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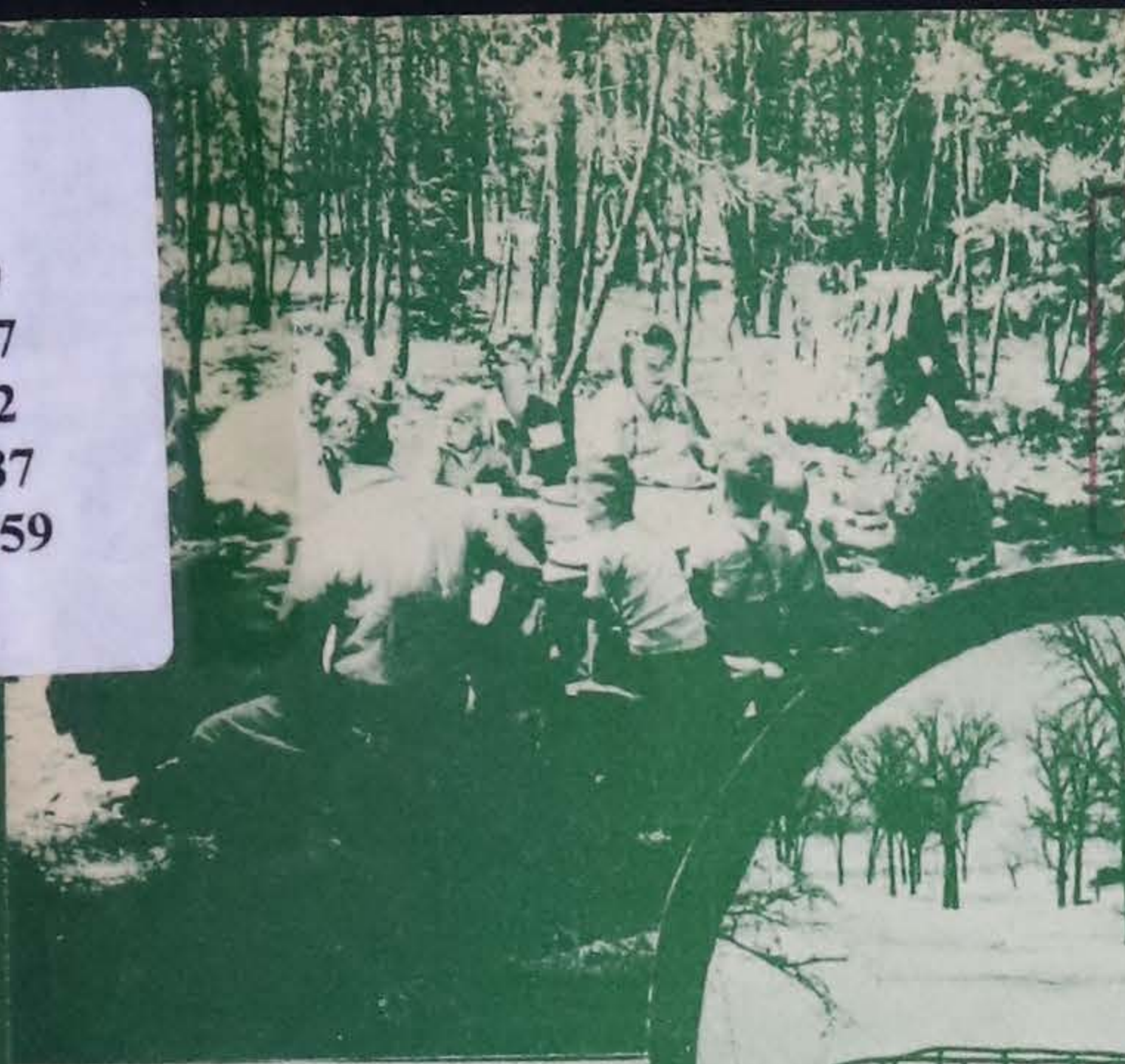
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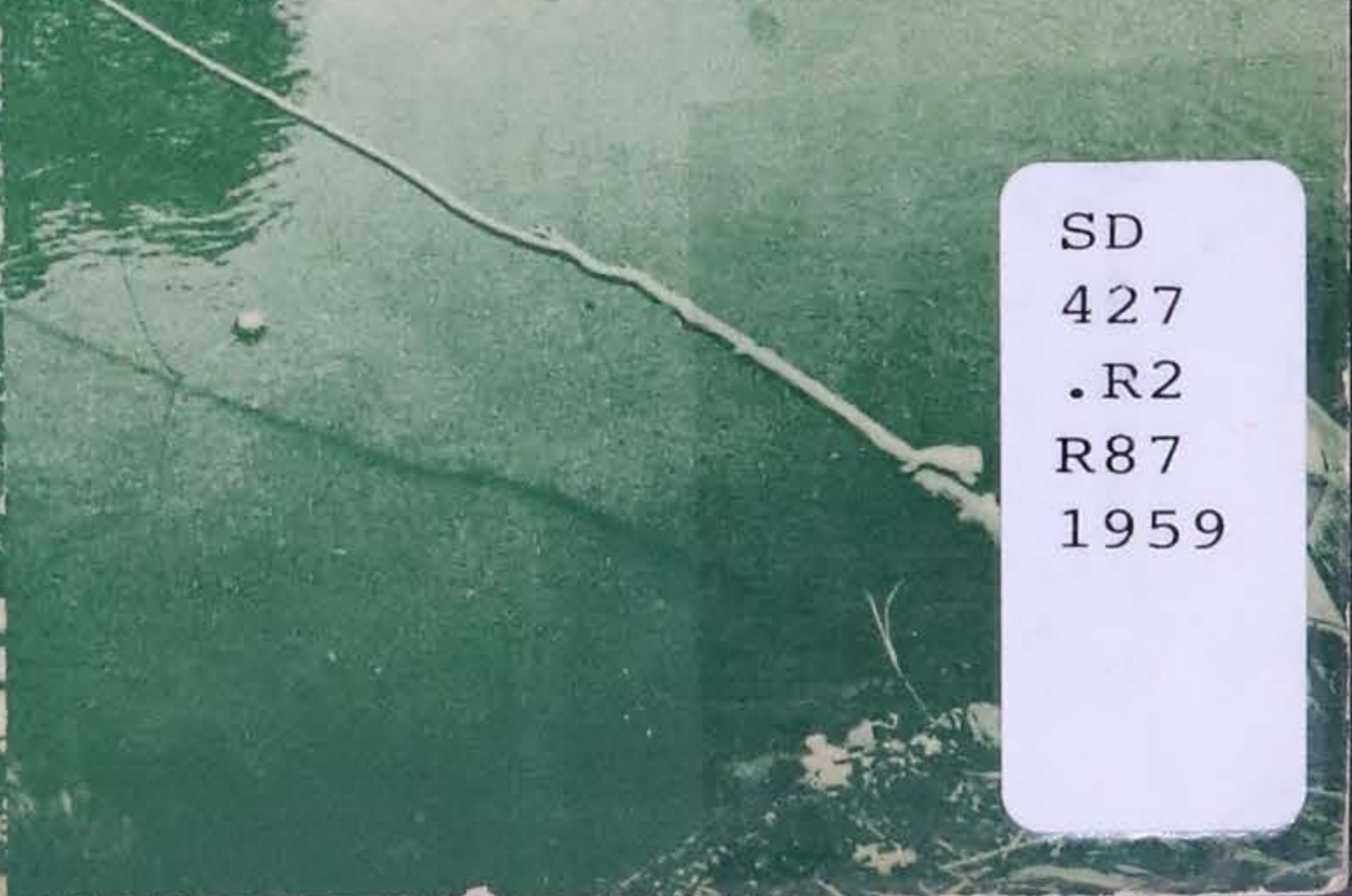
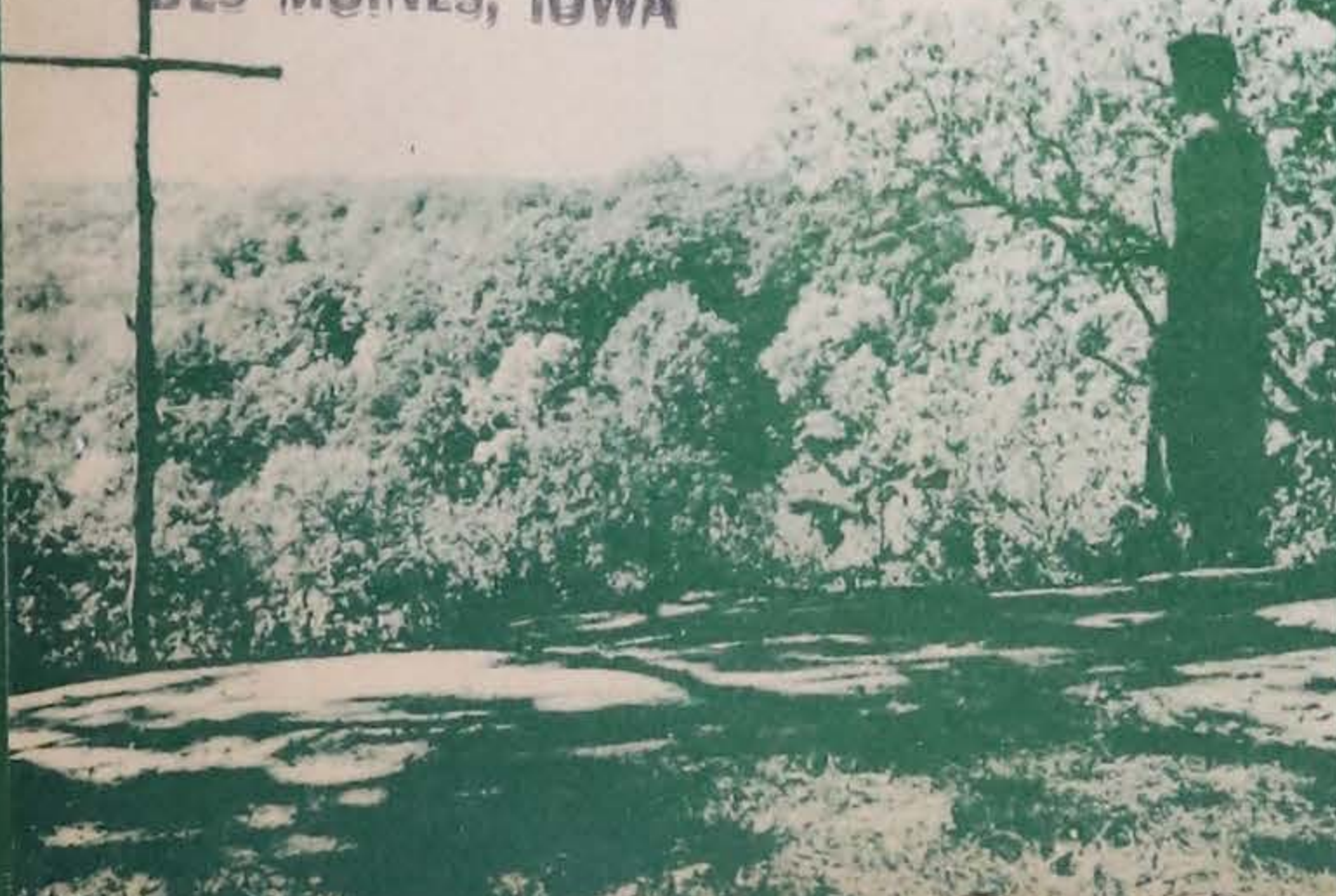
IOWA NATURAL RESOURCES COUNCIL

County Conservation Boards

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GUIDE FOR COUNTY CONSERVATION BOARDS

by

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PREFACE

Since the enactment, in 1955, of the law in Iowa permitting Counties to establish County Conservation Boards, the growth in the number of such boards has been most encouraging. Inspired by this enthusiasm the authors have attempted to produce a guide book for those newly appointed board members and executive officers who are entering this expanding field of endeavor.

It is not intended that this shall be an operating manual but it is hoped it will encourage careful and long range planning to develop a comprehensive plan of action and development under competent leadership to assure the public of the greatest benefit from the natural resources of their county.

Many persons, organizations and agencies have contributed their time, efforts and ideas to make this a useful guide. The authors are particularly indebted to the employees and members of the County Conservation Boards in Black Hawk, Bremer, Page, Polk and Poweshiek Counties. We are also indebted to the Iowa Natural Resources Council, the Soil Conservation Service and the Cook County Forest Preserve District of Cook County, Illinois and to Mr. George Wever of Charles Wever and Associates, Mr. Robert Moorman, Extension Wildlife Specialist, Iowa State University and Mr. Lee Andreas, Extension Forestry Specialist, Iowa State University.

The authors are indeed grateful to Mrs. Harriet McNulty and Mrs. Ruth Yauk for their excellent secretarial and stenographic assistance and to Mr. George E. Tovey, Photographer and Mr. H. W. Freed, Chief of the Division of Administration of the State Conservation Commission for their assistance in the production of this book.

W. A. R.

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CONGRATULATIONS

As a member of the County Conservation Board, you have been chosen to fill a responsible position in your community. What you do while you hold this position will influence the welfare and happiness of countless people in the future. For you there is the privilege of being a part of a great community program and the satisfaction of knowing that you are responsible in part for its accomplishment.



YOUR JOB

You are charged with responsibility to conserve the natural resources of the county, to preserve the scenic, historical sites and events and recreational resources of the county and to provide opportunities for the people of the county to enjoy them. It is a tremendous assignment. It is an assignment which requires a planned recreation program; well-considered policies for land acquisition, development, and use; and a sound administrative organization. Your immediate problems are: HOW TO START, WHAT TO DO, and WHO CAN DO IT. This bulletin has been prepared as a guide to point the way.

POLICY MAKING

One of the most important functions of a County Conservation Board is the making, recording and keeping of good sound policies for the guidance and direction of the executive officer and employees of the Board.

Policies, well made and well kept, are the foundation and guide to the good administration of a County Conservation Board. Through policies a sense of direction can be maintained from a literal interpretation of the basic statute. You can insure that your land acquisition

program is well planned and properly executed; that your lands are HELD and not dissipated by allocation to various and sundry other purposes other than for which acquired; that your development program is simple and confined to the purposes announced; that special privilege to individuals and organizations is denied and that all citizens are treated equally; that popular opportunism is disregarded; that all possible effort is made to improve the quality and diversity of use by citizens of your county through a broad recreational program; that your relationship with employees is understood and carefully outlined; that through policies well made and well kept you insure economy of operation and development; that the parks, forests and recreational areas with their cultural, sociological and spiritual values are paramount.

DEFINITION OF FUNCTIONS

A County Conservation Board consisting of five citizens meeting at intervals cannot efficiently handle administrative matters. It is recommended that the County Conservation Board define its functions to include the following types of activities:

1. Outlining major policies and programs.
2. Approving major projects to carry out the programs.
3. Approving the annual budget for the program and any changes in budget or program.
4. Approving acquisition of land.
5. Carrying on sufficient inspection to determine that its policies and programs are adequately executed.
6. Selecting an executive officer to be held responsible for the execution of the program and policies of the board.
7. Maintaining liaison with the County Board of Supervisors and other county officers.

8. Maintaining liaison with members of the state legislature in matters requiring legislation.
9. Approving qualifications and salaries of personnel.
10. Approving personnel changes and new employees recommended by the executive officer.

BASIS FOR ACTION

The County Conservation Board Law authorizes the counties of Iowa, through the respective County Boards of Supervisors, to establish county park systems and to appoint County Conservation Boards to administer these systems (See appendix for complete copy of the law.)

The specific purposes of this act are:

1. To create a COUNTY CONSERVATION BOARD.
2. To authorize counties to acquire, develop, maintain and make available to the inhabitants of the county, PUBLIC PARKS, PRESERVES, PARKWAYS, PLAYGROUNDS, RECREATION CENTERS, COUNTY FORESTS, WILDLIFE and OTHER CONSERVATION AREAS.
3. To promote and preserve the health and general welfare of the PEOPLE.
4. To encourage the orderly development and conservation of NATURAL RESOURCES.
5. To cultivate good citizenship by providing programs of PUBLIC RECREATION.

LOOK BEFORE YOU LEAP

Each of these specific purposes is a major problem. Where should you begin? Prerequisite to knowing what to do is to KNOW WHAT YOU HAVE.

What public lands and recreation facilities are

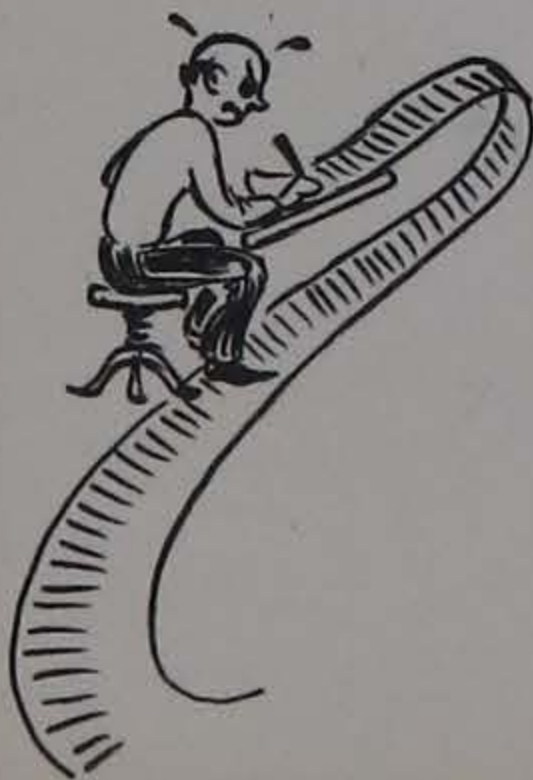
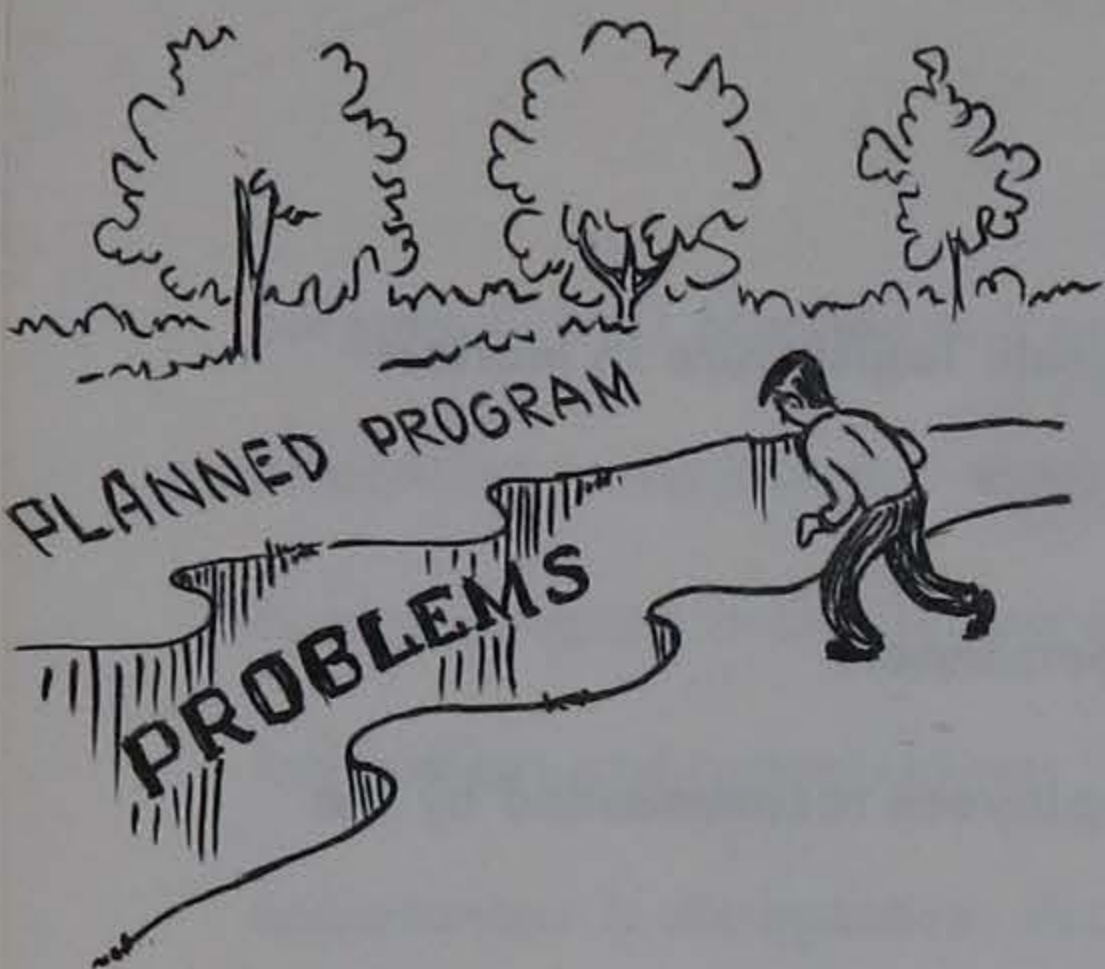
existing in your county now? What facilities are existing or proposed in neighboring counties? Where are the centers of population? Where will new growth be concentrated? What are the industrial trends? What are the existing and proposed transportation facilities? What existing municipal programs and facilities are now available to county-wide use?

