOISE PRODUCING DEVICES.....	7

4.9 RECREATION USES	7
4.10 SPECIAL EVENTS.....	7
4.11 USE OF HORSES RESTRICTED.	8
4.12 ATVs AND SNOWMOBILES RESTRICTED.....	8
4.13 TRAPPING.....	8
4.14 SWIMMING RESTRICTED.....	9
4.15 DOMESTIC REFUSE NOT PERMITTED.....	9
4.16 BOATS UNATTENDED NOT PERMITTED.....	9
4.17 MOTOR VEHICLES UNATTENDED NOT PERMITTED.....	9
4.18 OFFICIAL SIGNS.....	9
4.19 POSSESSION AND CONSUMPTION OF BEER OR ALCOHOLIC BEVERAGE PROHIBITED.....	9
4.20 METAL DETECTORS.....	9
4.21 PARK HOURS.	9
4.22 WAR-LIKE GAMES.....	9
4.23 SCUBA DIVING, SNORKELING, AND OPEN WATER SWIMMING.....	10
4.24 ADA ACCESS AND UNLOADING.....	10
4.25 CAMPING.....	10
4.26 IMPORTATION OF FIREWOOD FROM ALL LOCATIONS OUTSIDE OF STORY COUNTY PROHIBITED.....	12
4.27 RESEARCH PERMITS.....	12
4.28 BICYCLES.....	12
CHAPTER V: STORY COUNTY CONSERVATION RULES - SPECIFIC AREAS	12
5.1 SCOPE.....	12
5.2 DAKINS LAKE.....	12
5.4 HEART OF IOWA NATURE TRAIL.....	14
5.5 HICKORY GROVE PARK.....	14
5.6 MCFARLAND PARK.....	16
5.7 PRAERI RAIL TRAIL.....	17
5.8 SKUNK RIVER GREENBELT.....	17
5.9 ROBISON WILDLIFE ACRES.....	17
CHAPTER VI: FEES.....	17
6.1 SCOPE.....	17
6.2 RETURNED CHECK FEES.....	17
6.3 EQUIPMENT RENTAL FEES.....	17
6.4 CAMPING FEES.....	18

6.5 FIREWOOD.....	19
6.6 BOAT RENTAL FEES.....	19
6.7 LODGES, BUILDINGS, AND FACILITIES RENTAL FEES.....	19
6.8 DEPOSITS.....	19
6.9 ENVIRONMENTAL EDUCATION FEES.....	20
6.10 PERMIT FEES.....	20
6.11 OFFICE FEES.....	21
6.12 SNOWSHOE RENTAL FEES.....	21

CHAPTER I: GENERAL

SCOPE. By the authority granted to the Story County Conservation (SCC) Board by the laws of the State of Iowa Chapter 350.5 of the Code of Iowa, the following rules and regulations approved by the Board for the protection, regulation and control of all areas under Board jurisdiction.

The rules and regulations governing the use of park areas are intended to protect park visitors and the parks from abuse and misuse. In addition to the rules and regulations adopted by the SCC Board, all state laws apply to conduct in county parks. Chapters 461A.35 through 461A.57 of the Code of Iowa, Public Lands and Waters, apply to county parks unless they have been modified by the conservation board. The traffic laws of the State of Iowa apply to county park roads in the same manner as they do on state highways. Other chapters of the law concerning alcoholic beverages and destruction of public buildings apply in all county parks.

CHAPTER II: DEFINITIONS

According to the authority of Chapter 350.5 of the Code of Iowa, the SCCB places into effect the following regulations. Terms used in these rules and regulations are defined as follows:

1. "Board" means the Story County Conservation Board.
2. "Director" means the Director of Story County Conservation.
3. "Area" means all or any part of the land and/or water owned, leased, managed or by other means under the control of the Board.
4. "Authorized Representative" includes park rangers, superintendent, and other persons designated from time to time by the Director.
5. "Special use permit" means any use permit, issued by the Director, according to authority delegated by the Board, and signed by the Director or an authorized representative.
6. "Official signs" means signs in the Iowa State Department of Transportation Manual on Uniform Traffic Control Devices for Iowa Streets and Highways and other signs posting approved policies, rules, and regulations.
7. "Noise" means any loud, confused, or senseless shouting or outcry; a sound lacking in agreeable musical quality or which is noticeably unpleasant or loud, and raucous noise which causes distress to others.
8. "Snowmobile" means a motorized vehicle weighing less than one thousand pounds using sled-type runners or skis, endless belt-type tread, of any combination of runners, skis, or tread designed for travel on snow or ice.
9. "All terrain vehicles" means a motorized flotation-tire vehicle with not less than three low pressure

tires, but not more than six low pressure tires, limited in engine displacement to less than eight hundred cubic centimeters and total dry weight less than seven hundred fifty pounds with a seat or saddle designed to be straddled by the operator and handlebars for steering control.

10. "Hunting" means the act of pursuing or attempting to take a legal game animal or bird.
11. "Camp" or "camping" means the use of a shelter such as an erected tent, trailer, or motor vehicle, for temporary residence at a campground.
12. "Campground" means any area designated by the Board for camping.
13. "Supervised youth campground" means any area designated by the Board and used by groups consisting of minor members of an established organization and under the leadership of at least one competent, mature adult for each eight minors in the group and using any number of camping units or occupying a group campground.
14. "Campsite" means a segment of a campground designated by the Board for camping by a camping unit or camping party.
15. "Camping unit" means a shelter such as an erected tent, trailer, or motor vehicle for temporary residence at a campground. An additional tent may be placed on this site, if it is used and occupied by minor members of the registered camping party.
16. "Wheelchair" means a device designed solely for use by an individual with mobility impairment for the primary purpose of locomotion in typical indoor and outdoor pedestrian areas that is manually operated or power-driven.
17. "Other power driven mobility device" (OPDMD) means any devices powered by batteries, fuel, or other engines--whether or not designed solely for use by individuals with mobility impairments—used by individuals with mobility impairment for the purpose of locomotion, including golf carts, bicycles, electronic person assistance mobility devices (EPAMDs), or any mobility aid designed to operate in areas without defined pedestrian routes.
18. "Off-road utility vehicle" means a motorized flotation-tire vehicle with not less than four and not more than eight low-pressure tires that is limited in engine displacement to less than one thousand five hundred cubic centimeters and in total dry weight to not more than one thousand eight hundred pounds and that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control.

CHAPTER III: STATE STATUTES

SCOPE. The following portions of the State Code of Public Lands and Waters apply to County Parks.

461A.35 Prohibited destructive acts. It shall be unlawful for any person to use, enjoy the privileges of, destroy, injure or deface plant life, trees, buildings, or other natural or material property, or to construct or operate for private or commercial purpose any structure, or to remove any plant life, trees,

building, sand, gravel, ice, earth, stone, wood or other natural material, or to operate vehicles, within the boundaries of any state park, preserve, or stream or any other lands or waters under the jurisdiction of the Commission for any purpose whatsoever, except upon the terms, conditions, limitations and restrictions as set forth by the commission.

461A.36 Speed limit. The maximum speed limit of all vehicles on state park and preserve drives, roads and highways shall be thirty-five miles per hour. All driving shall be confined to designated roadways. Whenever the commission shall determine that the speed limit hereinbefore set forth is greater than is reasonable or safe under the conditions found to exist at any place of congestion or upon any part of the park roads, drives or highways, said Commission shall determine and declare a reasonable and safe speed limit thereat which shall be effective when appropriate signs giving notice thereof are erected at such places of congestion or other parts of the park roads, drives or highways.

461A.37 Excessive loads. Excessively loaded vehicles shall not operate over state park or preserve drives, roads or highways. The determination as to whether the load is excessive will be made by the director or the director's representative and will depend upon the load and the road conditions.

461A.38 Parking. All vehicles shall be parked in designated parking areas, and no vehicle shall be left unattended on any state park or preserve drive, road or highway, except in the case of an emergency. (For exceptions, see CHAPTER 4.25 ADA ACCESS AND UNLOADING.)

461A.39 Hitching to trees. No horse or other animal shall be hitched or tied to any tree or shrub, in such a manner as to result in injury to state property.

461A.40 Fires. No fires shall be built, except in a place provided therefore, and such fire shall be extinguished when site is vacated unless it is immediately used by some other party.

461A.41 Removing plants, flowers or fruit. No person shall, in any manner, remove, destroy, injure or deface any tree, shrub, plant, or flower, or the fruit thereof, or disturb or injure any structure or natural attraction, except that upon written permission of the commission certain specimens may be removed for scientific purposes. This section shall not apply to activities of the commission or its officers, or employees when caring for and managing state-owned land and waters under the jurisdiction of the commission. Story County Conservation may issue wood removal permits to comply with good forest management practices. This section shall not apply to the gathering or removal of any tree, shrub, plant, flower, fruits, structures or natural attractions under terms, conditions, limitations and restrictions adopted by the commission as rules under chapter 17A. (For exceptions, see CHAPTER 4.3 COLLECTION OF FRUITS AND NUTS.)

