

**STORY COUNTY CONSERVATION BOARD  
BOARD OF DIRECTORS  
AGENDA - March 9, 2026 - 5:30 PM**

Story County Conservation Center – 56461 180<sup>th</sup> Street, Ames, Iowa

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AGENDA AND HANDOUTS
4. PUBLIC COMMENTS
5. STAFF REPORT
  - A. Ryan Wiemold - Park Superintendent

Documents:

[PARKS SUPERINTENDENT ANNUAL REPORT.PDF](#)

6. APPROVE MINUTES
  - A. February 9, 2026 Minutes

Documents:

[FEBRUARY 9, 2026 MINUTES.PDF](#)

7. APPROVE CLAIMS AND RECEIPTS
  - A. Claims

Documents:

[CONSERVATION CLAIMS 01-21-26 TO 02-03-26 PAID 02-12-26.PDF](#)  
[CONSERVATION CLAIMS HW FOR ELEC FUEL TAX PAID 02-12-26.PDF](#)  
[CONSERVATION CLAIMS 02-04-26 TO 02-17-26 PAID 02-26-26.PDF](#)  
[IRVM CLAIMS 01-21-26 TO 02-03-26 PAID 02-12-26.PDF](#)  
[IRVM CLAIMS 02-04-26 TO 02-17-26 PAID 02-26-26.PDF](#)

8. FINANCIAL REPORTS AND UPDATES
  - A. Expenses And Revenues

Documents:

[CONSERVATION EXPENSE UPDATE - FEBRUARY 2026.PDF](#)  
[IRVM EXPENSE UPDATE - FEBRUARY 2026.PDF](#)  
[REVENUE BY MONTH - FEBRUARY 2026.PDF](#)

9. SCHEDULE OF UPCOMING EVENTS/MEETINGS  
[HTTPS://BIT.LY/CONSERVATIONEVENTSCALENDAR](https://bit.ly/conservationeventscalendar)
10. APPROVE PERSONNEL ACTIONS

A. Action Forms

Documents:

[CONSERVATION PERSONNEL REPORT 4.26.PDF](#)

11. CONSENT AGENDA ITEMS

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

- A. Consideration Of Amendment #2 Of Professional Services Agreement With Shive Hattery For Tedesco Environmental Learning Corridor Shelter Project To Include Construction Observation And Construction Administration For A Not To Exceed Amount Of \$45,000.00

Documents:

[TELC 4 CACO.PDF](#)

- B. Consideration Of Contract With Hall Backhoe And Tiling For Earthwork And Tiling At 2919 South Riverside Drive Park Ranger Residence For \$7,000

Documents:

[HALL BACKHOE.PDF](#)

- C. Consideration Of Contract With Finch Livestock For Management Grazing In SCC Areas

Documents:

[GOAT GRAZING.PDF](#)

- D. Consideration Of Contract With Mark Tjernagel For Prescribed Management Grazing At Carroll Prairie

Documents:

[CATTLE GRAZING.PDF](#)

- E. Consideration Of The Second Reading Of The Story County Conservation Rules And Regulations

Documents:

[SCC RULES REGULATIONS 2026 - FINAL.PDF](#)

- F. Consideration Of The Second Reading Of The Story County Conservation Safety And Health Management Policy

Documents:

[SAFETY HEALTH MGMT 2026 FINAL.PDF](#)

12. ADDITIONAL ITEMS

- A. Consideration Of Bid Award And Construction Contract To Giardino Construction For \$879,600.00 And Authorize The Conservation Director, Michael Cox, To Sign The Contract

Documents:

[TELC PH 4 BID AWARD.PDF](#)

- B. Consideration Of Supplemental Agreement With Bolton & Menk Inc. For Final Design Services For The Deppe Family Recreation Area For \$5,500

Documents:

[DEPPE AMENDMENT.PDF](#)

13. UPDATES:

- A. General Updates - Michael Cox, Director
- B. Liaison Assignments, Committee Meetings Updates, and Announcements from the Board
- C. Other

14. 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.

# Field Operations Annual Board Report- March 9, 2026

Parks Superintendent - Ryan Wiemold

**What I strive to accomplish:** Execute field work efficiently and effectively. Be intentional with our work; matching work items with SCC mission and goals (strategic plan). Provide professional growth opportunities for staff and utilize their passions to accomplish our work. Provide high quality services and experiences for the public that use our areas.

**Where I spend my time:** Communicating with staff, providing direction, problem solving. Rounding with staff, properties and projects. Project planning, coordination with partners, contractors, design engineers, etc. Oversight of Law Enforcement program, trails and natural resource programs. Stress work that keeps parks safe and enjoyable for public. Dealing with things that come up or come in.

**Personal Work Highlight** – Participating currently in the *High-Performance Leadership Development Academy* put on by NACO (National Association of Counties) 10-week course, 4-6 hours a week

1. Leadership Mindset and Positive Engagement
2. Leading Effective Change
3. Communication and Collaboration

## **Active Project Management**

- ◆ Dakins Lake Cabin –*project manager* - bid letting
- ◆ Tedesco Corridor Shelter and Restroom – *project manager* - bid letting
- ◆ R-38 alternative project – *project manager* - route exploration
- ◆ McFarland Conservation Center – *project manager* - test fit process
- Deppe Property – *guiding as needed* - wrap up design.
- Prairie Valley Preserve – *oversight* - picnic shelter, trail development, site restoration
- Longnecker Development – *funding, site planning*
- Hannum’s Mill – *guiding as needed* - finalizing design, permitting.
- HGP Oak Wilt removal – *oversight* - wrapping up removal with contractor
- HGP Beach and Accessibility project – *guiding on amenities* – design

## **Recently Completed Projects**

- McFarland Shop Project
- HOINT – pave to Collins, Celebration and Ribbon Cutting Event
- Oxbows at Wicks and Carroll
- HGP Amenity signage

## **Field Staff**

- Comprehensive Park initiative – McFarland Shop staff
- Trail workloads – flex a seasonal there for summer of 2026
- Efficient and effective field work – stay busy doing what matters
- Emphasize communication, working together (IRVM), and using resources – volunteers, etc.

*More On Back*

**Natural Resource Program**

- Ongoing restorations at numerous properties
- Volunteer opportunities - NR Stewards, tree plantings, service learning, etc.
- Program reaching further – permitting and easement review, PLO relations, etc.
- Seeking continued solutions for workloads

**Law Enforcement Program**

- Maintain visibility and presence in parks
- Make proactive contacts to prevent issues
- Community and partner outreach events
- Interagency cooperations, training, and contacts
- Professional development opportunities for staff

Story County Conservation Board  
February 9, 2026  
Story County Conservation Center, Ames, Iowa

1. CALL TO ORDER: 5:30 PM

2. ROLL CALL

BOARD MEMBERS

Craig Meyers – present

Christine Laumer – present

Erica Place – present

Judy Levings – present

Jim Colbert - present

Linda Murken – present

STAFF

Mike Cox

Marianne Harrelson

Ty Hamiel

Ryan Wiemold

GUESTS

Mike Meetz

3. REVIEW OF AGENDA AND HANDOUTS

4. PUBLIC COMMENTS

5. STAFF REPORT

Ty Hamiel, IRVM Vegetation Management Biologist, submitted a written annual report. He reviewed the report and was available for comments and to answer questions.

6. APPROVAL OF MINUTES

January 12, 2025, Minutes. MOTION by Meyers, SECOND by Levings. MCU.

7. APPROVAL OF CLAIMS AND RECEIPTS

MOTION by Place, SECOND by Meyers. Board members asked some questions, and Harrelson provided explanations. MCU.

8. FINANCIAL REPORTS AND UPDATES

Harrelson noted that the Auditor's Office had issues getting some of the financial reports completed for the January month-end, and the revenue report is not complete at this time.

9. APPROVE PERSONNEL ACTIONS

MOTION by Meyers, SECOND by Place.

10. SCHEDULE OF UPCOMING EVENTS/MEETINGS

The next board meeting is scheduled for March 9<sup>th</sup>. Celebrate Iowa's Outdoors Day is March 24<sup>th</sup> at the Capitol.

11. CONSENT AGENDA ITEMS (All items under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

A. Consideration Of Contract Between Chuck Posegate And Story County Conservation Board For Campground Attendant Duties At Dakins Lake From March 30 To November 1, 2026, For \$240.00/Wkly.

B. Consideration Of Contract Between Teresa Scott And Story County Conservation Board For Campground Attendant Duties At Hickory Grove Park From March 30 To July 12, 2026, For \$240.00/Wkly.

C. Consideration Of Contract Between Jessica Nelson And Story County Conservation

Board For Campground Attendant Duties At Hickory Grove Park From July 13 To November 1, 2026, For \$240.00/Wkly.

- D. Consideration Of Firewood Contract With Finco Tree/Wood Service, LLC
  - E. Consideration Of First Reading Of Revisions To The Story County Conservation Rules And Regulation
  - F. Consideration Of First Reading Of Revisions To The Story County Conservation Board Safety And Health Management Policy
  - G. Consideration Of Limited Easement With The Iowa Regional Utilities Association In Section 19, Township 85N Range 22W, Story County, Iowa
  - H. Consideration Of Underground Electric Line Easement With The Iowa Power And Light Company In Section 22, Township 85N Range 22W, Story County, Iowa.
  - I. Consideration Of Contract Amendment With Shive Hattery For Tedesco Environmental Learning Corridor Signage And Shelter Design For \$24,000.00
- MOTION by Levings, SECOND by Place. MCU.

## 12. ADDITIONAL ITEMS

- A. Acknowledgement Of Acceptance Of Fee Title Of Certain Land Owned By The United States Army Corps Of Engineers. Director Cox indicated that this has been a very long process. Supervisor Murken signed the Quitclaim Deed last week, and we are awaiting the signed and executed documents back from the US Army Corps of Engineers.
- B. Consideration Of Cash Rent Farm Lease Amendment. MOTION by Place, SECOND by Meyers. A farmer is paying us rent to crop the Deppe property before planting it into prairie next year. We are requesting that the board approve this amendment that removes the cash rent for 2026. MCU.
- C. Consideration Of Final Plans, Specifications, Form Of Contract, And Authorization To Release Bids For The Dakins Lake Cabin Project. MOTION by Meyers, SECOND by Levings. Wiemold provided some background and description of the cabin. Bid opening is scheduled for March 3<sup>rd</sup> at the Board of Supervisors meeting. MCU.
- D. Consideration Of Final Plans, Specifications, Form Of Contract, And Authorization To Release Bids For The Tedesco Environmental Learning Corridor Shelter And Restroom Project. MOTION by Place, SECOND by Levings. Weimold provided information about this project. It includes a parking lot, shelter with a reservable kitchenette, and ADA restrooms. Funding for part of this project is from the bond initiative, with no general fund dollars. Bid opening is scheduled for March 3<sup>rd</sup> at the Board of Supervisors meeting. MCU.

## 13. UPDATES

- A. General Updates: Director Cox updated the board on the Watershed Coordinator position, the Habitat Stamp Grant, pole building bids, and a balancing change order for the HOINT project.
- B. Liaison Assignments, Committee Meetings Updates, and Announcements on the Board: Place attended the workday at Christiansen and indicated that she will send out information about advocacy training for the Natural Resource and Outdoor Recreation Trust. Levings attended an OLLI class on Emerging Water Quality Issues and the State of the Ames Community address. Colbert is going to write monthly SCC park spotlights for the Ames Voice. Murken indicated that the BOS finished the budget work session,

but they are not finished with the budget yet. They are waiting to see what happens in the Legislature, and there may be changes coming. Laumer attended the SCC FY27 Budget Work Session with the BOS.

14. ADJOURNMENT

MOTION by Meyers, SECOND by Place, to adjourn. MCU. The meeting was adjourned at 7:26 PM.

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Recording Secretary

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Story County Conservation Board

Disbursement Date 02/12/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
Department 22 Conservation Board												
3899	V 65	Agri Drain Corp	0688627-IN	Sccb bar guard/tile	01000	06999	440	22				88.17
							Disbursement#	216576	Total			88.17
3900	V 129	Alliant Energy		Sccb util DL 12/15-1	01000	06999	430	22				126.01
							Disbursement#	216578	Total			126.01
3846	V 169	Amazon Capital Services	ADGO2QHIAU4SN	Sccb Supplies	01000	06999	260	22				95.97
3846	V 169	Amazon Capital Services	ADGO2QHIAU4SN	Sccb Supplies	01000	06999	411	22				6.99
							Disbursement#	216579	Total			102.96
3901	V 319	Ames Outdoor Supply Inc	61420	Sccb brushcutter bla	01000	06999	250	22				82.92
							Disbursement#	216585	Total			82.92
3903	V 1332	Central Iowa Distributing	311731	Sccb paper/towels	01000	06999	441	22				154.00
							Disbursement#	216606	Total			154.00
4031	V 1681	Copyworks	A109905	Sccb brochures	01000	06999	411	22				64.00
							Disbursement#	216613	Total			64.00
3904	V 1782	Cyclone Awards and Engrav	4466	Sccb name plate/Colb	01000	06999	126	22				10.00
							Disbursement#	216615	Total			10.00
3906	V 83259	First Class Signs	23378	Sccb signage McF/Ptr	01000	06999	440	22				1290.00
							Disbursement#	216626	Total			1,290.00
3907	E 3227	Marianne S Harrelson		Sccb reimb. exp 1/22	01000	06999	260	22				62.28
							Disbursement#	216638	Total			62.28
3908	V 2968	Hertz Appraisal Services	6802	Sccb appraisal/oshei	73000	06999	426	22				2300.00
							Disbursement#	216644	Total			2,300.00
3909	V 3000	Heuss Printing Inc	158758	Sccb banner replacem	01000	06999	411	22				160.00
							Disbursement#	216645	Total			160.00
3910	V 3041	Hobby Lobby Stores	9106509	Sccb paint	01000	06999	223	22				69.94
							Disbursement#	216647	Total			69.94
3911	V 3134	Houston Engineering Inc.	80271	Sccb hannum's mill t	01000	10220	628	22				19589.50
							Disbursement#	216648	Total			19,589.50
3912	V 3102	Howrey Construction Inc	7	Sccb Hojnt ph3a/3b f	01000	10220	627	22				30000.00
							Disbursement#	216649	Total			30,000.00
3913	V 633	Interstate All Battery Ce	1900301051469	Sccb battery	01000	06999	250	22				157.60
3913	V 633	Interstate All Battery Ce	1900303019980	Sccb battery charger	01000	06999	215	22				69.95
							Disbursement#	216657	Total			227.55
3914	V 1363	Iowa Regional Utilities A		Sccb water Dec/Jan	01000	06999	430	22				370.86

Disbursement Date 02/12/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
							Disbursement#	216665	Total			370.86
3976	V 2282	John Deere Financial	6172072	Sccb Air compressor	01000	06999	215	22				1623.97
3976	V 2282	John Deere Financial	6170273	Sccb toilet paper	01000	06999	441	22				9.98
3976	V 2282	John Deere Financial	6160864	Sccb tape	01000	06999	440	22				30.96
							Disbursement#	216673	Total			1,664.91
3977	V 3831	Karl of Marshalltown, LLC	BUCS76323	Sccb Light repair	01000	06999	250	22				206.38
							Disbursement#	216675	Total			206.38
3979	V 4237	Lowes Companies Inc.	9800 114288 8	Sccb air comoress/p	01000	06999	215	22				597.49
3979	V 4237	Lowes Companies Inc.	9800 114288 8	Sccb belts/bolts/pai	01000	06999	440	22				138.01
3979	V 4237	Lowes Companies Inc.	9800 114288 8	Sccb plywood	01000	06999	250	22				25.38
							Disbursement#	216682	Total			760.88
3858	V 8100	Marco	41078305	Sccb Lease/usage 12/	01000	06999	444	22				241.17
							Disbursement#	216684	Total			241.17
3924	V 4685	Mechanical Comfort Inc	53307	Sccb BAS update McF	01000	06999	241	22				245.00
							Disbursement#	216691	Total			245.00
3983	V 4743	Menards		Sccb supplies	01000	06999	241	22				7.78
							Disbursement#	216692	Total			7.78
3984	V 4743	Menards		Sccb supplies	01000	06999	215	22				10.10
3984	V 4743	Menards		Sccb supplies	01000	06999	441	22				473.50
3984	V 4743	Menards		Sccb supplies	01000	06999	440	22				205.94
3984	V 4743	Menards		Sccb supplies	01000	06999	223	22				11.44
3984	V 4743	Menards		Sccb supplies	01000	06999	250	22				45.85
3984	V 4743	Menards		Sccb supplies	01000	06999	308	22				19.98
							Disbursement#	216693	Total			766.81
3990	V 4797	Midland Power Cooperative		Sccb Util McFPark 12	01000	06999	430	22				999.80
							Disbursement#	216700	Total			999.80
4030	V 4483	One Source	2022198056	Sccb Backgrnd checks	01000	06999	471	22				78.00
							Disbursement#	216713	Total			78.00
3928	V 5474	Orkin	28623099	Sccb pest control	01000	06999	232	22				126.76
							Disbursement#	216714	Total			126.76
3929	V 549	Phelps The Uniform Specia	720050	Sccb laundry service	01000	06999	232	22				135.70
							Disbursement#	216715	Total			135.70
3999	V 5173	Portable Pro, Inc.	91755	Sccb Toilet rentals	01000	06999	441	22				525.00
							Disbursement#	216720	Total			525.00
4004	V 6038	Red Lion Renewables	115626	Sccb Util 12/1-1/1/2	01000	06999	430	22				347.18
							Disbursement#	216727	Total			347.18

Disbursement Date 02/12/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4006 V	7163	Security Equipment Inc.	969513/981023	Sccb battery/service	01000	06999	241	22				241.50
4007 V	7163	Security Equipment Inc.	981582	Sccb serice call	01000	06999	241	22				213.00
							Disbursement#	216734	Total			454.50
4009 V	6509	Shive-Hattery, Inc.	2142204360-7	Sccb DLake cabin thr	68000	10220	610	22				18662.70
4009 V	6509	Shive-Hattery, Inc.	2250006320-6	Sccb HGP beach phl t	01000	10220	610	22				3404.71
							Disbursement#	216737	Total			22,067.41
4012 V	6893	Staples	6053966270	Sccb paper	01000	06999	260	22				42.49
4012 V	6893	Staples	6053966271	Sccb desk pad/11x17	01000	06999	260	22				17.44
4012 V	6893	Staples	6053966272	Sccb binders	01000	06999	223	22				25.03
							Disbursement#	216741	Total			84.96
4019 V	7196	Stryker Sales, LLC	170943	Sccb AED battery pak	01000	06999	308	22				168.00
							Disbursement#	216757	Total			168.00
4021 V	7504	Uncurbed, LLC	2026-01	Sccb HGP consult 11/	33000	10220	639	22				4487.50
							Disbursement#	216760	Total			4,487.50
4023 V	6340	Van Wall Equipment	6788687	Sccb Chain saw equip	01000	06999	308	22				191.98
4023 V	6340	Van Wall Equipment	6788687	Sccb Chain saw equip	01000	06999	250	22				120.18
							Disbursement#	216764	Total			312.16
4024 V	77	Verizon Wireless	6133648333	Sccb iphn/ipad/rngr	01000	06999	414	22				224.51
4024 V	77	Verizon Wireless	6133648333	Sccb cmpgrd tablets	68000	06999	414	22				40.04
							Disbursement#	216767	Total			264.55
4028 V	8861	Wex Bank	110333228	Sccb Fuel January	01000	06999	250	22				89.32
							Disbursement#	216778	Total			89.32
								Department	22	Total		88,731.96

Date - 2/11/26  
Time - 11:29:21

Story County - Accounting  
Handwritten Disbursement Register by Department

Program - AA31121  
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Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount	
Department 22 Conservation Board													
4068	V	9994 EFT To Treasurer-State of	0010058330	Sccb electric fuel t	01000	06999	623	22				6.71	EFT
				Pay Date 02/12/2026		Disbursement#		1	Total			6.71	
Department 22 Total											6.71		