A complete survey is the primary step toward order and economy in the provision for land, facilities, and recreation programs. A survey will make it possible for you to:

1. Carefully analyze your situation.
2. Form definite conclusions as to what the county needs.
3. Plan adjustments to present facilities and resources for the greatest benefit of all.

Adequacy of existing facilities and future needs can be determined only in their relationship to other public services and to the general growth and development probabilities of the county. Coordination between all types of activity and avoidance of duplication should be your goal. Don't overlook youth centers, playgrounds, playfields, parks, indoor community center facilities, churches, private halls, clubs, industrial recreation, commercial recreation facilities, youth organizations and libraries.

What are the needs and wants of the people in your county? Do not guess. Ask the people. Make use of printed questionnaires. (See appendix.) Contact organized groups throughout the county. Make your surveys a means to inform the people of the situation at hand and not an end in itself. Some



of the groups to include in your survey are:

Chambers of Commerce	Soil Conservation Service	Sportsmen's Organizations
Community Clubs	Natural Resources Council	Town Councils
Churches	State Highway Commission	Veterans Organizations'
Farm Bureau	Jaycees	Women's Clubs
Farmers Union	Libraries	Boy Scouts
Garden Clubs	PTA	Girl Scouts
Grange	Recreation Commission	Campfire Girls
4-H	Red Cross (Swimming)	YMCA's
Service Clubs	School Boards	YWCA's

You may think that involving all of these people in the program is a waste of time.

MANY ERRORS CAN BE CORRECTED BEFORE THEY OCCUR IF EVERYONE HAS A CHANCE TO HAVE HIS SAY. The entire program may fail if you do not have the backing of the people whom you are serving.

Your survey may indicate the need for only a few additional areas. Perhaps facilities are adequate with only an organized program lacking. On the other hand, the situation in your county may indicate a need for many new areas and facilities along with a comprehensive park and recreation program.

If you have never conducted a survey of this type, be sure to look around for professional help. Money spent at this stage can save you untold headaches later on. There are various companies with experience in providing this service. Planning and recreation specialists at Iowa State University will also be able to help you organize a survey. Conservation officers at both county and state level will be glad to offer assistance. Municipal recreation executives in yours or in a neighboring county can provide helpful advice. A combination of all these should reveal a good composite picture of your situation.

LAND USE

The County Conservation Board must have the courage and foresight to purchase lands far ahead of their need, guided by a plan of acquisition based upon intelligent population forecasts, sociological studies and sound land planning.

The well-balanced park and recreation system includes many distinctive types of areas and contains the facilities which make possible the activities people want. These areas should be properly located, widely distributed and carefully planned.

By law, the areas designated for consideration by County Conservation Boards are parks, preserves, parkways, playgrounds, recreation centers, county forests, wildlife and other conservation areas. In some cases, it will be advantageous to develop these areas separately. Frequently, better land use will result from a combination of two or more of these areas.

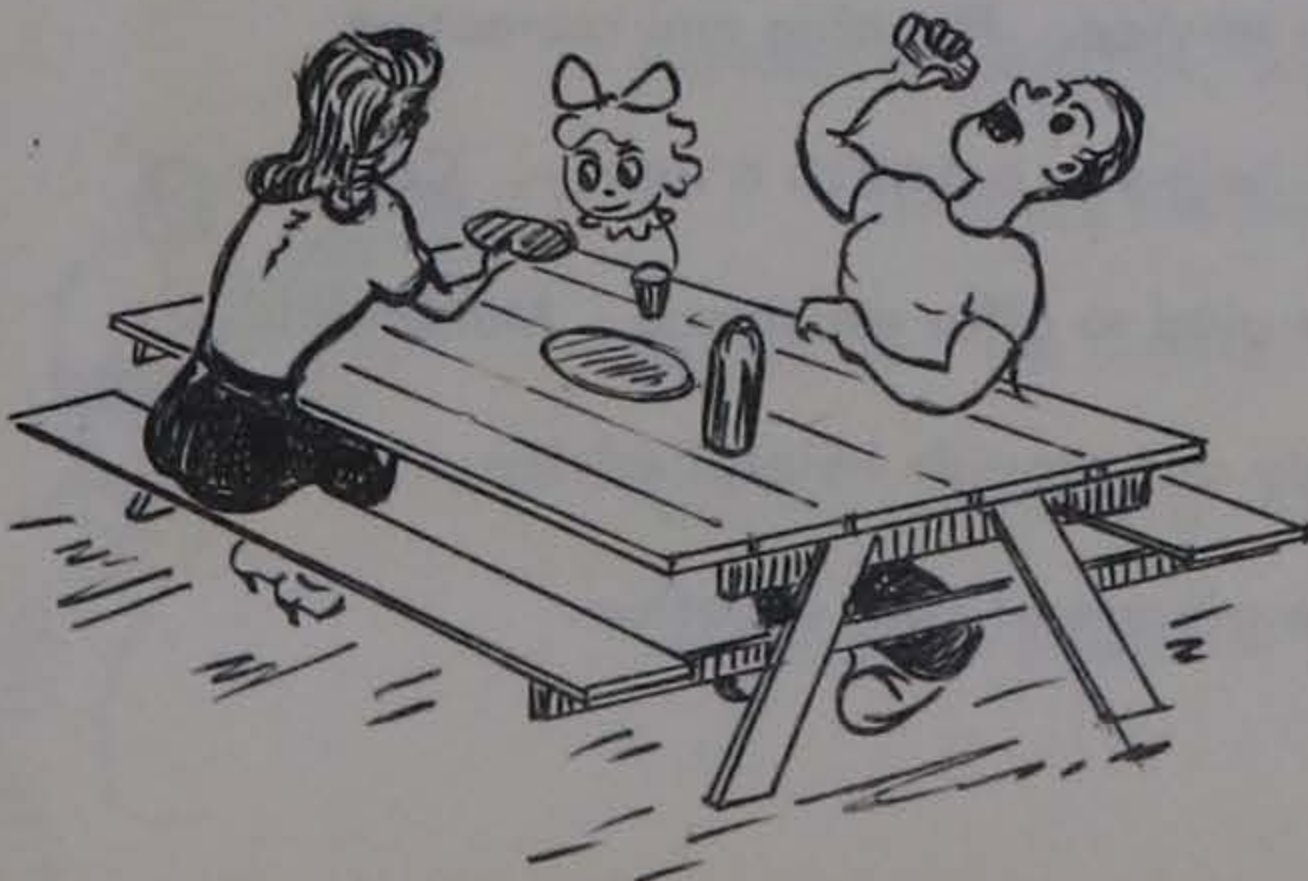
Each type of land use is an individual problem. Each land area is also an individual problem in planning. No plan for one area may be superimposed on another. However, there are certain enduring planning principles which can be listed for each type of land use.

PARKS

Areas established and maintained wholly or dominantly for recreation, whether

the recreation process be physical, intellectual, or spiritual or a combination of two or all three.

Now, more than ever, parks should accomplish the following objectives:



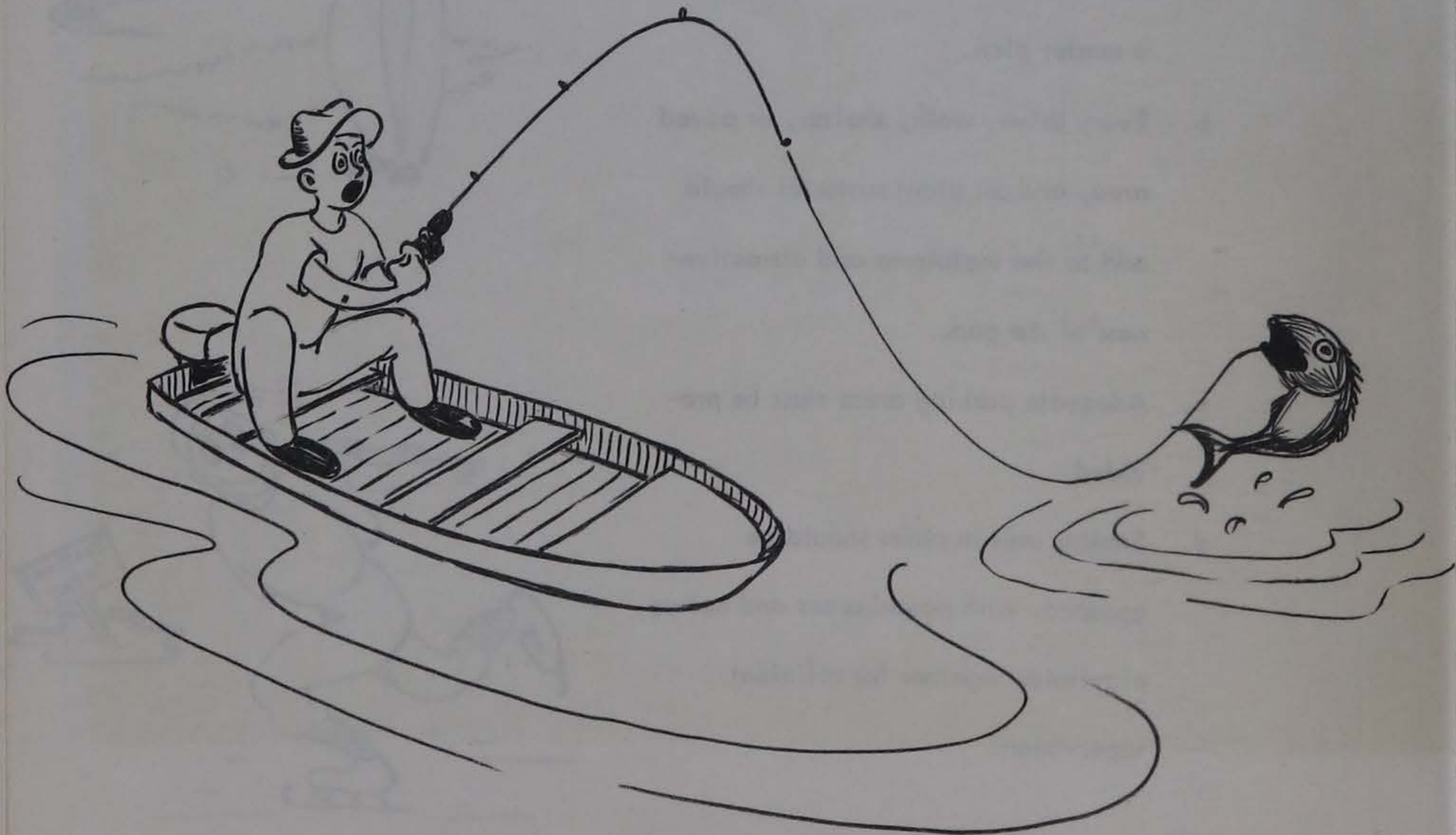


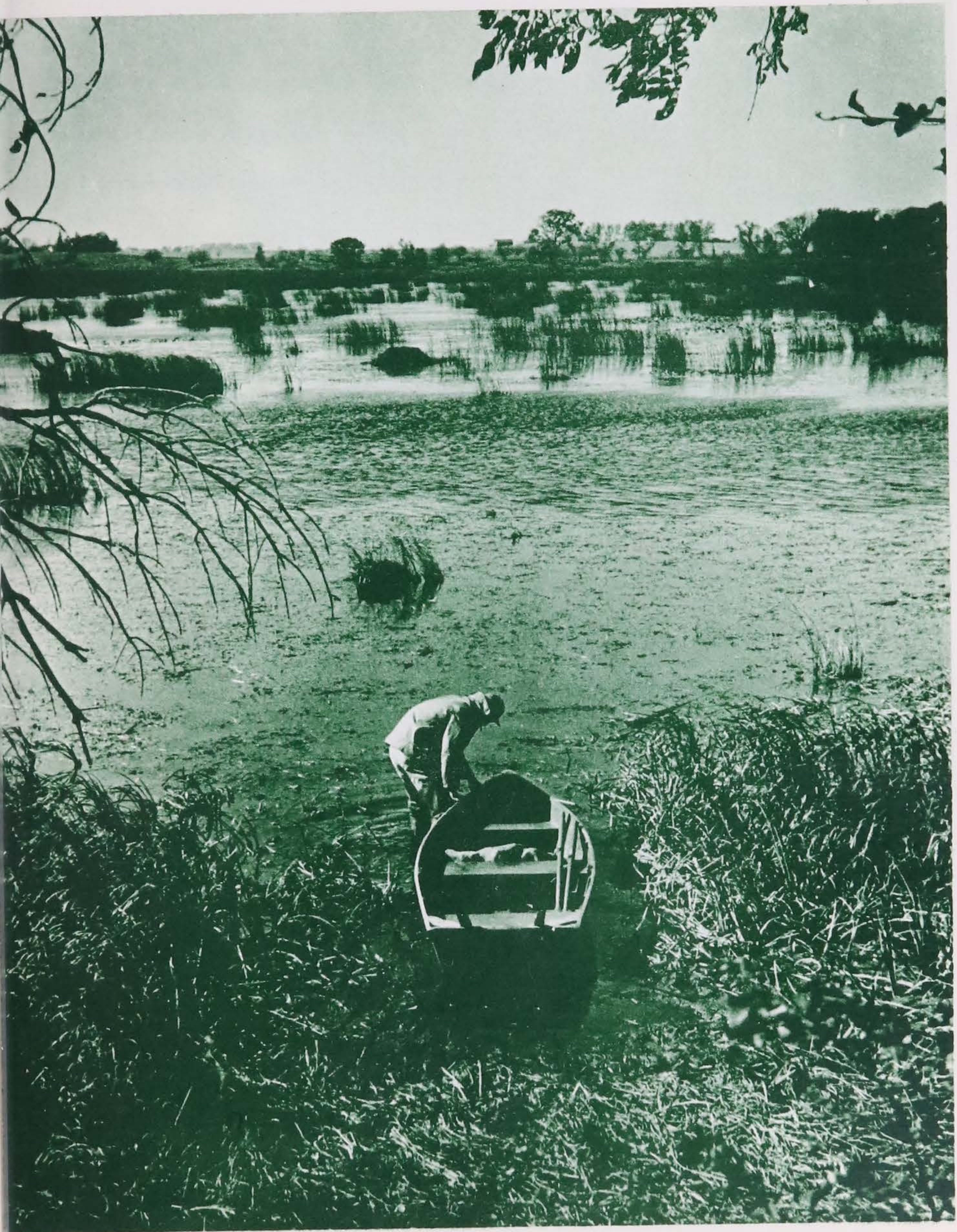
Jim Sherman, Photo

1. Preserve natural scenery - cliffs, streams, valleys, lakes.
2. Protect historical sites.
3. Form buffers against railroads, expressways, and industrial and commercial uses.
4. Provide neighborhood centers, which would contain the school, recreation centers, and park playground.
5. Design should be functional and should be kept simple, for both aesthetic and practical reasons.
 - a. Each park should be designed to meet particular needs as a part of a master plan.
 - b. Every drive, walk, shelter, or paved area, and all plant material should add to the usefulness and attractiveness of the park.
 - c. Adequate parking areas must be provided.
 - d. Similar uses in parks should be grouped, with paved areas and active playfields together for efficient supervision.



- e. Active game areas should be properly graded and should be supported by tree and perhaps shrub planting. No playground should be entirely devoid of some supporting planting, located where it will not interfere with play activities.
- f. All-purpose game areas offer a flexible program. By careful correlation of uses, the same area can be used for four softball fields, two football fields, or a skating rink with night lighting.
- g. No feature in a park design should be constructed unless sufficient funds can be secured for its adequate maintenance and supervision.





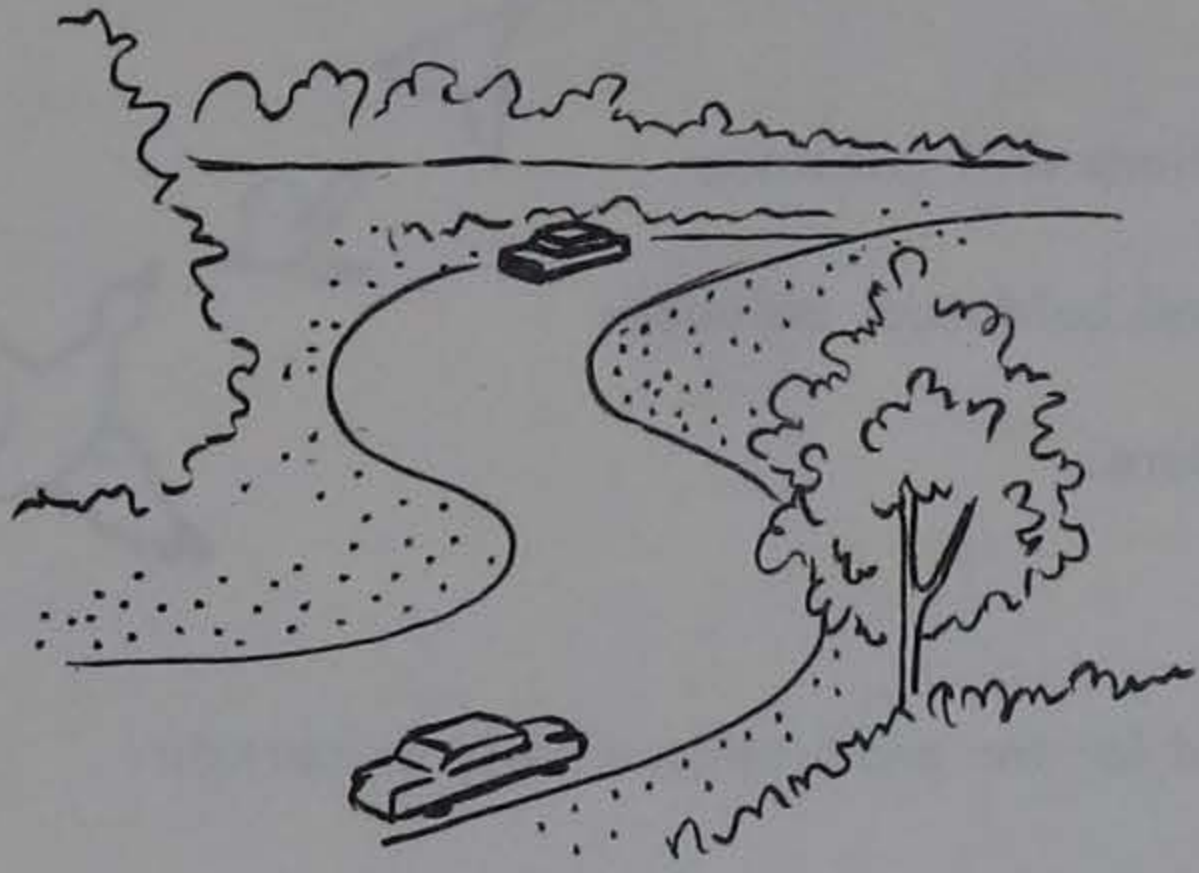
PRESERVE - an area set aside where natural conditions will continue to exist in an undisturbed state where biological and botanical balances will be maintained solely through the forces of nature.