461A.42 Use of firearms, explosives, weapons, and fireworks prohibited - exceptions. The use by the public of firearms, fireworks, explosives, and weapons of all kinds is prohibited in all state parks and preserves, except preserves or portions of preserves designated as hunting areas by the state advisory board on preserves upon the request of the commission. However, any person may use a bow and arrow with attached bow fishing reel and ninety-pound minimum line attached to the arrow to take rough fish under rules and regulations prescribed by the commission. (For exceptions, see CHAPTER 4.4 USE OF FIREARMS, **CHAPTER 4.30 FIREWORKS PROHIBITED**)

461A.43 Littering grounds. No person shall place any waste, refuse, litter or foreign substance in

any area or receptacle except those provided for that purpose.

461A.44 Prohibited areas. No person shall enter upon portions of any state park or preserve in disregard of official signs forbidding same, except by permission of the director or the director's representative.

461A.45 Animals on leash. No privately owned animal shall be allowed to run at large in any state park or preserve or upon lands or in waters owned by or under the jurisdiction of the commission except by permission of the commission. Every such animal shall be deemed as running at large unless the owner carries such animal or leads it by a leash or chain not exceeding six feet in length, or keeps it confined in or attached to a vehicle. (For exceptions, see CHAPTER 4.6 TRAINING AND EXERCISING DOGS.)

461A.46 Closing time. Except by arrangement or permission granted by the director or the director's authorized representative, all persons shall vacate state parks and preserves before ten-thirty o'clock p.m. Areas may be closed at an earlier or later hour, of which notice shall be given by proper signs or instructions. The provisions of this section shall not apply to authorized camping in areas provided for that purpose.

461A.47 Camping. The commission is hereby authorized to fix fees for camping and other special privileges which shall be in such amounts as may be determined by the commission upon a basis of the cost of providing and reasonable value of such privileges.

461A.48 Camping areas. No person shall camp in any portion of a state park or preserve except in portions prescribed or designated by the commission.

461A.49 Time limit. No camping unit shall be permitted to camp for a period longer than that designated by the commission for the specific state park or preserve, and in no event longer than for a period of two weeks.

461A.50 Registering - vacating. Any person who camps in any state park or preserve shall register the person's name and address with the park custodian and advise the custodian when the camp is vacated. Campsite registration must be in the name of a person 18 years of age or older who will occupy the camping unit on that site for the full term of the registration.

461A.51 Camping refused. Custodians are given authority to refuse camping privileges and to rescind any and all camping permits for cause. (For exceptions to 461A.47-461A.51, see Chapter 5.4 (Hickory Grove Park).)

461A.57 Penalties. Any person violating any of the provisions of Chapter 461A.35 to 461A.56 and Chapter 461A.85 is guilty of a simple misdemeanor.

123.46 Consumption in public places. A person shall not use or consume alcoholic liquor, wine, or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place except premises covered by a liquor control license.

350.5 Regulations - penalty - officers. The county conservation board may make, alter, amend or

repeal regulations for the protection, regulation and control of all museums, parks, preserves, parkways, playgrounds, recreation centers, and other property under its control. The regulations shall not be contrary to, or inconsistent with, the laws of this state. The regulations shall not take effect until ten days after their adoption by the board and after their publication as provided in Chapter 331.305 and after a copy of the regulations has been posted near each gate or principal entrance to the public ground to which they apply. After the publication and posting, a person violating a provision of the regulations which are then in effect is guilty of a simple misdemeanor. The board may designate the director and those employees as the director may designate as police officers who shall have all the powers conferred by law on police officers, peace officers, or sheriffs in the enforcement of the laws of this state and the apprehension of violators.

350.10 Statutes applicable. Chapters 461A.35 through 461A.57 of the Code of Iowa, apply to all lands and waters under the control of a county conservation board, in the same manner as if the lands and waters were state parks, lands, or waters. As used in Chapters 461A.35 through 461A.57 of the Code of Iowa, "natural resource commission" includes a county conservation board, and "director" includes a county conservation board or its director, with respect to lands or waters under the control of a county conservation board. However, Chapters 461A.35 through 461A.57 of the Code of Iowa may be modified or superseded by rules adopted as provided in Chapter 350.5 of the Code of Iowa.

CHAPTER IV: STORY COUNTY CONSERVATION RULES - GENERAL

4.1 SCOPE. The provisions of these regulations apply to all SCC areas.

4.2 FEES AND CHARGES. It is unlawful for anyone to enter or use any facilities for which entrance fees or user fees are required without payment, except those persons on official business or authorized by special use permits.

4.3 COLLECTION OF FRUITS AND NUTS. Chapter 461A.41 of the Code of Iowa, entitled "Removing plants, flowers or fruit" is hereby modified under the authority of Chapter 350.10 of the Code of Iowa, as follows: It shall be lawful to collect the fruit of all nut and berry producing plants or mushrooms for non-commercial home use, provided that the collector does not damage the parent plant with the following exceptions:

- A. Prairie seed may not be collected from any SCC area without prior written permission from the Director or authorized representative.
- B. The collection of fruit and berries from state prohibited plants is strictly forbidden per Chapter 317.25 of the Code of Iowa (Invasive Plants Prohibited).

4.4 USE OF FIREARMS. Chapter 461A.42 of the Code of Iowa, entitled "Use of firearms prohibited exceptions" is hereby modified under authority of Chapter 350.10 of the Code of Iowa, as follows: It shall be lawful to hunt or pursue game birds or wild animals in or on all areas designated from time to time as hunting areas by the Board. The Department shall post these areas with official signs to notify the public this lawful activity.

- A. No shooting of any kind is allowed unless related to the act of hunting.
- B. No possession or use of any firearm is allowed in any area from April 1-August 20. A person with a valid permit may carry their firearm; however **the use of that firearm is prohibited**. "Use" is defined as brandishing, displaying, bartering, striking with, firing, or attempting to fire the weapon.
- C. It is unlawful to hunt migratory game birds or resident game or furbearers with a **firearm shotgun** while possessing **shot ammunition** other than nontoxic **shot ammunition** approved by the U.S. Fish and Wildlife Services **in all SCC owned and managed areas. Skunk River Flats, Doolittle Prairie, and Colo Bog are not subject to this regulation but are subject to all State wildlife regulations. The following designated SCC Board areas open to public hunting: Doolittle Prairie, Cooper's Marsh, Larson Marsh, Ketelsen Marsh, Askew Bridge/Cambridge Pond, Roland Wildlife Area, or Hickory Grove Park (east and south game management areas). (For exceptions, see CHAPTER 5.3 East and West Peterson Park and 5.4 Heart of Iowa Nature Trail.)**

4.5 BLINDS AND TREE STANDS RESTRICTED. The use or construction of blinds or tree stands is prohibited except as follows. No person shall cut, sever, or alter or damage plant material or natural features to construct a blind or tree stand. No person will drive place nails, spikes, pins, or other metal objects into trees to construct a blind or tree stand or to facilitate access to a blind or tree stand. Portable blinds or tree stands capable of being moved by one person from one location to another and capable of being removed daily may be used if these devices do not damage natural features.

4.6 TRAINING AND EXERCISING DOGS. Chapter 461A.45 of the Code of Iowa, entitled "Animals on Leash." is hereby modified under the authority of Chapter 350.10 of the Code of Iowa, as follows: It shall be unlawful to permit dogs to run at large for training or exercise, from March 15-July 15, in areas designated as hunting areas by the Board or zones within areas not open to hunting. The Board may close any area or portion of any area to all dogs and the training or exercising of dogs.

4.7 HUNTING RESTRICTED. It is unlawful to hunt, pursue, or molest birds or wild animals or to use or carry firearms, fireworks, explosives, and weapons of all kinds, except as otherwise provided by law, in areas not designated as a hunting area by the Board.

4.8 NOISE PRODUCING DEVICES. It is unlawful to operate or use any radio, television, stereo, musical instrument, electric generating plants, power saws, or any similar equipment in any area that creates excessive noise and/or disturbs other people. This equipment under no circumstances can be used between 10:30 p.m. and 5:00 a.m.

4.9 RECREATION USES. It is unlawful for any person to occupy any area for washing or repairing vehicles, advertising, political campaigning, hawking, peddling, or any other commercial activity or any other purpose not primarily recreational, except concessionaires acting under a contract or authorization issued by the SCC Board, its Director, or an authorized representative.

4.10 SPECIAL EVENTS.

- A. A permit is required to hold an event meeting the following criteria on SCC owned or managed land:

1. Any event or gathering not sponsored by the SCC and including 250 people or more.
2. Any event or gathering charging admission or charging for services regardless of the number of people.
3. Any event utilizing a party tent, amplified music, or in-ground stakes/signs.