Disbursement Date 02/26/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
Department 22 Conservation Board												
4070 V	124	Allendan Seed Company	PSINV-002336	Sccb rice hulls/260	01000	06999	440	22				250.00
							Disbursement#	216794	Total			250.00
4071 V	129	Alliant Energy	6927584925	Sccb 12/31-1/30 Rvsd	01000	06999	430	22				81.04
4071 V	129	Alliant Energy	9408174357	Sccb 12/31-1/30 Rvsd	01000	06999	430	22				96.86
							Disbursement#	216795	Total			177.90
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Sccb Supplies	01000	06999	260	22				48.90
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Sccb Supplies	01000	06999	223	22				653.40
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Sccb Supplies	01000	06999	215	22				14.84
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Sccb Supplies	01000	06999	440	22				19.59
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Sccb Supplies	01000	06999	294	22				126.77
							Disbursement#	216796	Total			863.50
4074 V	339	Ames Municipal Utilities	259111-25716	Sccb 12/18-1/21 util	01000	06999	430	22				68.00
4074 V	339	Ames Municipal Utilities	259111-25718	Sccb 12/18-1/21 util	01000	06999	430	22				288.78
							Disbursement#	216801	Total			356.78
4075 V	319	Ames Outdoor Supply Inc	61478	Sccb chain saw sup	01000	06999	250	22				33.78
							Disbursement#	216802	Total			33.78
4076 V	3574	AquaPhoenix Scientific LL	CI26016914	Sccb water testing s	73000	06999	440	22				327.60
							Disbursement#	216806	Total			327.60
4077 V	490	AT&T Mobility	287295862300	Sccb 12/20-1/19 WiFi	01000	06999	414	22				153.85
							Disbursement#	216808	Total			153.85
4180 V	8063	Aureon Communications	789006335	Sccb February charge	01000	06999	414	22				4.80
							Disbursement#	216809	Total			4.80
4083 V	72655	Capital City Equipment Co	02516	Sccb fluid/oil/filte	01000	06999	250	22				214.76
							Disbursement#	216825	Total			214.76
4187 V	1210	Capital Sanitary Supply	0821885	Sccb Custodial Suppl	01000	06999	232	22				185.21
							Disbursement#	216826	Total			185.21
4224 V	1241	Card Services	4415	Sccb marketing	01000	06999	411	22				261.04
4224 V	1241	Card Services	9659	Sccb serv	01000	06999	383	22				103.68
4224 V	1241	Card Services	9659	Sccb cont educ	01000	06999	422	22				387.54
							Disbursement#	216827	Total			752.26
4189 V	6534	Central Iowa Broadband	488000151	Sccb February intern	01000	06999	414	22				495.00
							Disbursement#	216829	Total			495.00
4086 V	1583	City Of Colo	1900001	Sccb 12/15-1/15 sewe	01000	06999	430	22				49.11
							Disbursement#	216836	Total			49.11
4087 V	4442	Consumers Energy		Sccb util 1/2-2/2/26	01000	06999	430	22				959.00

Disbursement Date 02/26/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
							216838	Total				959.00
4098	V 1815	Gannett Iowa LocaliQ	7541853	Sccb publ/Jan Acct#8	01000	06999	260	22				51.84
							216860	Total				51.84
4225	V 3356	Heartland Business System	856265	Sccb Teams Calling J	01000	06999	414	22				556.80
							216868	Total				556.80
4099	E 3277	Logan D Heissel		Sccb reimb. exp/boot	01000	06999	294	22				200.00
							216871	Total				200.00
4100	V 3055	Hokel Machine Supply	929403	Sccb parts/bobcat	01000	06999	250	22				753.04
4100	V 3055	Hokel Machine Supply	929960	Sccb fittings	01000	06999	215	22				63.46
							216874	Total				816.50
4101	V 3141	Howe's Welding & Metal Fa	102098	Sccb dock poles	01000	06999	440	22				220.86
							216875	Total				220.86
4210	V 3269	IAN		Sccb Spring workshop	01000	06999	422	22				423.00
							216877	Total				423.00
4221	V 3505	ISU Treasurer's Office	MC0837	Sccb water quality t	73000	06999	223	22	21			84.00
							216891	Total				84.00
4229	V 2912	Key Cooperative	14454	Sccb Fuel January	01000	06999	250	22				1630.44
4229	V 2912	Key Cooperative	14454	Sccb Propane January	01000	06999	430	22				2270.18
							216896	Total				3,900.62
4233	V 4402	MaintainX		Sccb Workordr sftwr	01000	06999	241	22				185.43
							216902	Total				185.43
4236	V 4743	Menards	20312	Sccb supplies	01000	06999	260	22				9.98
4236	V 4743	Menards	20121/20244	Sccb supplies	01000	06999	440	22				145.46
4236	V 4743	Menards	20676	Sccb supplies	01000	06999	250	22				31.96
							216909	Total				187.40
4238	V 5175	Nevada Hardware Inc	91610	Sccb supplies	01000	06999	440	22				33.79
							216918	Total				33.79
4239	E 3297	Madison N Nolte		Sccb reimb exp 2/5/2	01000	06999	383	22				62.37
4239	E 3297	Madison N Nolte		Sccb reimb exp 2/5/2	01000	06999	260	22				8.49
							216920	Total				70.86
4242	E 3304	Jessica A Paulin		Sccb Reimb exp 2/5/2	01000	06999	260	22				33.25
							216926	Total				33.25
4133	V 5820	Pratt Sanitation Inc.	32976	Sccb garbage serv/Ja	01000	06999	441	22				471.99
							216934	Total				471.99
4244	V 6038	Red Lion Renewables	116920	Sccb Util 1/1-2/1/26	01000	06999	430	22				565.42

Disbursement Date 02/26/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount	
							216935				Total	565.42	
4250	V 7330	Terracon Consultants, Inc	TQ24656	Sccb Geotech serv HG	33000	10220	639	22				9900.00	
							216971				Total	9,900.00	
4256	V 5574	Wicks Construction Inc.	Pay app #11	Sccb HOINT 11/1-12/3	01000	10220	627	22				132112.71	
							216986				Total	132,112.71	
4257	V 7822	Brooks Witter		Sccb workshop 2/7/26	01000	06999	223	22				165.00	
							216989				Total	165.00	
4258	V 72118	City of Zearing	1287001	Sccb water/waste DL	01000	06999	430	22				63.84	
							216992				Total	63.84	
										Department	22	Total	154,866.86

Disbursement Date 02/12/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
Department 24 I.R.V.M.												
3905 V	3414	Ecolab Pest Elim. Div	3060960	Irvm 12/15-1/15-26 p	11000	06010	610	24				120.50
						Disbursement#	216622	Total				120.50
3914 V	1363	Iowa Regional Utilities A		Irvm water Dec/Jan	11000	06010	430	24				27.28
						Disbursement#	216665	Total				27.28
4024 V	77	Verizon Wireless	6133648333	Irvm Hotspt/tablet 1	11000	06010	414	24				60.06
						Disbursement#	216767	Total				60.06
											Department 24 Total	207.84

Disbursement Date 02/26/2026

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
Department 24 I.R.V.M.												
4072 V	129	Alliant Energy	3050262262	Irvm 1/8-2/6 util se	11000	06010	430	24				189.96
							Disbursement#	216795	Total			189.96
4173 V	169	Amazon Capital Services	ADGO2QHTAU4SN	Irvm Supplies	11000	06010	294	24				31.22
							Disbursement#	216796	Total			31.22
4180 V	8063	Aureon Communications	789006335	Irvm February charge	11000	06010	414	24				1.08
							Disbursement#	216809	Total			1.08
4224 V	1241	Card Services	9659	Irvm cont educ	11000	06010	422	24				566.66
							Disbursement#	216827	Total			566.66
4089 V	3414	Ecolab Pest Elim. Div	9826460	Irvm 11/15-12/15 pes	11000	06010	610	24				120.50
4089 V	3414	Ecolab Pest Elim. Div	3312419	Irvm 1/15-2/15/26 pe	11000	06010	610	24				120.50
							Disbursement#	216848	Total			241.00
4225 V	3356	Heartland Business System	856265	Irvm Teams Calling J	11000	06010	414	24				48.00
							Disbursement#	216868	Total			48.00
4229 V	2912	Key Cooperative	12587	Irvm Fuel January	11000	06010	250	24				237.66
4229 V	2912	Key Cooperative	12587	Sccb Propane January	11000	06010	430	24				423.09
							Disbursement#	216896	Total			660.75
4133 V	5820	Pratt Sanitation Inc.	32976	Irvm garbage serv/Ja	11000	06010	610	24				20.00
							Disbursement#	216934	Total			20.00
4245 E	3317	Nathan A Schmitt		Irvm Reimb exp 2/3/2	11000	06010	422	24				52.50
							Disbursement#	216944	Total			52.50
4255 V	7540	Van Diest Supply Company	17867	Irvm Pathway/Pathfin	11000	06010	202	24				552.75
							Disbursement#	216982	Total			552.75
											Department 24 Total	2,363.92

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
<b>(01000-06999):</b>						
100-22-52	Salaries-Non-Bargaining Unit	-----			<b>\$478,505.99</b>	
	Administration	\$322,400.00	67%	\$105,094.74		
	Environmental Education	\$399,000.00	69%	\$123,103.66		
	Rangers	\$190,000.00	68%	\$60,130.34		
	Parks Superintendent	\$104,900.00	68%	\$33,252.10		
	Operations Supervisors	\$143,000.00	69%	\$44,621.04		
	Field Staff	\$364,000.00		\$112,304.11		
100-22-53	Salaries - Extra Help	-----			<b>\$50,886.59</b>	
	Summer Naturalists	\$16,800.00	63%	\$6,251.25		
	Conservation Aides/ICU	\$34,200.00	80%	\$6,806.19		
	Conservation Aides/SRU	\$34,200.00	41%	\$20,340.00		
	Conservation Aides/Natural Resource	\$17,080.00	73%	\$4,610.42		
	Outreach Intern	\$12,480.00	28%	\$8,925.00		
	Natural Resource Tech	\$15,860.00	81%	\$2,950.86		
	Park Ranger Aide	\$0.00	0%	-\$5,848.38		
	Work Study Student	\$10,200.00	33%	\$6,851.25		
104-22	Overtime Pay	\$8,000.00	72%	\$2,218.65	<b>\$2,218.65</b>	Amended Aug 2025
106-22	Taxable Fringe Benefits	\$5,500.00	34%	\$3,647.53	<b>\$3,647.53</b>	
2000-110-22	FICA	\$129,300.00	66%	\$44,018.11	<b>\$44,018.11</b>	
2000-111-22	IPERS	\$147,500.00	70%	\$44,470.31	<b>\$44,470.31</b>	
2000-113-22	Employer's Flex Benefits	\$38,370.00	66%	\$12,942.50	<b>\$12,942.50</b>	
2000-114-22	Employee's Insurance	\$309,850.00	68%	\$99,874.80	<b>\$99,874.80</b>	Amended Aug 2025
<b>*****</b>	<b>Sub-total Salaries &amp; Benefits</b>	<b>\$2,302,640.00</b>	<b>68%</b>	<b>\$736,564.48</b>	<b>\$736,564.48</b>	
126-22	Conservation Board Expenses	\$2,200.00	55%	\$990.57	<b>\$990.57</b>	
215-22	Shop Supplies	-----			<b>\$4,667.13</b>	
	Misc. shop supplies	\$14,000.00	73%	\$3,820.90		
	Replace 2 Chainsaws - McF	\$2,100.00	79%	\$440.06		
	Battery powered backpack sprayer - NR	\$450.00	109%	-\$39.99		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
	Power washer - HGP	\$5,000.00	91%	\$446.16		
223-22	Environmental Education	-----			<b>\$16,638.09</b>	
	Program, school, animal, and other supplies, subscriptions	\$24,000.00	53%	\$11,258.36		
	On-cell fees	\$1,430.00	100%	\$5.00		
	Media - Prairie Horizons, flyers, ads	\$14,000.00	72%	\$3,974.73		
	Photo contest expenses/prizes	\$800.00	0%	\$800.00		
	Chronolog (3 stations)	\$600.00	0%	\$600.00		
232-22	Custodial Supplies	-----			<b>\$2,659.18</b>	
	Cleaning supplies for conservation center	\$2,000.00	88%	\$248.37		
	New equipment/repair	\$1,300.00	2%	\$1,270.06		
	Laundry services	\$2,000.00	58%	\$844.51		
	Pest control	\$1,200.00	75%	\$296.24		
241-22	Equipment Parts and Supplies	-----			<b>-\$2,786.51</b>	
	General repairs - conservation center	\$7,500.00	163%	-\$4,712.24		
	Inspections/fire & security alarm testing, repairs	\$2,000.00	0%	\$2,000.00		
	Keyless entry & video monitoring	\$3,500.00	123%	-\$790.83		
	Work order software annual renewal	\$2,200.00	67%	\$716.56		
250-22	Vehicle Fuels & Maintenance	-----			<b>\$42,228.64</b>	
	General maintenance/repairs	\$60,000.00	67%	\$19,697.37		
	Fuel	\$54,300.00	59%	\$22,531.27		
260-22	Office/Administration	-----			<b>\$12,842.43</b>	
	Office supplies	\$7,000.00	30%	\$4,923.43		
	Dues/memberships/subscriptions/notices	\$5,000.00	14%	\$4,324.00		
	Bird Friendly County certification	\$100.00	0%	\$100.00		
	ArcView maintenance fees	\$1,100.00	0%	\$1,100.00		
	Transaction fees for on-line registrations	\$3,200.00	25%	\$2,395.00		
294-22	Uniforms & Equipment	-----			<b>\$7,797.65</b>	
	Permanent staff	\$3,300.00	81%	\$617.20		
	Summer staff t-shirts & hats	\$1,000.00	0%	\$1,000.00		
	Safety-toed shoes	\$2,000.00	38%	\$1,239.00		
	Law Enforcement equipment	\$3,000.00	15%	\$2,541.45		
	Law Enforcement ammo	\$0.00	0%	\$0.00		
	Law Enforcement duty vest (RW & PS)	\$2,400.00	0%	\$2,400.00		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
308-22	Health & Safety	-----			<b>\$3,061.32</b>	
	Supplies, Hep B shots, drug tests, hearing tests	\$4,000.00	85%	\$586.27		
	FA/CPR training, chaps & helmets	\$3,000.00	24%	\$2,275.05		
	NOLS wilderness first aid	\$200.00	0%	\$200.00		
383-22	Volunteer Management	-----			<b>\$2,531.60</b>	
	Supplies for recruitment, training, and recognition	\$5,300.00	52%	\$2,531.60		
	Cervis annual fee	\$1,800.00	100%	\$0.00		
411-22	Marketing	-----			<b>\$4,601.02</b>	
	Brochures, advertising, Partners magnets, job fair	\$9,000.00	64%	\$3,240.85		
	Adobe Creative Cloud	\$2,400.00	65%	\$840.16		
	MailChimp	\$1,000.00	48%	\$520.00		
	Canva subscription	\$120.00	100%	\$0.01		
412-22	Postage & Mailing	\$3,500.00	67%	\$1,161.41	<b>\$1,161.41</b>	
414-22	Communication Services	-----			<b>\$16,148.46</b>	
	Phone service at McFarland Park	\$7,800.00	58%	\$3,238.62		
	Phone service at Hickory Grove Park	\$1,000.00	0%	\$1,000.00		
	Broadband service at McFarland & Hickory	\$15,000.00	36%	\$9,606.09		
	Unlimited data for live streaming	\$3,200.00	57%	\$1,391.16		
	Subscriber fees for Story Com radios	\$2,600.00	99%	\$34.70		
	Internet service for Toughbooks	\$2,100.00	54%	\$961.39		
	IOWA Systems billing - electronic citations	\$1,200.00	100%	\$0.00		
	MP70 mobile router license fee & support	\$1,350.00	138%	-\$507.50		
	LE Laptops, mounts, printers, software, etc.	\$12,000.00	96%	\$424.00		
422-22	Education & Training	-----			<b>\$10,438.77</b>	
	Permanent staff	\$15,400.00	35%	\$9,970.55		
	General all-staff training	\$4,000.00	88%	\$468.22		
430-22	Utilities	-----			<b>\$19,404.99</b>	
	Water - McFarland & Dakins primitive	\$2,600.00	72%	\$733.70		
	Water & Sewer - Hickory Grove	\$3,000.00	63%	\$1,116.62		
	Water & Sewer - Dakins Lake	\$2,000.00	39%	\$1,227.56		
	TELC houses - water, sewer, electricity, natural gas	\$5,000.00	71%	\$1,439.55		
	LP - CC, ranger residences, shops	\$8,500.00	75%	\$2,112.38		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
	Electricity - McFarland Park	\$9,700.00	71%	\$2,798.91		
	Electricity - Hickory Grove & Robison	\$26,000.00	70%	\$7,865.49		
	Electricity - Dakins Lake	\$9,000.00	86%	\$1,264.78		
	Sewer - Hickory Grove	\$1,800.00	53%	\$846.00		Amended Aug 2025
440-22	Grounds Maintenance	-----			<b>\$92,395.66</b>	
	General maintenance	\$30,000.00	141%	-\$12,178.38		
	Gravel	\$24,000.00	26%	\$17,723.71		
	Calcium chloride - PP, HG, Dakins	\$28,000.00	29%	\$19,811.00		
	Picnic table & grill repairs	\$1,000.00	52%	\$476.80		
	Signs & posts	\$10,000.00	95%	\$500.49		
	Machinery/equip. rental	\$4,500.00	77%	\$1,013.10		
	Soil Conservation/Tile Maint/Watershed	\$2,000.00	0%	\$2,000.00		
	Chemicals	\$5,500.00	51%	\$2,708.91		
	Farm operations -seed, shrubs, trees	\$3,000.00	9%	\$2,715.01		
	Wildlife nesting structures	\$300.00	76%	\$73.04		
	Fencing - maintenance, & repairs	\$1,000.00	69%	\$308.65		
	Goat grazing herds (3)	\$1,100.00	138%	-\$417.18		
	Robison - replace 2 bridges	\$5,000.00	0%	\$5,000.00		
	Dakins - replace bridge (wood structured)	\$6,000.00	89%	\$653.79		
	West Peterson Park - replace swim bouys	\$3,000.00	21%	\$2,371.58		
	Replace Park Signs on Hwy 69 (6-4'x5')	\$5,000.00	0%	\$5,000.00		
	Replace Wood Duck boxes	\$2,000.00	59%	\$819.14		
	Hickory Grove - ash tree injection (17-20 trees)	\$4,000.00	0%	\$4,000.00		
	Hickory Grove - Prairie seed for spoil site (USFWS grant)	\$9,600.00	0%	\$9,600.00		
	McFarland - Prairie seed for spoil site (USFWS grant)	\$10,400.00	0%	\$10,400.00		
	TELC Connector & Prairie Valley - prairie restoration & bat nest	\$19,391.00	8%	\$17,816.00		Amended Aug 2025
	Hickory Grove - fish barrier for dam	\$2,000.00	0%	\$2,000.00		Amended Aug 2025
441-22	Building Maintenance	-----			<b>\$39,551.02</b>	
	Cleaning and paper supplies	\$4,000.00	62%	\$1,518.60		
	Garbage service	\$9,500.00	69%	\$2,905.24		
	Portable toilets	\$13,000.00	62%	\$5,005.00		
	Alarm system monitoring	\$2,000.00	189%	-\$1,783.91		
	Building repairs/maintenance	\$24,000.00	44%	\$13,346.09		
	TELC - 2919 S Riverside - curtain tile & barrier	\$17,500.00	0%	\$17,500.00		
	Hickory Grove Residence - replace deck & retaining wall	\$20,000.00	95%	\$1,060.00		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
444-22	Equipment Rent/Maintenance	-----			<b>\$3,937.40</b>	
	Copier lease, service plan, and cost per copy	\$5,700.00	40%	\$3,437.40		
	Maintenance fee for radios from Story Com	\$500.00	0%	\$500.00		
471-22	Contractual Labor	-----			<b>\$197,275.55</b>	
	Hickory Grove campground attendant	\$7,440.00	69%	\$2,322.00		
	Dakins Lake campground attendant	\$7,440.00	68%	\$2,400.00		
	CCI Contract	\$20,100.00	97%	\$570.00		
	HGP/Dakins - winterize buildings	\$7,000.00	26%	\$5,200.00		
	PRT - McCallsburg mowing	\$8,000.00	64%	\$2,900.00		
	Drone spraying	\$1,800.00	50%	\$900.00		
	Creek/River Bioassessment (Wicks)	\$5,000.00	0%	\$5,000.00		
	Robison - gully repairs	\$10,000.00	0%	\$10,000.00		
	HOINT - drainage repair 660th-670th	\$15,000.00	0%	\$15,000.00		
	West Peterson - pave boat ramp curb, sidewalk	\$20,000.00	65%	\$6,983.55		
	ADA audit review of all facilities	\$30,000.00	0%	\$30,000.00		
	Edge of Field practices	\$116,000.00	0%	\$116,000.00		Amended Aug 2025
	HGP Oak Wilt Tree Removal	\$0.00	0%	\$0.00		
623-22	Taxes, Leases, Easements	\$4,600.00	31%	\$3,154.29	<b>\$3,154.29</b>	
633-22	Equipment & Machinery	-----			<b>\$67,494.05</b>	
	Hickory Grove - replace Case T310 skidsteer	\$100,000.00	97%	\$2,584.42		
	McFarland - replace #18-2015 Chevy 2500 & tommy gate	\$68,000.00	75%	\$17,166.70		
	Hickory Grove - replace JD Gator	\$36,000.00	110%	-\$3,649.30		
	McFarland - replace #33 LE - 2017 Chevy Silverado	\$57,500.00	100%	-\$240.09		
	HGP/McF - work boat	\$52,000.00	0%	\$52,000.00		
	Hickory Grove - replace forestry head	\$40,000.00	100%	\$21.54		
	Hickory Grove - pipe and line detector	\$3,000.00	105%	-\$152.74		
	Hickory Grove - replace cement mixer	\$3,500.00	107%	-\$236.48		
*****	<b>Sub-Total Operating Expenses</b>	<b>\$1,277,621.00</b>	<b>57%</b>	<b>\$546,192.72</b>	<b>\$546,192.72</b>	
	<b>CAPITAL ACCOUNTS</b>					
10210...	<b>CONSERVATION LAND ACQUISITION</b>				<b>\$17,125.00</b>	
601-22	Osheim land acquisition (ETF)	\$17,125.00	0%	\$17,125.00		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
<b>10220...</b>	<b>OTHER CAPITAL PROJECTS</b>					
610-22	Buildings & Equipment	-----			<b>\$144,310.39</b>	
	Deppe development (use for LWCF grant match)	\$92,650.00	11%	\$82,850.00		Amended Aug 2025
	Hickory Grove - beach improvements (design)	\$90,000.00	40%	\$53,996.89		Amended Aug 2025
	Dakins - car charging station	\$20,000.00	0%	\$20,000.00		
	R-38 Trail Preliminary Design/Owner Crdntn.	\$0.00	0%	-\$12,536.50		
627-22	Heart of Iowa Trail	-----			<b>\$303,051.73</b>	
	HOINT 3A/3B Paving	\$82,860.00	37%	\$52,560.00		Amended Aug 2025
	HOINT 4-6 Paving	\$836,740.00	72%	\$230,491.73		Amended Aug 2025
	HOINT install signage - Cambridge	\$20,000.00	0%	\$20,000.00		
628-22	Water Trail Grant	-----			<b>\$86,929.26</b>	
	Hannum's Mill Dam Mitigation	\$225,000.00	66%	\$77,029.26		
	Shreck Access - IDNR grand design	\$50,000.00	80%	\$9,900.00		
629-22	Fish Habitat Grant	-----			<b>\$46,600.00</b>	
	HGP Walleye Rearing Pond Fish habitat grant	\$46,600.00	0%	\$46,600.00		
644-22	Water Quality Improvements	-----			<b>\$17,340.00</b>	
	Wicks Oxbow Restoration	\$51,480.00	100%	\$0.00		Amended Aug 2025
	Carroll Prairie Oxbow Restoration	\$17,340.00	0%	\$17,340.00		Amended Aug 2025
<b>*****</b>	<b>Sub-Total Capital Accounts</b>	<b>\$1,549,795.00</b>	<b>60%</b>	<b>\$615,356.38</b>	<b>\$615,356.38</b>	
<b>(23000)</b>	<b>REAP</b>					
06999-440-22	<b>Grounds Maintenance</b>	-----			<b>\$28,700.00</b>	
	Hickory Grove - docks and parts	\$28,700.00	0%	\$28,700.00		Amended Aug 2025
10220-610-22	<b>Buildings &amp; Equipment</b>	-----			<b>\$45,000.00</b>	
	Prairie Valley - shelter	\$45,000.00	0%	\$45,000.00		
<b>*****</b>	<b>Sub-Total REAP</b>	<b>\$73,700.00</b>	<b>0%</b>	<b>\$73,700.00</b>	<b>\$73,700.00</b>	
<b>(33000)</b>	<b>SCWLL - Bond Projects</b>					
	<b>Buildings &amp; Equipment</b>	-----			<b>\$572,496.72</b>	
10220-610-22	R38 Alternative (ROW design)	\$25,000.00	108%	-\$2,115.78		
10220-613-22	Hannum's Mill Dam Mitigation	\$290,000.00	0%	\$290,000.00		
10220-615-22	Dakins Cabin	\$178,000.00	0%	\$178,000.00		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
10220-639-22	Hickory Grove - beach improvements	\$47,000.00	21%	\$37,100.00		
10220-639-22	Hickory Grove - Accessibility design	\$21,000.00	21%	\$16,512.50		
10220-644-22	Wicks - Oxbow restoration	\$53,000.00	0%	\$53,000.00		
10220-628-22	Shreck Access - design	\$0.00	0%	\$0.00		
*****	<b>Sub-Total SCWLL - Bond Projects</b>	<b>\$614,000.00</b>	<b>7%</b>	<b>\$572,496.72</b>	<b>\$572,496.72</b>	
<b>(68000)</b>	<b>CONSERVATION ACQ. &amp; CAPITAL PROJECTS</b>					
06999-414-22	Communication Services - Campground tablet data	\$1,000.00	32%	\$679.68	<b>\$679.68</b>	
06999-471-22	Contracted Labor					
	HGP Oak Wilt Tree Removal	\$0.00	0%	\$0.00	<b>\$0.00</b>	
10220-610-22	Buildings & Equipment				<b>\$271,385.20</b>	
	Dakins Cabin	\$300,000.00	10%	\$271,385.20		
*****	<b>Sub-Total Conservation Reserve</b>	<b>\$301,000.00</b>	<b>10%</b>	<b>\$272,064.88</b>	<b>\$272,064.88</b>	
<b>(73000)</b>	<b>TRUST FUND</b>					
223-22-21	Environmental Education Supply				<b>\$21,656.11</b>	
	Miscellaneous expenditures	\$32,000.00	32%	\$21,656.11		
426-22	Land Appraisal	\$0.00	0%	-\$2,300.00	<b>-\$2,300.00</b>	
440-22	Grounds Maintenance				<b>\$5,517.45</b>	
	Water testing kits/supplies	\$5,000.00	30%	\$3,517.45		
	Hickory Grove - fish barrier for dam	\$2,000.00	0%	\$2,000.00		Amended Aug 2025
471-22	Contractual Labor				<b>\$812.37</b>	
	McFarland shop - expansion engineering	\$5,900.00	86%	\$812.37		Amended Aug 2025
633-22	Equipment & Machinery				<b>\$5.00</b>	
	IRVM - Addn'l Funding for Truck	\$10,000.00	100%	\$5.00		Amended Aug 2025
10210-601-22	Land Acquisition				<b>\$333,806.20</b>	
	Skunk River Greenbelt south	\$343,000.00	0%	\$343,000.00		
	Sandvold Land	\$0.00	0%	-\$9,193.80		