GAME PRESERVES - Areas set aside and maintained for the production of all, or certain designated species, of wildlife on a sustained yield basis.

Robert Moorman, Extension Wildlife Specialist, Iowa State University, offers the following suggestions:

1. Emphasize development for one or two particular species, not just "Wildlife".
On a small area you can't justify all the requirements for all kinds of creatures, but you can do a good job on one or two.
2. Each kind of wildlife needs food and water close to their own brand of protective cover. This means well within their daily cruising radius, or 1/8th or 1/4th mile for pheasants and quail for winter time.
3. If the preserve is small, it may make adjoining farm land habitable for game by providing the one necessary element that is missing; that is, just winter cover, just winter food, or just roosting cover. A study of the private land surrounding the preserve should show what the preserve can best supply.
4. Make certain that the preserve will have a minimum of human traffic during the seasons it will be occupied by the desired wildlife species. If close to a recreation area, posting of the preserve is a must to prevent woody cover from being harvested for fish poles or wiener sticks.



PARKWAYS - Elongated parks of which a principal feature is a pleasurable vehicle road throughout its entire length.

Do not confuse parkways with wide boulevards. Parkway are scenic "ways" traversing the most beautiful areas throughout the county and used

principally for recreation travel. Where practicable, they should lead and connect with many of the various parks, recreation areas, monuments and forests. Normally, all parkways should be restricted to passenger vehicles other than busses. Only in most exceptional cases should any other vehicles be permitted on the parkways.

The objectives in solving problems of land use in parkway design are the same as those listed for parks. There should be no structures along a parkway excepting those purely incidental to its normal use as a park development.

The average and maximum width of right-of-way will depend upon topography, cost, and other factors. Preferably, the minimum width of right-of-way should not be less than 300 feet. In the ideal design, no curve on a parkway should have a radius of less than 1,500 feet through flat topography.



Generally, there should be no grade more than 4 percent through flat topography or of more than 6 percent in rolling country. Wherever the right-of-way is sufficiently wide, bridle paths and bicycle paths should be considered.

PLAYGROUNDS - Space set aside and maintained for organized games and the provision

of play apparatus. For a wide range in age groups and segregated areas for small tots. Playgrounds are mainly for children from the ages of 6 to 14 - though to some extent for young people and adults, too. When combined with schools, playgrounds can be used by both educational and recreational agencies, avoiding duplication of facilities, maintenance and supervision. Playground space throughout the community should average at least one acre for every 800 persons. Small neighborhoods need more than the average - a neighborhood of 1000 persons requires a playground of at least 2.75 acres. There should be a playground within a quarter to a half mile of every home in urban areas. Safety in equipment and maintenance are essential.

PLAYFIELDS - provide varied forms of recreation for young people and adults - though most of them also have a section developed as a children's playground. Playgrounds and playfields should be floodlighted to extend their use, and especially to make them available to people who are free only in the evening. Ten to twelve acres is the minimum area for an individual playfield, and twenty acres are often needed to accommodate all the essential features. There should be a playfield within a mile of every home in urban areas.

RECREATION CENTERS - Combinations of park, playground and community center.

Recreation centers may be housed in school buildings, churches, community centers, or in buildings designed and constructed specifically for the community needs and site conditions. The buildings and facilities of a recreation center should be attractive. Unsightly equipment, rooms, outdoor facilities and areas are





detrimental to the program. They cause a lack of respect for property and a lack of appreciation of beauty and orderliness.

Careful inspection in regard to safety, sanitation and equipment should be made before the opening of a

center.

In the initial planning of a recreation center bear in mind that maintaining and operating is often estimated as costing 1/10 of the construction cost. This will vary considerably with areas. Your budget should include heat, lights, water, insurance, janitor and supplies, repairs, depreciation.

Plan to have a multi-purpose building and arrange the heating unit so you can heat only the area being used. Try to eliminate corridors and provide outside entrances to the various areas.

COUNTY FORESTS - Areas set aside primarily for watershed protection, timber production, habitat for wildlife, and recreational use.

Lee Andreas, Extension Forestry Specialist, Iowa State University, offers the following suggestions:



1. A community forest is not just a bunch of trees. It is for the people and, to be used by the people, it must be reasonably accessible to the public.



2. In the acquisition of a site, bear in mind that it should not be seriously degraded by fire, insects, disease, or overgrazing. Avoid sites that are completely overflow areas. There is too much of a maintenance problem here.
3. The size of the forest may vary according to the needs of the community. It should be large enough to provide a picnic ground with tables and ample fireplaces. An area large enough for active sports. It is desirable to have water where fishing may be developed. Suitable sanitary facilities should be provided and maintained. To take care of all these uses and provide a stand of timber large enough to contribute materially to the running expenses, the forest should have at least 20 acres and preferably 40 to 100 acres, or even more, depending on the program of uses.
4. If the forest is accessible to a school, it can be made available as an out-of-doors laboratory where students and others may be shown forestry practices, study natural history, and lay out nature trails. Some sort of identification for specimen trees and plants is worthwhile.
5. Management should be by the board with the advice of the state forester or extension forestry specialist. A professional forester may be hired by a group of counties.
6. Don't destroy future value of excessive clearing of underbrush, etc. The removal of undesirable brush is recommended, i.e. prickly ash and honey locust.
7. Provide wildlife cover and food supply by planting appropriate species.

8. In every case, a written plan should be prepared for the forest, which will clearly outline its purpose and the proposed details of management. Such a record is essential to the continuation of the original objective under successive leadership.

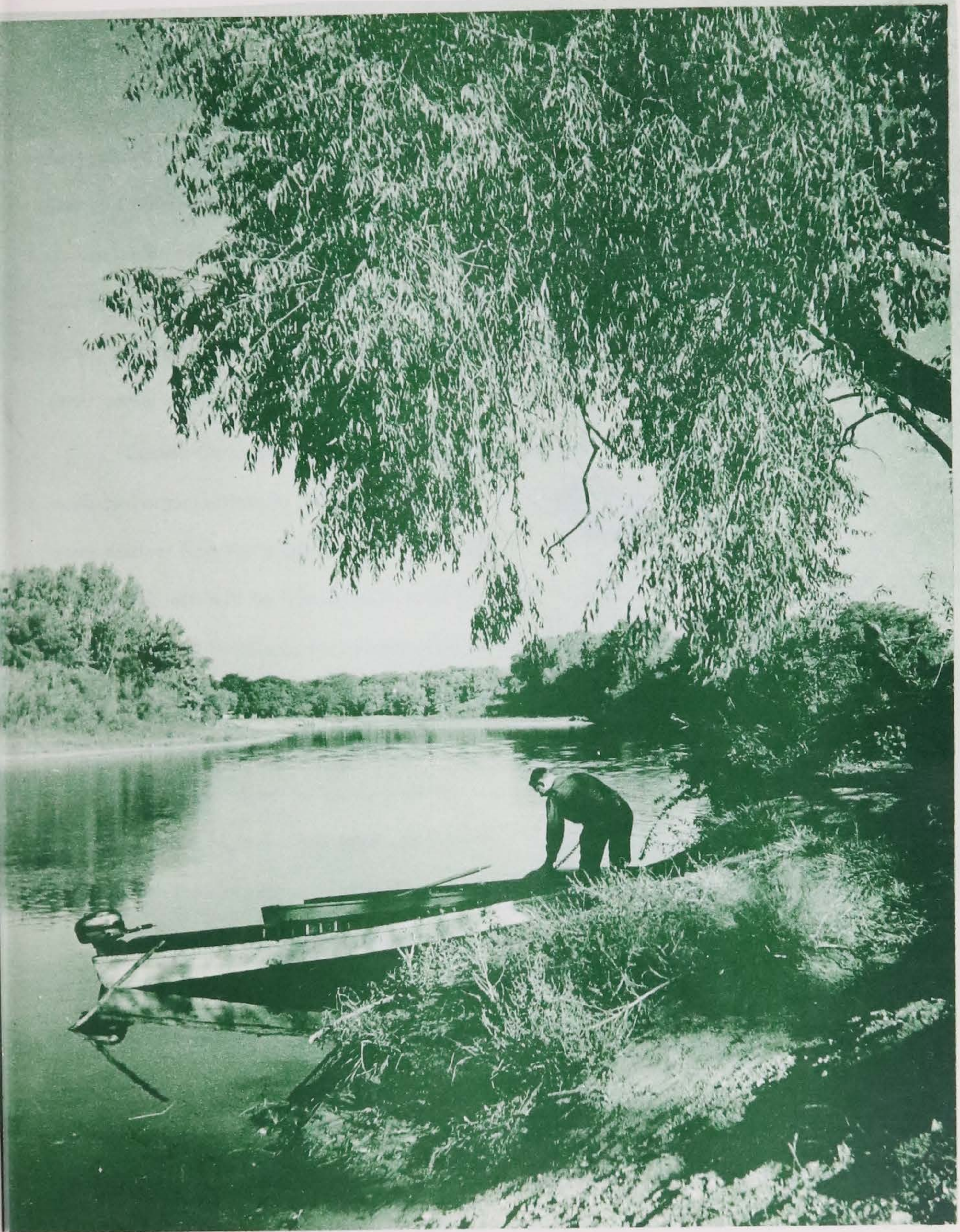
OTHER RECREATION AREAS

1. Wayside - A park, usually of limited extent, established as an adjunct of a highway, and providing the highway traveler with a location in public ownership where he may stop for a rest, for picnicking, or to enjoy an attractive view.
2. Monument - A park area set aside primarily because of its possession of scenic, or historic, or prehistoric, or scientific qualities, or any combination of these. It is characterized by the maximum degree of preservation and protection of those qualities.
3. Tennis Courts, Skating Rinks, Swimming Pools, Gymnasiums, Arts & Crafts Rooms.

There are specialists in each of the above fields who should be consulted before starting a project.

4. Use of Schools

Our state will have an ever-increasing number of school buildings going onto the market. These are the most ideal plants that can be acquired for community recreation purposes. Many of them already have a gymnasium and stage and all of the necessary facilities and physical plant. **DEVELOP A PROGRAM THAT WILL UTILIZE THEM AND ACQUIRE THEM NOW!!!**



George Tovey, Photo

LAND POLICY

To the work of acquisition of lands, the development, maintenance and operation must be added the very difficult and constant effort required in holding the lands of the County Conservation Boards for the purpose for which they were acquired. The basic statute under which a County Conservation Board is organized provides it has the power and authority to acquire IN THE NAME OF THE COUNTY suitable real estate for PUBLIC parks, preserves, parkways, playgrounds, recreation centers, forests, wildlife areas and other conservation purposes.

County Conservation Boards will be under constant recurring pressure from individuals and organizations to use lands for purposes distinct from the original intent. Typical of these requests will be from organizations for areas for special buildings, for participation in lake projects to promote development of cottage sites and real estate developments and from other governmental agencies to use lands for buildings, super highways and other uses incompatible with their use for recreational purposes.



The Board must avoid the pitfalls of opportunism by not giving way to the many and constant demands for special privileges, and particularly to maintain a policy of holding the land acquired and preventing the dismembering of a well conceived acquisition plan.

County Conservation Boards must be aware that to give way to demands for allocation of lands would be to destroy the true purpose for which County Conservation Boards were founded. The Board must realize that their parks, forests and recreational areas are a great

cultural resource immediately available to all people, and that under well kept policies these lands may be used and enjoyed in perpetuity by the people of their county.

PHYSICAL PLANNING

Before improving, equipping, or using land areas, topographic surveys and development plans should be prepared. It is vital that adequate planning precede all construction, even though it may require a period of years to provide all the improvements called for in the plan.

Only by having a well-prepared plan can a logical, economical and unified development be assured. A plan provides an incentive to a more complete improvement of an area than is likely to result from haphazard development. A plan is a device to return full value to the taxpayer in each phase of the work and to assure satisfaction to the community.

STEPS IN PHYSICAL PLANNING AND DEVELOPMENT

1. County-wide Survey

In addition to the needs and wants survey previously described, a thorough survey of the county should be made to determine the suitable areas that are available for recreation and conservation purposes.

General considerations in this survey are:

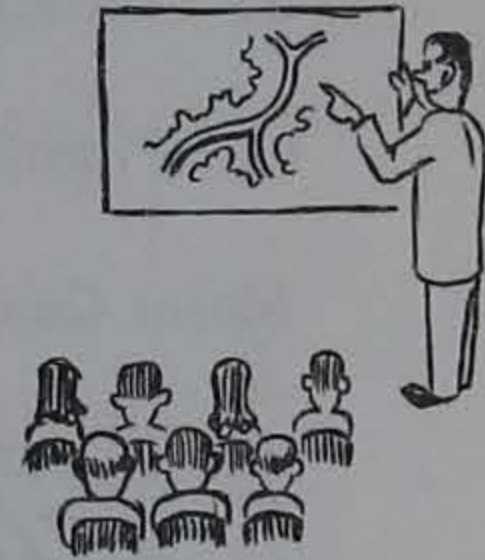
- a. Topographical character of the ground.
- b. Trends in growth of the cities and towns within the county.
- c. The desire to furnish ALL forms of recreation to the maximum number of people.
- d. Preservation of places of unusual natural beauty.



- e. The location of existing and proposed municipal and state recreation and conservation areas.
- f. Connection with present and future developments in adjoining counties.
- g. Preservation of places of historical and scientific interest.

2. Master Plan

Based upon the facts revealed in a survey, a master plan is prepared - outlining the various properties to be acquired and the major developments to be carried out. Alternative sites should be considered where possible, the choice of which may depend upon the ability to acquire land at a reasonable price. The



master plan should serve as a guide for orderly accomplishment over a period of years.

3. Site Surveys

Accurate surveys of the boundaries, topography, available utilities, etc. for each site selected.

4. Land Acquisition

5. Detailed Development Plans

Development plans should be keyed to the present and proposed budget. Neither operation nor maintenance can be accomplished without sufficient revenue to employ necessary and qualified personnel. Inadequate operation and maintenance inevitably leads to the deterioration of the very sites set aside for permanent public enjoyment.



6. Minor Construction

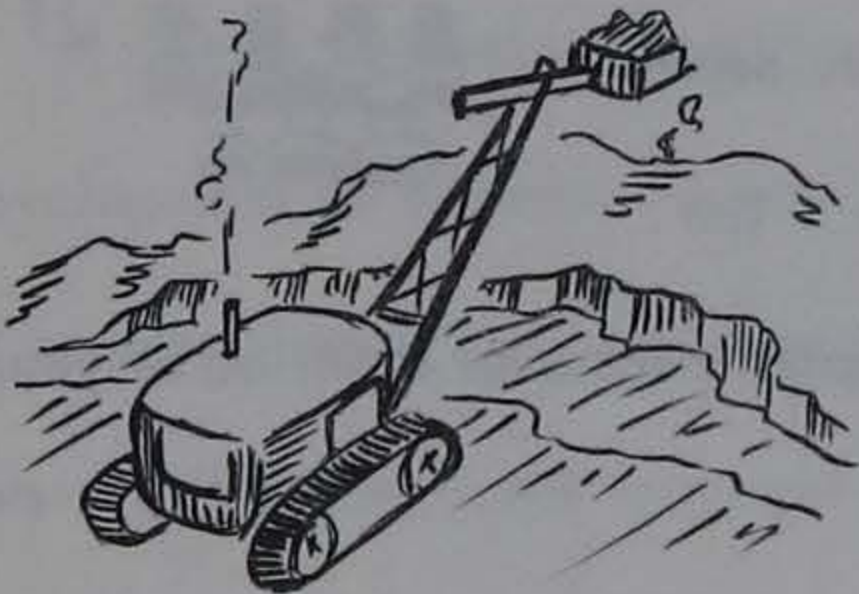
Preliminary work to make as much of the land as possible available for immediate use.



- a. Clearing of undesirable brush and dumps. Preserving desirable trees and shrubs.

- Leaving wild areas untouched where they are not readily accessible, unsuited, or not needed for intensive use.
- b. Rough grading where necessary to facilitate use.
- c. Providing access drives, parking places, and temporary or small foot bridges where necessary.
- d. Installing playground equipment, picnic tables and stoves.
- e. Planting - (may be deferred until major construction.)

7. Major Construction



Building permanent drives, bridges, grade separations, comfort stations, and other buildings, water lines, sewers, drainage structures, tennis courts, athletic fields, and other major facilities. Finished grading, seeding and planting.

8. Maintenance and Additional Improvements

Construction of additional facilities as found necessary and feasible.

General maintenance which includes an annual program of re-seeding and replacement planting in addition to regular care.

WHO CAN DO PHYSICAL PLANNING



The successful design of outdoor areas requires knowledge of human nature, construction materials and techniques, and plant materials, plus a talent for making practical application of this knowledge. Extreme care should be exercised in initiating and carrying on this phase of your work.

For most County Conservation Boards the physical planning duties should be assigned to a landscape architect on a consulting basis. Some may wish to employ him as a full time

staff member. A professional landscape architect IS a planner and designer of outdoor areas.

In the planning and design work, the professional landscape architect will perform several or all of the following operations:

Site Selection - This involves reconnaissance and consultation, prior to the acquisition of a tract of land, to determine whether the site is adaptable to the proposed uses, or to find one that is so adaptable, and to establish the boundaries within which the land should be acquired.

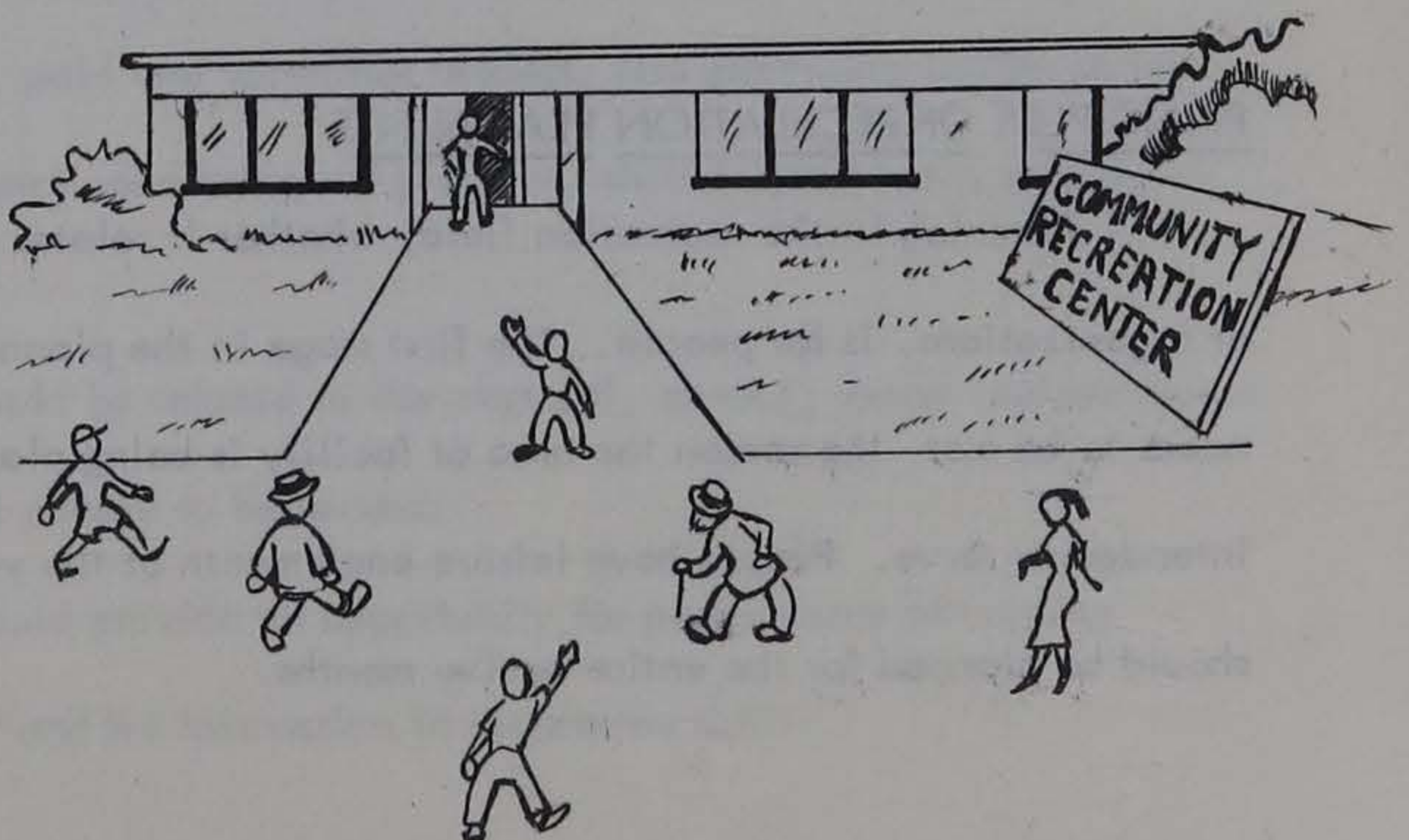
Site Planning - Of primary importance in the development of any site is the preparation of several basic plans:

1. A general plan of development, indicating the various use-areas and proposed structures.
2. A general grading plan, modifying the surface of the ground as may be required.
3. Location plans for the necessary utilities, such as electrical services, water supply lines, storm drains, and sanitary sewers. On large projects the utilities are usually done in collaboration with a civil engineer.
4. No artificial lakes depending upon watersheds for their water should be included unless the watershed embodies complete soil conservation.

practices.