B. The following conditions and provisions apply to those seeking a special events permit:

1. The permit application must be filed with SCC at least 30 days before the event or gathering. The deadline may be waived by the Director or authorized representative if all other conditions are satisfactorily met.
- ~~2.~~ A certificate of liability insurance is required for all special events. Arrangements for insurance coverage must be approved by the Director or an authorized representative. ~~in advance of the application.~~
3. A non-refundable filing fee of \$75.00 must be submitted with the application.
4. Sanitary facilities are provided (in addition to any already present at the proposed site) for special events at a minimum rate of one unit per 50 people. The applicant is responsible for payment of these facilities.
5. Security is required for events or gatherings of 250 people or more at a minimum rate of one uniformed officer per 250 people. The applicant pays all security costs.
6. First aid personnel may be required at the discretion of the Director or authorized representative at special events. The applicant pays for all first aid personnel. Contracts with third parties are included with the application and subject to approval of the Director or authorized representative.
7. All local and state laws apply.
8. Any event requiring a permit must not exceed the natural or physical limits of the proposed site or facility.
9. The Director or an authorized representative, reserves the right to review all applications and deny a permit based on failure to meet any or all requirements.
10. The recipient of a permit agrees to indemnify, defend, and hold SCC and its employees harmless from any action or liability arising from the proposed event or gathering.
11. Waivers or additional requirements must be agreed upon by both SCC and the recipient of the permit, signed and dated, and included with the special events permit application.

4.11 USE OF HORSES RESTRICTED. It is unlawful to ride, lead, or allow the entry or use of horses or horse-drawn wagons on any areas, except public roads and parking areas. The Board shall designate trails and roads for the use of horses. The Director or an authorized representative may, by issuing a permit, allow horse use on any area. (For exceptions, see CHAPTER 5.3 East and West Peterson Park, 5.4 Heart of Iowa Nature Trail, 5.7 Praeri Rail Trail, and 5.8, portions of the Skunk River Greenbelt.)

4.12 ATVs AND SNOWMOBILES RESTRICTED. It is unlawful to operate any snowmobile, tote bike, air sled, swamp buggy, all-terrain vehicle, or other land conveyance propelled by a gasoline or electrical engine and running on wheels, tracks, or runners in any area, except for those trails, roads, and lake ice which the Board designates and those areas for which a permit has been issued. (For exceptions, see CHAPTER 5.2 Dakins Lake, 5.3 East and West Peterson Park, 5.4 Heart of Iowa Nature Trail, 5.5 Hickory Grove Park, and 5.7 Praeri Rail Trail.)

4.13 TRAPPING. It is unlawful to trap or attempt to trap any wild animal in any area not designated as

a hunting area by the Board. Protection of areas and facilities is accomplished as needed by the Director or an authorized representative.

4.14 SWIMMING RESTRICTED. It is unlawful to swim, wade, or engage in related water activities in or on any pond or waters in any area, except for designated ponds or water clearly marked by official signs. Wading for the purpose of hunting or fishing is allowed. No swimming is allowed in swimming areas between sunset and sunrise. (For exceptions, see CHAPTER 5.3 East and West Peterson Park and 5.5 Hickory Grove Park.)

4.15 DOMESTIC REFUSE NOT PERMITTED. It is unlawful to dispose of garbage, refuse, or litter from any household, business or other place in SCC litter containers or on the ground in any area.

4.16 BOATS UNATTENDED NOT PERMITTED. It is unlawful to leave unattended any vessel for more than twelve consecutive hours, or between 10:30 p.m. - 5:00 a.m. (For exceptions, see CHAPTER 5.2 Dakins Lake and 5.5 Hickory Grove Park.)

4.17 MOTOR VEHICLES UNATTENDED NOT PERMITTED. It is unlawful to leave unattended any motor vehicle on any area after park hours without the permission of the Director or an authorized representative. Vehicles left in parks after park hours may be towed at the discretion of the Director or ranger.

4.18 OFFICIAL SIGNS. It is unlawful for any person to enter, use, or occupy any area or facilities within the area in disregard of official signs. All signs are official signs.

4.19 POSSESSION AND CONSUMPTION OF BEER OR ALCOHOLIC BEVERAGE PROHIBITED. Beer (with an alcohol content 5% or less by weight) and wine (with an alcohol content 17% or less by weight) can be consumed in county parks. Drinking of these beverages is not permitted on roads or in parking areas. Hard liquor (such as whiskey, vodka, etc.), wine with an alcohol content of more than 17% by weight or other alcoholic liquors are not to be consumed in parks and recreation areas. No person or group can bring, use, or have in their possession on any area, beer or alcoholic beverage in a keg or any other container larger than one gallon. (For exceptions, see 5.2 Dakins Lake, 5.3 East and West Peterson Park, 5.5 Hickory Grove Park, and 5.6 McFarland Park.)

4.20 METAL DETECTORS. Metal detectors may be used in all SCC owned or managed land except in designated campgrounds and historic or archeological sites. All items found by metal detector are subject to the provisions of Iowa Code Chapter 556F.

4.21 PARK HOURS. All SCC owned or managed lands are open at 5:00 a.m. and close at 10:30 p.m., in compliance with Chapter 461A.46 of the Code of Iowa (1993). (For exceptions, see CHAPTER 5.3 East and West Peterson, 5.5 Hickory Grove Park, 5.6 McFarland Park, and 5.8 Skunk River Greenbelt.) During hunting and trapping seasons set by the state, SCC owned or managed lands designated as public hunting areas are exempt from designated park hours for hunting related activities only. State hunting and trapping rules and regulations apply in all Story County public hunting and trapping areas.

4.22 WAR-LIKE GAMES. War-like games using weapon-type projectiles (paintballs) are not allowed on SCC owned or managed land or water.

4.23 SCUBA DIVING, SNORKELING, AND OPEN WATER SWIMMING. Scuba diving and snorkeling are defined as swimming and are restricted to designated areas and hours specified by the Board. Certified divers or athletes training for distance swimming may be allowed outside of designated areas by permit issued from the Director or an authorized representative.

4.24 ADA ACCESS AND UNLOADING. Driveways to shelters and lodges may be used for vehicle access for loading or unloading, but vehicles may not be left unattended unless they display a handicapped parking permit. Wheelchairs, scooters, and manually powered mobility aides are permitted for individuals with mobility impairment in all areas open to pedestrians in accordance with ADA Title II, Part 35.104 and ADA Title III, Part 36). Other OPDMDs are allowed only on areas defined in an assessment and by SCC permit only. Approved permits are valid for a period of time not to exceed one year and can be renewed annually.

4.25 CAMPING. Camping is allowed at the following designated areas from April 1 to October 31: Dakins Lake (main campground [29 sites] and primitive area [10 sites]). Hickory Grove Park (Breezy Bay campground [42 sites] and primitive area [11 sites]). All campsites are closed from November 1 to March 31. The Director may allow self-contained RV camping beyond this period for a reduced rate. Remote camping (1 site) is allowed year-round at Robison Wildlife Acres (see 5.9 Robison Wildlife Acres).

A. Reservable Campsites

1. Designated Campsites are reservable.
2. Reservations for the next calendar year will be available after November 1 ~~can be made up to one year in advance~~ at www.mycountyparks.com.
3. Check-in/check-out time is 3 p.m.
4. Reservations are posted five days in advance. If not reserved, sites are available on a first come, first served basis however, campers shall not pay for more than 5 days at a time.
5. No portable generators are allowed at the Hickory Grove Primitive Campground.

B. Non-Reservable Campsites

1. Non-Reservable camping sites are available on a first come, first served basis.
2. All campers must register within 1/2 hour of arrival and display a camping receipt on the campsite post. All information on the registration envelope must be filled out completely and accurately. If the campground attendant or ranger needs to locate the camper to collect camping fees, a \$5.00 fee may be assessed.
3. A camping unit, as defined in Chapter II.15, must be present and set up on the site before the site can be paid for/occupied. ~~on non-reservable sites~~

C. Camping Rules are as follows (for exceptions, see CHAPTER 5.9 Robison Wildlife Acres):

1. The site must be registered under the name of an ~~adult person~~ who will occupy the site.
2. One camping unit per campsite is allowed (trailer, tent, etc.) with an additional tent allowed for minor children. No trailers, RVs, or pull campers are allowed at Hickory Grove Primitive Campground.
3. Trailers and campers must be parked on the camping pad.
4. Vehicles must be parked in designated campsites, off of the grass and the campground road. Additional vehicles and visitors must park in designated parking areas. A maximum of two vehicles per site is allowed.
5. Quiet hours are 10:30 p.m. to 7:00 a.m.; visitors must leave by 10:30 p.m.

6. Loud and offensive noises of any kind such as loud music, voices, or television that can be heard beyond the designated campsite are prohibited.
7. The occupancy limit is 14 consecutive days; campers are then required to leave the park for a minimum of 48 hours. Between April 1-30 and October 1-31, campers may be allowed to stay beyond the 14-day limit with written permission from a park ranger. Campers will be required to move to a different site after 14 days.
8. All pets must be leashed. Tying pets to trees or vegetation is prohibited. Animals shall not be allowed to become a public nuisance.
9. Trees or shrubs may not be cut or damaged in any way.
10. Daily check-out time is 3 p.m. daily 4:00 p.m. (~~8:00 p.m. on Sundays and holidays~~).
11. No refunds are available.
12. Campers may leave their vessels on the lake between 10:30 p.m.-5:00 a.m. at the dock along the shoreline at Hickory Grove Breezy Bay Campground.
13. Campsites must be kept clean and orderly at all times.
14. Fires are allowed in designated receptacles only.
15. No washing of vehicles or campers with park water is allowed.
16. No trash can be left at the camping site or in fire rings. All trash must be placed in dumpsters or trash cans.
17. All driving is confined to designated roadways and restricted to properly registered motor vehicles. The use of motor scooters, electric bikes, and similar devices is prohibited. Electric personal assistive mobility devices may be operated in accordance with the requirements of Section 321.235A of the Iowa Code.
18. Dishwashing in lakes, ponds, rivers, and streams is prohibited.
19. Shower use at campgrounds is limited to registered campers only. Washing pets, clothes, or dishes in shower facilities is prohibited.
20. Unattended camping equipment may be removed or impounded as provided by law.