FY26 CONSERVATION BUDGET UPDATE - AS OF 2/28/26 --claims paid through 2/26/26; payroll paid through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	TARGETED DATE COMPL. BY/DATE
10220-610-22	Buildings & Equipment	-----			<b>\$436,131.70</b>	
	Dakins cabin	\$22,000.00	0%	\$22,000.00		
	Hannum's Mill Dam Mitigation	\$388,000.00	0%	\$388,000.00		
	Wicks - Oxbow restoration (FY25 Partners)	\$45,000.00	0%	\$44,880.00		
	McFarland - shop addition	\$25,400.00	174%	-\$18,748.30		Amended Aug 2025
*****	<b>Sub-Total Trust Fund</b>	<b>\$878,300.00</b>	<b>9%</b>	<b>\$795,628.83</b>	<b>\$795,628.83</b>	
	<b>TOTALS - FY26</b>	<b>\$6,997,056.00</b>	<b>48.38%</b>	<b>\$3,612,004.01</b>	<b>\$3,612,004.01</b>	

FY26 IRVM BUDGET UPDATE - as of 2/28/26 - claims paid through 2/26/26; payroll through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT BUDGETED	% USED	SUB-TOTALS REMAINING	TOTAL AMOUNT REMAINING	COMMENTS
<b>(11000-06010):</b>						
100-24-09	Salaries - Extra Help	\$33,475.00	26%	\$24,667.49	<b>\$24,667.49</b>	
100-24-52	Salaries - Staff	\$137,400.00	68%	\$44,286.72	<b>\$44,286.72</b>	
104-24	Overtime Pay	\$400.00	0%	\$400.00	<b>\$400.00</b>	
106-24	Taxable Fringe Benefits	\$970.00	36%	\$620.00	<b>\$620.00</b>	
110-24	FICA	\$13,300.00	60%	\$5,361.88	<b>\$5,361.88</b>	
111-24	IPERS	\$13,300.00	68%	\$4,290.75	<b>\$4,290.75</b>	
113-24	Employer's Flex Benefits	\$3,500.00	66%	\$1,175.20	<b>\$1,175.20</b>	
114-24	Employee's Insurance	\$11,310.00	65%	\$3,917.12	<b>\$3,917.12</b>	
	<b>Sub-total Salaries &amp; Benefits</b>	<b>\$213,655.00</b>	<b>60%</b>	<b>\$84,719.16</b>	<b>\$84,719.16</b>	
202-24	Chemicals	\$12,600.00	12%	\$11,139.00	<b>\$11,139.00</b>	
204-24	Seed				<b>\$48,741.50</b>	
	Combine run seed testing	\$1,000.00	26%	\$741.50		
	Permanent seed, cool season	\$4,000.00	0%	\$4,000.00		
	Mulch & tackifier, erosion control products	\$30,000.00	0%	\$30,000.00		
	Cover crop and stabilizer seed	\$2,000.00	0%	\$2,000.00		
	Supplemental Seed	\$12,000.00	0%	\$12,000.00		
215-24	Shop Supplies				<b>\$2,230.46</b>	
	Tools and equipment	\$1,600.00	17%	\$1,330.46		
	Portable Pressure Washer	\$500.00	0%	\$500.00		
	Pole Saw	\$400.00	0%	\$400.00		
250-24	Vehicle Fuels & Maintenance				<b>\$25,662.85</b>	
	Repairs & maintenance	\$22,000.00	13%	\$19,045.96		
	Fuel	\$11,200.00	41%	\$6,616.89		
260-24	Office Supplies				<b>\$430.70</b>	
	Educational materials, envelopes, letterhead	\$500.00	14%	\$430.70		
294-24	Uniforms & Equipment				<b>\$730.78</b>	
	Permenant staff	\$400.00	55%	\$180.78		
	Safety-toed shoes	\$400.00	0%	\$400.00		
	Summer staff	\$150.00	0%	\$150.00		
308-24	Health & Safety				<b>\$1,506.00</b>	
	General Safety Supplies	\$800.00	6%	\$756.00		
	Replace fire PPE	\$750.00	0%	\$750.00		

FY26 IRVM BUDGET UPDATE - as of 2/28/26 - claims paid through 2/26/26; payroll through 2/27/26

ACC'T NO.	ACCOUNT DESCRIPTION	AMOUNT	%	SUB-TOTALS	TOTAL AMOUNT	COMMENTS
		BUDGETED	USED	REMAINING	REMAINING	
412-24	Postage & Mailing	\$100.00	0%	\$100.00	\$100.00	
414-24	Communication Services	-----			\$768.96	
	Office phone service	\$700.00	47%	\$374.42		
	Hot spot	\$750.00	64%	\$269.64		
	Radio subscriber fees	\$800.00	107%	-\$55.10		
	Maintenance fees for radios	\$180.00	0%	\$180.00		
422-24	Education & Training	-----			\$26.04	
	Permanent staff	\$1,400.00	109%	-\$122.13		
	Seasonal employees	\$200.00	26%	\$148.17		
430-24	Utilities	\$3,500.00	62%	\$1,318.93	\$1,318.93	
471-24	Contract Services	\$50,000.00	0%	\$50,000.00	\$50,000.00	
610-24	Buildings & Equipment	-----			\$3,708.21	
	Pest control	\$1,400.00	76%	\$338.56		
	Gravel, herbicide, general maint	\$2,600.00	98%	\$61.07		
	Garbage service	\$350.00	59%	\$142.18		
	Replacement fuel cans	\$360.00	165%	-\$233.60		
	Transfer Tank	\$1,400.00	0%	\$1,400.00		
	TELC trail connector crossing & R38 - Cantilever di	\$2,000.00	0%	\$2,000.00		Amended Aug 2025
633-24	Equipment & Machinery	-----			\$13,187.19	
	Hose Reels #55 Isuzu Sprayer	\$2,700.00	0%	\$2,700.00		
	Sprayer safety seat- Isuzu	\$1,600.00	0%	\$1,600.00		
	Replace Slide-in Sprayer #53	\$11,700.00	110%	-\$1,112.81		
	1 ton truck (replaces #53)	\$59,000.00	83%	\$10,000.00		Amended Aug 2025
633-24-24	Equipment & Machinery - LRTF grants	-----			\$5,800.00	
	Minisplit for seed room	\$5,800.00	0%	\$5,800.00		
	<b>Sub-Total Operating Expenses</b>	<b>\$246,840.00</b>	<b>33%</b>	<b>\$165,350.62</b>	<b>\$165,350.62</b>	
	<b>TOTAL FY26 BUDGET</b>	<b>\$460,495.00</b>	<b>45.70%</b>	<b>\$250,069.78</b>	<b>\$250,069.78</b>	

STORY COUNTY CONSERVATION - REVENUE BY MONTH - FY26

Description	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	YTD REVENUE	BUDGETED FY26
Bldg. Rents (MP Room)	\$0.00	\$488.77	\$0.00	\$242.44	\$310.00	\$0.00	\$815.00	\$160.00					\$2,016.21	\$4,000
Miscellaneous	\$104.84	\$8,659.08	-\$7,480.50	\$195.00	\$1,326.75	\$472.28	\$847.94	\$7.92					\$4,133.31	\$5,000
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$13,500.00	\$41,700.00	\$0.00	\$9,300.00	\$0.00					\$64,500.00	\$91,500.00
Other State Grants	----	----	----	----	----	----	----	----	----	----	----	----	----	----
- IDNR Water Trail Development Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$40,000
- USFWS Habitat Grant - HGP spoil site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$9,600
- USFWS Habitat Grant - McF spoil site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$10,400
- LWCF - Deppe Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$161,250
- IDNR Dam Mitigation - Hannum's Mill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$22,500 Amended Aug 2025
- IDNRSWGC Grant	\$1,292.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.50	\$0.00					\$1,528.84	\$14,141 Amended Aug 2025
- ISU Federal Work Study Reimbursement	\$247.81	\$0.00	\$0.00	\$765.01	\$0.00	\$1,172.81	\$376.88	\$0.00					\$2,562.51	\$7,650 Amended Aug 2025
- Destination Iowa Grant - HOINT Phase 3B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,500,000 Amended Aug 2025
- CIRPTA HOINT Paving - Phase 3B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$58,333 Amended Aug 2025
- State Recreational Trails - HOINT Phase 3A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$11,250 Amended Aug 2025
- CIRPTA HOINT Paving - Phase 3A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$12,500 Amended Aug 2025
- State Recreational Trails - HOINT Phase 3A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$19,200 Amended Aug 2025
- IDNR Fish Habitat Grant - HGP Wall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$56,428 Amended Aug 2025
- IDNR Wildlife Diversity Habitat Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$0.00					\$1,050.00	\$1,050 Amended Aug 2025
- IDALS Cost Share Assistance - Wickham	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,480.00					\$51,480.00	\$51,480 Amended Aug 2025
- IDALS Cost Share Assistance - Carr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$17,340 Amended Aug 2025
- Great Outdoors Fund - Hannum's Mill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$50,000 Amended Aug 2025
- IDNR Coop Agreement - HGP Beach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$75,000 Amended Aug 2025
Environmental Education Fees	\$3,615.16	\$2,007.32	\$4,015.00	\$4,241.85	\$813.82	\$845.65	\$2,915.36	\$1,482.35					\$19,936.51	\$30,000
Boat Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$9,400
Rec. Fac. Rents (lodges/shelters)	\$226.55	\$350.05	\$0.00	\$187.55	\$69.50	\$0.00	\$137.06	\$229.46					\$1,200.17	\$3,200
Other Rec. Fees (Waterfront)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$500
Firewood	\$200.00	\$75.00	\$0.00	\$372.50	\$90.00	\$0.00	\$0.00	\$0.00					\$737.50	\$1,500
Fuel Tax Refunds	\$0.00	\$0.00	\$0.00	\$2,847.90	\$0.00	\$0.00	\$0.00	\$0.00					\$2,847.90	\$3,000
Parking Violations	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00					\$20.00	\$0
Boat Titing Fees	\$125.00	\$130.00	\$80.00	\$35.00	\$65.00	\$15.00	\$20.00	\$40.00					\$510.00	\$1,000
<b>Sub-total - Gen. Rev.</b>	<b>\$5,811.70</b>	<b>\$11,720.22</b>	<b>-\$3,385.50</b>	<b>\$22,397.25</b>	<b>\$44,375.07</b>	<b>\$3,555.74</b>	<b>\$14,648.74</b>	<b>\$53,399.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152,522.95</b>	<b>\$2,267,222</b>
REAP per co/capita	\$0.00	\$0.00	\$0.00	\$0.00	\$31,047.00	\$0.00	\$0.00	\$0.00					\$31,047.00	\$30,000
REAP, Interest	\$317.45	\$330.67	\$331.38	\$318.43	\$311.85	\$35.41	\$359.84	\$520.73					\$2,525.76	\$3,000
<b>Sub-total - REAP</b>	<b>\$317.45</b>	<b>\$330.67</b>	<b>\$331.38</b>	<b>\$318.43</b>	<b>\$313,588.85</b>	<b>\$35.41</b>	<b>\$359.84</b>	<b>\$520.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,572.76</b>	<b>\$33,000</b>
Camping - Hickory Grove	\$14,953.82	\$15,627.01	\$0.00	\$35,021.85	\$7,855.31	\$911.28	\$4,672.28	\$3,393.58					\$82,435.13	\$128,000
Camping - Dakins Lake	\$7,283.85	\$7,036.57	\$256.00	\$16,533.65	\$704.50	\$156.46	\$838.37	\$436.52					\$33,245.92	\$65,000
Camping - Other	\$50.00	\$97.72	\$0.00	\$124.34	\$27.89	\$0.00	\$23.00	\$184.29					\$507.24	\$1,000
<b>Sub-total - Cons. Resrv</b>	<b>\$22,287.67</b>	<b>\$22,761.30</b>	<b>\$256.00</b>	<b>\$51,679.84</b>	<b>\$8,587.70</b>	<b>\$1,067.74</b>	<b>\$5,533.65</b>	<b>\$4,014.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,188.29</b>	<b>\$194,000.00</b>
FOC - Donations/Misc.	\$12,116.55	\$2,950.00	\$9,480.00	\$2,098.44	\$16,147.35	\$18,531.79	\$513.49	\$1,136.79					\$62,974.41	\$85,000
FOC - Donations/Leui	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$100,000
FOC - Donations/Partners	\$3,851.18	\$1,202.27	\$1,570.00	\$5,191.27	\$1,016.79	\$4,817.45	\$6,799.51	\$7,563.18					\$32,011.65	\$45,000
FOC - Easements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0
FOC - Interest	\$2,499.11	\$2,630.72	\$2,613.31	\$2,500.60	\$2,373.67	\$2,276.42	\$2,313.49	\$3,431.86					\$20,639.18	\$35,000
FOC - Other State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0
FOC - Miscellaneous	\$0.00	\$0.00	\$53.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$53.80	\$19,000
<b>Sub-total Trust Funds</b>	<b>\$18,466.84</b>	<b>\$6,782.99</b>	<b>\$13,717.11</b>	<b>\$9,790.31</b>	<b>\$19,537.81</b>	<b>\$25,625.66</b>	<b>\$9,626.49</b>	<b>\$12,131.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$115,679.04</b>	<b>\$284,000.00</b>
Capital Projects - Conservation Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$0.00	\$0.00					\$4,000,000.00	\$5,000,000.00
<b>Sub-total - Cons. Bond</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,000,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,000,000.00</b>	<b>\$5,000,000.00</b>
<b>TOT. CONS. REVENUE</b>	<b>\$46,883.66</b>	<b>\$41,595.18</b>	<b>\$10,918.99</b>	<b>\$84,185.83</b>	<b>\$103,859.43</b>	<b>\$4,030,284.55</b>	<b>\$30,168.72</b>	<b>\$70,066.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,417,963.04</b>	<b>\$7,778,222.00</b>
IRVM Miscellaneous	\$55.00	\$576.63	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00					\$691.63	\$4,100
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,200.00	\$0.00					\$6,200.00	\$400
Drainage Dist. Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$11,000
Other State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0 Amended Aug 2025
Weed Violations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$100
Fuel Tax Refunds	\$0.00	\$0.00	\$0.00	\$739.83	\$0.00	\$0.00	\$0.00	\$0.00					\$739.83	\$1,000
<b>TOT. IRVM REVENUE</b>	<b>\$55.00</b>	<b>\$576.63</b>	<b>\$0.00</b>	<b>\$739.83</b>	<b>\$0.00</b>	<b>\$60.00</b>	<b>\$6,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,631.46</b>	<b>\$16,600</b>