RECREATION PLANNING

"Recreation" is interpreted in many different ways, depending upon the experience of the individual. The range of recreation pursuits which



give people the opportunity for satisfying expression is as wide as humanity itself. What may be fun for one man is boring for another.

Recreation is for all the people. There is a need for many playgrounds. There is also a place for large forests and parks embracing hundreds of acres of ground. On the playgrounds a certain need is cared for in organized play while in the forests, parks and woodlands the individual who wants to roam, enjoy nature, fish the streams and camp under the stars has his need cared for. The recreation program must be broad.

There is no reason for contention between the rugged, outdoor individualist who turns his back on organized play, and those who enjoy the advantages of the community playground. Both are part of the same over-all recreation program.

The concept of "program" includes all things, organized or unorganized, that people do for the satisfaction in doing. For many, access to land and facilities is all that is needed. For others, a definite organized program may be desirable. Organized programs are intended to obtain the most beneficial use of existing agencies, services, leadership and facilities and meet unfilled needs. Without attention to the field of outdoor recreation, the over-all recreation program is incomplete and vice versa. The sphere of the outdoor recreation program is extremely varied. It is rich with opportunities for service to special groups such as the handicapped, the aged or the very young as well as to the physically vigorous.

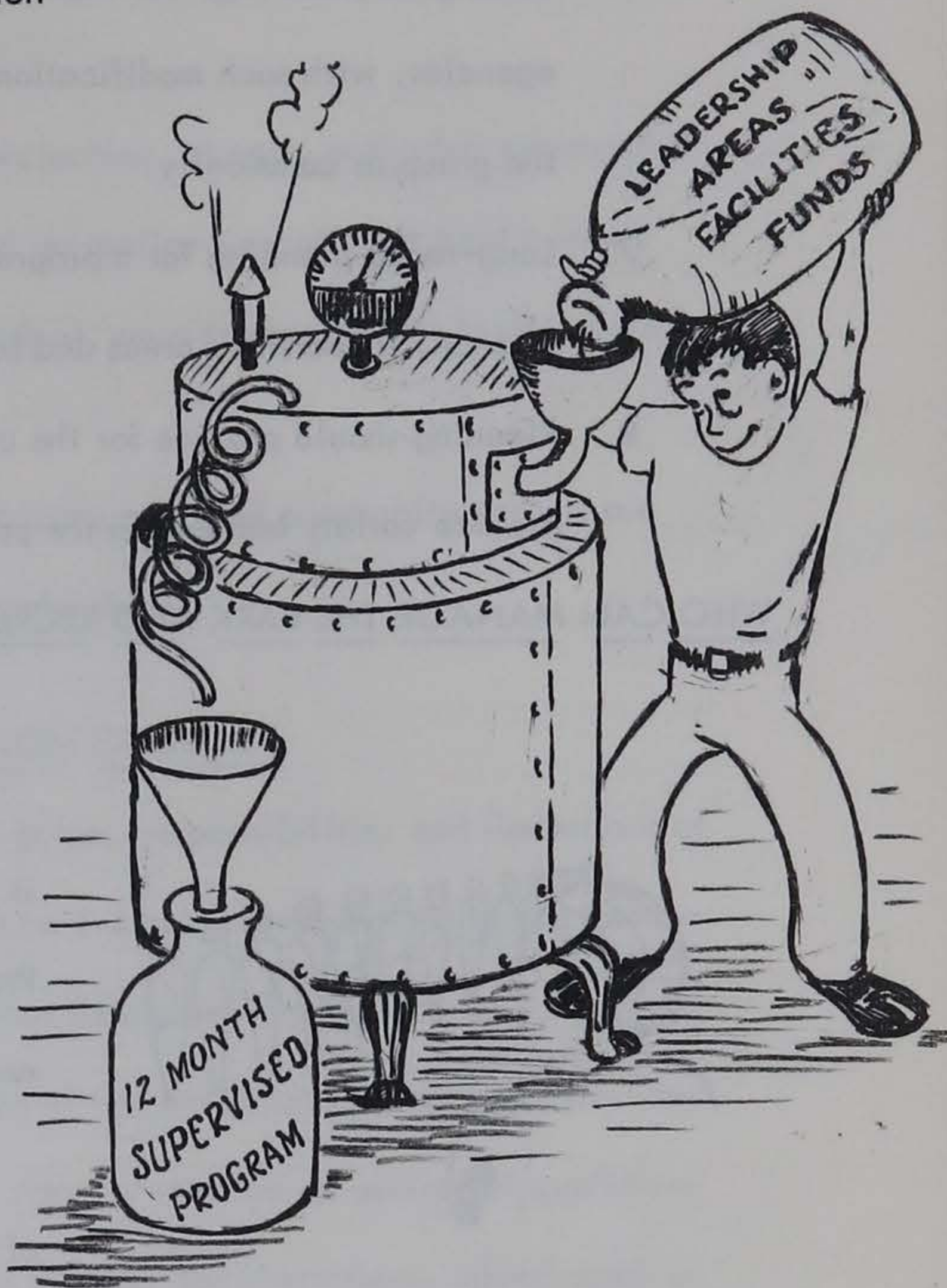
PRINCIPLES OF RECREATION PLANNING

Planning in the recreation field, whether it relates to areas, facilities, programs, or organizations, is for people. The first stage in the planning process is determining the needs to be met, the reason the area or facility is being planned, and the functions it is intended to serve. People have leisure each month of the year. So... your program should be planned for the entire twelve months.

The objective of every park and recreation program is achieved through the effective utilization of available leadership, areas, facilities and funds in providing activities that bring desired and satisfying experiences to the people it is designed to serve.

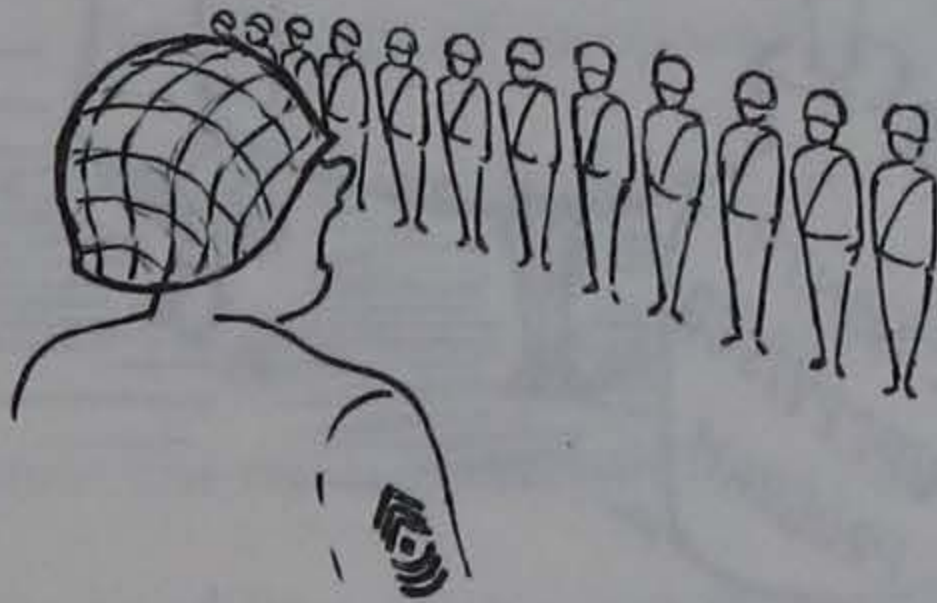
The following principles afford a guide to program planning regardless of the type of group, organization or community for which the program is planned.

1. Program planning should involve consideration of the diversified recreation interests and desires of the people to be served.
2. Program planning should take into account the age, sex, background and economic status of all the people.
3. Program participants, paid and volunteer leaders, and governing bodies of the public or private agency sponsoring the program, should share in the process of program planning.
4. Program planning should be related to the physical, mental, social and emotional characteristics of the people to be served.
5. Program planning should provide an opportunity for participants at varying levels of proficiency and for instruction in recreation skills.



6. In program planning, use should be made of standards developed by national agencies, with such modification as may be expedient to meet the needs of the group or community.
7. Long-range planning for a program is prerequisite to planning for organization, finance, leadership, areas and facilities.
8. Planning should provide for the use of all available resources that can provide variety and enrich the program.

WHO CAN MANAGE THE PARK AND RECREATION PROGRAM



Of all of the essentials, **LEADERSHIP** is the most important in any Park and Recreation Program. Your program will be as strong as its executive.

Leadership is essential for the teaching of attitudes and skills; for the development and utilization of additional leadership talent; for the management of budgets, facilities, and other administrative factors in a business-like way; for the orderly development of land and park areas and for keeping the tone of recreation in harmony with the value system of the community.

The success of your program is as dependent upon well-trained, experienced, qualified, continuing leadership as is the success of a school, church, business or industry. The management of a community Park and Recreation Program is a complex task which calls for competently trained personnel. A good park and recreation leader must visualize, organize, deputize, train and supervise. Many colleges and universities offer professional education for this field. Quality leadership is the best investment and the only assurance of

an adequate, economical, and satisfactory recreation service. Leadership has no substitute.

Recreation like health service, police protection, streets, and other community services, costs money. In general, the park and recreation executive is paid a salary comparable to that of the high school superintendent, on a twelve months basis - training and experience being considered.

Leadership builds leadership. Parks, playgrounds, and community centers are as attractive, and as effective as their leaders make them.

TABLE OF ORGANIZATION AND EXPLANATION OF DUTIES

All employees are entitled to know the duties, responsibilities and limitations of their position. A job classification plan should be drawn up outlining the duties and responsibility of each class of employee. Such plan should be detailed enough so that the man holding the position knows what is expected of him and what his responsibilities are.

In addition to a job classification plan there is need for an outline of qualifications for each class of employees. These should provide age limitations, educational or experience qualifications or both and physical qualifications.

Once established the County Conservation Board and its executive officer should adhere to the job qualifications in hiring new employees or making promotions. Periodically the job classifications and explanation of duties and responsibilities of employees should be reviewed by the Board to bring it up-to-date in light of changing times and advanced techniques in the various fields of activities conducted by the Board.

IN-SERVICE TRAINING

There is no substitute for experience and educational background in selecting the key personnel to carry out the program of the County Conservation Board. Once on the payroll, however, employees should not be shut off from further training and education while in service. Changing conditions and improved techniques of park and recreation

management make it desirable and economical to provide some type of in-service training either within the framework of the organization or through short courses.

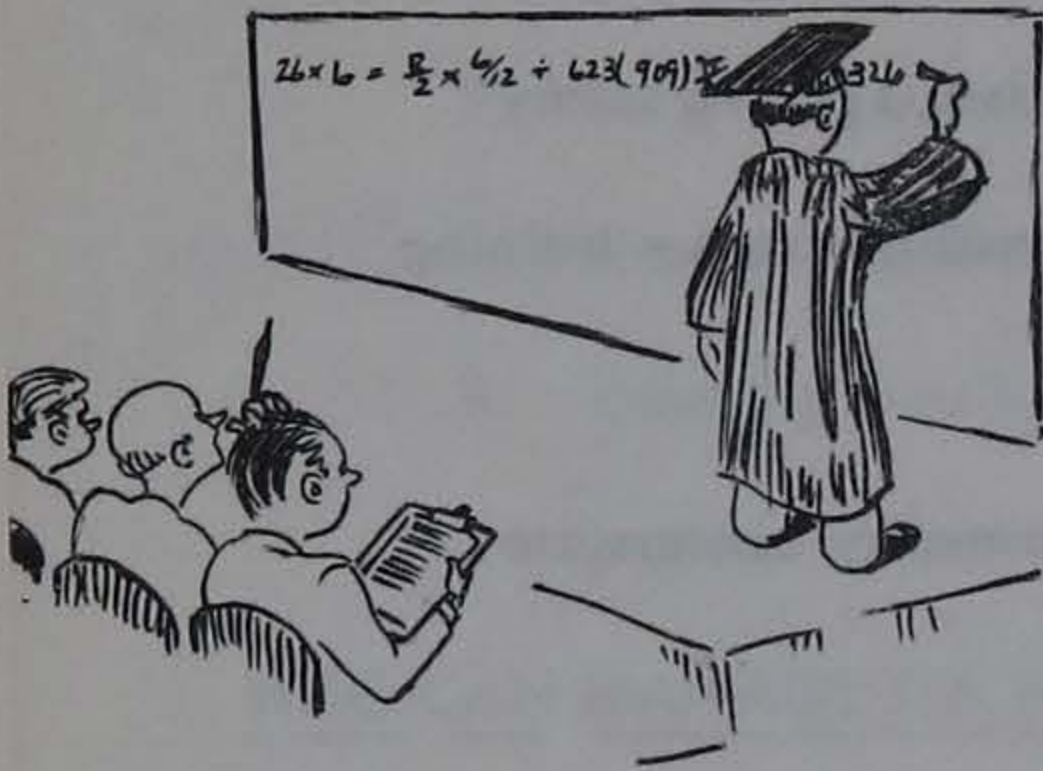
The money spent by the county in sending key personnel to short courses, workshops and meetings will be well repaid in added efficiency and improved management.

Few if any counties will be able to establish their own in-service training program. However, there are several other opportunities for this training from universities and organizations interested in the development of well-trained park and recreation leaders.

Iowa State University at Ames, Iowa, through the extension service, offers many short courses, workshops and seminars of interest to the park and recreational leader and other key personnel. Complete information can be secured from your county extension director.

Similar service is offered by the Recreation Department of the State University of Iowa at Iowa City, Iowa.

Probably one of the most outstanding training courses is the Great Lakes Park Training Institute conducted by Indiana University at Pokagon State Park in Indiana. This school is sponsored by the American Institute of Park Executives, National Conference on



State Parks, Midwest Institute of Park Executives, Ohio Parks Association, Michigan Park and Forestry Association, Indiana Park and Recreation Association and the State Park Departments of Illinois, Indiana, Michigan and Ohio. The course lasting one week is held in February of each year. Leaders in the park and recreation field from throughout the United States conduct the classes and seminars. More complete information can be secured from any of the sponsoring organizations.

A similar short course devoted entirely to develop interpretive program leadership is held at Bradford Woods, Indiana by Indiana University. This "Workshop on Interpretive Programs" is sponsored by the American Institute of Park Executives, National Conference on State Parks and the Indiana State Parks Department. Full information can be secured from any of the sponsoring agencies.

PROFESSIONAL AND TECHNICAL ORGANIZATIONS

There are many professional and technical organizations offering services and help to park and recreation administrators and their boards and commissions. Some of these organizations have continuing education programs to develop bulletins, manuals and information sheets available to their membership. Annual training schools and short courses are sponsored by these organizations and are open to their members. The annual meetings of such organizations provide opportunities to meet others engaged in similar programs to exchange ideas. Such organizations are usually able to bring before their group meetings the most outstanding people in the field of park and recreation management and allied interests. Active participation in such organizations is beneficial and broadening to anyone engaged in park and recreational development.



The following list represents some of the organizations a County Conservation Board or its administrator may wish to join. Information regarding membership can be secured upon request by writing to the organization.

American Institute of Park Executives
Oglebay Park, Wheeling, West Virginia

Iowa Association of County Conservation Boards
c/o R. W. Kemler, Marshalltown, Iowa

National Conference on State Parks
901 Union Trust Bldg., Washington 5, D. C.

National Recreation Association
8 West 8th St., New York 11, New York

Mid-Continent Regional Park and Recreational
Conference
c/o Ralph B. McClintock, President
6920 North 30th Street, Omaha, Nebraska

Iowa Recreation Society
c/o Nevin Nichols, President
Supt. of Recreation, Municipal Bldg.,
Cedar Rapids, Iowa

American Forestry Association
919 17th St., N. W., Washington 6, D. C.

Soil Conservation Society of America
838 5th Avenue, Des Moines, Iowa

MAGAZINES AND PERIODICALS

Periodicals and magazines devoted to parks and recreation provide an ever continuing



source of information and ideas. Some magazines are offered with memberships to professional organizations, others are available by subscription.

In addition to interesting articles, the magazines are an excellent source of information through the advertisements about new and improved equipment and supplies needed in park and recreation programs.

Following is a list of some of the more popular magazines available relating to parks, recreation and conservation:

Park Maintenance
Box 409, Appleton, Wisconsin

Parks and Recreation
American Institute of Park Executives
Oglebay Park, Wheeling, West Virginia

Recreation
National Recreation Association
8 West 8th St., New York 11, New York

Recreation Management
203 North Wabash, Chicago 1, Illinois

Iowa Conservationist
State Conservation Commission
E. 7th & Court, Des Moines, Iowa

American Forests
American Forestry Association
919 17th St., N. W. Washington 6, D. C.

Journal of Soil and Water Conservation
Soil Conservation Society of America
838 5th Avenue, Des Moines, Iowa

Iowa Soil and Water
Iowa Association of Soil District
Commissioners
Garden Grove, Iowa

HANDBOOKS AND MANUALS



The scarcity of books on the subject of park development and maintenance has prompted the American Institute of Park Executives and the National Conference on State Parks to develop a series of bulletins and handbooks. These publications reflect the experience and ideas of the leaders in park development today.

Information on how you can secure these publications and their cost can be secured by writing to the address listed with each publication.

Park Management Bulletins
American Institute of Park Executives
Oglebay Park, Wheeling, West Virginia

Park Practices Handbook
National Conference on State Parks
901 Union Trust Bldg., Washington 5, D. C.

Grist
National Conference on State Parks
901 Union Trust Bldg., Washington 5, D. C.

Guideline
National Conference on State Parks
901 Union Trust Bldg., Washington 5, D. C.

Public Grounds Maintenance Handbook
Tennessee Valley Authority
Old Post Office Bldg., Knoxville, Tennessee

THE LIBRARY



Every County Conservation Board should start a library of reference books for the use of its members and employees. It is not intended that efforts should be made to duplicate books available in your public library, but

there will be many books of continuing interest or of a technical nature that will be worthwhile to acquire. It would be impossible to list all the books that might be of interest to the many Conservation Boards. However, listed below are a few that will serve as a start.

Roberts Rules of Order (Revised)
by Henry M. and Isabel H. Robert
Scott, Foresman and Company
Chicago, Illinois

Liability in Public Recreation
by Dyer and Lichtig
C. C. Nelson Publishing Co.

Interpreting Our Heritage
by Freeman Tilden
University of North Carolina Press
Chapel Hill, North Carolina

Waterfowl In Iowa
by Jack and Mary Musgrove
State Conservation Commission
E. 7th & Court, Des Moines, Iowa

Iowa Fish and Fishing
by Harlan and Speaker
State Conservation Commission
E. 7th & Court, Des Moines, Iowa

Native Woody Plants of America
by Wm. R. Van Dersal
U. S. Government Printing Office
Washington 25, D. C.

The MacMillan Wild Flower Book
by Hylander and Johnston
The MacMillan Company
New York, New York



ECONOMIC RETURNS

Park and recreational areas attract desirable industries and business. Most industrial leaders are keenly aware of the advisability of locating their plants in communities that provide good recreation. Business men profit by the spending of industrial payrolls.