4.26 SUPERVISED YOUTH CAMPING

Supervised youth camping is allowed only by advanced reservation at McFarland Park (2 sites), Hickory Grove Park (1 site), Dakins Lake (1 site), and Robison Wildlife Acres (1 site) for recognized youth groups.

- A. Eligible groups shall consist of minor members of an established organization under the leadership of at least one adult (18 years of age or older) for every eight minors in the group.
- B. The following regulations will be enforced:
 1. Tent camping only is permitted.
 2. Adults must be in attendance during the entire encampment period.
 3. Camping is allowed in designated areas only, with vehicles and trailers restricted to parking areas. ~~Special arrangements can be made to drive in to the camping site to unload supplies.~~
 4. All activity after 10:30 p.m. shall be restricted to the camp area. ~~Youth~~ Anyone found outside of the area ~~are~~ is subject to a violation of park regulations. Quiet must be observed after 10:30 p.m.
 5. Dishwashing in the lakes, ponds, rivers, and streams is prohibited.
 6. Fires are allowed in designated receptacles only.
 7. Other park regulations as posted shall apply.

- C. Payment of the reservation fee **and damage deposit** is due within ~~two weeks (14 calendar days)~~ of the verbal reservation. If the request is made within two weeks of the reservation date, payment is due according to the date listed on the reservation form. If payment is ~~and damage deposit are~~ not received by the date specified, the reservation request is voided and the date made available to others.

4.27 IMPORTATION OF FIREWOOD FROM ALL LOCATIONS OUTSIDE OF STORY COUNTY PROHIBITED. Effective February 10, 2014, it is unlawful to import firewood from outside Story County into SCC owned or managed land unless it has been certified or approved by a county, state, or federal natural resource agency.

4.28 RESEARCH PERMITS. A research permit is required for all research conducted on SCC owned or managed land.

4.29 BICYCLES. Bicycles, as defined in Iowa Code **321.1(40)(c)**, may be used on all SCC owned or managed trails except in designated areas. (For exceptions, see 5.6 McFarland Park, and 5.8 Skunk River Greenbelt.)

4.30 FIREWORKS PROHIBITED. The use of consumer fireworks or display fireworks, as defined in state code section **727.2**, is prohibited on all SCC owned or managed land unless approved for an event by Director or designated SCC official.

CHAPTER V: STORY COUNTY CONSERVATION RULES - SPECIFIC AREAS

5.1 SCOPE. These rules and regulations apply to the specific areas listed.

5.2 DAKINS LAKE.

- A. (See CHAPTER 4.2~~65~~ Camping.) The designated accessible campsite is only available for use by those individuals qualified under Iowa Code 321L.1.
- B. Swimming is prohibited.
- C. The park is closed to hunting and trapping.
- D. The shelter may be reserved from April 1 – October 31. Reservations must be made in advance through the SCC administrative office or online. Payment of the reservation fee **and damage deposit** is due within 14 days of a verbal reservation. There are no refunds for cancellations; however, an alternate date may be selected within the same calendar year. Events for the next calendar year may be scheduled after November 1 of the current year. If not reserved, the shelter is available on a first-come, first-served basis at no cost. The kitchenette is available for use only with a reservation.

Consumption of beer and wine (bottles, cans, or kegs) is allowed at the shelter during the

reservation period. **The renter must declare prior to the reservation if alcohol will be present. Failure to notify the Story County Conservation Board of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.** Additionally, any persons in possession of or consuming beer/wine without paying the deposit will be subject to a fine, forfeiture of the rental, and/or confiscation of the beer/wine at the ranger's discretion.

The responsible person on the contract shall ensure that all persons consuming beer/wine at the event are of a legal age.

- E. Golf carts and off-road utility vehicles are allowed to operate on the roads at Dakins Lake during the hours of sunrise to sunset. In compliance with Iowa Code 321I, all vehicles must be equipped with adequate brakes, a slow moving vehicle sign, a bicycle safety flag, and carry no more than the number of passengers designated by the manufacturer. Operators must have a valid driver's license and follow all park rules. Vehicles cannot be operated in a careless, reckless, or negligent manner.

Golf carts, ATVs, and off-road utility vehicles are allowed to operate on the lake ice at Dakins Lake during posted park hours.

- F. Snowmobiling is allowed during posted park hours on lake ice only. Operation must be in compliance with Iowa Code 321G.

5.3 EAST AND WEST PETERSON.

- A. The park is open to public hunting and subject to all rules applying to game management except that hunting is limited to the use of shotgun, bow and arrow, and black powder rifle only. No rimfire or centerfire rifles or handguns are allowed.
- B. Swimming Beach Rules and Regulations.
 - 1. Users of the beach facility at West Peterson Park are subject to the following rules and regulations:
 - a) The beach area is closed and swimming is prohibited from sunset to sunrise.
 - b) Swimming is allowed inside the roped area only when the beach is open.
 - c) Certified divers or athletes training for long distance swimming may be allowed outside of the roped area by permit from the Director or an authorized representative.
 - 2. The following are prohibited at the beach area:
 - a) Hanging from or attaching people or items to buoys.
 - b) Using abusive language.
 - c) Using glass containers.
 - d) Amplification greater than 75 decibels.
 - e) Using external speakers from the parking lot.
 - f) Dunking people.
 - g) Unruly behavior.
 - h) Standing on inflatable beach items in the water.
 - i) Fishing and boating from the beach or in the beach area.
 - j) Using paddles or oars from inflatable beach items.
 - k) Pets.

- C. Horses are permitted on designated trails.
- D. Shore fishing is allowed after park hours. Fishing boats are allowed on the lake surface between 10:30 p.m. and 5:00 a.m.
- E. No alcohol of any kind or size can be possessed or consumed at West Peterson Park.
- F. Snowmobiles, ATVs, and off-road utility vehicles are allowed to operate on the lake ice only during posted park hours. Operation must be in compliance with Iowa Code 321G.

5.4 HEART OF IOWA NATURE TRAIL.

- A. The trail is open to hunting during November, December, and January. Hunting is limited to areas outside of the first intersection within one mile of the city limits. The portion of the trail east of 680th Avenue is closed to hunting due to the close proximity of rural housing and livestock.
- B. Horses are allowed on the trail except on limestone finished surfaces.
- C. When there is measurable snow, snowmobiles are restricted to the mowed area and are not allowed on the limestone or asphalt surfaced portion.

5.5 HICKORY GROVE PARK.

- A. Camping - (See CHAPTER 4.265 Camping.)
- B. Swimming Beach Rules and Regulations.
 1. Users of the beach facility at are subject to the following rules and regulations:
 - a) The beach area is closed and swimming is prohibited from sunset to sunrise.
 - b) Swimming is allowed inside the roped area only when the beach is open.
 - c) Certified divers may be allowed outside of the roped area by permit from the Director or an authorized representative.
 2. The following are prohibited at the beach area:
 - a) Hanging from or attaching people or items to buoys.
 - b) Using abusive language.
 - c) Use of alcoholic beverages, liquors, and glass containers.
 - d) Amplification greater than 75 decibels or using external speakers from the parking lot.
 - e) Sitting or standing on another's shoulders or back, throwing people, jumping on top of people.
 - f) Dunking people.
 - g) Unruly behavior.
 - h) Standing on inflatable beach items in the water.
 - i) Fishing and boating from the beach or in the beach area.
 - j) Using paddles or oars from inflatable beach items.
 - k) Pets.
- C. Boat Rental Rules and Regulations. Users of the boat rental facilities must adhere to the following rules and regulations:

1. No refunds will be given.
 2. Boats returned wet or with wet equipment may be charged a wet fee in addition to regular charges.
 3. Boats returned late or after closing hours may be charged a late fee in addition to regular charges.
 4. Boats and equipment will not be rented to anyone under age 14. Youth under age 14 must be accompanied or supervised by a responsible person at least 18 years of age. Renters must show satisfactory proof of age to rent equipment.
 5. Boat rental docks will not be used for any activity other than putting in and taking out vessels.
 6. Swimming from a boat is prohibited.
- D. Snowmobiles, ATVs, and off-road utility vehicles are allowed to operate on the lake ice only during posted park hours. Snowmobiles, ATVs, and off-road utility vehicles are not allowed in game management areas. Operation of such vehicles must be in compliance with Iowa Code 321G and 321I.
- E. Shore fishing is allowed on the south side of the lake after park hours. Fishing boats are allowed on the lake surface between the hours of 10:30 p.m. and 5:00 a.m.
- F. Open picnic shelters are available on a first-come, first-served basis at no cost. Oriole Ridge Lodge and Snow Bunting Lodge may be reserved from April 1 – October 31. Reservations must be made in advance through the SCC administrative office or online. Payment of the reservation fee **and damage deposit** is due within 14 days of a verbal reservation. There are no refunds for cancellations; however, an alternate date may be selected within the same calendar year. Events for the next calendar year may be scheduled after November 1 of the current year. If not reserved, lodges are available on a first-come, first-served basis.