**Story County Conservation Personnel Actions**

<b>Effective Date</b>	<b>Action</b>	<b>Name</b>	<b>Job Title</b>	<b>Status</b>	<b>Grade</b>	<b>Step</b>	<b>Salary</b>	<b>Bi-weekly/Hourly Rate</b>
4/5/2026	Pay Adjustment	Simmons, Hunter	Conservation Technician II	Full-time	16	D	\$63,260.16	\$30.41
4/5/2026	Pay Adjustment	Keys, Jerry	Environmental Education Coordinator	Full-time	19	O	\$96,257.82	\$3,702.22
4/19/2026	Pay Adjustment	Judson, Kallie	Conservation Technician	Full-time	14	C	\$55,912.76	\$26.88
5/18/2026	Re-Hire	Hughes, Yutana	Conservation Aide	Temp				\$16.25
5/18/2026	Re-Hire	Fouraker, Christian	Conservation Aide	Temp				\$16.25
5/18/2026	Re-Hire	Webb, Josh	Conservation Aide	Temp				\$16.25
5/18/2026	Re-Hire	Ramos, Jocelyn	Seasonal Naturalist	Temp				\$16.25
5/18/2026	New Hire	Luu, Tri	Conservation Aide	Temp				\$16.00
5/18/2026	New Hire	Odekirk, Kandace	Conservation Aide	Temp				\$16.00
5/18/2026	New Hire	Sheets, Eleora	Conservation Aide	Temp				\$16.00
5/18/2026	New Hire	Brand, Tyler	Conservation Aide	Temp				\$16.00
5/18/2026	New Hire	Tehan, Katelyn	Conservation Aide	Temp				\$16.00
5/18/2026	New Hire	Becker, Morgan	Seasonal Naturalist	Temp				\$16.00
5/18/2026	New Hire	Duncan, Trenton	Seasonal Naturalist	Temp				\$16.00
5/18/2026	New Hire	Sturtz, Jake	Vegetation Managemen Aide	Temp				\$17.25
5/18/2026	New Hire	Huether, Stockton	Vegetation Managemen Aide	Temp				\$17.25
5/18/2026	New Hire	Schmitz, Joseph	Conservation Aide	Temp				\$16.00

**Approved this 9th day of March, 2026**

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Chairperson, Conservation Board

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Michael Cox, Conservation Director



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Story County Conservation Board - McFarland Park 56461 180<sup>th</sup> 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: Ryan Wiemold, Park Superintendent

Date: March 9, 2026

Re: Consideration of Amendment #2 of Professional Services Agreement with Shive Hattery for Tedesco Environmental Learning Corridor Shelter Project to Include Construction Observation and Construction Administration for a Not to Exceed Amount of \$45,000.00.

---

The attached Agreement secures the services of Shive Hattery for construction administration and oversight for the Tedesco Environmental Learning Corridor Shelter project. This total can be amended into the original design contract, which is currently at \$117,800.00 after Amendment 1. This is an hourly fee cost basis with a not to exceed price of \$45,000.00, bringing this total contract to \$162,800.00.

Funding for this Agreement is included in the FY26 budget from the SCWLL, TIF, and Conservation Trust Funds.

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

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AMENDMENT TO AGREEMENT**  
**between SHIVE-HATTERY, INC. AND THE CONSULTANT**

**ATTN:** Michael Cox

**CONSULTANT:** Story County Conservation Board  
McFarland Park  
56461 180th Street  
Ames, IA 50010-9451

**PROJECT:** Story CCB – TELC Phase 4

**PROJECT LOCATION:** Ames, IA

**ORIGINAL AGREEMENT DATE:** July 2, 2025

**AMENDMENT NO.:** 2

**AMENDMENT DATE:** January 14, 2026

Story County Conservation and Shive-Hattery, Inc. (S-H) agree to amend the Original Agreement as follows:

**PROJECT DESCRIPTION**

No changes.

**SCOPE OF SERVICES**

The services and tasks for the project are added/deleted or revised as follows:

ADD

**1. Construction Phase Services**

- A. Review contractor-provided submittals (up to two reviews per submittal).
- B. Review and respond to Requests For Information.
- C. Review Contractor-prepared Change Order Requests and Pay Applications. Coordinate changes with Contractor and Advise Owner regarding approvals.
- D. Attend pre-construction meeting (On Site).
- E. Perform routine construction observation site visits and produce observation reports to Owner and Contractor (up to eight (8)). At least one representative from Shive-Hattery will be present at each site visit. Representatives may vary depending on the work being done.
- F. Attend Owner-Architect-Contractor (OAC) meetings (once every two weeks at most; Virtual Meetings; up to twelve (12)).
- G. Review Contractor-Provided punch list and perform site visit to further develop punch list. Provide revised punch list to Owner and Contractor.
- H. Perform final punch list review site visit once Contractor has completed all punch list items.
- I. Track plan changes throughout construction and provide Record Documents to Owner at close of project.



**CLIENT RESPONSIBILITIES**

No changes.

**SCHEDULE**

The Schedule is revised as follows:

ADD

- Bidding is anticipated to occur in Q1 of 2026, with final completion achieved prior to 2027.

**COMPENSATION**

The previous Compensation was as follows:

Description	Fee Type	Fee	Estimated Expenses	Total
Base Services - Design & Bidding	Hourly	\$93,800	Included	\$93,800
Amendment 1 – Signage + Shelter Design	Hourly	\$24,000	Included	\$24,000
<b>TOTAL</b>				<b>\$117,800</b>

The Compensation is revised as follows:

Description	Fee Type	Fee	Estimated Expenses	Total
Base Services - Design & Bidding	Hourly	\$93,800	Included	\$93,800
Amendment 1 – Signage + Shelter Design	Hourly	\$24,000	Included	\$24,000
Amendment 2 – Construction Phase Services	Hourly	\$45,000	Included	\$45,000
<b>TOTAL</b>				<b>\$162,800</b>

Fee Types:

- Hourly - We will provide the Scope of Services on an hourly rate basis at our Standard Hourly Fee Schedule in effect at the time that the services are performed. We will not exceed the estimated amounts above without your prior authorization.

Expenses:

- Included - Expenses have been included in the Fee amount.

**ADDITIONAL SERVICES**

No changes.

**AGREEMENT**

When accepted by both parties, this Amendment will amend the Original Agreement and is subject to all other terms and conditions of the Original Agreement. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Amendment. The Client representative signing this Amendment warrants that he or she is authorized to enter into this Amendment on behalf of the Client.

Sincerely,  
SHIVE-HATTERY, INC.

  
Anthony Harbaugh, PE  
Civil Engineer, Project Manager  
aharbaugh@shive-hattery.com

  
Luke Monat, PE  
Water & Environment Market Leader  
[lmonat@shive-hattery.com](mailto:lmonat@shive-hattery.com)

---

**AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED**

**CLIENT:** Story County Conservation Board / Story County Board of Supervisors

**STORY COUNTY CONSERVATION**

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
(signature)

**PRINTED NAME:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_

**STORY COUNTY BOARD OF SUPERVISORS**

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
(signature)

**PRINTED NAME:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_



---

Story County Conservation Board - McFarland Park 56461 180<sup>th</sup> 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: Patrick Shehan, Special Projects Ranger

Date: March 9, 2026

Re: Consideration of Contract with Hall Backhoe and Tiling for Earthwork and Tiling at 2919 South Riverside Drive Park Ranger Residence for \$7,000.

---

Staff is requesting your approval for reshaping and tile work to reduce the amount of water entering the basement at the Ranger Residence at 2919 South Riverside Drive. This work will install a swale system to direct water away from the house, preventing it from flowing into the basement. An additional tile will be installed in this swale system to help redirect water. Hall Backhoe & Tiling LLC has quoted \$7,000 for the reshaping and creation of the swale system and the additional tile installation. This total is within the amount budgeted.

Staff urges your approval.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CONTRACT

Kind of Work Earthwork/Tiling

County Story

THIS AGREEMENT made and entered by and between Story County, Iowa, by its Conservation Board, Contracting Authority, and

**Hall Backhoe and Tiling**

of Roland, IA Contractor.

WITNESSETH: That the Contractor, for and in consideration of (\$ \$7,000.00 )

seven thousand dollars and no cents

payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to contractors, the various items of work as follows:

Item No.	Item	Quantity	Units	Unit Price	Amount
1	Earthwork. Grading to shape swale around house for positive drainage	1.00	LS		\$3,000.00
2	Trenching for tile around house	1.00	LS		\$1,000.00
3	Rock, tile and labor	1.00	LS		\$3,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	The Contractor agrees to add Story County Board of Supervisors, Story County, Iowa, and Story County Conservation Board as Additional Insured on the contractor's Commercial General Liability Policy. Contractor further agrees to Waiver of Subrogation in favor of Story County Board of Supervisors, Story County, Iowa and Story County Conservation Board on Contract's Commercial General Liability and Workers Compensation and Employers Liability.				
	Quote awarded to lowest qualified responsive quoter.				<b>Subtotal:</b> \$7,000.00

Said specifications and plans are hereby made a part of the the basis of this agreement.

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth subject to the Conditions as set forth in the specifications.

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. 2919 S Riverside tiling

in Story County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of contract between the parties thereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Approximate Starting Date	Specified Starting Date	Final Completion	Number of Working Days
10-Mar-26		15-May-26	

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon by the parties hereto. It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgement as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the

Recommended by:

Approved:

Story County, Iowa  
Contracting Authority

By: \_\_\_\_\_  
Director, Story County Conservation Board

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_



---

Story County Conservation Board - McFarland Park 56461 180<sup>th</sup> 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: Brandon Clough, Natural Resources Specialist

Date: March 9, 2026

Re: Consideration of Contract with Finch Livestock for Management Grazing in SCC Areas.

---

The attached contract is with Finch Livestock for management grazing using goats. The goats will be utilized as a tool for follow-up maintenance in areas where staff conducted timber stand improvement. They will be focused on setting back ruderal plant species, giving native plants a chance to grow. Goats are preferred in areas with poor access, steep topography, or where a light footprint is desired.

Two herds will be utilized between Hickory Grove Park, McFarland Park, Christiansen Forest Preserve, and/or Dakins Lake. Grazing in these areas will assist with water quality efforts by setting back invasive shrub species for native plant regeneration. The anticipated cost will be paid for out of the FY27 Conservation Budget. The exact amount may vary and is dependent on delivery charges, animal care from the owner, and possible loss of livestock.

Staff urges your approval.

---

Approval

---

Disapproval

---

Date

---

Date

# 2026 Grazing Lease Agreement

Between Owner of Goats: Eric and Deb Finch/Finch Livestock  
73860 280th St  
State Center, IA 50247  
[debfinch1977@gmail.com](mailto:debfinch1977@gmail.com)  
641-485-1378

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

Any death loss will be valued at \$350 per goat (based on replacement cost) and will be payable to owners. Owners may choose to decrease said value based on age, sex, breed, etc. Any medical costs associated with the goats being in this location will be at the expense of the entity entering into agreement with Finch Livestock. This may include items such as treatment costs related to a broken leg, open sores, lameness issues, lacerations, etc. In addition, a lease fee of \$2.00 PER GOAT per month (nearest 30 days) will be charged. Routine worming may be done as often as every 2 weeks at the expense of Finch Livestock. Managing entity/person of location may or may not be notified of these visits. A corral of some fashion will either be provided at the location by the managing entity OR Finch Livestock may set up their own corral or use a trailer in an area of their choosing. Mileage will not be charged for owner's visits to worm or voluntarily check the goats. ANY and ALL health concerns must be reported to Finch Livestock 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 \$4.00 per loaded mile for any hauling of the goats to/from any site (evacuation, pick up, delivery). Mileage will be paid at \$0.725 per mile (based on IRS mileage rates for grazing year) for any trip where either owner is requested for any reason. This agreement can be terminated or modified by owner at any time and without warning.

OWNER SIGN/DATE:  02/26/2026

SCC SIGN/DATE: \_\_\_\_\_



Story County Conservation Board - McFarland Park 56461 180<sup>th</sup> 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: Brandon Clough, Natural Resources Specialist  
Date: March 9, 2026  
Re: Consideration of Contract with Mark Tjernagel for Prescribed Management Grazing at Carroll Prairie.

The attached contract is with Mark Tjernagel for management grazing using cattle at Carroll Prairie. The cattle will be utilized as a tool to setback invasive, cool season grasses such as smooth brome and reed canary grass. The desired outcome is to give native grasses and forbs space to grow while still providing heterogeneous habitat structure. Much of this area was overseeded with native grasses and forbs last winter. Cattle will be excluded from the areas recently disturbed by the oxbow restoration project.

Conservation grazing practices will be utilized, such as a moderate stocking rate and creek exclusion. Mark placed a bid of \$15/ac – totaling \$315 for the 21 acres in Calendar year 2026. The contract states that there is an option for an additional 2 years of renewals if both parties agree.

Staff urges your approval.

Approval

Disapproval

Date

Date

# CONTRACT

Kind of Work Grazing

County Story

THIS AGREEMENT made and entered by and between Story County, Iowa, by its Conservation Board, Contracting Authority, and

Mark Tjernagel Mark Zinnig

of \_\_\_\_\_ Contractor.

WITNESSETH: That the Contractor, for and in consideration of (\$ \$315 )

payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to bidders, the various items of work as follows:

Item No.	Item	Quantity	Units	Unit Price	Amount
1	Graze selected areas at Carroll Prairie with cattle.	21.00	acres	\$15/acre	\$315
2	Stocking rate is 11.5 animal units - cow/calf pair = 1.2 AU.				
3	Must exclude cattle from dirt which was disturbed during oxbow construction				
4	No equipment shall be left on site without permission from SCC.				
5	Story County may restrict access to fields due to wet conditions.				
6	No pesticides or fertilizers may be used without SCC consent.				
7	No interseeding or supplemental feeding allowed without SCC consent				
8	Use of minerals will not be allowed without SCC consent.				
9	Tenant is responsible for construction of temporary fence.				
10	Temporary fence must be removed within two weeks of when the cattle are removed.				
11	Cattle must be excluded from creek. Water may be pumped or hauled in.				
12	Cooperator must be in compliance with state and local livestock health regulations.				
13	Equipment, including ATVs/UTVs must be clean and free of invasive plant material.				
14	SCC reserves the right to modify or terminate the grazing contract if habitat conditions warrant.				
15	SCC is not responsible for providing alternative pasture if the grazing contract is terminated.				
17	Start date is flexible upon SCC consent. Activities such as fence building may start up to 1 month in advance.				
18	There is an option for a contract renewal for 2 additional years if both parties agree.				
19	Successful bidder shall indemnify Story County from any damages or claims arising from this contract and add Story County, Iowa and Story County Conservation Board as additional insureds on bidder's General Liability and Automobile Liability insurance.				
20	All liability relating to livestock and livestock management to include all persons working for the Cooperator, whether related, hired or as a partner is strictly that of the Cooperator. The Cooperator must have/acquire liability insurance that covers the livestock being grazed on County lands.				
21	Bidder will hold Story County harmless for any damage to bidders equipment.				
22	Bidder will hold Story County harmless for injuries to members of the public caused by acts or omission of the Bidder.			<b>Subtotal:</b>	
	<input type="checkbox"/> See supplemental information on Page 2			<b>Pg2 Subtot:</b>	
				<b>TOTAL:</b>	<b>315</b>

Said specifications and plans are hereby made a part of the basis of this agreement and a true copy of said plans and specifications are now on file in the Story County Conservation Office.

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth subject to the Conditions as set forth in the specifications.

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. Carroll Grazing 2026

in Story County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of contract between the parties thereto. That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Approximate Starting Date	Specified Completion Date	Late Start Date	Number of Working Days
1-Apr-26	30-Jun-26		

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon by the parties hereto. It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgement as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the

Recommended by: \_\_\_\_\_

Approved: \_\_\_\_\_

**Story** County, Iowa  
Contracting Authority

By: \_\_\_\_\_  
Director, Story County Conservation Board

Date: \_\_\_\_\_

By: *Mark Jensen* Contractor

Date: *3-4-26*



---

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

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Memorandum

To: Story County Conservation Board

From: Michael D. Cox, Director

Date: March 9, 2026

Re: Consideration of the Second Reading of the Story County Conservation Rules and Regulations.

---

The attached Rules and Regulations include updates to:

Towing language to address 1) parking in unauthorized areas and 2) towing for multiple unpaid tickets.

No Changes have been made since the first reading.

Staff urges your approval.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **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; March 2019; March 2020; March 2021; March 2022; October 2022; February 2023;  
March 2024; August 2024; April 2025; October 2025; March 2026

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.

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## 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 SCC Board 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, or 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.
19. “Archery” means longbows, recurve bows, and compound bows shooting broadhead arrows are permitted. No explosive or chemical devices may be attached to the arrow or broadhead. There are no minimum draw weights for bows or minimum diameter for broadheads. Arrows must be at least 18 inches long. Draw locks on compound bows are legal. Crossbows are not legal except that a physically disabled person may obtain a permit from the SCC to use a crossbow.
20. “Crossbow” means legal weapon for residents during the Late Muzzleloader season. A crossbow consists of a bow mounted transversely on a stock or frame and designed to fire a bolt, arrow or quarrel by the release of the bow string, which is controlled by a mechanical trigger and working safety. Crossbows equipped with pistol grips and designed to be fired with one hand are illegal for taking or attempting to take deer or turkey. All projectiles used in conjunction with a crossbow for deer hunting must be equipped with a broadhead.
21. “Physically disabled person” when used in reference to crossbow permits for deer and turkey hunting, means a person having a physical impairment of the upper extremities that makes a person physically incapable of shooting a bow and arrow. This includes difficulty in lifting and reaching with arms as well as difficulty in handling and fingering a bow.

## 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 determines that a thirty-five mile per hour speed limit 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, which shall be effective when appropriate signs giving notice of the changed speed limit are erected at the 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 4.24 ADA ACCESS AND UNLOADING.)

**461A.39 Hitching to trees.** No horse or other animal shall be hitched or tied to any tree or shrub, or 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. 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 REMOVING PLANTS, FLOWERS OR FRUIT.)

**461A.42 Use of firearms, explosives, weapons, and fireworks prohibited - exceptions.** The use of firearms, fireworks, explosives, and weapons of all kinds by a person is prohibited in all state parks and preserves except under the following conditions: A firearm or other weapon authorized for hunting may be used in preserves or parts of preserves designated by the state advisory board on preserves at the request of the commission. A person may use a bow and arrow with an attached bow fishing reel and ninety-pound minimum line attached to the arrow to take rough fish as provided by rule

of the commission. (For exceptions, see CHAPTER 4.4 USE OF FIREARMS and 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 10:30 PM. 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.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.