Business men also profit by the location of good park areas providing camping areas and other attractions to travelers. Tourist business is big business and your county can get its share by providing attractive parks and recreational areas. Good hunting and public shooting areas like good fishing waters attract sportsmen and promote better business. The establishing of new businesses to equip and supply sportsmen and other recreationalists is not unusual in areas where good recreation areas are developed.



FOR ADDITIONAL INFORMATION

Iowa State Conservation Commission
E. 7th & Court, Des Moines, Iowa

Extension Recreation Specialist
Iowa State University, Ames, Iowa

Dept. of Landscape Architecture
Iowa State University, Ames, Iowa

Extension Forestry Specialist
Iowa State University, Ames, Iowa

Extension Wildlife Specialist,
Iowa State University, Ames, Iowa

National Recreation Association
8 W. 8th St., New York 11, New York

National Park Service, Region 2
307 Federal Bldg., Omaha, Nebraska

The Athletic Institute
209 S. State St., Chicago 4, Illinois

SAVE SPACE FOR BEAUTY

Keep a little space for beauty,
when you build the highways wide,
Plant some trees and shrubs beside them,
they'll be looked upon with pride.

Leave some groves with picnic tables
here and there in friendly shade,
Where the hot and weary traveler
can enjoy the sylvan glade.

Save a little space for beauty
mid the city's roar and stress,
Here the parks with trees and footpaths
will suggest the wilderness.

Give each home a floral setting
plant some streets with sturdy trees,
Civic pride and gracious living
are achieved in ways like these.

Now with added millions coming
as the busy seasons roll,
There is need for pleasant vistas
as a solace for the soul.

Let each builder add some beauty,
and we all should do no less,
Than to recognize the duty
that we banish ugliness.

Written for the California Conservation Council, Nov. 1957, Woodbridge Metcalf





APPENDIX A

THE COUNTY CONSERVATION BOARD LAW

Chapter 111A
Code of Iowa, 1958

SENATE FILE 526
Acts of the 58th (1959) General Assembly

THE LAW

- 111A.1 Purposes
- 111A.2 Petition -- board membership
- 111A.3 Meetings -- annual report
- 111A.4 Powers and duties
- 111A.5 Rules and regulations -- officers
- 111A.6 Funds -- tax levy -- gifts
- 111A.7 Joint operations
- 111A.8 School property used
- 111A.9 Advice and assistance
- S.F.526 - Bonds

111A.1 Purposes. The purposes of this chapter are to create a county conservation board and to authorize counties to acquire, develop, maintain, and make available to the inhabitants of the county, public parks, preserves, parkways, playgrounds, recreational centers, county forests, wildlife and other conservation areas, and to promote and preserve the health and general welfare of the people, to encourage the orderly development and conservation of natural resources, and to cultivate good citizenship by providing adequate programs of public recreation. (56GA, ch 12, sec 4)

111A.2 Petition--board membership. Upon petition of two hundred voters in any county to the board of supervisors thereof, said board shall submit to the people of the county at the next primary or general election the question whether a county conservation board shall be created as provided for in this chapter. If at said election the majority of votes polled for the creation of a county conservation board, the board of supervisors shall within sixty days after said election, create a county conservation board to consist of five bona fide residents of such county. The members first appointed shall hold office for the term of one, two, three, four and five years respectively, as indicated and fixed by the county board of supervisors. Thereafter, succeeding members shall be appointed for a term of five years, except that vacancies occurring otherwise than by expiration of term shall be filled by appointment for the unexpired term. When any member of the board, during the term of office, shall cease to be a bona fide resident of the county, he or she shall thereby be disqualified as a member of said board and his or her office shall thereupon be declared vacant. Members of the board shall be selected and appointed on the basis of their demonstrated interest in conservation matters and shall serve without compensation, but may be paid their actual and necessary expenses incurred in the performance of their official duties. (56GA, ch 12, sec 5; 57GA, ch 86 Sec. 1)

111A.3 Meetings--annual report. Within thirty days after their appointment, the board shall organize by selecting from its members a president and secretary and such other officers as are deemed necessary, who shall hold office for the calendar year in which elected and until their successors are selected and qualify. Three members of the board shall constitute a quorum for the transaction of business. The board shall hold regular monthly meetings. Special meetings may be called by the president, and shall be called on the request of a majority of members, as the necessity may require. The county conservation board shall have power to adopt by-laws, to adopt and use a common seal, and to enter into contracts. The

county board of supervisors shall provide suitable offices for the meetings of the county conservation board and for the safekeeping of its records. Such records shall be subject to public inspection at all reasonable hours and under such regulations as the county conservation board may prescribe. Said board shall annually make a full and complete report to the county board of supervisors of its transactions and operations for the preceding year. Such report shall contain a full statement of its receipts, disbursements, and the program of work for the period covered, and may include such recommendations as may be deemed advisable. A copy of this report shall be filed with the state conservation commission. (56GA, ch 12, sec 6)

111A.4 Powers and duties. The county conservation board shall have the custody, control and management of all real and personal property heretofore or hereafter acquired by the county for public parks, preserves, parkways, playgrounds, recreation centers, county forests, county wildlife areas, and other county conservation and recreation purposes and is authorized and empowered:

1. To study and ascertain the county's park, preserve, parkway, and recreation and other conservation facilities, the need for such facilities, and the extent to which such needs are being currently met, and to prepare and adopt a co-ordinated plan of areas and facilities to meet such needs.

2. To acquire in the name of the county by gift, purchase, lease, agreement or otherwise in fee or with conditions, suitable real estate within or without the territorial limits of the county areas of land and water for public parks, preserves, parkways, playgrounds, recreation centers, forests, wildlife and other conservation purposes. The state conservation commission, the county board of supervisors, or the governing body of any city, town or village may, upon request of the county conservation board, designate, set apart and transfer to the county conservation board for use as parks, preserves, parkways, playgrounds, recreation centers, playfields, tennis courts, skating rinks, swimming pools, gymnasiums, rooms for arts and crafts, camps and meeting places, community forests, wildlife areas and other recreational purposes, any lands and buildings owned or controlled by the state conservation commission or such county or municipality and not devoted or dedicated to any other inconsistent public use. In acquiring or accepting land, due consideration shall be given to its scenic, historic, archaeological, recreational or other special features, and no land shall be acquired or accepted which in the opinion of the board and the state conservation commission is of low value from the standpoint of its proposed use.

3. The county conservation board shall file with and obtain approval of the state conservation commission on all proposals for acquisition of land, and all general development plans and programs for the improvement and maintenance thereof before any such program is executed.

4. To plan, develop, preserve, administer and maintain all such areas, places and facilities, and construct, reconstruct, alter and renew buildings and other structures, and equip and maintain the same.

5. To accept in the name of the county gifts, bequests, contributions and appropriations of money and other personal property for conservation purposes.

6. To employ and fix the compensation of an executive officer who shall be responsible to the county conservation board for the carrying out of its policies. The said executive officer shall have the power, subject to the approval of said board, to employ and fix the compensation of such assistants and employees as may be deemed necessary for carrying out the purposes and provisions of this chapter, but not in excess of those paid state conservation officers and employees for like services.

7. To charge and collect reasonable fees for the use of such facilities, privileges and conveniences as may be provided and for admission to amateur athletic contests, demonstrations and exhibits and other noncommercial events.

8. To let out and rent privileges in or upon any property under its control upon such terms and conditions as are deemed by it to be in the public interest. (56GA, ch 12, sec 7)

111A.5 Rules and regulations--officers. The county conservation board may make, alter, amend or repeal rules and regulations for the protection, regulation and control of all parks, preserves, parkways, playgrounds, recreation centers, and other property under its control. No rules and regulations adopted shall be contrary to, or inconsistent with, the laws of the state of Iowa. Such rules and regulations shall not take effect until ten days after their adoption by said board and after their publication once a week for two weeks in at least one paper circulating in the county and after a copy thereof has been posted near each gate or principal entrance to the public ground to which they apply. The board may designate the executive officer and such employees as he 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 the state of Iowa and the apprehension of violators thereof. (56GA, ch 12, sec 8)

111A.6 Funds--tax levy--gifts. Upon the adoption of any county of the provisions of this chapter, the county board of supervisors of such county may by resolution appropriate an amount of money from the general fund of the county in carrying out its powers and duties, and it may levy or cause to be levied an annual tax, in addition to all other taxes, of not less than one-fourth mill or more than one mill on the dollar of the assessed valuation of all real and personal property subject to taxation within such county, which tax shall be collected by the county treasurer as other taxes are collected, and shall be paid into a separate and distinct fund to be known as the county conservation fund, to be paid out upon the warrants drawn by the county auditor upon requisition of the county conservation board for the payment of expenses incurred in carrying out the powers and duties of said conservation board.

The county conservation board shall have no power or authority to contract any debt or obligation in any year in excess of the monies in the hands of the county treasurer immediately available for such purposes. Gifts, contributions and bequests of money and all rent, licenses, fees and charges and other revenue or money received or collected by the board

shall be deposited in the county conservation fund to be used for the purchase of land, property and equipment and the payment of expenses incurred in carrying out the activities of the board, except that monies given, bequeathed or contributed upon specified trusts shall be held and applied in accordance with the trust specified. (56GA, ch 12, sec 9)

In order to make immediately available to the county conservation board the proceeds of the annual tax hereinbefore authorized to be levied for recreation and conservation purposes, bonds of any county having a population in excess of ninety thousand (90,000) may be issued in anticipation of the collection of such tax in the manner hereinafter provided. Upon the filing of a petition by the conservation board with the county board of supervisors asking that bonds be issued in a specified amount for the purpose of paying the cost of acquiring land and developing the same for public park, parkway, preserve, playground, or other recreation or conservation purposes within the county, then the board of supervisors may call a special election to be held in the county to vote on the proposition of issuing such bonds. Notice of such election shall be published once each week for at least four consecutive weeks in one of the official county newspapers, and the election shall be held on a day not less than five nor more than twenty days after the last publication of such notice. Voting machines may be used for the purpose of voting on said proposition or, in the discretion of the board of supervisors, the proposition may be submitted to the voters on paper ballots. The proposition shall be submitted in substantially the following form:

"Shall _____ County, Iowa, issue its
bonds in the amount of \$ _____ for the purpose of
_____?"

The expenses incurred in connection with the conduct of such election shall be paid by the conservation board from the county conservation fund. If the vote in favor of issuing the bonds is equal to at least sixty percent of the total votes cast for and against the proposition, the board of supervisors shall issue the bonds in the amount voted, and shall provide for the levy of an annual tax, within the limits of the special tax hereinbefore authorized, sufficient to pay said bonds and the interest thereon as the same respectively become due. Said bonds shall mature in not more than twenty years, shall bear interest at a rate or rates not exceeding five percent per annum, shall be in such form as the board of supervisors shall by resolution provide, and shall be payable as to both principal and interest from the proceeds of the annual levy of the one mill tax hereinbefore authorized to be levied for recreation and conservation purposes, or so much thereof as will be sufficient to pay the principal thereof and interest thereon, and prior to the authorization and issuance of such bonds the board of supervisors may, with or without notice, negotiate and enter into an agreement or agreements with any bank, investment banker, trust company or insurance company or group thereof whereunder the marketing of such bonds may be assured and consummated. The proceeds of such bonds shall be deposited in a special fund, to be kept separate and apart from all other funds of the county, and shall be paid out upon warrants drawn by the county auditor upon requisition of the conservation board to pay the cost of acquiring land and developing the same for recreation and conservation purposes as specified in the election proposition.

Nothing herein contained shall be construed to limit the authority of the board of supervisors to levy the full one mill recreation and conservation tax, but if and to whatever extent said tax is levied in any year in excess of the amount of the principal and interest falling due in such year on said bonds, the first available proceeds thereof, to an amount sufficient to meet maturing installments of principal and interest on such bonds, shall be paid into the sinking fund for such bonds before any of such taxes are deposited in the county conservation fund or are otherwise made available to the county conservation board, and the amount required to be annually set aside to pay the principal of and interest on the bonds shall constitute a first charge upon all of the proceeds of such annual special tax, which tax shall be pledged to pay said bonds and the interest thereon.

This law shall be construed as supplemental and in addition to existing statutory authority and as providing an independent method of financing the cost of acquiring land and developing the same for public park, parkway, preserve, playground, or other recreation or conservation purposes, and for the issuance and sale of bonds in connection therewith, and shall not be construed as subject to the provisions of any other law. The aggregate amount of bonds issued and outstanding at any time hereunder shall not exceed one million dollars in any single county. The fact that a county may have bonds previously issued and outstanding under authority of this law shall not prevent such county from issuing additional bonds hereunder, provided that the aggregate amount of such bonds does not exceed the maximum hereinbefore established. All acts and proceedings heretofore taken by any county conservation board or board of supervisors for the exercise of any of the powers herein granted are hereby legalized and validated in all respects.

111A.7 Joint operations. Any county conservation board may cooperate with the federal government or the state government or any department or agency thereof to carry out the purposes and provisions of this chapter. Any county conservation board may join with any other county board or county boards to carry out the provisions of this chapter, and to that end may enter into agreement with each other and may do any and all things necessary or convenient to aid and to cooperate in carrying out the provisions of the chapter. Any city, town, village or school district may aid and cooperate with any county conservation board or any combination thereof in equipping, operating and maintaining any parks, preserves, parkways, playgrounds, recreation centers, and conservation areas, and for providing, conducting and supervising programs of activities, and may appropriate money for such purposes. The state conservation commission, county engineer, county agricultural agent, and other county officials shall render such assistance as shall not interfere with their regular employment. The board of supervisors is authorized to make available to the use of the county conservation board, county-owned equipment and operators and any county-owned materials it deems advisable. (56GA, ch 12, sec 10)

111A.8 School property used. The governing body of any school district may grant the use of any buildings, grounds, or equipment of the district to any county conservation board for the purpose of carrying out the provisions of this chapter whenever such use of the school buildings, grounds or equipment for such purposes will not interfere with the use of the buildings, grounds, and equipment for any purpose of the public school system.
(56GA, ch 12, sec 11)

111A.9 Advice and assistance. The state conservation commission and the state department of education* shall advise with and may assist any county or counties in carrying out the purposes of this chapter (56GA, ch 12, sec 12)

*State department of public instruction probably intended Constitutionality, 56GA, ch 12, sec 13.

APPENDIX B

PROCEDURES TO BE FOLLOWED in
submitting County Conservation Board projects to the
State Conservation Commission as required in Sec. 111A.4 (3)
Code of Iowa, 1958.

The State Conservation Commission usually meets but once a month. The meetings are set by call of the Chairman of the Commission and there is no predetermined or scheduled time for these monthly meetings. For this reason allow a minimum of six (6) weeks for action by the State Conservation Commission. In some instances it may be possible to process requests in less time. Every effort will be made to expedite requests from the counties as rapidly as possible and to bring them before the State Conservation Commission at the earliest possible time. Projects submitted a week or less prior to a meeting of the State Conservation Commission cannot be processed in that length of time and will have to be held over until the next meeting for action.

Mail all applications for approval to the State Conservation Commission, East 7th & Court, Des Moines, Iowa.

Upon receipt of the project at the office of the State Conservation Commission it will be referred to the proper department for investigation and report for Commission action.

Following Commission action the County Conservation Boards will be advised by letter of the Commission's decision. Where options are submitted with the STANDARD FORM request, one copy will be endorsed and returned to the applicant.

LAND ACQUISITION

All proposals for land acquisition should be submitted on the STANDARD FORM (see Appendix C) furnished by the State Conservation Commission. Proper maps, drawings and pictures should accompany the request to provide as much information as possible for consideration by the State Conservation Commission. Additional information pertinent to the project not called for on the STANDARD FORM, may be submitted in letter form accompanying the request on the STANDARD FORM.

GENERAL DEVELOPMENT PLANS (See Appendix D and E)

All general development plans for improvement or development of an area should be submitted in the form of a MASTER PLAN OF DEVELOPMENT (See Appendix D) and a MASTER PLAN REPORT (See Appendix E). The MASTER PLAN OF DEVELOPMENT should be drawn to scale on standard size sheets 24" x 36". The plan should show the boundaries of the area, location of roads, parking areas, buildings and all other facilities planned for the area. The drawing should contain a title block identifying the project.

The MASTER PLAN OF DEVELOPMENT should be accompanied by a MASTER PLAN REPORT which should explain in narrative form the proposed development of the area. Such report shall be typewritten on sheets 8 1/2" x 11" and bound in an Accopress binder or similar stiff cover.

Include in the MASTER PLAN REPORT a title sheet properly identifying the project and a map of the county with the project located accurately on that map. The report should include the location, general description and physical characteristics of the area, information regarding geology and history of the area, if known and available, and information on the flora, fauna and other natural attractions.

Facilities proposed for development should be listed with a brief explanation of the type, kind and quality of facilities to be provided.

Estimated cost of development of each facility and the total cost of the project should be set out in a separate section of the report.

Plans for maintenance of the area with cost estimate should also be shown under a separate heading.

The MASTER PLAN REPORT should sufficiently explain the MASTER PLAN OF DEVELOPMENT so that the State Conservation Commission has a clear concise report on the area and its proposed development. Snapshots and pictures mounted in the report should be used when necessary or desirable to illustrate portions of the report. Two prints of the MASTER PLAN OF DEVELOPMENT and two copies of the MASTER PLAN REPORT should be submitted. One copy of each will be retained by the State Conservation Commission and the other copy of each will be properly endorsed when approved and returned to the County Conservation Board.

Further plans and studies or other information required by the State Conservation Commission for large projects such as artificial lake projects will be requested of the counties after the MASTER PLAN OF DEVELOPMENT and MASTER PLAN REPORT have been considered and approved by the State Conservation Commission.

GENERAL RECREATIONAL PROGRAMS

General recreational programs for establishment of recreational leadership for interpretive programs, arts, crafts, playgrounds, community social programs and etc., should be submitted in the form of a GENERAL RECREATIONAL PROGRAM REPORT composed, typed and bound similar to the MASTER PLAN REPORT outlined above. The report should set forth the various programs to be carried on, provision for leadership, financing and other pertinent facts. It is suggested that the help of the National Recreation Association or the Extension Recreation Specialist, Iowa State University be enlisted for developing the program and the GENERAL RECREATIONAL PROGRAM REPORT.

APPENDIX C

SAMPLE REQUEST for approval
of the State Conservation Commission
for the Acquisition of Land filed
on Standard Form furnished
by the State Conservation Commission
(see instructions Appendix B)

REQUEST FOR APPROVAL OF THE STATE CONSERVATION COMMISSION
FOR THE ACQUISITION OF LAND
BY

Bremer County Conservation Board

May 20, 1959 Date

Submitted by Name James W. Miller

Complete Address Plainfield, Iowa

Title Secretary

Location of Area 5½ Miles Southeast of Readlyn
Direction Town

Section 28 & 29, Township 91 N, Range 11 W of 5th P.M.

Legal Description (Sufficient to closely identify area).

The SW¼ SW¼ of Section 28 and the east 10 acres of the SE¼ SE¼ of Section 29, all in Township 91N, Range 11W of the 5th P.M. Bremer County, Iowa.

General Physical Description of the Area.

A 50 acre tract along the Wapsipinicon River 3 miles south and 2½ miles east of Readlyn. Area consists mainly of river bottom timberland suitable for development of camping and picnic area, river access for fishing, forest area and slough in southwest portion of the area can be developed as a game area. Area contains softwood trees such as Elm, Soft Maple and Cottonwood. Part of area appears to be virgin timber. Small game and songbirds numerous in the area.

Land to be acquired by X Purchase, _____ Lease, _____ Agreement, _____ Gift,

_____ Other (Specify) _____

Are there any reservations or conditions attached to the transfer of title of the land No

If so, please list below as they will appear in the deed. (Use separate sheet if necessary).

Number of acres involved in this transaction 50

Total Number of acres in completed project 50

Cost of Land --

Cost per acre \$ 30.00 or Total cost of this transaction \$ 1,500.00

Estimated total land cost of the completed project \$ 1,500.00

If acquisition is by purchase or gift, will you get a warranty deed Yes

If not, in what form will you acquire title _____

If acquisition is by lease, agreement or otherwise for what length of
time _____

If an appraisal of the area has been made give name and address of individual or
firm.