Consumption of beer and wine (bottles, cans, or kegs) is allowed at the lodges during the reservation period. **The renter must declare prior to the reservation if alcohol will be present. Failure to notify the Story County Conservation Board of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.** Additionally, any persons in possession of or consuming beer/wine without paying the deposit will be subject to a fine, forfeiture of the rental, and/or confiscation of the beer/wine at the ranger's discretion.

The responsible person on the contract shall ensure that all persons consuming beer/wine at the event are of a legal age.

- G. No alcohol of any kind or size can be possessed or consumed at the beach area. The no alcohol area extends from the north boat ramp (not including the ramp area) to and including the Supervised Youth Camping Area.
- H. Users of the archery range are subject to the following rules and regulations. Individuals participating in unsafe practices may be asked to leave the park.
1. Only archery equipment is allowed on the range.
 2. No firearms are allowed on the archery range.
 3. The downrange area must be unoccupied prior to and during shooting.
 4. Shooting is allowed only from the firing line.
 5. No camping is allowed in the archery range area.

6. Range hours are from sunrise to a half hour after sunset.
7. No tree stands are permitted.

5.6 MCFARLAND PARK.

A. Conservation Center Library.

1. The public may view library materials during business hours.
2. Circulation of materials up to 30 days is granted with staff approval.
3. Donations to the library will be reviewed by a group of conservation staff. ~~Story County Conservation SCC~~ reserves the right to refuse donations.

B. Conservation Center Multipurpose Room.

- ~~1.~~ When not utilized by SCC, the multipurpose room is available for rent between 7:00 AM and 10:00 PM. ~~A cleaning fee may be assessed if the building is not left clean and in good condition.~~
2. Reservations must be made in advance through the SCC office. Payment of the reservation fee and damage deposit ~~for a reservation~~ is due within ~~two weeks~~ 14 days of a verbal reservation. ~~(exceptions are made for other governmental agencies).~~ There are no refunds for cancellations; however, an alternate date may be selected within the same calendar year. Events for the next calendar year may be scheduled after November 1 of the current year.
- ~~3.~~ An “Application for Fee Waiver” form ~~for groups reserving the multipurpose room~~ is available upon request. ~~If the majority of criteria are met, rental fees may be waived.~~ The ~~administrative staff, with assistance from the~~ Director or an authorized representative will make fee waiver decisions. ~~(Also see complete section on Co-sponsorship Guidelines, Operations Manual, Section I.K.) A non-refundable utility fee of \$30 is charged to groups granted the waiver of the reservation fee.~~
4. Consumption of beer and wine (bottles, cans, or kegs) is allowed at the rental facility for the reservation period. ~~The renter must declare prior to the rental if alcohol will be present. Failure to notify the Story County Conservation Board of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.~~ Additionally, any persons in possession of or consuming beer/wine without paying the deposit will be subject to a fine, forfeiture of the rental, and/or confiscation of the beer/wine at the ranger’s discretion.

The responsible person on the contract shall ensure that all persons consuming beer/wine at the event are of a legal age.

- ~~5.~~ No smoking is allowed in the facility. ~~Designated smoking areas are limited to the sidewalks adjacent to streets.~~

C. The observatory is owned and operated by the Ames Area Amateur Astronomers and is open during public star parties and by special request. ~~Astronomers events are allowed in the park between the hours of 10:30 p.m. and 5:00 a.m. The SCC office staff can provide contact information for astronomers club members.~~

D. Bicycles shall not be ridden on trail segments as designated by official signs.

5.7 PRAERI RAIL TRAIL.

- A. When there is measurable snow, snowmobiles are allowed on the trail surface only.
- B. Horses are **allowed on all sections of the PRT.**

5.8 SKUNK RIVER GREENBELT.

- A. The portion of the greenbelt from E18 to Anderson Canoe Access is open to horses.
- B. Fishing is allowed between the hours of 10:30 p.m. **and 5:00 a.m after hours** along county-managed greenbelt sections.
- C. Bicycles shall not be ridden on trail segments as designated by official signs.

5.9 ROBISON WILDLIFE ACRES.

- A. Remote camping (one site) is allowed. Reservations with payment are accepted at least **four** five days prior to the camping date. On-site registration is available on a first-come, first-served basis if the site is not reserved. The following regulations are enforced:
 1. Tent camping only in the designated camping site.
 2. Vehicles and trailers are restricted to the parking area.
 3. Camp site occupancy is limited to three days and six people.
 4. Dishwashing or swimming in the lake, pond, river, or streams is prohibited.
 5. Fires are allowed in the designated fire ring only.
 6. Campers must carry out all trash.
 7. Activity after 10:30 p.m. is restricted to the camp site. Quiet must be observed from 10:30 p.m. to 7:00 a.m.
 8. Check out time is **3:00 p.m. 4:00 p.m.-daily**
 9. Other park regulations as posted apply.

CHAPTER VI: FEES

6.1 SCOPE. Fees or charges **made** for services **for the use of land**, facilities, equipment, materials, or supplies **for any area** are collected by the SCC or authorized concessionaires and approved by the Board according to Chapter 350.4(7) of the Code of Iowa (1993).

6.2 RETURNED CHECK FEES. Returned checks, which include insufficient funds, unsigned checks, etc., will be charged a \$30.00 per check fee.

6.3 EQUIPMENT RENTAL FEES. The following are equipment rental and service fees:

- A. 10' Native grass/forb drill @ **\$15.00**~~12.00~~/acre (minimum charge of \$25.00)
- B. 8' Native grass/forb seed drill @ **\$15.00**~~12.00~~/acre (minimum charge of \$25.00)

- C. 6' Native grass/forb seed drill with no-till @ ~~\$15.00~~~~12.00~~/acre (minimum charge of \$25.00)
- D. 3-point broadcast seeders @ \$5.00/acre (minimum charge of \$25.00)
- E. Cultipacker @ ~~\$8.00~~~~5.00~~/acre (minimum charge of \$25.00)
- F. 15' disc @ \$5.00/acre (minimum charge of \$25.00)
- G. Mounted tree planter @ \$25.00/day
- H. Tree planter bars @ \$.50/bar/day
- I. Live animal traps @ \$5.00/week
- J. Custom planting fees - \$50.00 per acre (minimum charge \$150.00)
- K. Custom mowing fees (native vegetation) - \$12.00/acre (minimum charge \$150.00)
- ~~L. Charges may be adjusted by SCC due to inclement weather;~~
- M. a \$20.00 cleaning charge may be assessed.
- ~~N. A minimum fee of \$25.00 applies for seeding and planting equipment except for tree planter bars.~~

6.4 CAMPING FEES. Camping is available April 1 - October 31. All campsites are closed from November 1 - March 31 except for remote camping at Robison Wildlife Acres and exceptions approved by the Director or an authorized representative.

- A. Hickory Grove Park.
 - 1. Breezy Bay:
 - a) 42 sites with electricity - \$17.00/site/night
 - b) If camping is allowed during the off season - \$12.00/site/night.
 - 2. Primitive Campground:
 - a) 11 sites - \$12.00/site/night
 - b) If camping is allowed during the off season - \$12/site/night.
- B. Dakins Lake.
 - 1. Main Campground:
 - a) 18 sites with electricity and water - \$17.00/site/night
 - b) 11 sites with electricity, water, and sewer - \$24.00/site/night
 - c) If camping is allowed during the off season - \$12.00/site/night.
 - 2. Primitive Campground:
 - a) 10 sites - \$15.00/site/night
 - b) If camping is allowed during the off season - \$12.00/site/night.
- C. Robison Wildlife Acres:
 - 1. Remote Camping Area: \$7.00/site/night

D. Supervised Youth Camping

1. ~~\$25.00~~~~20.00~~/site/night

E. Late Fees.

1. If a campground attendant or ranger needs to locate campers to collect fees, a \$5.00 fee may be assessed.

6.5 FIREWOOD.

Firewood will be sold by private vendor under contract with SCC. ~~If firewood is not available through the contracted vendor, with a vendor SCC will charge \$5.00 per 10 pieces as available.~~