**461A.51 Camping refused.** Custodians are given authority to refuse camping privileges and to rescind any and all camping permits for cause.

**461A.57 Penalties.** Unless other punishment is provided, any person violating any of the provisions of sections 461A.36 through 461A.41, 461A.43, and 461A.45 through 461A.56 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 section 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 upon all property under its control within and without the county. The board may grant the director and those employees of the board designated as police officers the authority to enforce the provisions of chapters 321G, 321I, 461A, 462A, 481A, and 483A on land not under the control of the board within the county.

**350.10 Statutes applicable.** Sections 461A.35 through 461A.57 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 sections 461A.35 through 461A.57, "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, sections 461A.35 through 461A.57 may be modified or superseded by regulations adopted as provided in section 350.5.

## 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 REMOVING PLANTS, FLOWERS OR FRUIT.** 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: SCC may issue wood removal permits to comply with good forest management practices and; 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 of this lawful activity.

- A. No shooting of firearms of any kind is allowed unless related to the act of hunting. However, a person may legally possess and carry a firearm in accordance with state law. The use of that firearm is prohibited. "Use" is defined as brandishing, bartering, striking with, firing, or attempting to fire the weapon.
- B. It is unlawful to hunt migratory game birds or resident game or furbearers with a firearm while

possessing ammunition other than nontoxic ammunition 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.

C. Public hunting is allowed but limited to archery hunting only at the following property: Wicks Wildlife Area.

**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 or 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 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 PM and 5:00 AM.

**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 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, bounce houses, slip and slides, or in-ground stakes/signs.
- B. The following conditions and provisions apply to those seeking a special event permit:
  - 1. The permit application must be filed with SCC at least 30 days before the event or gathering.
  - 2. A certificate of liability insurance is required for all special events. The applicant must provide proof of liability coverage (minimum of \$1 million) and must list Story County Conservation and Story County, Iowa as additional insured for the event before the permit will be approved.
  - 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 must arrange and pay for all security costs. Contracts with third parties are included with the application and subject to approval of the Director or authorized representative.
6. First aid personnel may be required at the discretion of the Director or authorized representative at special events. The applicant must arrange and pay 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. Any event requiring a permit must not exceed the natural or physical limits of the proposed site or facility.
8. 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.
9. 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.
10. 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.
11. All local and state laws apply.

**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, 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.) Golf carts and off-road utility vehicles are allowed to operate on Story County Conservation managed roads during the hours of sunrise to sunset. All vehicles must be equipped, operated, insured, and identified in compliance with Iowa Code 321. Operators must have a valid driver's license and follow all park rules. Vehicles cannot be operated in a careless, reckless, or negligent manner. Operation is limited to roadways lying outside the city limits of any incorporated city which does not have an ordinance or other regulation in effect allowing such operations.

**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.)

**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 PM - 5:00 AM. (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 or in unauthorized areas may be towed at the discretion of the Director or authorized representative.

**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 CHAPTER 5.2 DAKINS LAKE, 5.3 EAST AND WEST PETERSON, 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 AM and close at 10:30 PM, 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 AND OTHER DANGEROUS GAMES.** War-like games using weapon-type projectiles e.g. paintballs, and the use of any metal point darts, axe throwing, etc. are not allowed on SCC owned or managed land or water unless approved by the Director or an authorized representative or during a SCC program.

**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 at West Peterson Park 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 persons with disabilities 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 power-driven mobility devices 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], east campground [8 sites], and east primitive [2 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.

A. Reservable Campsites

1. Designated campsites are reservable.
2. Reservations for the next calendar year will be available after November 1 at [www.mycountyparks.com](http://www.mycountyparks.com).
3. Check-in/check-out time is 3 PM.
4. If not reserved, sites are available on a first-come, first-served basis by scanning a QR Code or visiting [www.mycountyparks.com](http://www.mycountyparks.com), for availability and to pay for the site.
5. No portable generators are allowed at the Hickory Grove Primitive Campground or at Dakins Lake East Campground Primitive sites.

B. Non-Reservable Campsites

1. Non-reservable camping sites are available on a first-come, first-served basis.
2. All campers must pay for the site upon arrival via the “instant pay” QR Code. The site is only available if vacant. If the site is occupied, that occupant has until 3:00 PM to either extend their reservation or vacate the site. Do not pay for a site that is currently occupied. We will not offer any refunds.
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.

C. Camping Rules are as follows (for exceptions, see CHAPTER 5.9 ROBISON WILDLIFE ACRES):

1. 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.
2. One camping unit per campsite is allowed with an additional tent allowed for minor children. Tent-only camping (no trailers, RVs, or pull campers) is allowed at Hickory Grove Primitive Campground or at Dakins Lake East Campground primitive sites.
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 PM to 7:00 AM; visitors must leave by 10:30 PM.
6. Loud and offensive noises of any kind, such as loud music, voices, or televisions 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-in/check-out time is 3 PM.
11. No refunds are available for cancellations.
12. Campers may leave their vessels on the lake between 10:30 PM - 5:00 AM 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. No trash is allowed in fire rings.
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. Electric personal assistive mobility devices may be operated in accordance with the requirements of Section 321.235A (Electric personal assistive mobility devices) 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.
21. Speed limit is 5 MPH throughout the campground at all times. Radar is in use and citations may be issued.
22. The use of bounce houses and slip and slides are not allowed. (For exceptions, see CHAPTER 4.10 SPECIAL EVENTS.)
23. Firewood is available for purchase from the campground host.
24. The designated accessible campsite #29 at Dakins Lake, is only available for use by those individuals qualified as a person with a disability under Iowa Code 3211.1.

#### **4.26 SUPERVISED YOUTH CAMPING.**

Supervised youth camping is allowed only by advanced reservation at McFarland Park (1 site), 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.
  4. All activity after 10:30 PM shall be restricted to the camp area. Anyone found outside of the area is subject to a violation of park regulations. Quiet hours must be observed between 10:30 PM and 7:00 AM.
  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 14 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 not received by the date specified, the reservation request is voided and the date made available to others.

**4.27 BALLOON RELEASES.** No person or entity shall intentionally release, organize the release of, or otherwise cause the release of balloons or any type of sky lantern into the atmosphere on SCC owned or managed land.

**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 CHAPTER 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 the Director or authorized representative.

**4.31 BOAT MOTORS.** It shall be lawful to use electric motors for boating purposes on all SCC lakes and ponds. Use of all non-electric outboard or inboard motor is prohibited unless granted permission by the Director or authorized representative.

**4.32 PARKING ORDINANCE.** On properties managed by Story County Conservation, any parking violation under State law or local regulation or ordinance may be charged against either the operator of the vehicle or the registered owner of the vehicle. All parking violations may be charged by affixing a notice of violation and fine on the vehicle so parked. Additional violations may be charged for every 24-hour period the violative condition persists. Vehicles with multiple unpaid tickets may be towed and impounded at the owner's expense.

The fine shall be paid to Story County, Iowa within 30 days of the date the notice of violation and fine was issued. If payment is not received within thirty days of the date the notice of violation and fine was issued, the fine amount will increase by \$5.00, and the violation may be charged and prosecuted before the Court in the same manner as other traffic violations.

#### **4.33 SNOWMOBILES ON TRAILS**

A. When there is 4 inches or more of snow, snowmobiles are allowed on designated trails (See 5.4 Heart of Iowa Nature Trail and 5.7 Prairie Rail Trail for allowances).

Those who operate snowmobiles on properties managed and approved for snowmobile use by County Conservation assume all liability for any harm or damage caused or incurred by snowmobile activities. On trails managed by County Conservation, snowmobiles must be operated in conformance with all State Statutes and the following regulations:

1. All snowmobiles are required to have fully functioning headlamps and tail lamps.
2. Snowmobiles must not be equipped with studded tracks.
3. Snowmobiles must yield to all pedestrians, bicycles, equine, and other traffic.
4. Snowmobiles must travel as near to the right side of the trail as safely possible.
5. Snowmobiles must travel at a rate of speed not to exceed 35 miles per hour and must reduce to a reasonably safe speed when approaching oncoming traffic and when passing slower moving traffic.
6. Snowmobiles must reduce to a reasonably safe speed when approaching turns, blind hills, and bridges.
7. Snowmobiles must not travel side by side, engage in drag racing, or engage in towing unless all of the following conditions are met 1) the tow sled is specifically manufactured for towing behind a snowmobile and equipped with a metal tow hitch tongue, 2) the tow sled is attached to the snowmobile with a metal bumper hitch specifically manufactured for that use.
8. Snowmobiles must not be operated on trails managed by County Conservation between 10:30 PM and 5:00 AM.

## 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 4.25 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 SCC 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.
- G. Shore fishing is allowed after park hours. Fishing boats are allowed on the lake surface between 10:30 PM and 5:00 AM.

### **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. Swimming from a boat or other type of watercraft is prohibited.
  - 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 PM and 5:00 AM.

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. Hunting and trapping is not allowed on the trail.

B. Horses are allowed on the mowed grass portions of the trail.

C. Snowmobiles may be operated on the trail per CHAPTER 4.33 SNOWMOBILES ON TRAILS.

**5.5 HICKORY GROVE PARK.**

A. Camping - (See CHAPTER 4.25 CAMPING)

**B. Swimming Beach Rules and Regulations.**

1. Users of the beach facility 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. Swimming from a boat or other type of watercraft is prohibited.
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. 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.
- D. Shore fishing is allowed on the south side of the lake (between the shop and the tubes on 680<sup>th</sup>) after park hours. Fishing boats are allowed on the lake surface between the hours of 10:30 PM and 5:00 AM.
- E. 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.

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 SCC 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.

- F. 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.
- G. 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 shall be used 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.
  8. No broadheads shall be used on Story County-provided targets.

## **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. 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.
2. Reservations must be made in advance through the SCC office. 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 as follows:
  - a) As of November 1, reservations for the remainder of the current year, January through May and December of the following year are accepted. Reservations for June to November are not allowed at this time.
  - b) As of January 2, reservations for June, July, and August will be accepted. Reservations for partner organization reservations for September, October, and November may be taken as long as they know children may be in the building. September, October, and November reservations remain closed to the general public.
  - c) As of September, reservations for September, October, and November will be accepted.
3. An "Application for Fee Waiver" form is available upon request. The Director or an authorized representative will make fee waiver decisions.
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 SCC 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 PM and 5:00 AM.**

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

## **5.7 PRAERI RAIL TRAIL.**

### **A. Snowmobiles may be operated on the trail per CHAPTER 4.33 SNOWMOBILES ON TRAILS.**

### **B. Horses are allowed on the mowed grass portions of the trail only and should stay off concrete.**

## **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 PM and 5:00 AM 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 can be made at [www.mycountyparks.com](http://www.mycountyparks.com). If not reserved, the site is available on a first-come, first-served basis by scanning the QR Code or visiting [www.mycountyparks.com](http://www.mycountyparks.com), for availability and to pay for the site. 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 PM is restricted to the camp site. Quiet must be observed from 10:30 PM to 7:00 AM.
  - 8. Check out time is 3:00 PM daily.
  - 9. Other park regulations as posted apply.

## **CHAPTER VI: FEES**

**6.1 SCOPE.** Fees or charges for services, facilities, equipment, materials, or supplies 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/acre (minimum charge of \$25.00)
- B. 8' Native grass/forb seed drill @ \$15.00/acre (minimum charge of \$25.00)
- C. 6' Native grass/forb seed drill with no-till @ \$15.00/acre (minimum charge of \$25.00)
- D. 3-point broadcast seeders @ \$5.00/acre (minimum charge of \$25.00)
- E. Cultipacker @ \$8.00/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. A \$20.00 cleaning charge may be assessed.

**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 – \$23.00/night

b) If camping is allowed during the off season - \$15.00/night.

2. Primitive Campground:

a) 11 sites – \$15.00/night

B. Dakins Lake.

1. Main Campground:

a) 18 sites with electricity and water – \$23.00/night

b) 11 sites with electricity, water, and sewer – \$27.00/night

c) If camping is allowed during the off season - \$15.00/night.

2. East Campground:

a) 8 sites with electricity and water – \$23.00/night

b) 2 primitive sites – \$15.00/night

C. Robison Wildlife Acres.

Remote Camping Area: \$10.00/night

D. Supervised Youth Camping.

\$25.00/night

E. Late Fees.

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.

**6.6 LODGES, BUILDINGS, AND FACILITIES RENTAL FEES.**

A. Dakins Lake Shelter.

7:00 AM – 10:00 PM - \$50.00

B. Hickory Grove Park.

1. Oriole Ridge Lodge. Capacity: 100 people

7:00 AM – 10:00 PM - \$75.00

2. Snow Bunting Lodge. Capacity: 75 people

7:00 AM – 10:00 PM - \$50.00

C. McFarland Park.

1. Conservation Center - four-hour minimum.

Monday-Friday, 7:00 AM-5:00 PM - \$30.00 per hour

5:00 PM-10:00 PM - \$50.00 per hour

Saturday-Sunday, 7:00 AM-10:00 PM - \$75.00 per hour

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

**6.7 DEPOSITS.** All or a portion of any 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 damage deposit of \$100.00 is required for rental of any SCC facility. 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. A damage deposit of \$50.00 is required for all supervised youth camping reservations.

**6.8 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.

**6.9 PERMIT FEES.** 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

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

- A. Copy fee - \$.10/sheet
- B. Fax copies - \$1.00/page

**6.11 SNOWSHOE RENTAL FEES.**

- A. Monday – Friday - \$5.00/pair/1/2 day
- B. Weekend rental - Friday - Monday - \$20.00/pair/weekend
- C. Late fee - \$10.00/day/pair if not returned by noon on check-in date



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

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Memorandum

To: Story County Conservation Board

From: Michael D. Cox, Director

Date: March 9, 2026

Re: Consideration of the Second Reading of the Story County Conservation Safety and Health Management Policy

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The attached Safety and Health Management Policy includes updates to:

- The correct Foot Protection regulation number
- Added the Hands-free Driving Law effective date
- Including details of seat belt use on equipment
- The Automatic External Defibrillators numbers and locations
- Changes to Inclement Weather
- Updated Fire Escape Plan and Severe Weather Plan maps

No changes were made since the first reading.

Staff urges your approval.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **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; May 2021; March 2026

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.

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## **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 applies 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. 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.

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 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 in 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 - 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, is 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 power tools that exceed 85 decibels.

## 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 ASTM F2413 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 when exposed to air contaminated with harmful dust, fumes, sprays, or vapors.

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, chauffeur's 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 that would require drivers to take both hands off 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 (Hands-free Driving Law took affect 7/1/2025)
  - 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 and passengers in SCC vehicles must wear seat belts at all times as required by law and policy. This shall include all vehicles and equipment equipped with seatbelts. Operators of equipment equipped with a rollover protection system (ROPS) shall operate said equipment with ROPS engaged and seatbelt worn. If ROPS must be disengaged for any reason, the operator shall take off the seatbelt while ROPS is disengaged, re-engage the ROPS immediately after the obstacle is cleared, and fasten/wear the seatbelt.
- 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 the safe operation of vehicles.
- G. Good judgment is used to ensure 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-way.
- 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 if 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 12.5).

## **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 conditions 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 that operates automatically when moving in a backward motion is installed and operational on all dump trucks, snowplows, 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 a 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 chainsaw, 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 to 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 chainsaw. (OSHA AFR 1910.266)(d)(1)(iv).
  2. Foot protection constructed with cut-resistant material that protects the employee against contact with a running chainsaw. (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 chainsaws or when the employee is in the vicinity of running chainsaws. See section 2.3.
  5. Face protection where there is the potential for facial injury (chainsaw, chipper operation). A logger-type mesh screen may be worn by employees performing chainsaw and chipper operations. 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 when 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 must be properly certified. All state, federal, and pesticide label instructions must be followed.

- A. 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.
- B. 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. The weather forecast is 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 series of steps.

Employee safety and health are the overriding priorities 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 spaces, 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 the 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 the 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 (APPENDIX B).
  - 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 ensure 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 the 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 the fire extinguisher before approaching the 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 the fire area/building. (APPENDIX B) 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 the 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:

- A. 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. (APPENDIX B) to see the direct route your staff and visitors should take.
- B. Supervisors or senior staff members ensure that all employees and visitors are out of the office area.
- C. Upon exiting, employees are to gather at the designated assembly area for your location.
- D. 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

A 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.

- A. Unresponsive Entrant (Overcome by a Hazardous Atmosphere)
  1. Attendant must not enter the space to perform an unassisted internal rescue.
  2. Call 911.
  3. If the entrant is attached to a retrieval line, attempt to extricate without entering the confined space.
  4. If the entrant is not attached to a retrieval line, use a blower to introduce fresh air into the space.

5. When the victim has been extricated, provide aid and comfort in accordance with training and ability while observing universal precautions.
  6. Be prepared to provide pertinent information about the space to emergency response personnel.
- B. Entrant with Physical Injuries or Entrapped/Engulfed Entrant
1. Attendant must not enter the space to perform an unassisted internal rescue.
  2. Call 911.
  3. If the entrant is attached to a retrieval line, attempt to extricate (only if the action will not result in further injuries).
  4. If the entrant is engulfed, turn off the material handling equipment and remove all slack from the retrieval line. Tie the opposite end of the retrieval line to a secure object.
  5. Provide aid and comfort in accordance with your training and ability while observing universal precautions.
  6. 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

- A. Identify the substance (e.g., from placards, labels, or markings) if possible, without endangering personal safety and health.
- B. Call 911.
  1. 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).
  2. Be prepared to provide applicable safety data sheets (SDSs) to emergency response personnel.
- C. Alert other employees in the immediate hazard area.
- D. Evacuate to a safe distance. It is best to go uphill/upwind.
- E. Assist any injured to escape (if this can be done without entering contaminated or dangerous areas).
- F. Provide aid and comfort to the injured in accordance with your training and ability while observing universal precautions. Take precautions to avoid being contaminated with hazardous chemicals.
- G. 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

- A. Alert other employees.
- B. Seek shelter in the designated area based on your location. (APPENDIX C). Stay away from windows and blowing debris.
- C. Do not leave shelter until danger has passed. Dispatch will provide information regarding the length of the warning and when the warning has expired.
- D. After the Danger Has Passed
  1. Assess the situation and account for all personnel.
  2. Evacuate if the building may collapse or if gas lines are broken.
  3. Assist the injured to escape (if this can be done without entering dangerous areas).

4. Provide aid and comfort to the injured in accordance with your training and ability while observing universal precautions.
  5. Call 911 to summon emergency assistance (if required).
  6. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
- E. 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**

##### **A. Bomb or Suspected Bomb is Found**

1. Do not touch or disturb the device.
2. Shut off all radios, pagers & cellular phones, as they could activate the explosive device.
3. Call 911.
4. Inform other employees of the 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.
5. Assist visitors in evacuating the building.
6. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
7. Upon exiting, employees are to gather at the designated assembly area for your location.
8. Supervisors or senior staff will account for all employees and report to the Command Post established by the Law Enforcement & Fire Departments.
9. Report any unusual packages, visitors, or incidents to the law enforcement officials.
10. Supervisors or senior staff members may be requested to assist with the search of the building for unusual packages or objects.
11. Keep driveways clear for emergency responders.
12. Law Enforcement will advise the Board of Supervisors and the Director when the building has been searched, and decisions will be made regarding re-entry.

##### **B. Telephone or Letter Bomb Threat**

1. When listening to the caller, record pertinent information (e.g., exact wording of threat, caller's voice, background sounds, and threat language).
2. Inform supervisor.
3. Call 911.
4. Inform other employees of the situation and prepare to evacuate.
5. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

##### **C. If a Bomb Explodes**

1. Alert other employees.
2. Call 911.
3. Evacuate and assist any injured to escape (if this can be done without entering dangerous areas).
4. Provide aid and comfort to the injured in accordance with your training and ability while observing universal precautions.
5. 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:

- A. Alert other employees (if possible).
- B. Observe pertinent details (e.g., description of suspect, make and model of vehicle, and/or license plate number).
- C. 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.
- D. Take prudent actions to protect yourself and others (e.g., evacuate to a safe location or lock doors).
- E. Provide aid and comfort to the injured in accordance with your training and ability while observing universal precautions.