Name None

Address _____

Is there access to this area from a public road Yes

If not, what arrangements have or will be made for public access to the
property _____

State purpose for which land is being acquired.

For development of a multiple use area to include picnicking,
camping, fishing access, game area and forest area.

Attach the following to this form when submitted to the State Conservation Commission for approval:

1. A certified copy of the minutes of the meeting showing the action of the county conservation board approving the acquisition of the land described in this application.
2. A small (8 1/2 x 11) map of the county showing the general location of the project.
3. A map of the area showing exterior boundary lines, relation to section lines and corners, relation to roads, rivers, lakes, etc. and other pertinent facts.
4. If acquisition is by agreement, lease, or otherwise, at least two copies of the instrument should be submitted. One copy will be retained by the State Conservation Commission, the other will be returned properly endorsed if approved.
5. If acquisition is by purchase, at least two copies of the option should be submitted if an option has been taken. One copy will be retained by the State Conservation Commission, the other returned properly endorsed if approved.
6. Aerial photographs will be returned if requested when submitted to explain or clarify this request for approval.
7. Other photographs accompanying this request will be retained as a part of the file on this project.
8. If further explanation or information is needed to fully explain this acquisition, submit this information in letter form attached to this request.

MINUTES OF THE MEETING OF THE BREMER COUNTY CONSER-
VATION BOARD HELD MAY 13, 1959 AT WAVERLY, IOWA

The regular meeting of the Bremer County Conservation Board was called to order by Chairman Robert Hickle on May 13, 1959 at 7:40 P. M. in the Supervisor's room of the Bremer County Courthouse. Members present included Chairman Robert Hickle, James W. Miller, A. F. Miller, Theo. Stahlhut and Merle Bennett. Absent: None.

* * * * *

In a discussion of the area southeast of Readlyn being considered by the Board, it was moved by Theo. Stahlhut that necessary preparation be made to submit to the State Conservation Commission a request for approval to acquire the tract of fifty (50) acres from John F. and Minnie L. Sundermeyer for the purchase price of \$1,500.00. Seconded by Merle Bennett. All members voting "Aye". Motion carried.

* * * * *

(Signed) James W. Miller
Secretary

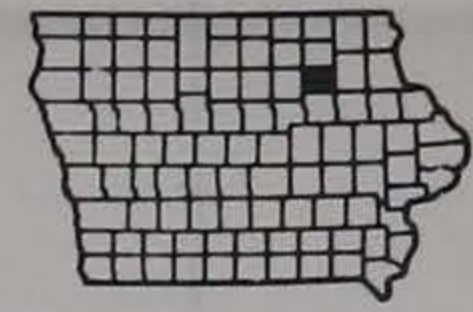
I hereby certify that this is a true and correct copy of the minutes of a meeting of the Bremer County Conservation Board held on May 13, 1959.

(Signed) James W. Miller
Secretary

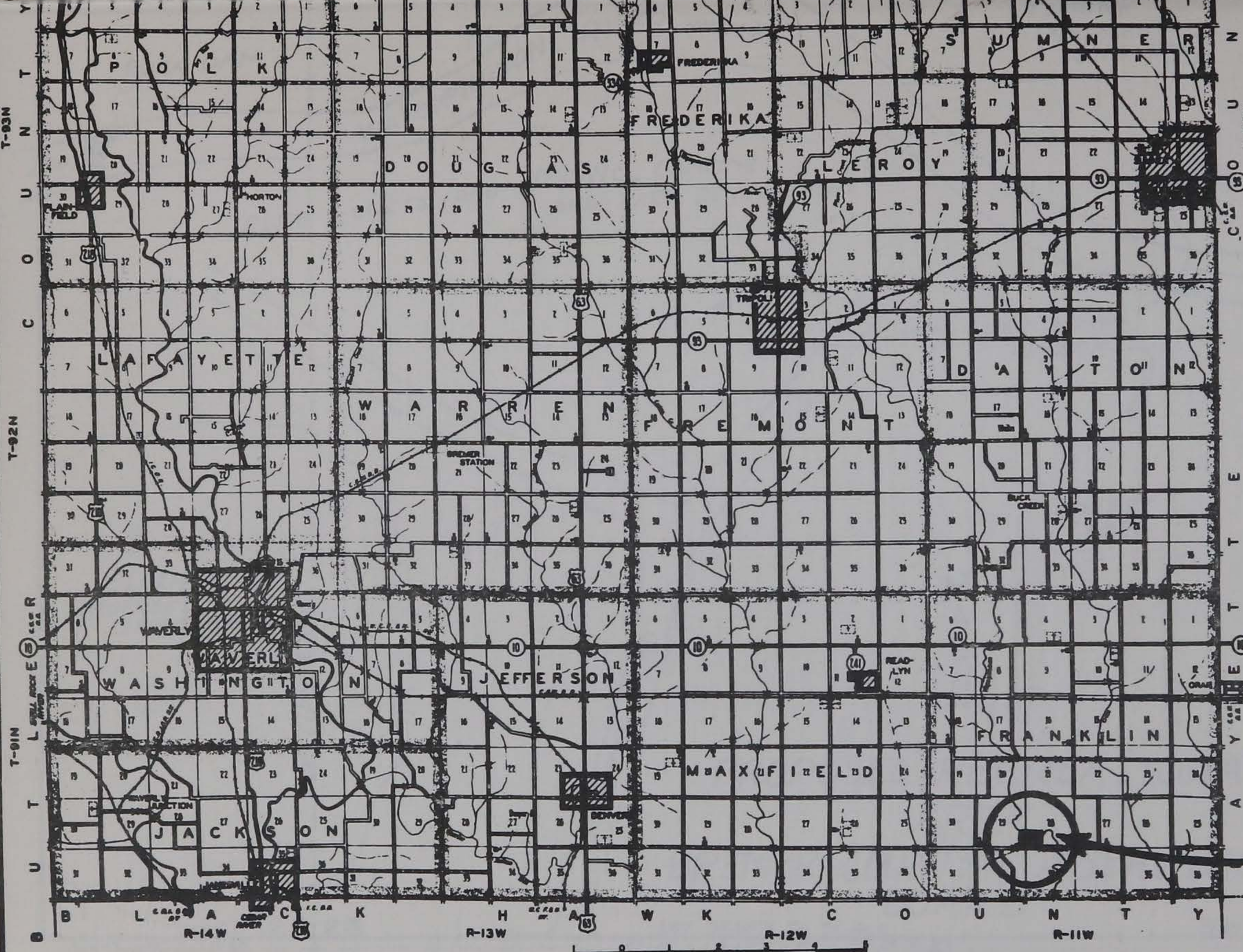
Subscribed and sworn to before me, Kenneth B. Orcutt, a Notary Public in and for Bremer County, State of Iowa, by James W. Miller, this 19th day of May, A. D. 1959.



(Signed) Kenneth B. Orcutt
Notary Public in and for
Bremer County, State of Iowa
My Commission expires July 4, 1960



LOCATION IN IOWA

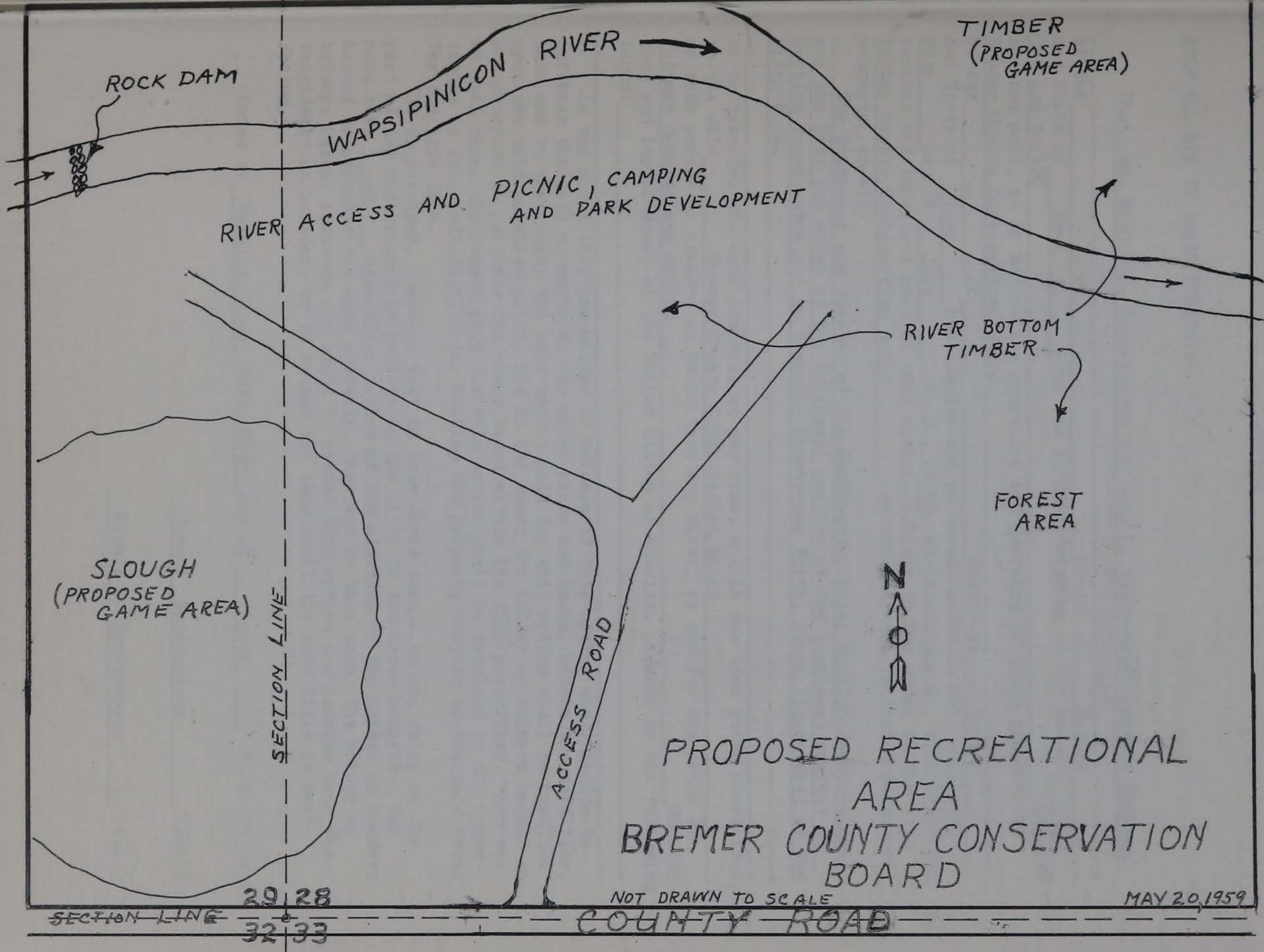


PROPOSED AREA

BREMER COUNTY SOIL CONSERVATION DISTRICT

Prepared by the Cartographic Division, Soil Conservation Service, Region III, Cooperating with the District Governing Body

4-22-49
3-N-18956



OPTION

KNOW ALL MEN BY THESE PRESENTS:

That We, Minnie L. Sundermeyer and John F. Sundermeyer (Wife & Husband)

of the _____ of _____ County of Bremer
and State of Iowa for and in consideration of the sum of _____
One and No/100 _____ DOLLARS

in hand paid, at or before the ensembling and delivery of these presents by
Bremer County Conservation Board

of the _____ of _____ County of Bremer
and State of Iowa have agreed and do hereby agree to hold until the
29th _____ day of July, A. D., 19 59, at 12 o'clock M., time being the
essence and important part of this option, subject to the order of the said
Bremer County Conservation Board _____ or assigns, the following described
property, to-wit:

The Southwest one quarter of the Southwest quarter Section Twenty-eight
and the East ten acres of the Southeast quarter of the Southeast quarter of
Section Twenty-nine all in Township Ninety-one North, Range Eleven West of the
Fifth P. M.

or to transfer the said property at any time, within the time above prescribed,
to the said _____ Bremer County Conservation Board

or such person or persons as he or they may direct at and for the price of
Fifteen Hundred and No/100 _____ DOLLARS

good and lawful money of the United States of America, payable on the following
terms:

In the event that the holder or holders of this option shall decide to
purchase the said property at the above price and terms, within the said time,
then and in that case, the said amount paid for this option shall be credited
upon the said purchase price, but in the event the holder or holders hereof do
not conclude to purchase the above named within the time prescribed, then and
in that case, the amount paid for this option shall be retained by the under-
signed in full satisfaction for holding the property subject to the said order
for the said time.

It is provided, however, that in case there should be any delay on the
part of the undersigned in perfecting the title to the above property, for
more than 60 days after notice of the election of the holder or holders
hereof to purchase the said property, then and in that case, the holder or
holders hereof reserves the right to cancel this option and receive back the
consideration herefor, or to extend the time until the said title is per-
fected.

Dated at Readlyn, Iowa this 30th day of April A. D. 19 59

John F. Sundermeyer _____ (Seal)

Minnie L. Sundermeyer _____ (Seal)



VIEW SHOWING RIVER ACCESS



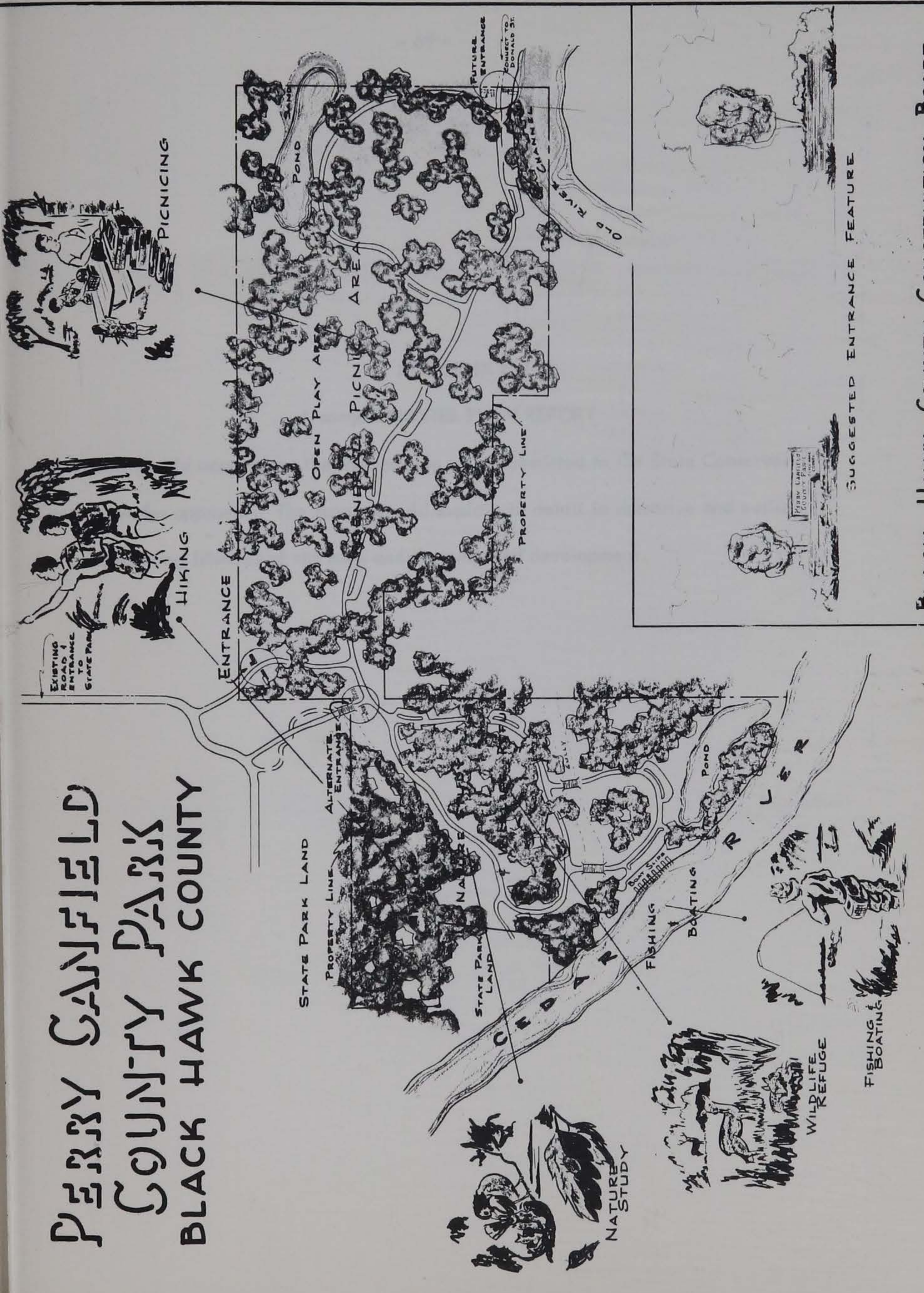
VIEW ALONG WAPSIPINICON RIVER

APPENDIX D

Sample MASTER PLAN OF DEVELOPMENT

The plan should be drawn to scale on 24" x 36" sheets. The plan shown here is reduced in size to conserve space and fit the manual. Full size drawings should be submitted for review when requesting approval of the State Conservation Commission. MASTER PLANS should be accompanied by a MASTER PLAN REPORT (see Appendix E). Such reports should be typewritten and bound in a stiff cover.

PERRY GANFIELD COUNTRY PARKS BLACK HAWK COUNTY



BLACK HAWK COUNTY CONSERVATION BOARD

APPENDIX E

A sample MASTER PLAN REPORT

This report should accompany the Master Plan when submitted to the State Conservation Commission for approval. The report should explain in detail in narrative and outline form the existing features of the area and the proposed development.

subject

development plan and report.

project

multiple use recreation area.

owner

page county conservation board.

consultant

charles wever and associates.

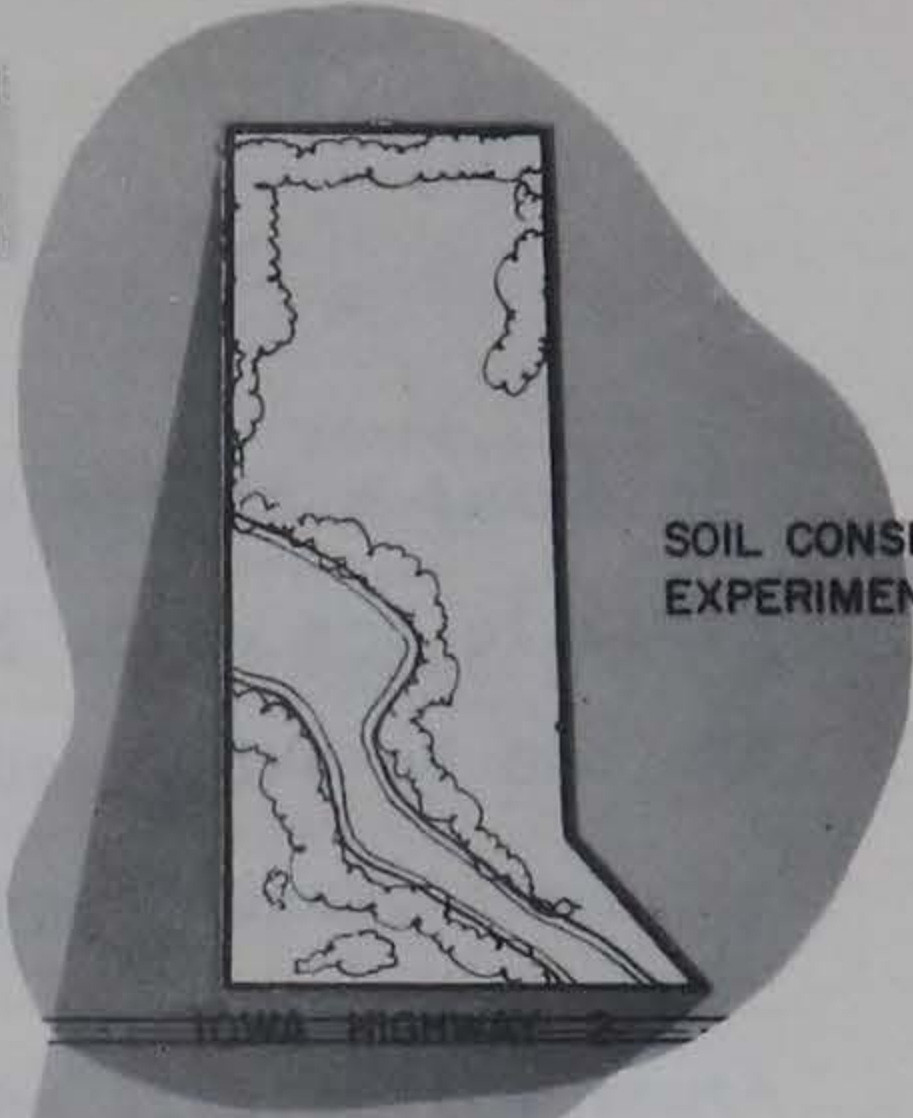
date

august 15, 1958.