6.6 BOAT RENTAL FEES.

A. Hickory Grove Park.

1. Pedal boats and canoes - \$5.00 per each one-half (½) hour
2. Boating wet clean-up fee - \$5.00

6.7 LODGES, BUILDINGS, AND FACILITIES RENTAL FEES.

A. Dakins Lake.

1. Shelter.

~~7:00 a.m. - 2:00 p.m. - \$35.00~~

~~3:00 p.m. - 10:00 p.m. - \$35.00~~

7:00 a.m. - 10:00 p.m. - \$50.00

B. Hickory Grove Park.

1. Oriole Ridge Lodge. Capacity: 100 people

~~7:00 a.m. - 2:00 p.m. - \$50.00~~

~~3:00 p.m. - 10:00 p.m. - \$50.00~~

7:00 a.m. - 10:00 p.m. - \$75.00

2. Snow Bunting Lodge. Capacity: 75 people

~~7:00 a.m. - 2:00 p.m. - \$35.00~~

~~3:00 p.m. - 10:00 p.m. - \$35.00~~

7:00 a.m. - 10:00 p.m. - \$50.00

C. McFarland Park.

1. Conservation Center - four-hour minimum.

Monday-Friday, 7:00 a.m.-5:00 p.m. - \$30.00 per hour

5:00 p.m.-10:00 p.m. - \$50.00 per hour

Saturday-Sunday, 7:00 a.m.-10:00 p.m. - ~~\$50.00~~ \$75.00 per hour

2. Youth groups will be charged \$15.00 per hour with a two-hour minimum.

3. ~~A non-refundable utility fee of \$30.00 is charged of groups granted a reservation fee waiver.~~

6.8 DEPOSITS. All or a portion of any ~~refundable damage/alcohol~~ deposit may be withheld if additional clean-up or repairs beyond normal maintenance are required. Staff time for clean-up will be charged in one-hour increments at \$30/hour (one-hour minimum). These deposits

are not a limit of liability for damage to county property. Facility renters are responsible for any damage done to SCC facilities and grounds. The Board may utilize all legal remedies to recover damages.

~~A. A refundable deposit is required by SCC for the consumption of beer/wine at lodges, shelters, or the conservation center in the following amounts: cans, bottles, or one keg—\$100; second keg (maximum of two kegs)—\$150.~~

A damage deposit of \$100.00 is required for rental of any SCC facility. ~~the conservation center and lodges.~~ If alcohol (beer/wine) is being consumed--cans, bottles, or one keg--the damage deposit is \$200.00. For two kegs (more than two kegs is prohibited)--the damage deposit is \$275.00.

~~B. An alcohol deposit is required by SCC for the consumption of beer/wine at shelters in the following amounts: cans, bottles, or one keg—\$100; second keg (maximum of two kegs)—\$175.~~

C. A damage deposit of \$50.00 is required for all supervised youth camping reservations.

~~D. All or a portion of any refundable damage/alcohol deposit may be withheld if additional clean-up or repairs beyond normal maintenance are required. Staff time for clean-up will be charged in one-hour increments at \$30/hour (one hour minimum).~~

The following schedule shall be used to withhold deposits:

- ~~• clean up or repairs requiring up to a ½ hour—subtract 25% of deposit;~~
- ~~• clean up or repairs requiring ½—1 hour—subtract 50% of deposit;~~
- ~~• clean up or repairs requiring 1—1 ½ hours—subtract 75% of deposit;~~
- ~~• clean up or repairs requiring over 1 ½ hours—subtract 100% of deposit.~~

~~E. This deposits are not a limit of liability for damage to county property. The Board may take legal action to recover additional damages.~~

6.9 ENVIRONMENTAL EDUCATION FEES.

A. \$1.25 per student enrolled in the school attendance center for multiple programs; OR \$1.25 per student per program (minimum charge of \$20.00) with either option decided in advance by each school attendance center.

B. There are no fees for civic groups for environmental education programs. A \$25.00 donation per every 20 people is suggested to cover preparation and travel costs.

C. For-profit, non-educational businesses are charged \$35.00 per hour for environmental education programs.

6.10 PERMIT FEES. These permit Fees are charged for the following SCC permits:

A. Scuba diving/snorkeling - \$5.00/year

B. Open swimming - \$5.00/year

C. Special events - \$75.00/permit application

D. Temporary vendor contract - \$25.00/day

E. No Spray Request - \$5.00/year

6.11 OFFICE FEES. The following fees are charged for SCC office services.

A. Copy fee - \$.10/sheet

B. Fax copies - \$1.00/page

6.12 SNOWSHOE RENTAL FEES.

A. Monday – Thursday - \$10.00/day/pair

B. Friday - Sunday - \$20.00/weekend/pair

C. Late fee - \$10.00/day/pair if not returned by noon on check-in date



**STORY COUNTY
CONSERVATION**

Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Conservation Board

Through: Michael D. Cox, Director

From: Jerry Keys, Environmental Education Coordinator

Date: March 12, 2018

RE: Consideration of air rifle and archery target shooting programs in Story County Conservation managed areas

Story County Conservation (SCC) Rules and Regulations currently allow target shooting only at the archery range at Hickory Grove Park. Environmental Education (EE) staff is interested in conducting air rifle and archery target shooting programs/school outdoor experiences in all Story County Conservation managed areas.

Two EE staff are certified Student Air Rifle (SAR) instructors and have access to SAR equipment from Polk County Conservation. Ames Middle School is in the process of purchasing National Archery in the School (NASP) equipment and hosting an instructor certification class. Both programs have strict range set-up requirements and safety protocols that ensure the safety of participants and spectators.

Staff urges your approval to conduct air rifle and archery target shooting by certified instructors in Story County areas during SCC sponsored events.

GRAZING LEASE AGREEMENT

Between Owner of Goats: Eric and Deb Finch/Finch Livestock Exchange
73860 280th St
State Center, IA 50247
641-493-2203
debfinch1977@gmail.com

And Entering Agreement with: Story County Conservation
56461 180th St
Ames, IA 50010

Any death loss will be valued at \$175.00 per goat and will be payable to the owners. Any medical costs associated with the goats being in this location will be at the expense of the owner/managing entity of the location. In other words, treatment cost of any injury (I.e., broken leg, open sore, lameness issues, major laceration) will be paid for by person or entity entering into agreement with Finch Livestock Exchange. In addition, a lease fee of \$1 per goat per month will be charged. Routine worming will be done approximately once a month at goat owner's expense. Managing entity/person of location may or may not be notified of these visits. A corral or catch pen will either be provided at the location by owner/managing entity or goat owners may set up their own corral in an area of their choosing. Mileage will not be charged for owner's visits to worm the goats. ANY and ALL health concerns must be reported to owners immediately. This includes, but is not limited to, lameness, nasal discharge, general unthriftiness or being "off" from the rest of the herd. Mileage will be paid at \$ 2.50 per loaded mile for any hauling of the goats to/from site (evacuation, pick up, delivery). Mileage will be paid at \$ 0.57 per mile for any trip where either owner is requested. This contract can be terminated or modified by owner at any time and without warning.

SIGNED and DATED: _____

SIGNED and DATED: Debra Finch 3/7/2018

Firewood Contract
Story County Conservation Board

Rec'd
3-6-18

THIS AGREEMENT is entered into by and among the **STORY COUNTY CONSERVATION BOARD AND STORY COUNTY, IOWA**, 56461 180TH Street, Ames, Iowa 50010 hereafter referred to as "COUNTY", and **FINCO TREE/WOOD SERVICE, LLC**, 52724 280th Street, Kelley, Iowa 50134, hereafter referred to as "CONTRACTOR".

The effective date of this Agreement is the date it has been signed by all parties.

The principal purpose of COUNTY entering into this contract is to provide for the availability of firewood for the better accommodation, convenience, enjoyment and welfare of those members of the public using COUNTY parks.

It is hereby agreed that:

1. Grant and Term. Subject to the terms and conditions hereof, COUNTY grants to the CONTRACTOR the right, and CONTRACTOR hereby assumes the obligation and responsibility to sell firewood at Dakins Lake and Hickory Grove Park. The Parties, upon mutual consent, may renew this agreement for two (2) additional annual periods, with the same terms and conditions.
2. County's Obligations. The COUNTY will provide the following:
 - a) Ingress and egress for CONTRACTOR and its employees in performance of their obligations and duties, park management, and normal maintenance on facility/structure used by CONTRACTOR.
3. Contractor's Obligations. CONTRACTOR will provide the following:
 - a) All necessary permits and licenses required to be in compliance with federal, state and local laws.
 - b) Compliance with all rules and regulations adopted by COUNTY in connection with the use of its Parks
 - c) Firewood will be kept in ample supply (at least 1 cord of firewood shall be stocked in each shed and restocked weekly or sooner as needed) at Dakins Lake main campground and Hickory Grove Park Breezy Bay campground. Firewood will be labeled in accordance with state requirements and will originate from STORY COUNTY Iowa. Contractor shall bundle firewood, which will be sold by the Campground Attendants. Firewood will be stocked in locked sheds provided by SCCB (1 shed at each park). Ash species firewood is prohibited.
4. Insurance. During the term of the agreement, the CONTRACTOR shall obtain and maintain in force the insurance coverage specified in this section.
 - a) Commercial General Liability coverage, written on an occurrence basis, with limits of not less than \$1,000,000 per occurrence.
 - b) Business Automobile Liability coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.
 - c) During the contract term, the CONTRACTOR shall add and maintain COUNTY as additional insureds in the CONTRACTOR's herein required policies.