### **8.16 – Panic Alarm**

There is a panic alarm located in the Conservation Center. In the event of a security incident or if feeling threatened, the alarm should be activated. Once the panic alarm is activated, dispatch is notified via phone call, and law enforcement will automatically be sent to the center.

See Story County Conservation Center Panic Alarm Procedures for a complete policy (APPENDIX J).

## **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 the 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 E). Documentation of training or certificates already held must be on file to be excused from completing training. 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.

## **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 the 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 ensure 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 F). 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 is clearly labeled

with the earliest expiration date of first aid supplies. During monthly 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**

Six AEDs are available for use by staff and the public. One unit is located at the Conservation Center at McFarland Park, one is located at McFarland Park Shop, one is located at IRVM Shop, and three are located at Hickory Grove Park (shop, beach house, and campground shower house). 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 your 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 the disposal of contaminated waste.
- D. Wash hands as soon as possible with 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 directions. 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 G) 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 Supervisors' 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 H – 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 I) – 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 Supervisors' 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, the group must have easy/quick access to indoor or bus shelter. Use good judgment to determine if/when 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.

For water sports (canoeing, kayaking, paddleboarding), the water temperature must be at or above 70 degrees Fahrenheit (21 degrees Celsius), and the combined air and water temperature

must be at or above 120 degrees F (49 degrees C). Wind speed must be below 15 mph. The water temperature will be measured 24 to 48 hours prior to the program, and the wind speed shall not be measured more than 2 hours prior to the program. The naturalist in charge of the program will document these parameters and consult his/her supervisor, if possible, if parameters are not in conformance.

### **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, inflicting physical or emotional harm on other children, abusing 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 the 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:

<b>Name of PLHCP</b>	<b>Clinic Name</b>	<b>Telephone Number</b>	<b>Address</b>
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 who 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](https://www.osha.gov/SLTC/etools/respiratory/respirator_selection.html).

### **Respirator Limitations**

Employees should not be functioning in any environment that subjects them to 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 conditions 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 Section 1910.134 Respiratory Protection regulations from the OSHA website, click on the following link:

[www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12716](http://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 the respirator and conduct a 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 the 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.

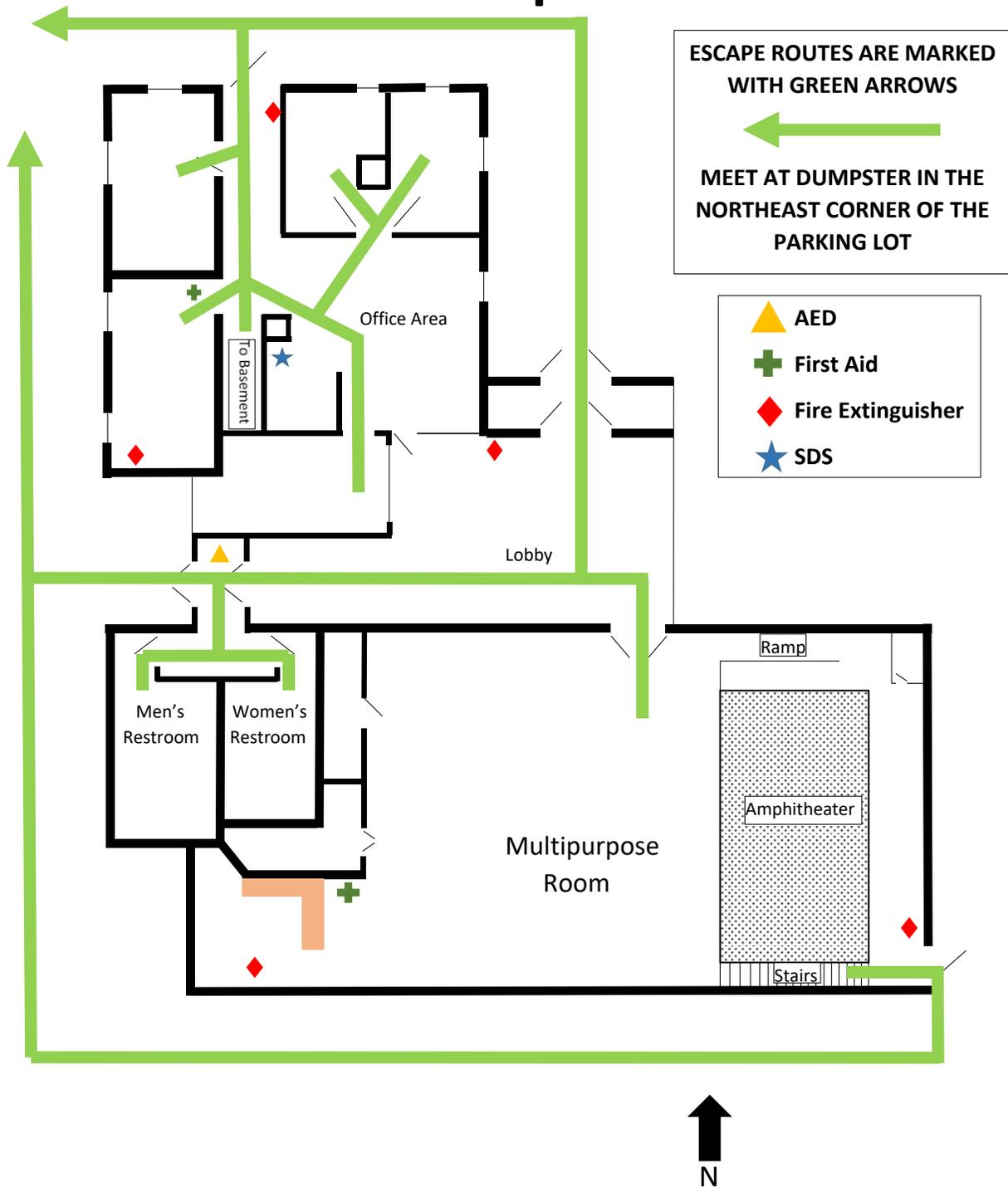
F. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

G. Test the respirator to ensure that all components work properly.

- Place in proper storage

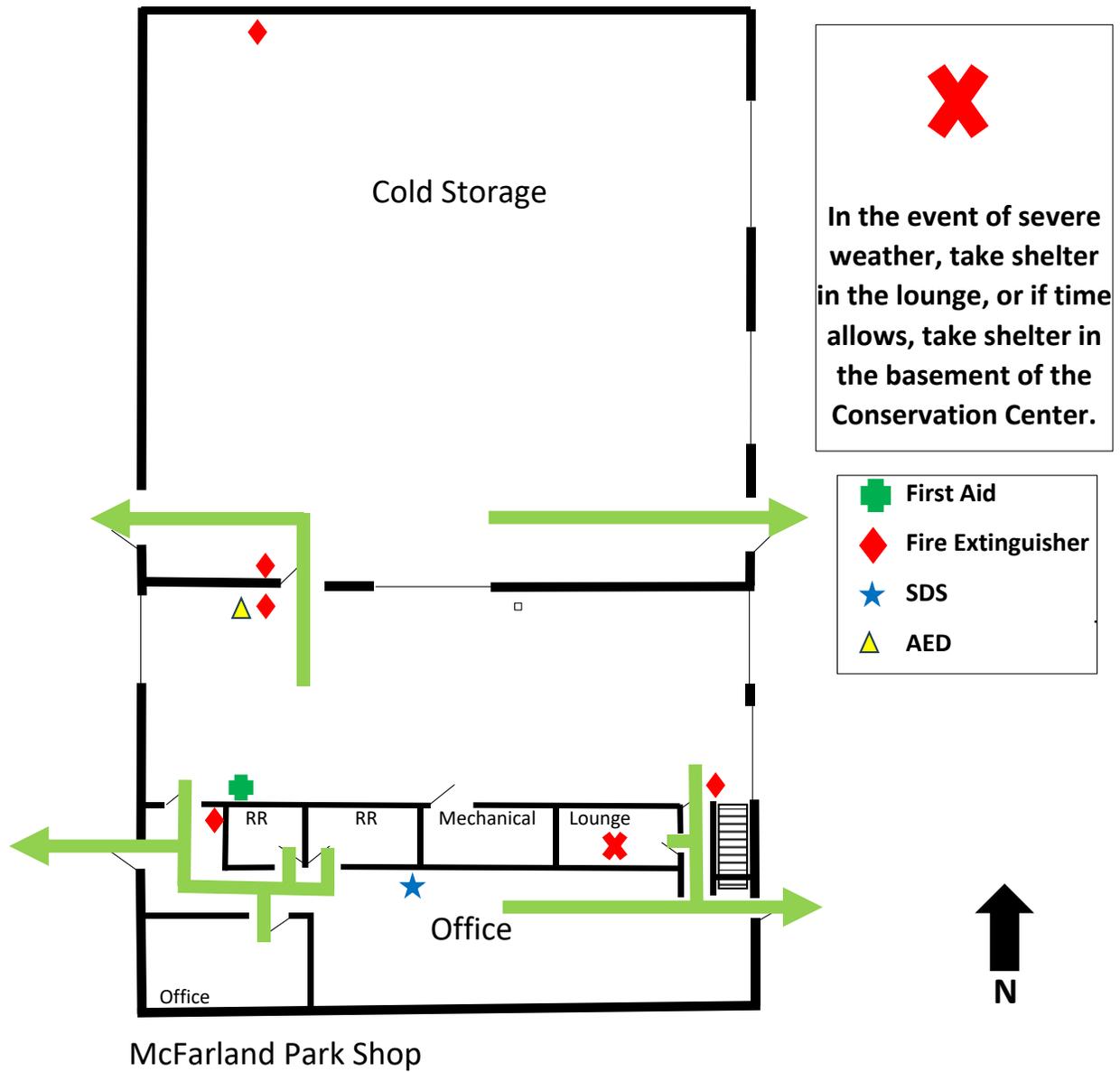
Approved by the Story County Conservation Board - July 2017

# Fire Escape Plan

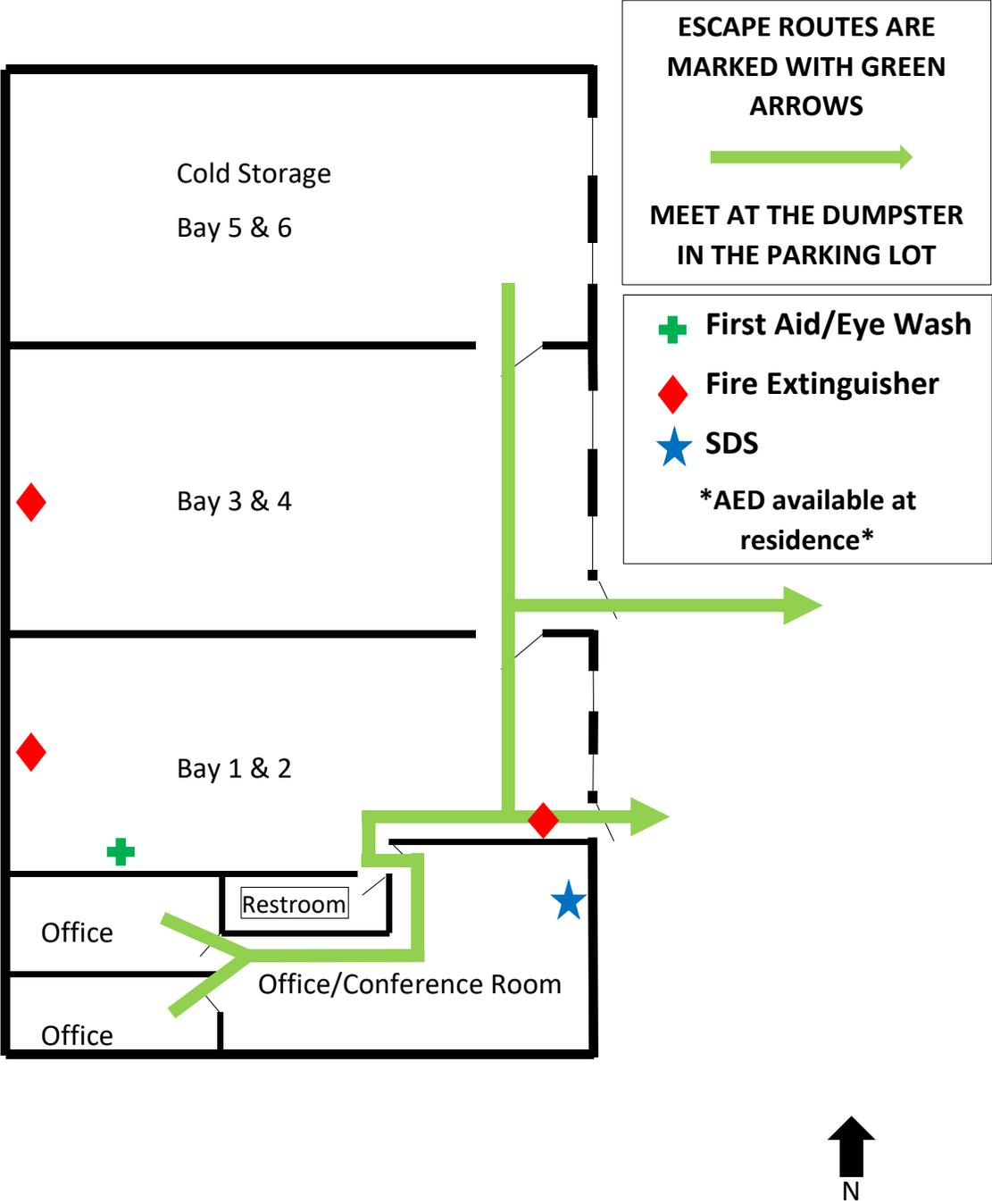


Story County Conservation Center

# Fire Escape Plan

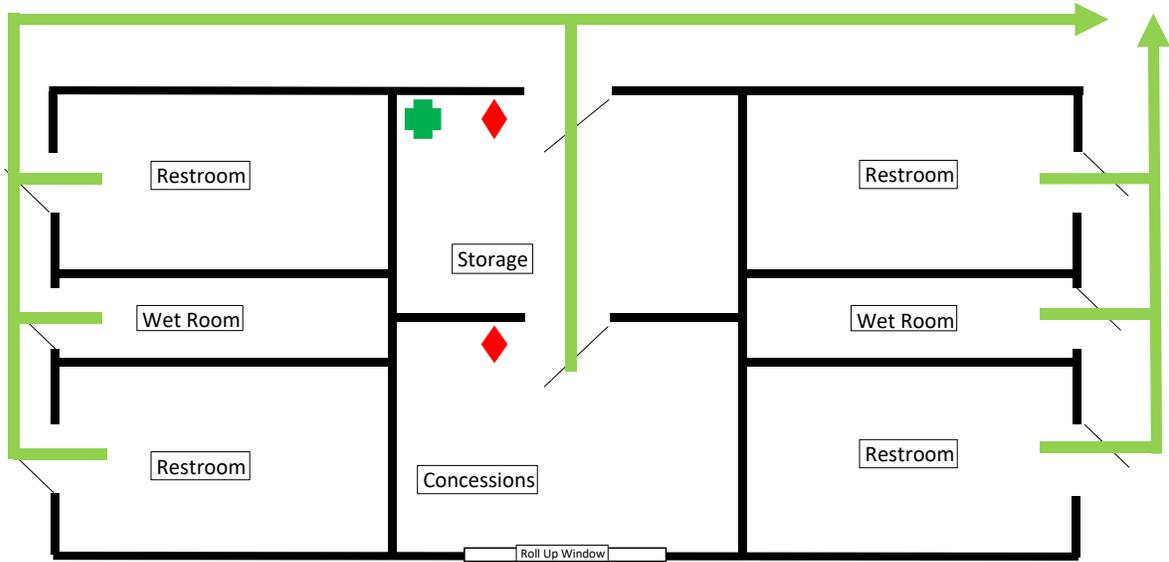


# Fire Escape Plan



Hickory Grove Shop

# Fire Escape Plan



 **First Aid**  
 **Fire Extinguisher**

**ESCAPE ROUTES ARE  
MARKED WITH GREEN  
ARROWS**



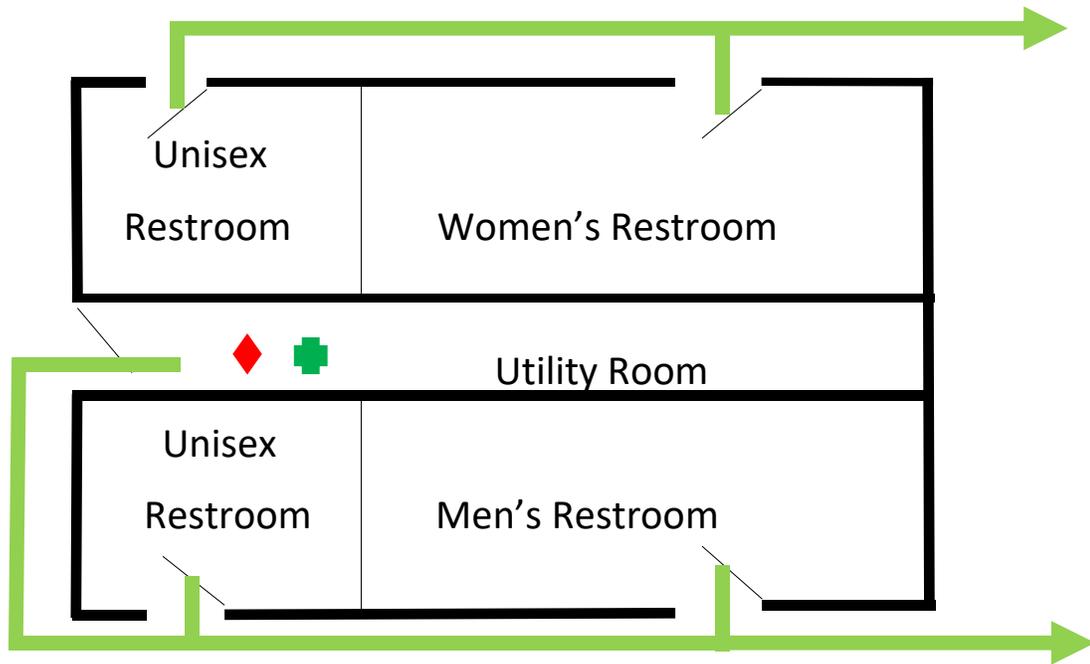
**MEET AT THE N.E. CORNER  
OF THE PARKING LOT**