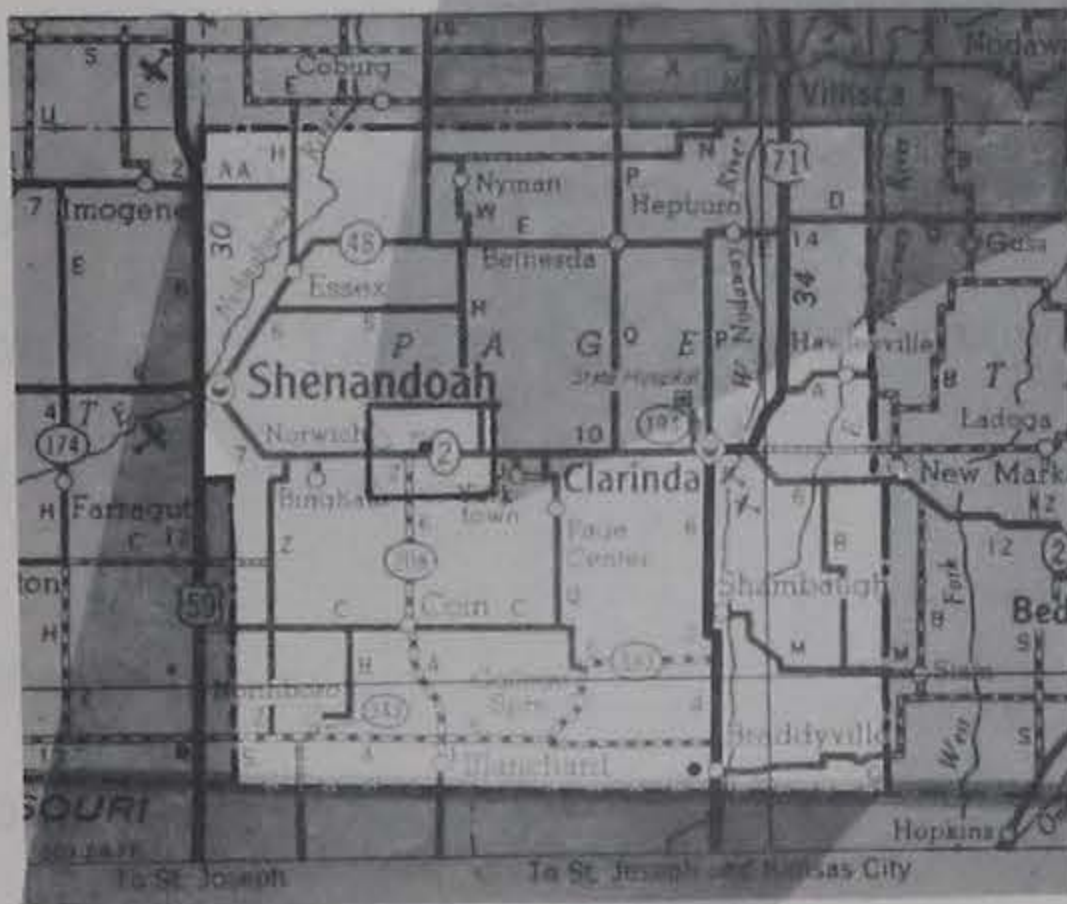
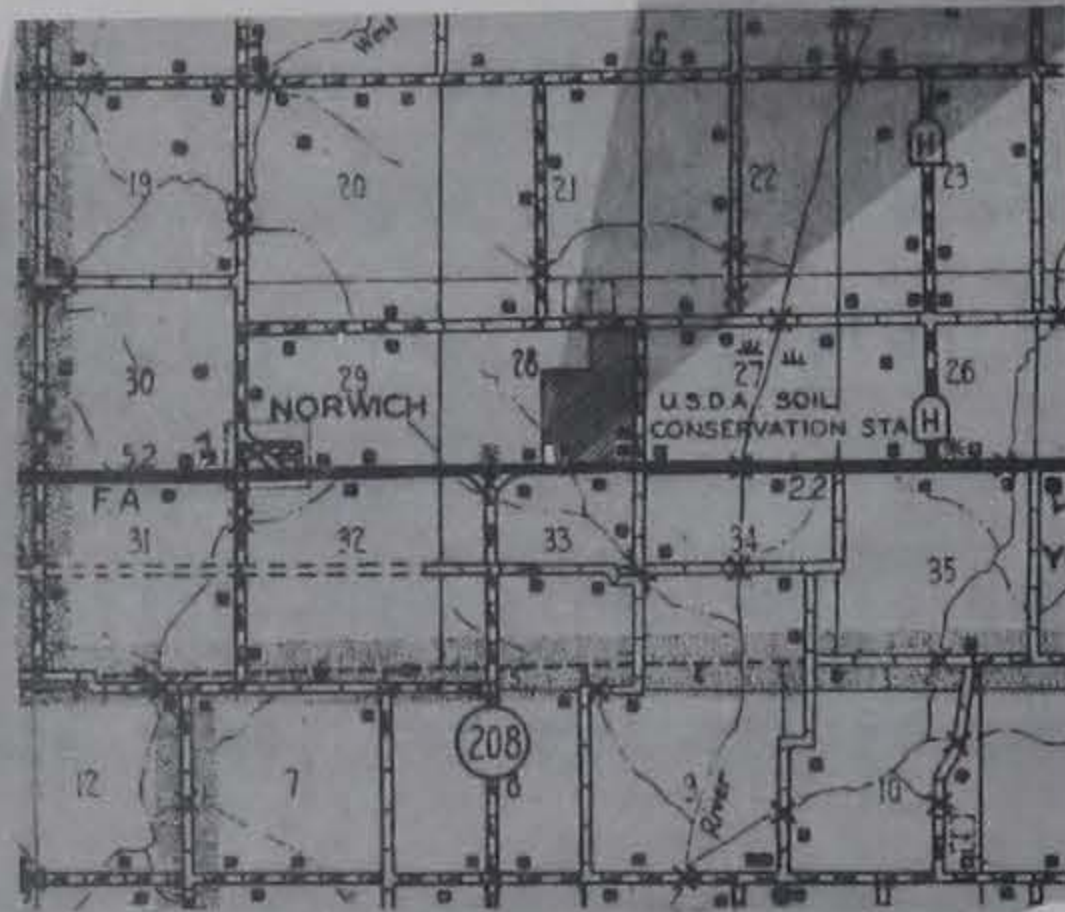
ABSTRACT

This development plan and report is prepared at the direction of the Page County Conservation Board for the following purposes: 1.--To study the subject area to determine its maximum recreational potential. 2.--To provide an orderly and integrated plan for its subsequent development.

The report includes the findings resulting from the study of the potential of the site. It is intended this report and plan be considered a primary guide in the site development with sufficient flexibility to permit the County Conservation Board the latitude needed in selecting priority for items of development conditioned upon availability of funds and the recreational needs.



SOIL CONSERVATION
EXPERIMENTAL FARM



THE SITE

Location

The area discussed in this report is a tract of land containing approximately 14½ acres and situated in the southwest 1/4 of the southeast 1/4 of Sec. 28, T-69N, R-38W, Tarkio Township, Page County, Iowa.

Iowa Highway No. 2 borders the area on the south side providing ready access from both east and west. The highway is in the process of three stage improvement with the first stage (widening) completed. The second and third stages of development--resurfacing and shoulder reconstruction--are expected to be completed within a reasonable time, perhaps within two to five years.

The area is in the central part of the County and is quite readily available to all residents of the County. Table I, below shows distances from various cities, towns, and localities in the county to the site.

Table I

Town, City or Locality	Road Distance to Site
Shenandoah	7 3/4 miles
Clarinda	9
Essex	9 1/2
Northboro	12 1/4
Coin	5 1/2
Blanchard	11 1/4

College Springs	13
Braddyville	21
Shambaugh	15 1/4
Hepburn	18 1/4
Yorktown	3 3/4
Nyman	12
Bethesda	13 1/2
Hawleyville	17
Bingham	4
Page Center	7
Norwich	1 1/2

Description

The area is rectangular, being approximately 1,330 feet in a north-south direction and 500 feet in the east-west direction.

A small creek, locally known as Walnut Creek, flows through the area in a northwesterly-southeasterly direction in the southwest part of the tract. The creek flows under Iowa Highway No. 2 through a 6'x6' concrete box culvert. The entire tract drains into the creek with only one rather well defined swale waterway carrying most of the runoff from that part of the area east of the creek.

The part of the area east of the creek shapes up uniformly from south to north with total difference in elevation of approximately 50 feet. The triangular part of the area southwest of the creek rises rather sharply to the southwest with about the same 50 foot

difference in elevation from the creek bank to the highest point at the southwest corner of the tract.

The creek is bordered with a fringe of native trees and bushes to a depth of approximately 75 feet on either side of the top of the creek bank. A very attractive fringe of native trees and bushes screens the high ground at the north end of the tract from the surrounding cropland and pasture on the west, north and east sides.

A reasonably reliable spring is located in the center of the grove area at the north side of the tract and flows into a small ponding area which is rather badly deteriorated.

History

The tract of land was a part of the original soil conservation Experiment Farms but only about six acres in the center of the area lying east of the creek was farmed. The grove area at the north side of the tract was set aside as a "picnic grounds" with some minor development to make the area more attractive and useful. A rather large rustic stone fireplace with seats installed in the wings was built by C.C.C. labor and a few small fireplaces and picnic tables were provided. Wood privies were set up along the east side of the grove area to serve sanitation needs and the grove picnic area was locally used to quite a considerable extent during the period prior to World War II when the experiment station was a more active establishment. On numerous occasions

business and farm groups met in the grove area for picnics, as well as family groups, etc.

During the period of greater activity at the experiment station farm the area was reasonably well maintained but with curtailment of activities of the experiment station and reduction of personnel it became almost impossible to maintain the area for picnicking. It gradually fell into disuse except for occasional family groups who would visit the area.

Capabilities

The decision of the County Conservation Board to acquire the tract and reactivate it by means of an expanded development program for the area has considerable merit.

The area is small, to be sure, but has natural capabilities for intensive development much in the manner that a small city park can be developed for multiple-use recreational activities. The tract is in effect naturally zoned to provide a minimum of conflict in recreational interests.

The picnic ground area is set apart and on higher ground than the area to be used for softball and other activities. The small camping area is separated from the rest of the area by the creek and the proposed lagoon and reasonably well screened from the balance of the area.

The natural zoning in the area makes its capabilities for intensive development much greater and with a minimum of artificial zoning. Thus the capabilities of the area for development are increased with a minimum of site alterations and results in less cost for improvements.

It is expected the area will be capable, after complete development, of accommodating 500 persons without overstraining its facilities. The proximity of the area to the major centers of population in the county will no doubt tax its facilities to the limit on week-ends and also week day evenings, when lighting is installed. The average urban dweller in the county need drive only 17.6 miles round trip to use the area and the average rural dweller only 22.6 miles. It is most desirable therefore to attempt to spread the use of the area over both week days and Sundays by providing the lighting facilities for evening use.

Feasibility

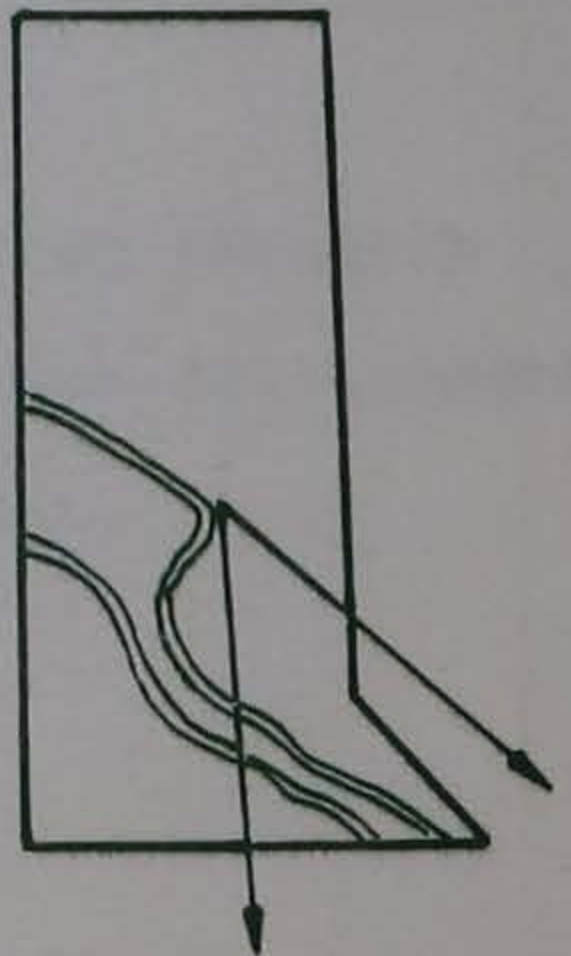
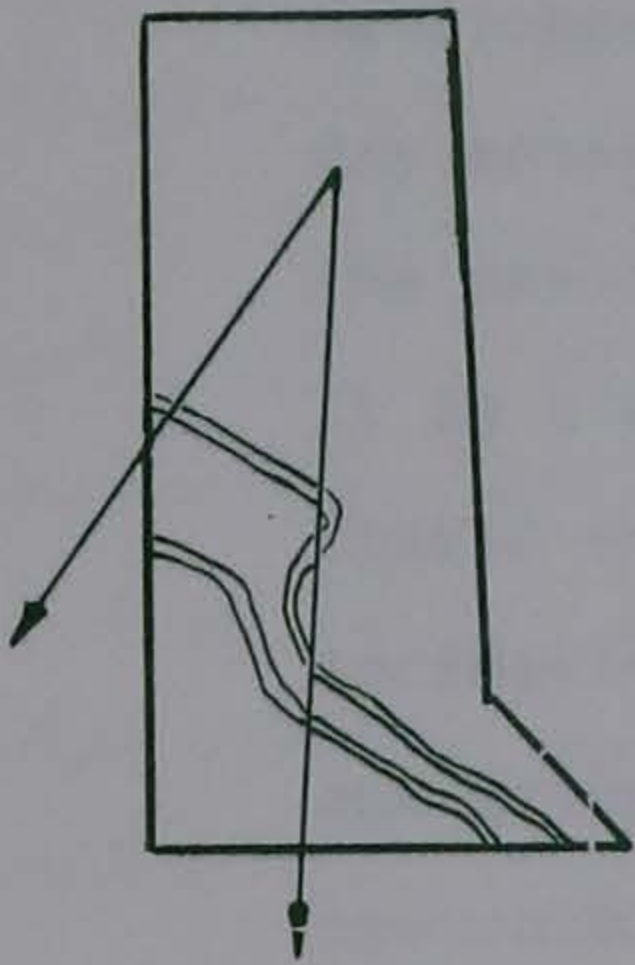
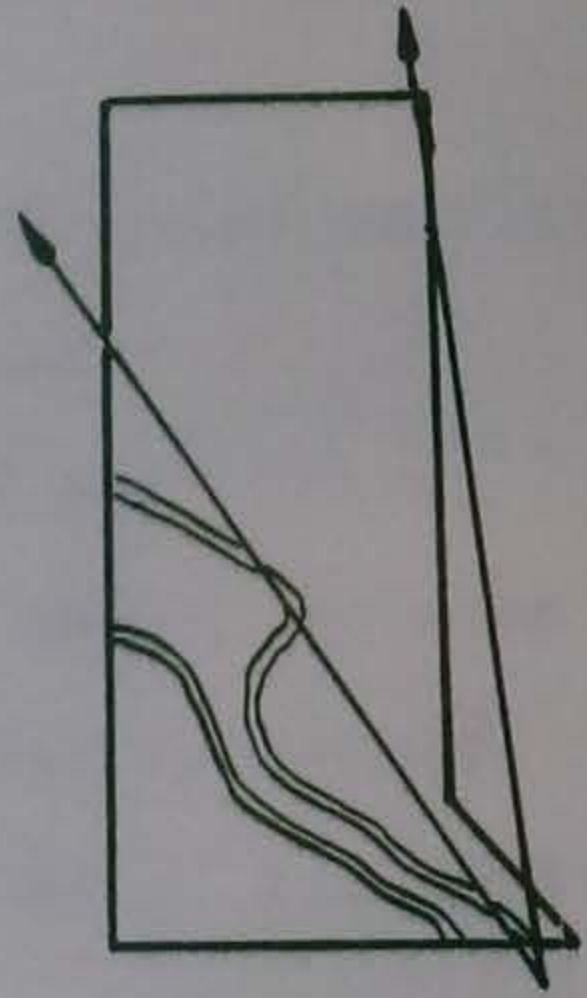
In determining feasibility of the proposed maximum development these facts have been considered:

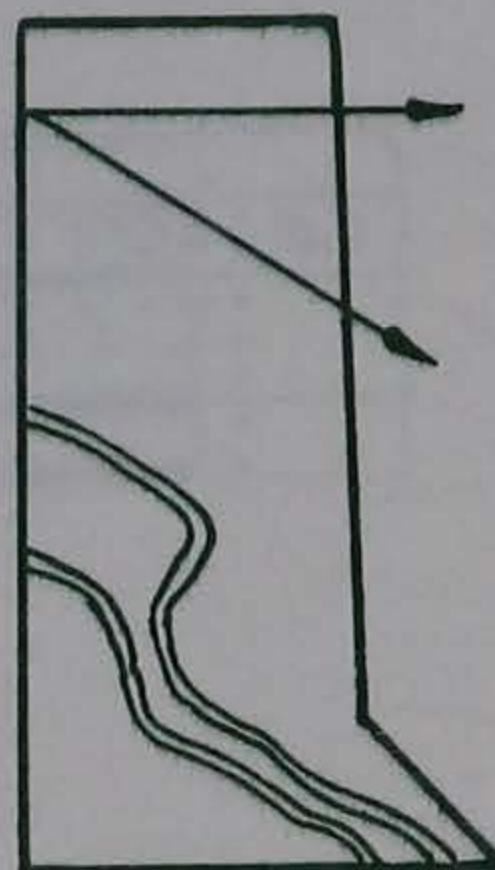
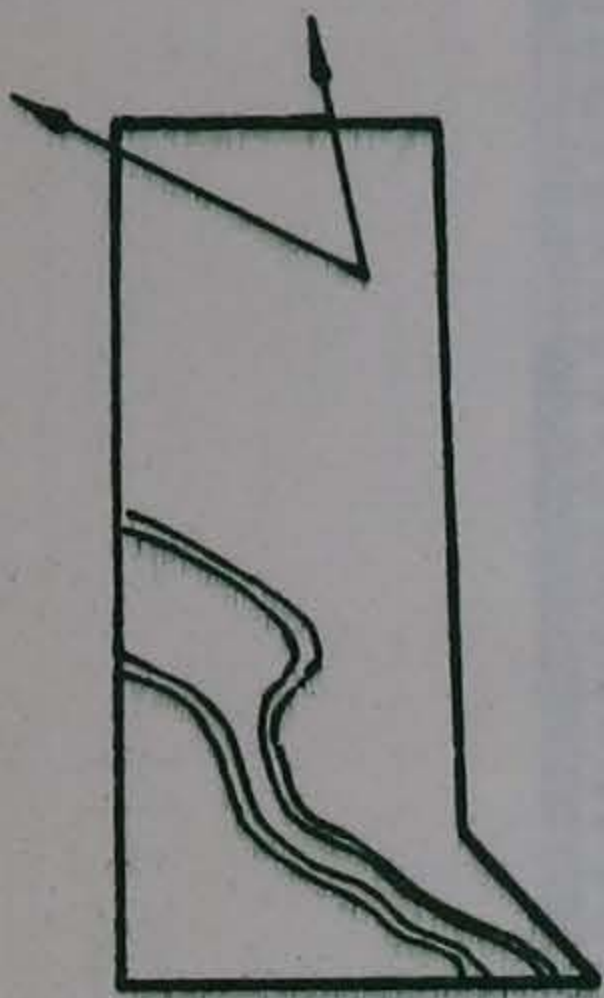
1. Page County is one of very few in the State of Iowa with no state owned recreational facilities located in the county. An average Page County resident must drive approximately 64 miles round trip to use the nearest state owned facility at Viking Lake near Stanton, Iowa or