- d) Before conducting any on site concession activities, the CONTRACTOR will provide COUNTY with a certificate of insurance showing the coverage specified in this section in a form acceptable to COUNTY.
5. Fees. CONTRACTOR shall, for the term of this agreement, pay to COUNTY the following fees: Thirty three and three tenths (33.3) percent of gross revenue. Fees shall be payable monthly.
 6. Days of Operation. April 1, 2018 – October 31, 2018
 7. Posting Rates. CONTRACTOR shall, at all times, keep on public display the price of all goods and services provided to the public.
 8. Items to Be Sold. Firewood
 9. Non-Discrimination. The CONTRACTOR agrees to perform its obligations under this contract in a legal, non-discriminatory manner. The CONTRACTOR shall not discriminate against anyone based on race, religion, color, national origin, gender or disability. The CONTRACTOR shall comply with the Americans with Disabilities Act.
 10. Protection of Property. CONTRACTOR shall use reasonable care to protect all COUNTY property from damage caused by himself, his employees, the public, or the elements. All improvements, alterations or other changes to property must be approved by COUNTY prior to commencement of work. COUNTY makes no representation with respect to the condition of the premises or the suitability for use by the CONTRACTOR. COUNTY shall under no circumstances have any duty or responsibility concerning the condition of the facility or its suitability for use unless specifically stated herein. This includes any duty or responsibility to change, alter or repair any facility for any requested use. At the termination of this agreement, CONTRACTOR shall vacate the premises in as good a condition as they were at the time of entry by the CONTRACTOR, except for reasonable use and wear.
 11. Status of Contractor. CONTRACTOR shall at all times be deemed an independent CONTRACTOR and not an employee of COUNTY.
 12. Indemnification. The CONTRACTOR shall defend, hold harmless, and indemnify the COUNTY, its officers, agents, and employees, against any claims, loss, and/or damages directly or indirectly arising from or claiming to arise from any injury to any person(s), damage to any property, or any economic loss, arising out of, in whole or in part, (1) the CONTRACTOR's performance or non-performance of its duties under this contract; and/or (2) any defect in any services provided by the CONTRACTOR. This duty to defend, indemnify, and hold harmless shall include the CONTRACTOR's responsibility for any and all foregoing claims, even if such claims are groundless, false, and/or fraudulent and any and all equitable relief, damages, costs and attorney fees except those caused by either the COUNTY's sole negligence or its willful misconduct.

This obligation shall be continuing in nature and extend beyond the term of this agreement. The doctrine of equitable tolling extends the time within which an action for breach of this provision may be filed.

“CONTRACTOR” and “COUNTY” as used in this section, include the employees, agents, sub-contractors, and any other persons who are directly employed by or otherwise legally responsible, respectively to each party.

13. Release. COUNTY assumes no responsibility for the loss or damage of CONTRACTOR's property or improvements placed on or in the facility and CONTRACTOR hereby expressly releases and discharges COUNTY from any and all liability for loss to such property or improvements. COUNTY is not liable or responsible for any financial loss incurred by the CONTRACTOR in any or all of the facilities that operate or function during the period of this agreement.
14. Advertising. Any printed material to be used (e.g., stationery, brochures, post cards, display advertising, and other like material) in connection with the operation of this business, or any advertising in any manner or form, whether in or about the building and premises or elsewhere, or in any newspaper or otherwise, shall be provided to COUNTY for approval before being displayed, distributed, or advertised. The CONTRACTOR agrees not to display, distribute, or advertise anything not approved in writing by COUNTY.
15. Fire. If the building or other equipment used by the CONTRACTOR shall be damaged or destroyed by fire, act of God or otherwise, and the owner of same does not, within 30 days after such casualty, commence repair or replacement of these facilities and thereafter diligently continue the same to completion, then in that event, this contract shall terminate and each party shall be released from further obligations hereunder. CONTRACTOR agrees to provide all necessary fire safety equipment per COUNTY requirements.
16. Assignment. CONTRACTOR shall not assign any right, delegate any duty or authority or sublet any concession rights hereby granted, in whole or in part, without prior written approval by COUNTY.
17. Termination. Failure to meet any of these requirements will be cause for immediate termination of contract.
18. Notices. Any notices concerning this contract may be given, and all notices required by this contract or concerning performance under this contract shall be given, in writing, and shall be personally delivered or mailed addressed as shown below, or such other address or addresses as may be designated by either of the parties, in writing, from time to time.

Whenever a CONTRACTOR is a corporation or other organized entity, a properly authorized individual must sign the contract. This individual must provide a copy of an appropriate corporate resolution or similar document satisfactory to the COUNTY at the time he or she signs the agreement.

Signature:  CEO 3-6-18
 Contractor Date

Signature: _____
 Chair, Story County Conservation Board Date

Signature: _____
 Chair, Story Co. Board of Supervisors Date



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Conservation Board

From: Michael D. Cox, Director

Date: March 12, 2017

Re: Consider Firewood Contract with Finco Tree/Wood Service, LLC

The attached contract secures Finco Tree/Wood Service, LLC of Kelley, Iowa as a firewood contractor for Dakins Lake and Hickory Grove Park campgrounds. Finco Tree/Wood Service will pay Story County Conservation 33.3% of gross income from firewood sales and submit payment on a monthly basis.

Firewood will be bundled and stocked at each campground for sale by the campground attendants from April 1 - October 31, 2018.

I urge your consideration of this agreement.

Prepared by: Gayla E. Hannagan of Iowa Regional Utilities Association, 1351 Iowa Speedway Drive, Newton, Iowa. 50208 (Telephone: 641-792-7011)

WHEN RECORDED RETURN TO: Iowa Regional Utilities Association, R-O-W Department, 1351 Iowa Speedway Drive, Newton, Iowa 50208

LIMITED EASEMENT

No: 238-85-22-24-ZZ

RE:

Abandoned Railroad Right-of-Way in the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section Twenty-four (24), Township Eighty-five (85) North, Range Twenty-two (22) West of the 5th P.M., Story County, Iowa; subject to easements and public roads of record.

Owners of Record: **STORY COUNTY, IOWA**

The undersigned record owner(s) of equitable interests in the real estate shown above or attached, for good and valuable consideration, hereby convey(s) to Iowa Regional Utilities Association, ("Association") , its successors and assigns, a perpetual easement in, to, and running with such real estate, together with a general perpetual right of ingress and egress upon such real estate and any adjacent lands of owner(s) for meter reading, pipeline maintenance, or other reasonable Association purposes. By this instrument, the Association may construct, lay, use, operate, inspect, maintain, repair, replace or remove waterlines and any necessary appurtenances thereto upon, under and through such real estate. Once the waterlines and appurtenances are completely installed and operating, then this easement (except the general rights of ingress and egress) shall reduce in scope to a width of 30 feet, the centerline of which will be the waterlines and appurtenances. During initial construction, no crop damage will be paid by the Association, unless otherwise agreed upon in writing. The Association will try to place the pipe lines within about ten to twenty feet from fences adjacent to road rights of way except to avoid natural or man-made obstructions or to comply with governmental requirements or upon verbal requests of any owner or agent of any owner prior to initial construction. The Association will fix any damage it causes to fences or tile lines. The Association will pay for crop damages it may cause due to repairs or maintenance of its property after one year from the date of initial construction. Each owner signing below represents that he, she or it has an equitable interest of record in the real estate and authority to grant these easement interests. This instrument shall be deemed dated and in full force and effect as of the first date shown on the acknowledgment(s) below. If there's any technical deficiency in this instrument or the way it was signed, then this document shall nonetheless be a perpetual easement as to all interests in the real estate held by the undersigned and a perpetual license running with the land given by the undersigned on behalf of all owners of record and occupants to the Association, its successors or assigns, for such purposes.

STORY COUNTY, IOWA

(By): _____

(By): _____

ALL PURPOSE ACKNOWLEDGMENT

STATE OF IOWA)
(ss.
COUNTY OF _____)

On this ____ day of _____, A.D. 20__, before me, the
Undersigned, a Notary Public in and for said State, personally
appeared _____,
_____ to me personally known
or
_____ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they
executed the same as his/her/their authorized capacity(ies),
and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s)
acted, executed the instrument.