Hickory Grove Park – Beach House



# Fire Escape Plan



**ESCAPE ROUTES MARKED  
WITH GREEN ARROWS**



**MEET AT CAMPGROUND  
KIOSK**

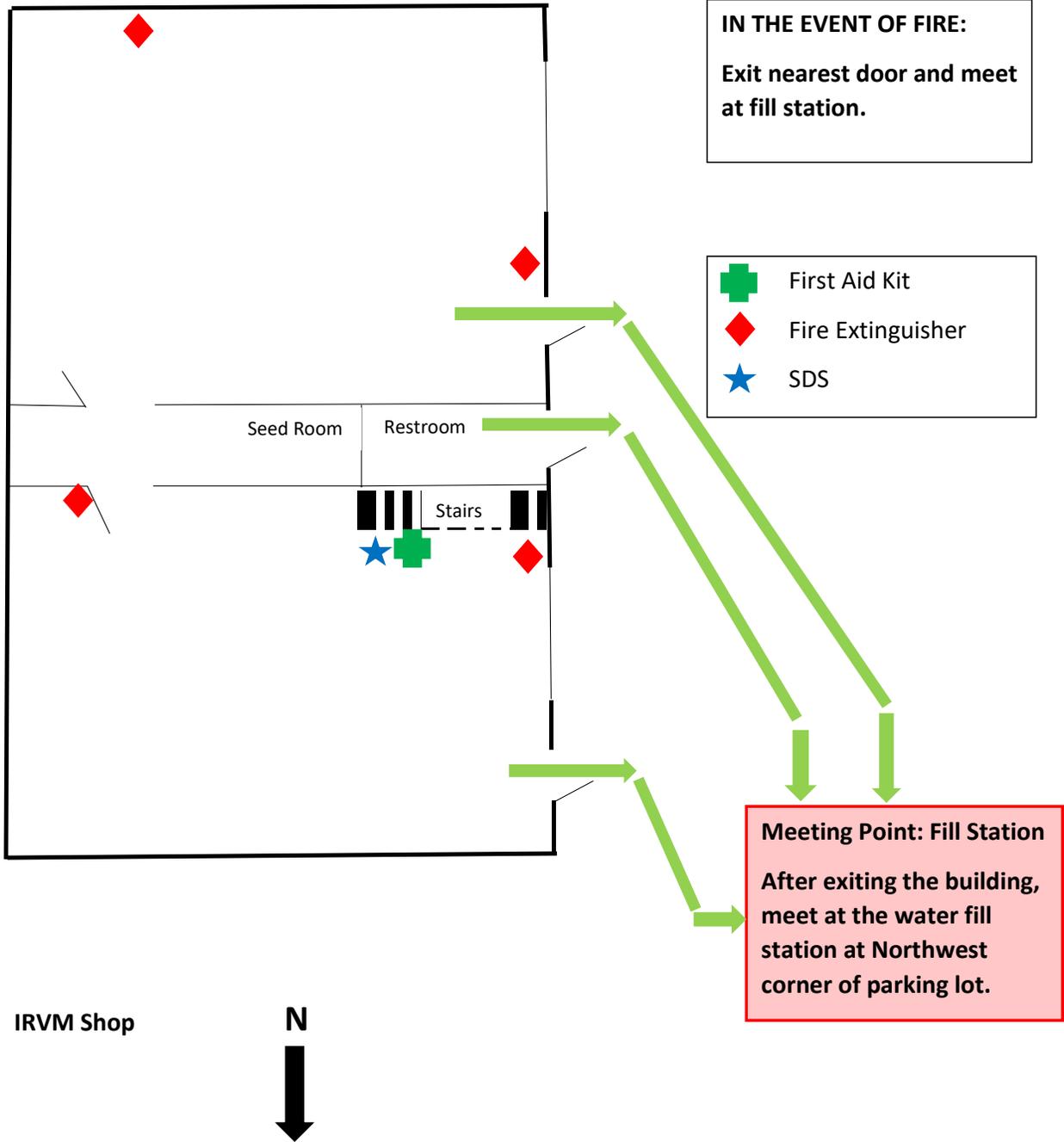
 **First Aid**

 **Fire Extinguisher**

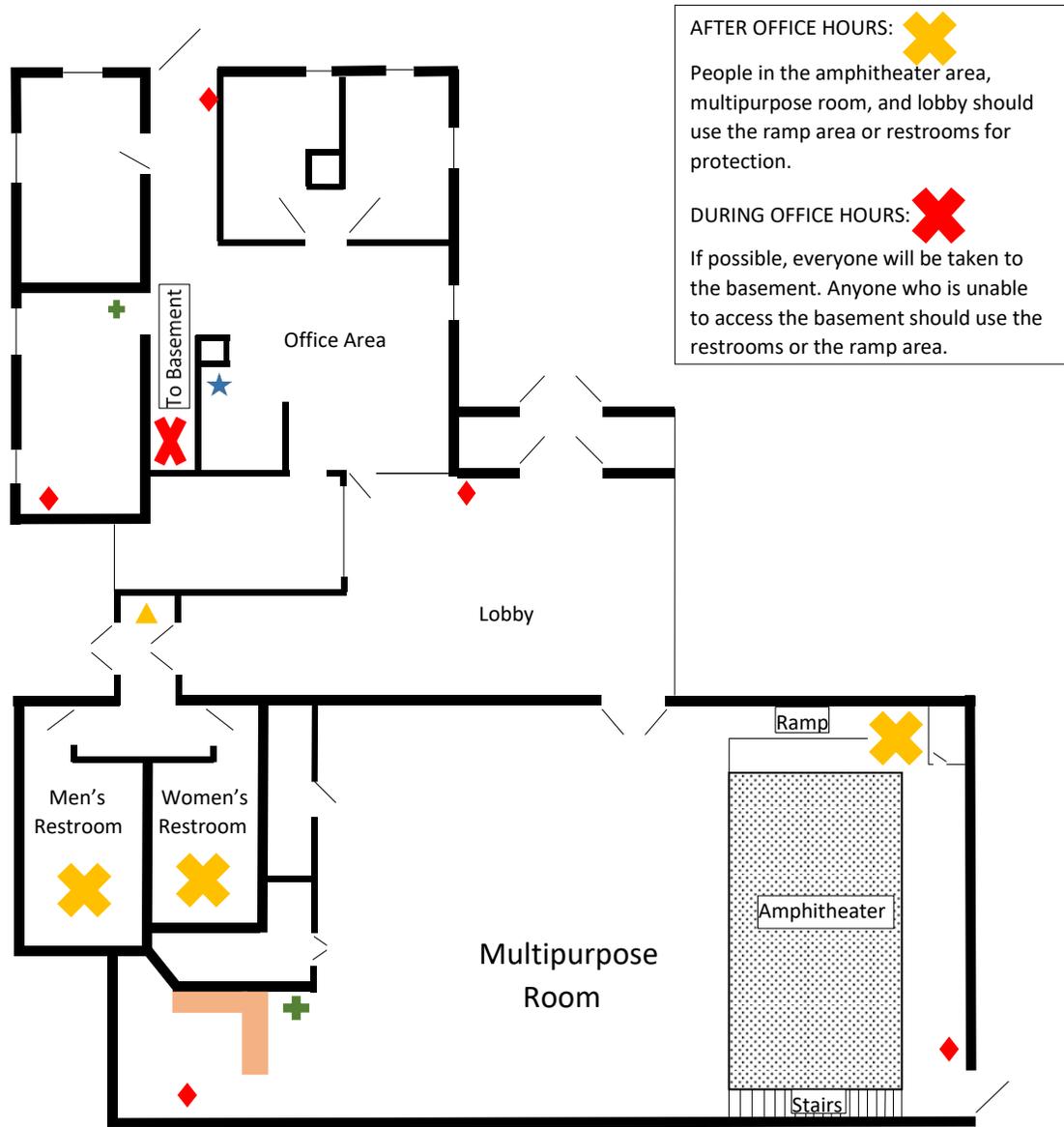


Dakin's Shower House

# Fire Escape Plan



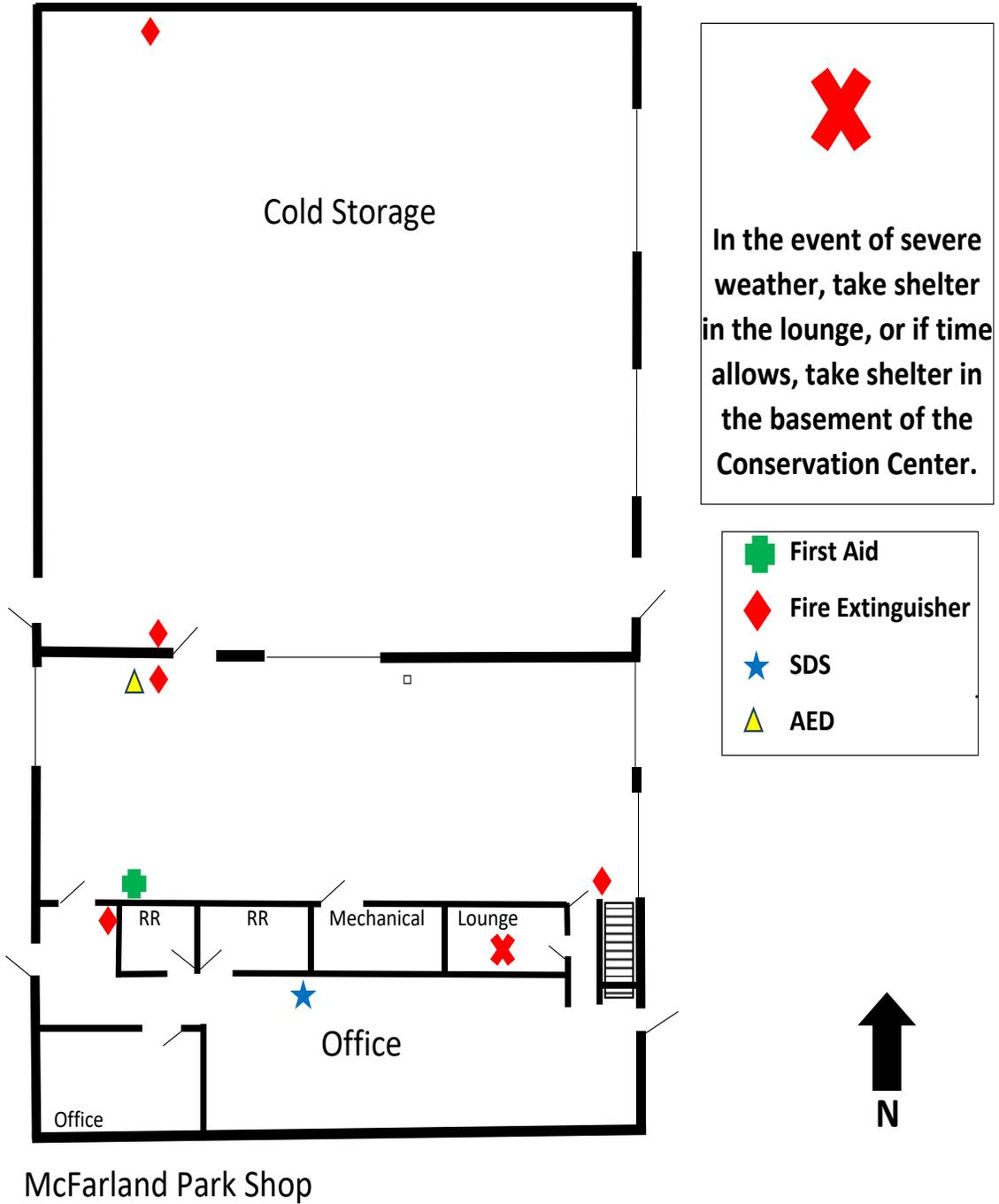
# Severe Weather Plan



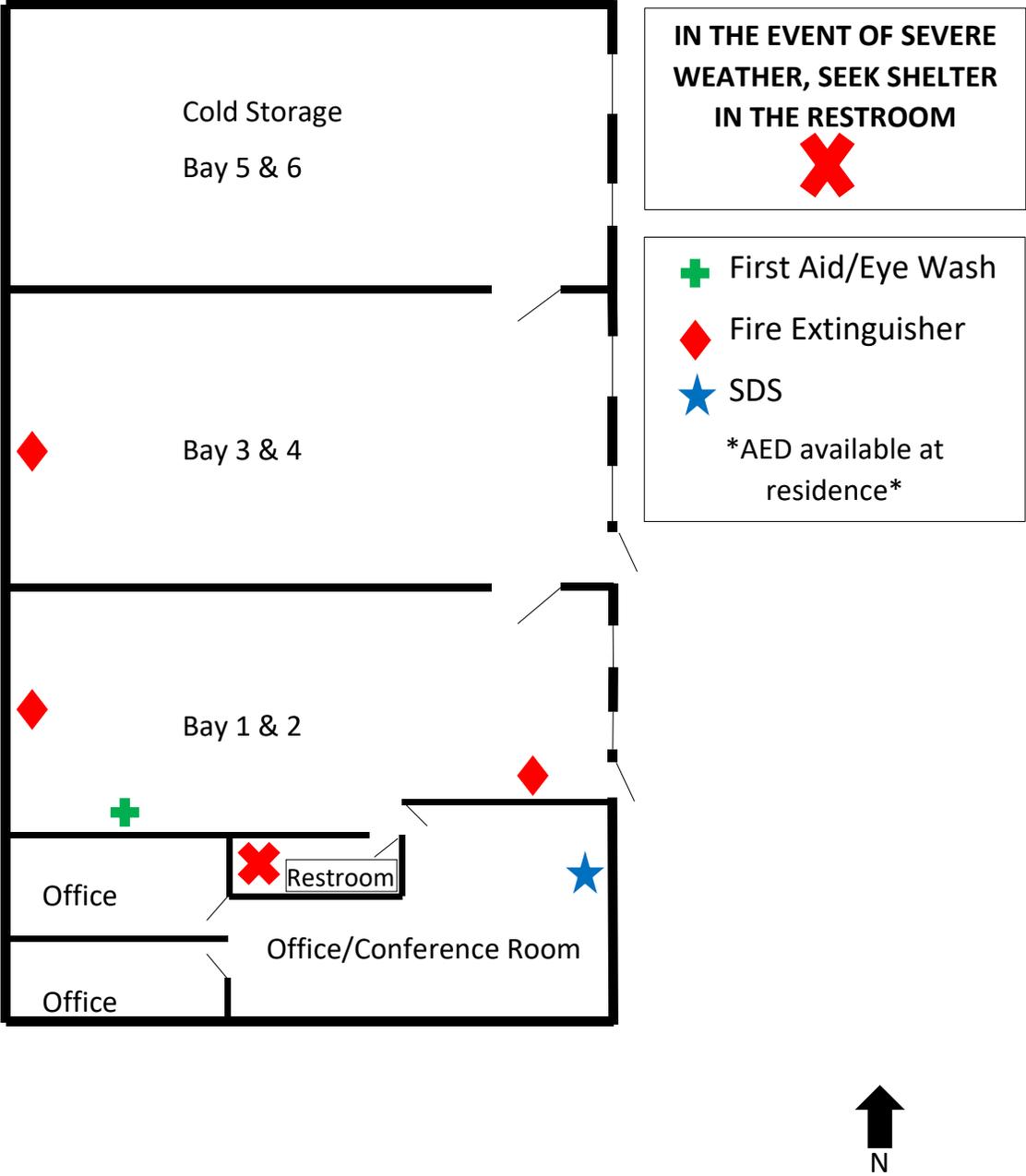
- ▲ AED
- ✚ First Aid
- ◆ Fire Extinguisher
- ★ SDS

Story County Conservation Center

# Severe Weather Plan

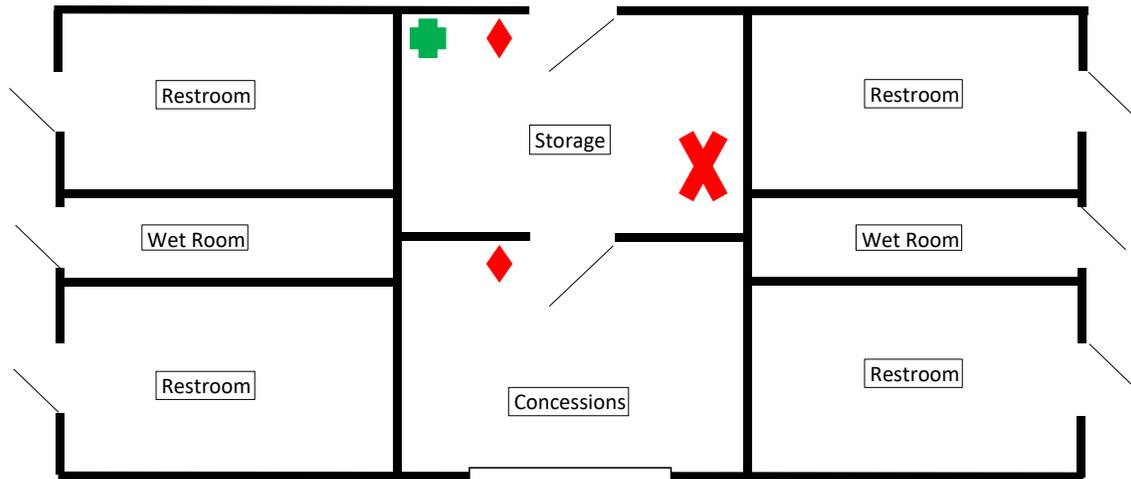


# Severe Weather Plan



Hickory Grove Shop

# Severe Weather Plan



 **First Aid**  
 **Fire Extinguisher**

**IN THE EVENT OF SEVERE WEATHER, SEEK SHELTER IN THE STORAGE ROOM**  


Hickory Grove Beach House

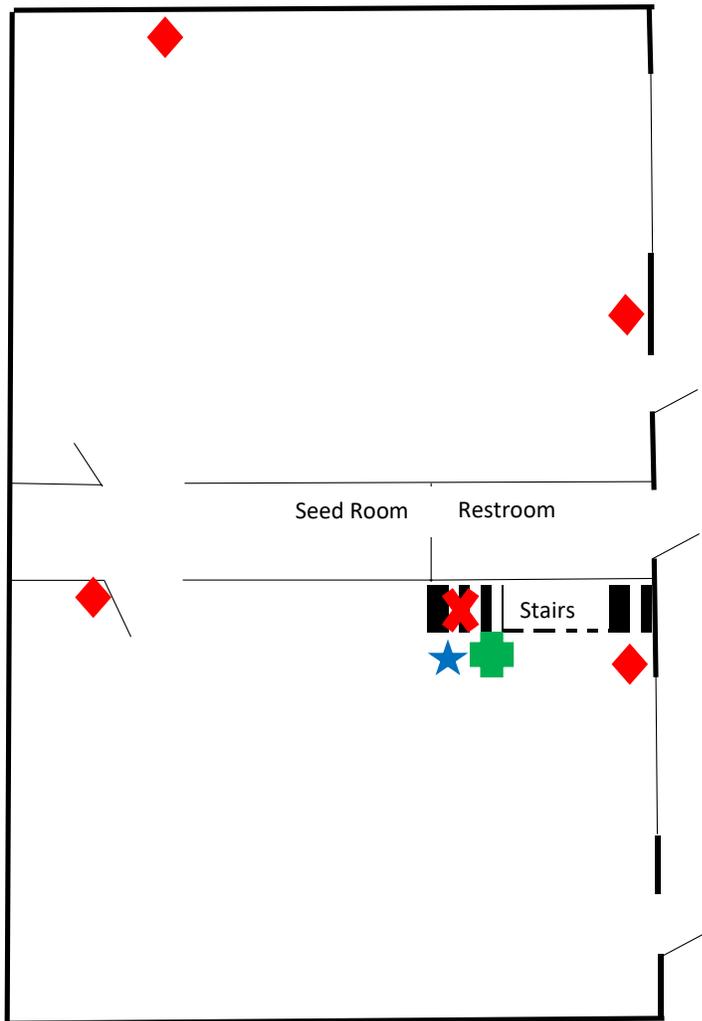


# Severe Weather Plan



**In the event of  
severe weather,  
take shelter in  
Zearing's  
Community Center  
at  
105 E. Main Street**

# Severe Weather Plan



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

**+** First Aid Kit  
**◆** Fire Extinguisher  
**★** SDS

IRVM Shop



## APPENDIX D

### **Hickory Grove Park Shower House/Storm Shelter Operations & Maintenance Plan Severe Weather Warning Procedure**

In the event that severe weather is possible, the Ranger on duty and campground attendant will follow procedures outlined below:

1. The Safe Room is a multi-purpose facility and will be unlocked, in use, and available 24 hours a day, seven days a week from April 1 through October 31 each year; dates may open or close sooner depending on cold weather conditions. These dates represent the season when the campground is open to the public.
2. Story County Communications Center will notify the officer on duty or through the call-out list in the event of all severe weather warnings.
3. The officer on duty will utilize various methods of tracking the storm: Weather Radio, News stations, car radio, weather apps, and the police radios in the park patrol vehicle. Story County Emergency Management will also be a source of information during a severe storm event via police radio broadcasting and phone contact.
4. Once a severe weather warning is issued, the Ranger and campground attendant will warn park users that there is a threat of severe high winds, funnel clouds, or a tornado.
5. Once the users have been notified, the Ranger and/or campground attendant will help to get people into the safe room in a safe and orderly manner. The officer or designee will secure the entrance doors prior to imminent danger.
6. Once the facility doors have been secured, the officer or designee will then take a head count and have occupants sign in using a clipboard and sign-in sheet.
7. During the storm event, the officer on duty will monitor the storm via NOAA Weather Radio receivers, radio, and Story County Dispatch via police radio.
8. When the severe weather warning has been cleared, the officer on duty will conduct a damage assessment of the park to ensure there are no safety hazards for campers. If conditions are not safe to reoccupy the campground, individuals will remain in the safe room until hazards can be eliminated and damages can be reported. If the campground is safe to reoccupy, open all doors and help occupants exit in an orderly, safe manner.
9. After the storm event, the Safe Room Manager will then check and restock all supplies, and the Conservation Department maintenance staff will clean and perform any necessary maintenance on the facility.
10. In the event of a severe storm and there is no damage to the safe room facility, the Safe Room Manager and Safety Manager will ensure that all necessary repairs/maintenance are performed as per FEMA 361.

### **Definitions**

The definitions below play an important part in the proposed Safe Room Operations and Maintenance program. A Severe Weather Warning Procedure is outlined below. Severe Weather Warning includes Tornado Warning, winds over 70 miles per hour, and hail of golf ball size or greater.

<b>Tornado Watch:</b>	Conditions are conducive to the development of tornadoes in and close to the watch area. The safe room team will be alerted by the manager on duty once a watch has been issued.
<b>Tornado Warning:</b>	A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. The safe room team will be activated once a tornado warning has been issued.
<b>Severe Thunderstorm Watch:</b>	Conditions are conducive to the development of severe thunderstorms in and close to the watch area. The officer on duty will closely monitor the storm for indications of high winds and potential tornadoes.
<b>Severe Thunderstorm Warning:</b>	A severe thunderstorm has actually been observed by spotters or indicated on radar and is occurring or imminent in the warning area. The officer on duty will closely monitor the storm for indications of high winds, large hail, and potential tornadoes.

### **Safe Room Population**

Hickory Grove's safe room is designed to hold a maximum of 192 persons. The safe room population will consist of campers and other park visitors in Hickory Grove Park and conservation staff. Campers and park visitors are particularly at risk. The safe room is designed under ADA guidelines to allow for the protection of those with limited or impaired mobility.

### **Pets/Personal Belongings in the Safe Room**

- No pets will be allowed in the safe room with the exception of service animals that are assisting individuals with disabilities.
- Personal belongings such as backpacks and purses will be allowed; only those items that can be carried and kept on their person will be permitted.

### **Educating the Public**

Story County Conservation will utilize several methods of informing the public regarding the safe room. The methods will consist of, but not be limited to:

- Posting notification in the information kiosk at the camper's registration area and various kiosks throughout the park.
- Posting appropriate signage as required by FEMA 31.
- Posting notification on the Conservation website: [www.storycountyconservation.org](http://www.storycountyconservation.org)

## **Signage**

Proper signage will be clearly posted and direct occupants toward the safe room:

- Proper signage will be placed outside/inside Hickory Grove's Safe Room.
- The Safe Room Manager will be responsible for all necessary signage.

## **Personnel Roles and Responsibilities**

Once the safe room has been opened during a severe storm event, the officer or designee (trained as a safe room coordinator), in accordance with Hickory Grove Park's Severe Weather Warning Procedure, will do the following:

Safe Room Officer/Designee

The Hickory Grove Park Ranger will be designated as the Hickory Grove's Safe Room Manager. It is in the best interest of the county to train all Park Rangers, Tech 2, Full-time ICU staff, the Campground Attendant, and Park Ranger Aide in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.
- Send a warning signal to the community as outlined above in the Severe Storm Warning procedure.
- Once a severe weather warning is issued, the Ranger and/or campground attendant will warn park users that there is a threat of severe high winds, funnel clouds, or a tornado. Take a head count of occupants using a clipboard and sign-in sheet.
- Secure shelter prior to imminent danger.
- Operate police radios and other communication devices as needed.
- Administer First Aid as necessary when the room is locked.
- Determine when conditions warrant allowing safe room occupants to leave and escort them out in a safe, orderly manner.
- Maintain a log of events.
- Replenish supplies and direct any safe room cleaning/maintenance.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies in accordance with the emergency supplies checklist. Maintain a checklist of supply items for the before and after events.

Safety Manager (Park Superintendent):

- Ensure all personnel are familiar with the Safe Room Operations Plan.
- Conduct training programs: cover signals and meanings and what responses are required; where to report in emergency situations; identification, location, and use of common safety equipment; shut down and startup procedures; evacuations and sheltering procedures.

- Conduct drills and exercises at least one time per year to evaluate the Safe Room Operations Plan and to test the effectiveness of the emergency procedures.
- Conduct evaluations after drills, exercises, or actual emergencies to determine the effectiveness of the plan.
- Ensure that non-mitigation uses of the multi-purpose safe room facility do not prohibit the safe room from functioning as is designated. This certifies that access to the safe room will remain unimpeded and free from obstruction.

Emergency Security Coordinator (Park Ranger or designee):

- Ensure the safe room is ready for occupancy.
- Control the movement of people and vehicles at the site and maintain access lanes for emergency vehicles and personnel.
- “Lock down” the safe room.
- Operate and monitor all police radios and other communication devices as needed.
- Administer First Aid as necessary when the room is locked.
- Contact emergency personnel if needed for the treatment of injured personnel.
- Prevent unauthorized entry into hazardous or secured areas.
- Assist the Safe Room Manager in keeping occupants informed.
- Monitor the safe room occupants to ensure their needs are being met.

Equipment Manager/Building Manager (Conservation Technicians):

Hickory Grove Conservation Technicians will be assigned the duty of equipment managers. It is in the best interest of the county to train all the additional full-time employees to perform the safe room manager’s and equipment manager’s duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

- Operate the heating/cooling ventilation systems (if necessary) and backup power source, including the NOAA Weather Radio receivers, and maintain maintenance records.
- Maintain and update the equipment as necessary, including the batteries for the NOAA Weather Radio.
- Assign appropriate staff to implement the extreme-wind protocol and ensure the integrity of the facility; make regular rounds of the interior and exterior of the facility.
- Understand the operation of all facility equipment, including communications, lighting, and safety equipment, and closure of all building openings.
- Routine inspection of the safety and sanitation of the facility.

### **Training for New/Existing Staff Members**

Safe Room Manager/Assistant Safe Room Coordinators: Story County Conservation is a small department with limited staff members. A small workforce such as this requires staff to perform many roles within their job. Each new and existing member of the Conservation Department serving the Hickory Grove Park area will receive the same training (and be as knowledgeable in the procedures) as the safe room manager. Although the safety manager will oversee/direct the training of all the employees, each employee will be able to perform the duties of the safe room

manager. The actual safe room manager will be responsible for maintaining the emergency supplies, establishing/updating any severe storm warning procedures, and ensuring that the staff is receiving proper training.

Along with the training for safe room coordination, the employees will be trained in safe operation and use of the Uninterrupted Power Supply. This will ensure that any “on-call” staff member will know how to properly operate the UPS and have it ready for use in emergencies.

**Regular Maintenance**

Story County Conservation Board will be the official owner of record and will be responsible for performing all routine maintenance of the facility. Regular scheduled maintenance on the multi-purpose safe room will consist of the following:

Schedule		Performed by
Monthly:	<ul style="list-style-type: none"> <li>• Ensure batteries in flashlights are still working</li> <li>• Replenish battery supply</li> <li>• Check light bulbs and replace any that are not functioning properly</li> <li>• Check batteries in weather radios to ensure they are working properly</li> <li>• Ensure proper operation of all police radios</li> <li>• Operate/test Universal Power Supply</li> <li>• Check batteries on AED</li> </ul>	Hickory Grove staff
Bi-Annual Basis:	<ul style="list-style-type: none"> <li>• Check hinges, hardware and frames on doors</li> </ul>	Hickory Grove staff
Annual Basis:	<ul style="list-style-type: none"> <li>• Practice/review emergency procedures</li> <li>• Perform inventory on emergency supply equipment</li> <li>• General review of safe room interior/exterior to check for any items that may need minor repair</li> </ul>	Hickory Grove Park Ranger
As Needed Basis:	<ul style="list-style-type: none"> <li>• Replenish first-aid kits/supplies after a severe storm event</li> <li>• Training for new employees</li> <li>• Replacing batteries</li> <li>• Replacing signage</li> <li>• Replacing light bulbs</li> <li>• Mowing of grounds</li> </ul>	Hickory Grove Staff
Generator:	<ul style="list-style-type: none"> <li>• No generator will be used; backup power will be provided by a Universal Power Supply constantly charged</li> </ul>	

### **Backup Power Supply**

The Universal Power Supply (UPS) unit will be checked on a monthly basis to ensure it is charged and ready for use. Any required maintenance will be completed in conjunction with recommended schedules from the manufacturer.

All Hickory Grove staff and On-call staff will be trained on the UPS theory of operation. This will ensure that any “on call” staff member will know how to properly operate the UPS and have it ready for use in emergency situations.

### **Updating the O & M Policy**

The O & M policy will officially be reviewed on an annual basis, but any necessary updates or policy changes will be made throughout the year on an as-needed basis. A new policy will be distributed to all Hickory Grove employees and inserted into the O & M Policy binder.

APPENDIX E

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

## 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 moistened 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 G

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 H

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

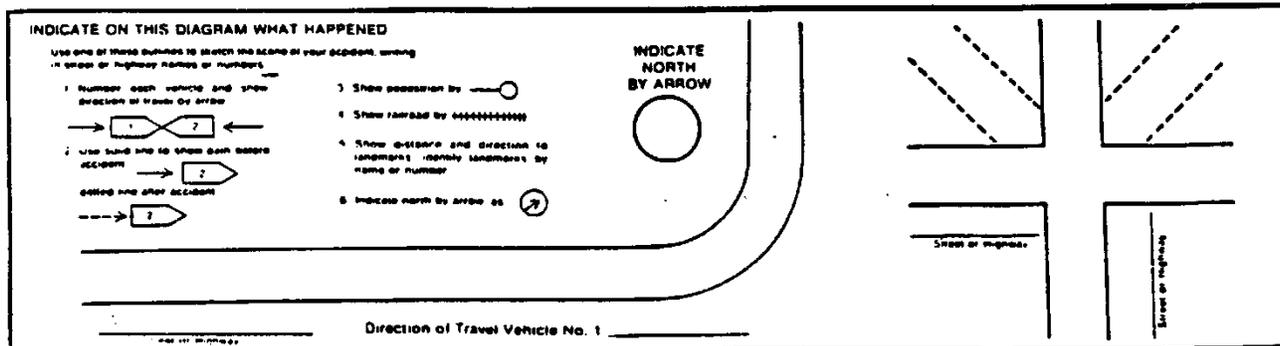
1. Unguarded or improperly guarded machines.
2. Rough, slippery, sharp-edged object
3. Unsafely stored or piled objects, congestion in working spaces, inadequate aisle space
4. Unsafe processes, overloading, etc.
5. Improper lighting
6. Improper ventilation
7. Unsafe dress or apparel--lack of or defective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

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.

## PANIC ALARM PROCEDURES

### 1.0 PURPOSE

- 1.1 The purpose of the Story County Panic Alarm Procedures is to ensure that all installed panic alarms in Story County occupied buildings are functioning properly, and personnel are trained to be aware of when to activate, how to activate, and what to do while waiting for Law Enforcement response.

### 2.0 SCOPE

- 2.1 This procedure includes Story County occupied suites that are equipped with panic alarms, including:

Conservation Center

### 3.0 INSTALLATION OF A NEW OR DISCONNECT OF A PANIC ALARM SYSTEM

- 3.1 An application to request the installation, disconnection, or movement of a panic alarm is available by contacting Facilities Management.

- 3.2 [FMWorkOrders@storycountyiowa.gov](mailto:FMWorkOrders@storycountyiowa.gov)

### 4.0 PROCEDURE

#### 4.1 Panic Alarm Systems and Procedures

- 4.1.1 In any threatening situation, it is important to be confident that all security systems are in working order.

#### 4.2 Maintenance and Testing of Panic/Duress Alarm

- 4.2.1 Details of all malfunctions or maintenance requirements must be reported to Facilities Management at [FMWorkOrders@storycountyiowa.gov](mailto:FMWorkOrders@storycountyiowa.gov), or by (515) 382-7400.
- 4.2.2 The Panic Alarm system is scheduled to be tested **annually**, and results are recorded by Facilities Management.
- 4.2.3 Log activity should be retained for a period of three (3) calendar years.

#### 4.3 Response to a Security Incident

- 4.3.1 In the event of a security incident or if feeling threatened, the alarm should be activated.
- 4.3.2 After the alarm has been activated, secure the office and assess the situation. The front desk staff should excuse themselves from the area

by saying they need to retrieve a file to obtain the information requested and immediately leave the area.

#### 4.3.3 Law Enforcement Response

4.3.3.1 Once the panic alarm is activated, Law Enforcement will respond and assume control of the situation.

#### 4.4 Following a Panic Alarm Activation

4.4.1 Immediately following the pressing of the button, Dispatch is notified via phone call; Dispatch will send law enforcement.

4.4.2 I.T. receives an e-mail, then I.T. redirects that e-mail using the Facilities Management Director's e-mail address to send a notification to all workstations in the building.

4.4.3 Simultaneously to the e-mail, a text message is sent to pre-determined cellular phones, which include the Sheriff's Command staff, Community Services Director, and Veterans Affairs Director. To ensure the delivery is simultaneous, they use multiple rolling available numbers to send the message, which is why the message received on your individual cell phone could come from a different number each time an alert occurs.

4.4.4 Record the incident on the Panic Alarm Log. (Maintained by Facilities Management)

### 5.0 RESPONSIBILITIES

#### 5.1 Facilities Management

5.1.1 Employees responsible for the Panic Alarm program, operation, and procedures within their Agency are required to take the Panic Alarm Program training. (Refer to [TRAINING](#))

5.1.2 Ensure the front desk person knows how to activate the panic/duress alarm.

5.1.3 Ensure personnel who would need to activate the panic alarm are aware of any specific agency response required when the panic alarm has been activated and have completed the Panic Alarm User Training.

5.1.4 Review the Panic Alarm Procedures at a minimum of every twelve months, or when a change is made to the panic alarms.

5.1.5 Coordinate annual testing of the panic alarm(s) with Strauss Security.

5.1.6 Update the Panic Alarm Log. (Maintained by Facilities Management)

## 5.2 Facilities Management

5.2.1 Ensure the alarm is working properly.

5.2.2 Submit work order, if needed, and check on completion of repair.

## 5.3 Law Enforcement/Security Company

5.3.1 The “Monitoring Unit” is responsible for monitoring and responding to panic alarm activations, even if the alarm is inadvertently activated and then deactivated.

5.3.2 Participate in annual testing of panic alarms.

## 5.4 Personnel with Panic Button Access

5.4.1 Know how to activate the alarm.

5.4.2 Required to take the Panic Alarm User training. (Refer to [TRAINING](#))

5.4.3 Know the response procedures once the alarm is activated.

5.4.4 Know how to reset the alarm.

5.4.5 Record testing, accidental activations, and actual situations on the Panic Alarm Log. (Maintained by Facilities Management)

## 5.5 Facilities Management

5.5.1 Respond to work order requests.

## **6.0 TRAINING**

6.1 Department Heads/Elected Officials will train their employees as needed:

6.1.2 This trains employees on how to activate a panic alarm, when they should activate a panic alarm, and what to do while waiting for Law Enforcement to respond to the alarm activation.

- If a new panic button needs to be installed, contact Facilities Management.

## **7.0 Accidental Activation**

7.1 If you accidentally push a panic button and are certain it is a false alarm, it would be helpful to call the Facilities Management main office at ext. 7400 or dial 515-382-7400 if it's during Facilities office hours 7:30 am-4:00 pm.

- If it is after hours, call the on-call number 515-460-4901. Facilities Management will then contact Story County Dispatch and inform them it was a false alarm.

7.2 Understand that, given the timing of the sequence of events, it will be nearly impossible to stop the dispatching of law enforcement. Be prepared and expect law enforcement to respond.

7.3 This would be only for FALSE ALARMS. If it is a real event and you use a panic button, there is no need to contact Facilities Management while the event is taking place.



Story County Conservation Board - McFarland Park 56461 180<sup>th</sup> 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 9, 2026

Re: Consideration of Bid Award and Construction Contract to Giardino Construction for \$879,600.00 and Authorize the Conservation Director, Michael Cox, to Sign the Contract.

Bids for the Tedesco Environmental Learning Corridor Phase 4 – Shelter and parking lot construction were opened on March 3 at the Story County Board of Supervisors meeting. Three bids were received.

<u>Contractor</u>	<u>Base Bid</u>
Giardino Construction	\$879,600.00
R.H. Graham Construction	\$890,000.00
GTG LLC	\$921,890.00

The engineer's cost estimate was \$775,660.00. Our engineer has reviewed the bids and advises that they are correct and an accurate representation of the market. There are no indicators that rebidding would result in a lower bid. Funding for this project is available in the Story County Water and Land Legacy, the Conservation Trust Fund, and remaining Tax Increment Financing funds.

Staff urges an award to the low responsive, responsible bidder, Giardino Construction, and authorization for Michael Cox, Conservation Director, to sign the contract, and recommendation to the Story County Board of Supervisors.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Memorandum

To: Story County Conservation Board  
Through: Michael D. Cox, Director  
From: Patrick Shehan, Special Projects Ranger  
Date: March 9, 2026  
Re: Consideration of Supplemental Agreement with Bolton & Menk Inc. for Final Design Services for the Deppe Family Recreation Area for \$5,500.

The attached professional services supplemental agreement with Bolton & Menk Inc. is for final design services for the Deppe Family Recreation Area.

The scope of this agreement is for final design through the bid process for items such as parking lot, large shelter, repurposing the existing grain bin, grading plan, and stormwater items.

This contract is for \$5,500 and will be funded through a Land and Water Conservation Fund Grant and SCWLL Bond funds.

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

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AMENDMENT #001 TO AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN STORY COUNTY CONSERVATION, INC. AND BOLTON & MENK, INC.**

This AMENDMENT #001 (“Amendment”) to the original Agreement for Professional Services between STORY COUNTY BOARD OF SUPERVISORS, Inc. (“OWNER”) and Bolton & Menk, Inc. (“ENGINEER”) dated July 2, 2025 (the “Agreement”) is made and entered into on this 10<sup>th</sup> day of March, 2026.

WHEREAS, OWNER has engaged ENGINEER, pursuant to the Agreement, to furnish OWNER with engineering, design, and bidding, in connection with the Deppe Family Conservation Area Improvement Project (the “Project”);

WHEREAS, OWNER and ENGINEER have agreed to amend the Agreement as set forth in this Amendment and subject to the terms and conditions of this Amendment; and,

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SCOPE. The Scope below incorporated herein. If the OWNER requests or ENGINEER performs additional services for the Project, ENGINEER shall make such request to OWNER in writing, setting forth any changes or additions to the Scope of the Agreement, including any additional deliverables requested for the Project.

- a. Utilize the plans developed for the preliminary plan as the basis for developing public bid documents.
- b. Develop a cover sheet, notes sheet, and site demolition plan.
- c. Sub-contract with Brian Brewer, PE, for electrical coordination and to provide clarity for bidders regarding the electrical services.
- d. Develop front-end specifications and coordinate with Story County Conservation staff for the development of public notices and publishing requirements.
- e. Technical specification shall be provided as on-plan notes.
- f. Assume the owner will open bids.
- g. Tabulate bids and make a recommendation for award to the Story County Conservation Board.

2. FEE. The fee for these services shall be a lump sum fee of \$5,500. If the ENGINEER requests additional fees for the services for the Project, ENGINEER shall make such request to OWNER in writing, setting forth any changes in fees and all fees associated with such additional services. If OWNER agrees to the change in scope or fees proposed by ENGINEER in writing, the parties will adjust the Maximum Fee to account for such changes. No claim for extra services performed by ENGINEER will be allowed by OWNER except as provided in this Amendment nor will ENGINEER perform any services or work not previously approved by OWNER except upon receipt of a written amendment.

3. Additional Forms. None.

4. All Other Terms and Conditions of the Agreement. Any conflict on inconsistency as to terms set forth in this Amendment and the Agreement or other writing will be governed by this Amendment.

IN WITNESS WHEREOF, the parties have caused this AMENDMENT #001 to be executed by their duly authorized representatives on the dates written below.

STORY COUNTY BOARD OF SUPERVISORS

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

BOLTON & MENK, INC.

SIGNED:  \_\_\_\_\_

NAME: Casey Byers

TITLE: Principal Landscape Architect

DATE: 3/5/2026