(Sign in Ink)

(Print/type Name)
Notary Public in and for the County of _____
And State of Iowa

CAPACITY CLAIMED BY SIGNER

INDIVIDUAL

CORPORATE

Title(s) of Corporate Officer(s):

Corporate Seal is affixed

No Corporate Seal procured

PARTNERS(s):

Limited Partnership

General Partnership

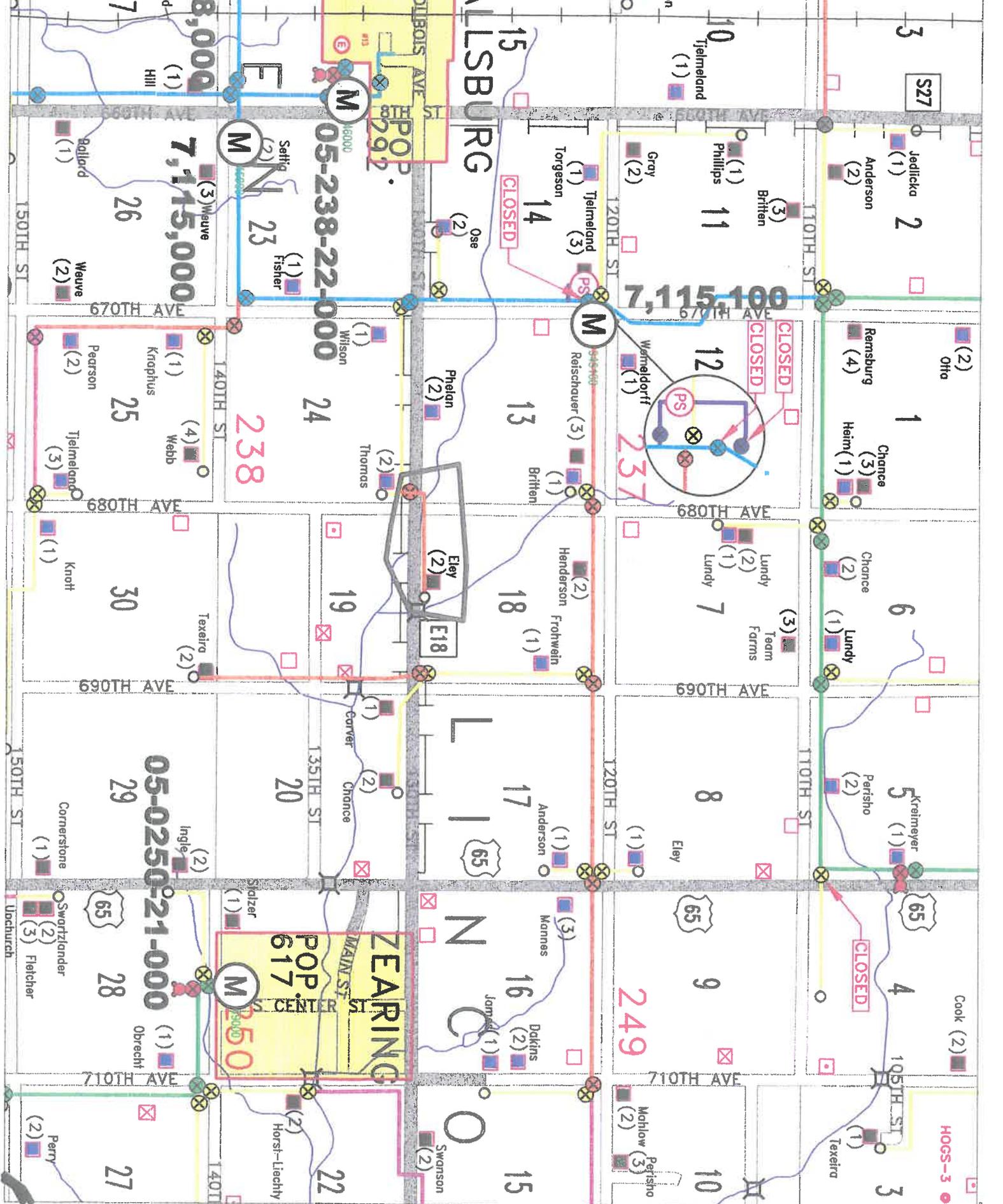
ATTORNEY-IN-FACT

EXECUTOR(s) or TRUSTEE(s)

GUARDIAN(s) or CONSERVATOR(s)

OTHER

SIGNER IS REPRESENTING:
List name(s) of person(s) or entity(ies):





SHEET
300
PARTIAL

DESIGNED BY
CJS
2018/01/2009

REVIEWED BY
CJS
2018/01/2009

CENTRAL IOWA WATER ASSOCIATION
 3801 IOWA SPEEDWAY DRIVE, NEWTON, IOWA 50208-8245
 (641) 792-7011

STORY COUNTY



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Conservation Board

From: Michael D. Cox, Director

Date: March 12, 2018

Re: Consider Easement Agreement with Iowa Regional Utilities Association on Praeri Rail Trail

The attached easement allows Iowa Regional Utilities Association to tap into their water main located just south of the Praeri Rail Trail in order to provide water service to a residence at 68333 130th Street.

The water line will be directional bored under the trail and 130th Street. The trail and vegetation will not be disturbed.

Staff urges your support and recommendation to the Board of Supervisors.



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Conservation Board

From: Michael D. Cox, Director

Date: March 12, 2018

Re: Consider Cooperative Agreement between Prairie Rivers of Iowa RC&D and Story County Conservation for coordination and installation of watershed and creek signage, effective March 19 - August 31, 2018, for \$22,031

The attached cooperative agreement secures the services of Prairie Rivers of Iowa to coordinate placement of informational watershed and creek signs in the county.

The county's strategic plan, the C2C plan, and the Story County Conservation Board strategic plan all call for increased watershed outreach and awareness. This project will coordinate purchase and installation of the signs. Signs will be placed along secondary roads at the entrances to HUC 10 watersheds and at select bridges. This has proven to be a very effective tool to increase watershed and water quality awareness.

Staff urges your consideration of this agreement and recommendation for approval by the board of supervisors.



COOPERATIVE AGREEMENT

BETWEEN

STORY COUNTY CONSERVATION AND PRAIRIE RIVERS OF IOWA RC&D

This Agreement is made effective on March 19, 2018 by and between Story County Conservation, 56461 180th Street, Ames, Iowa hereinafter referred to as 'SCC', and Prairie Rivers of Iowa RC&D, 2335 230th Street, Suite 101, Ames, Iowa 50014. Prairie Rivers of Iowa RC&D is hereinafter referred to as the 'PRI' for this agreement.

The parties have agreed and do hereby enter into this agreement according to the provisions set out herein:

A. Description of Services

PRI will work with Story County Conservation (SCC) to develop and install creek and watershed signs throughout the county. These signs will raise awareness of creeks and HUC 10 watershed boundaries as people enter each watershed on paved county roads. This project will involve the following steps:

- 1) Design, order and oversee the printing and delivery of 110 creek and county road signs printed by the Iowa DOT; and design, order and oversee the printing and delivery of 52 watershed signs printed by Iowa Prison Industries – Cost: \$14,331
- 2) Working with Iowa DOT and the SCC develop a map for placement of all creek and watershed signs; then assist county personnel in installing all signs throughout Story County. – Cost: \$4,800
- 3) Develop a map in a brochure for identifying the location of all signs, oversee the brochure printing and work with SCC to locate places for the public to acquire the brochure. – Cost: \$2,900

A. Scope of Work Timeline

This contract is in effect from the date of signing through August 31, 2018.

B. Reimbursement

SCC agrees to reimburse PRI according to the description of services, described above in article "A". The maximum total payable by SCC under this agreement is that amount set forth above in article "A" and no greater amount shall be paid without written amendment, not to exceed amount of \$22,031. Payment will be made in advance.

C. Suspension/Termination

Either party may terminate this Agreement by giving written notice to the other, at least 30 days before the effective date of termination. Either party may suspend this agreement. Notification of suspension shall be in writing.

D. Entire Agreement

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written.

E. Amendment

This Agreement may be modified or amended by written order with mutual agreement by both parties.

F. Applicable Laws

The terms and provisions of this Agreement are to be construed in accordance with the applicable State and Federal laws, and the Contractor agrees to perform obligations under this Agreement in accordance with said laws including applicable audit requirements.

G. Independent Contractor Status

PRI agrees that the relationship between PRI and SCC is that of an independent contractor for employment tax purposes. PRI shall be solely responsible for all taxes relating to payments made under this agreement.

H. Laws

This agreement is governed by the law of the State of Iowa with venue in Story County District Court.

I. Assignment

This agreement may not be assigned or transferred by PRI without the prior written consent of the SCC.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate and each copy shall constitute an executed counterpart original.

PRAIRIE RIVERS OF IOWA RC&D

By: Penny L. Brown Huber
Penny L. Brown Huber

Date: 3/8/2018

STORY COUNTY CONSERVATION BOARD

By: _____
James L. Pease, Chair

Date: _____

STORY COUNTY BOARD OF SUPERVISORS

By: _____
Rick Sanders, Chair

Date: _____



EMPLOYEE ACTION FORM

Action Requested

- New Hire
- Re-hire
- Re-evaluation of Position
- Promotion
- End of Assignment
- Inactive/Leave of Absence
- Pay Adjustment 3% + 20 yr longevity
- Termination
- Resignation
- Retirement
- Transfer
- Credit Card User
- Resign in lieu of Termination
- Military Leave

Job Status Information

Effective Date 04 / 1 / 2018

Employee Name Gerard Keys

Department Conservation

Title of Position Environmental Education Coc

Line Item Number _____

Elected Official/Department Head Michael Cox

Proposed Salary \$ 2,324.87 ^{NW} BW Hourly Grade: _____

Full Time Part Time $\frac{3}{4}$ Temp
 $\frac{1}{2}$
 $\frac{1}{4}$

Authorizing Signatures

Department Supervisor Signature _____

Approved _____ Date _____

Boards/Commissions

_____ Func _____ Category 530 Employee Number