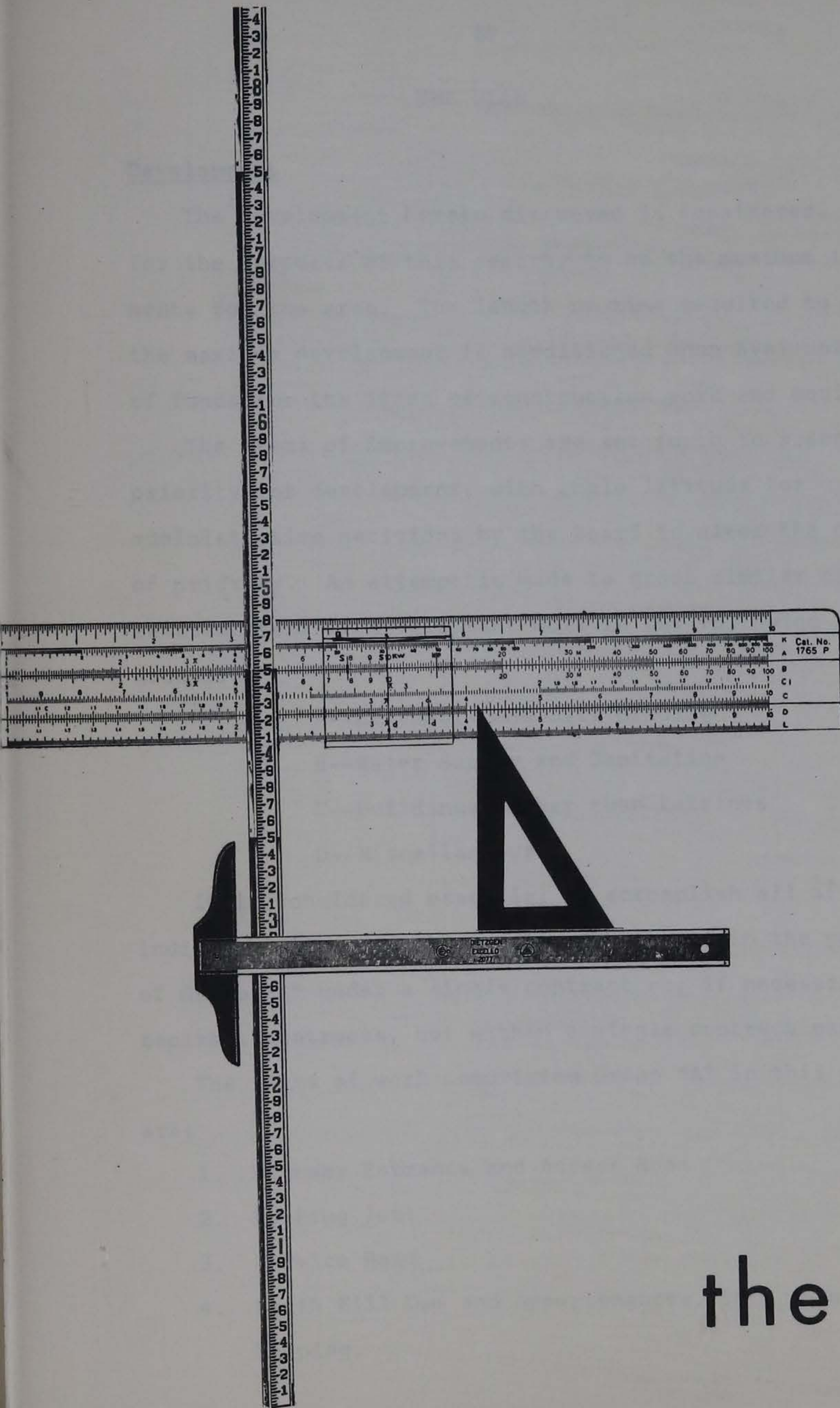
66 miles round trip to enjoy state owned facilities at Lake of Three Fires near Bedford.

2. This area is favorably located in the central part of the county approximately midway between the two major centers of population and would therefore serve the greatest number of residents, both rural and urban.
3. The area is known to a great many residents of the county as a desirable picnic area in the past and, with its reactivation and expanded development as planned, can serve the day to day recreational needs of many people over the period of the outdoor season.
4. It is a naturally attractive site and adapts itself very favorably to multiple use recreational development to better serve all age groups and diversified interests at reasonable costs for the improvements.
5. Surrounded as it is by agricultural lands it may be possible to extend the area with a minimum expenditure for development of additional land.

With the above facts in mind, it is considered feasible and most desirable to proceed with the maximum development as funds become available for the improvement.







the plan

THE PLAN

Development

The development herein discussed is considered, for the purposes of this report, to be the maximum improvements for the area. The length of time required to accomplish the maximum development is conditioned upon availability of funds for the items of construction work and equipment.

The items of improvements are set forth in a suggested priority for development, with ample latitude for administrative decisions by the Board to alter the order of priority. An attempt is made to group similar or related items of development work in the following major groups:

- A--Earthwork and Site Grading
- B--Water Supply and Sanitation
- C--Buildings--other than Latrines
- D--Miscellaneous

It is considered essential to accomplish all of the individual items of construction that fall in the category of Group "A" under a single contract or, if necessary, under separate contracts, but within a single contract period.

The items of work comprising Group "A" in this plan are:

1. Highway Entrance and Access Road
2. Parking lots
3. Service Road
4. Earth Fill Dam and Appurtenances, incl. Bank Shaping.

5. Site Grading For

- a. Softball Diamond
- b. Horseshoe Pits
- c. Badminton, Deck Tennis and Volley Ball Courts
- d. Practice Putting Greens
- e. Archery Range

6. Clearing and Grubbing

7. Roadway and Parking Lot Surfacing

1. Highway Entrance and Access Road:

This work involves grading and shaping the highway entrance area to permit vehicles ingress and egress to Iowa Highway No. 2 at the present highway grade. The detailed plans for the highway entrance will permit the safest possible turning into or out of the area with a "Tee" entrance. The ingress and egress lanes are to be separated by a planting area designed to beautify the entrance and perhaps permit erection of entrance portals and area sign inside the planting area.

Since an entrance already exists at this site, the controlled access requirement of the State Highway Commission will not affect this entrance development. The entrance location in relation to present grades on Highway No. 2 will not require an entrance culvert. It is expected with the future improvement of Highway No. 2 the entrance plan will be integrated with the highway improvement to permit construction of acceleration and deceleration lanes parallel to the highway.

The grade of the highway entrance and access road should be maintained approximately level for a distance of 300 feet inside the area boundary line then altered to somewhat fit the existing ground line grade north to the main parking area. The design grade for the access road should provide for minor alteration in the existing ground line grade but essentially to permit adequate drainage without excessive cuts or fills to mar the landscape appearance. It is intended the road will be of a standard two lane cross-section with 26' top width and 20' surfaced travelled way.

2. Parking Lots:

This work involves grading and shaping the parking areas to the design section and grades with special emphasis and attention to adequate drainage. The parking lot in the camping area is expected to be constructed as part of the borrow operation to construct the earth fill dam.

3. Service Road:

This work involves grading and shaping a single lane road for service to the north part of the area and to the shop and equipment storage building located in the extreme northwest corner of the tract. The design grade should substantially follow the existing ground line with attention to adequate drainage but avoiding, if possible, any excessive cuts or fills. Approximately a 16' roadway top width with 12' width of surfaced travelled way should be adequate.

4. Earth Fill Dam and Appurtenances:

This work involves the construction of an earth fill dam to create a lagoon type impoundment on Walnut Creek with an adequate overflow and drawdown structure provided. The preliminary plan indicates also that bank shaping is desirable around the lagoon to stabilize the banks, provide some of the borrow requirements for the earth embankment and to provide a suitable walkway around the improvement.

The earth fill dam section is to be broadened at the top to permit the construction of a two lane roadway for access to the camping site area in the southwest corner of the tract and to include a section of the walkway around the lagoon.

5. Site Grading

a. Softball Diamond

This work involves shaping and grading as may be necessary for the playing field area to provide drainage and to eliminate roughness of the outfield. The base areas, etc., are to be constructed in accordance with the approved standard layout and so much of the entire area prepared for seeding as may be required.

b. Horseshoe Pits

This work involves such grading and shaping as may be necessary to provide relatively level lanes and to still provide for adequate drainage.

c. Badminton, Deck Tennis and Volley Ball Courts:

This work involves such grading and shaping of the designed area to permit the eventual placement of

concrete slabs for the individual courts.

d. Practice Putting Greens:

This work involves shaping and grading of the designed area in order to insure adequate drainage and the placement of accepted top material to permit establishment of the grassed greens.

e. Archery Range:

This work involves the shaping and grading to provide relatively level ranges and to be designed in such a manner as to insure safety at all times the range is in use.

It is essential in the design of all of the items one through five C to shape in such a manner as to provide for the earth fill dam and other items of work requiring filling.

It is proposed to secure the bulk of the borrow material in the area to the southwest of the creek and, in securing this borrow, to construct according to design the camping site, parking lot and archery range areas.

6. Clearing and Grubbing

This item of work is included in Group "A" since it is work related to grading operations and will be needed especially in the construction of the dam and impoundment. Grading plans can adequately indicate specific areas to be totally cleared and also to include any incidental cleaning and grubbing in other parts of the area.

7. Roadway and Parking Lot Surfacing

This item of work involves furnishing and placing crushed stone, crushed slag gravel or other suitable surfacing materials on the roadways and parking areas.

This surfacing is considered to be of a temporary nature in terms of the ultimate development which makes the provision for permanent pavement and curb and gutter.

In accomplishing the most essential items of development this surfacing of crushed stone or other suitable material can adequately serve for a considerable period of time with only the nuisance aspect of dust to contend with. The crushed stone etc. applied to the roads and parking lots can serve as a very acceptable base course for the future pavement.

It is obvious that maintenance cost will be much higher on the crushed stone surfacing than on permanent type pavement but should not prove to be excessive if the material is properly graded and uniformly applied as planned.

In Group "B" Water Supply and Sanitation--the several items of work involved in the development of the water supply system could be best accomplished under a single contract to develop the spring and install the treatment and distribution system. If the development of the spring was determined not to be adequate for the camp site area, the single contract could be expanded to include the drilling of a well and installation of a separate treatment and distribution system for the area south and west of the creek.

The actual latrine construction, exclusive of plumbing, could possibly be best performed under a separate contract, or perhaps a single contract could be entered into with either the plumbing or building contractor and the work not actually performed by the prime contractor could be sub contracted, subject to the approval of the Board.

The water supply problem involves first developing the existing spring for the primary source of supply. After a study of the capabilities of this spring, a decision can be made whether to depend on it, as the only source supply or to confine its use to the area east of the creek to supply the camp site area. With the sources of supply established after engineering investigation, the system can be constructed as determined by the board, conditioned upon availability of funds, to integrate with the ultimate maximum development of the area. The engineering plans for the entire water supply system should be prepared however, in advance of any construction to adequately serve the entire development.

In the maximum development, two latrines appear to be adequate. One latrine located as shown on the plan along the east side of the picnic area and the other located near the camp site area and adjacent to the south fence line.

The latrines become a matter of building construction but in order to make the area conveniently usable as rapidly as possible it would be necessary to construct the latrines in advance of the construction of other buildings in the area, i.e., Shelter House and Shop and Equipment Storage Building. The two latrines need not be constructed at the same time and it is not considered objectionable to have them constructed of different building materials since they are quite widely separated. It is suggested that the latrine to serve the area east of the creek be constructed of the same materials essentially as will be used in the construction of the Shelter House and the Shop and Storage Building. The designs for all the buildings could be prepared at the same time in order to secure uniformity of architectural planning and design.

Included in Group "C" buildings, other than latrines, are the Shelter House located near the north center of the picnic area and a shop and equipment storage building located at the west end of the service road in the extreme northwest corner of the tract.

It is also proposed to perform the construction of a concrete wading pool in the picnic area as an item of work related to building construction in that it would be constructed of reinforced concrete.

The construction of concrete pads or slabs for shuffleboard and the slabs located south of the softball diamond for volley ball, deck tennis and badminton are also included with the building construction group, since the work is related.

A preliminary architectural sketch of the proposed shelter house is included with this report and it is intended that the shop and storage building employ the same materials of construction (paving brick) as the feature portion of the structure. The latrine serving this area would also employ paving brick in its design which would bring all the buildings in the picnic area to harmonious design.

The Shelter House is planned to accommodate 100 people and in its design, the central portion of the building may be constructed first and the wings added to the building, if desired, without altering the basic design.

Included in Group "D"--Miscellaneous--are some items of construction work that can be deferred for a considerable time and also some small items of work that could be accomplished when relatively small balances of funds might be left over from major items of work in this group are:

1. Lighting
2. Curb, Gutter and Bituminous Pavement of Access Roads and Parking Lots
3. Concrete Sidewalks
4. Landscaping
5. Entrance Portals and Area Signs

1. The lighting is an item of construction that should be

accomplished when a sufficient amount of the proposed development is completed to warrant expanding the use of such development to after dark hours. The development plans show by symbol, the general areas of concentrated illumination such as the softball diamond, practice putting greens, horseshoe pits, etc.

An engineering study is needed to prepare a satisfactory economical lighting plan and such plan should include the requirements for the entire area, broken down in such a manner that it need not all be accomplished in a single contract period.

The trunk artery would be a substantial expenditure in itself and to expand the lighting to the ultimate plan might require budgeted amounts over a period of several years to complete the entire lighting plan.

2. The curb and gutter and eventual all-weather surfacing (pavement) of the roads and parking areas is included for the ultimate plan. This work could be accomplished piecemeal as funds become available and it is considered very desirable in the finished development of the area in order to eliminate the dust nuisance from rock or gravel surfacing and to reduce maintenance costs.

3. Concrete sidewalks are included in the maximum development and would be especially desirable in the picnic area to provide more comfortable access to the latrine, etc.

The sidewalks are an item that can be accomplished

piecemeal, also, just as the curb and pavement is proposed to be accomplished, and need not be considered a major item of development but rather to be constructed as funds might be available.

It is of importance, however, to construct concrete decks around all drinking fountains to eliminate the nuisance of the immediate area becoming a mudhole.

4. Landscaping is an item that can be accomplished as funds are available and on a piecemeal basis, but it is important to have the overall landscaping treated in a unified plan to achieve the desired results of making the plant materials useful for screening, etc., as well as attractive. The planting plan should be prepared before any landscaping is done in order to integrate the plan with the ultimate development.

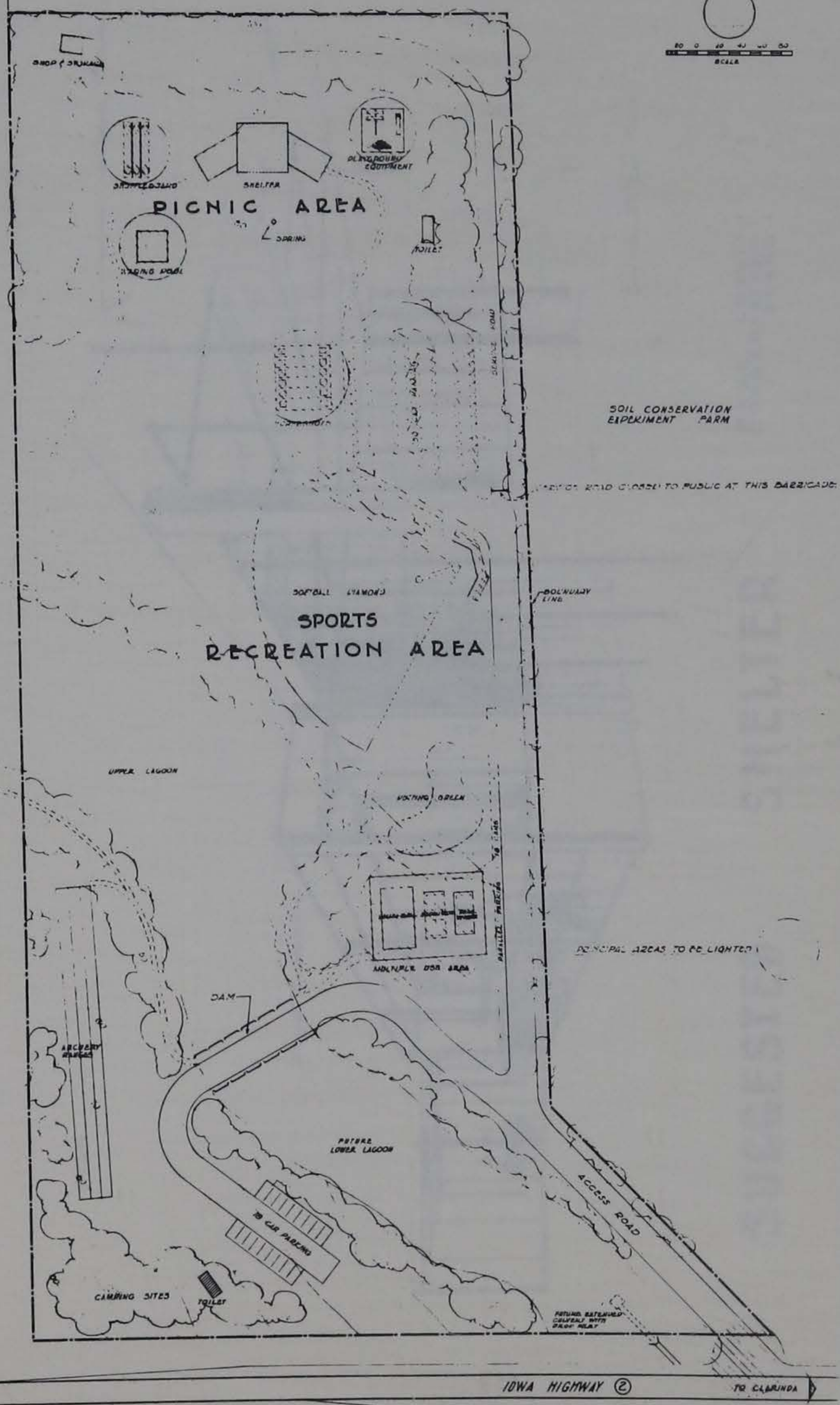
Specifically, planting should be done to screen adjacent croplands, etc. from the view inside the area and to enhance the beauty of the development.

5. Entrance Portals and Area Signs are desirable and should be erected at an early stage in the development to add dignity to the area, as well as to serve the public in locating the site. It is very probable that the residual of some allocations for major items of development could be used to accomplish the work.

Equipment--Shelter House, Picnic, Athletic, Playground,
Etc.

The acquisition of equipment of all types for use in the area would not need to be included as items in a construction contract but the architect or engineer should be consulted by the Board before purchasing such equipment in order that any needed planning to accommodate the equipment could be provided for in the construction plans.

In many instances the Board may desire to purchase equipment without competitive bidding, but the assistance of the architect or engineer would be desirable if competitive bids are to be called for to prepare specifications insuring the Board of adequate equipment to meet the needs of the development.



POSSIBLE FUTURE ACQUISITION

SOIL CONSERVATION EXPERIMENT FARM

ACCESS ROAD CLOSED TO PUBLIC AT THIS BARRICADE

PICNIC AREA

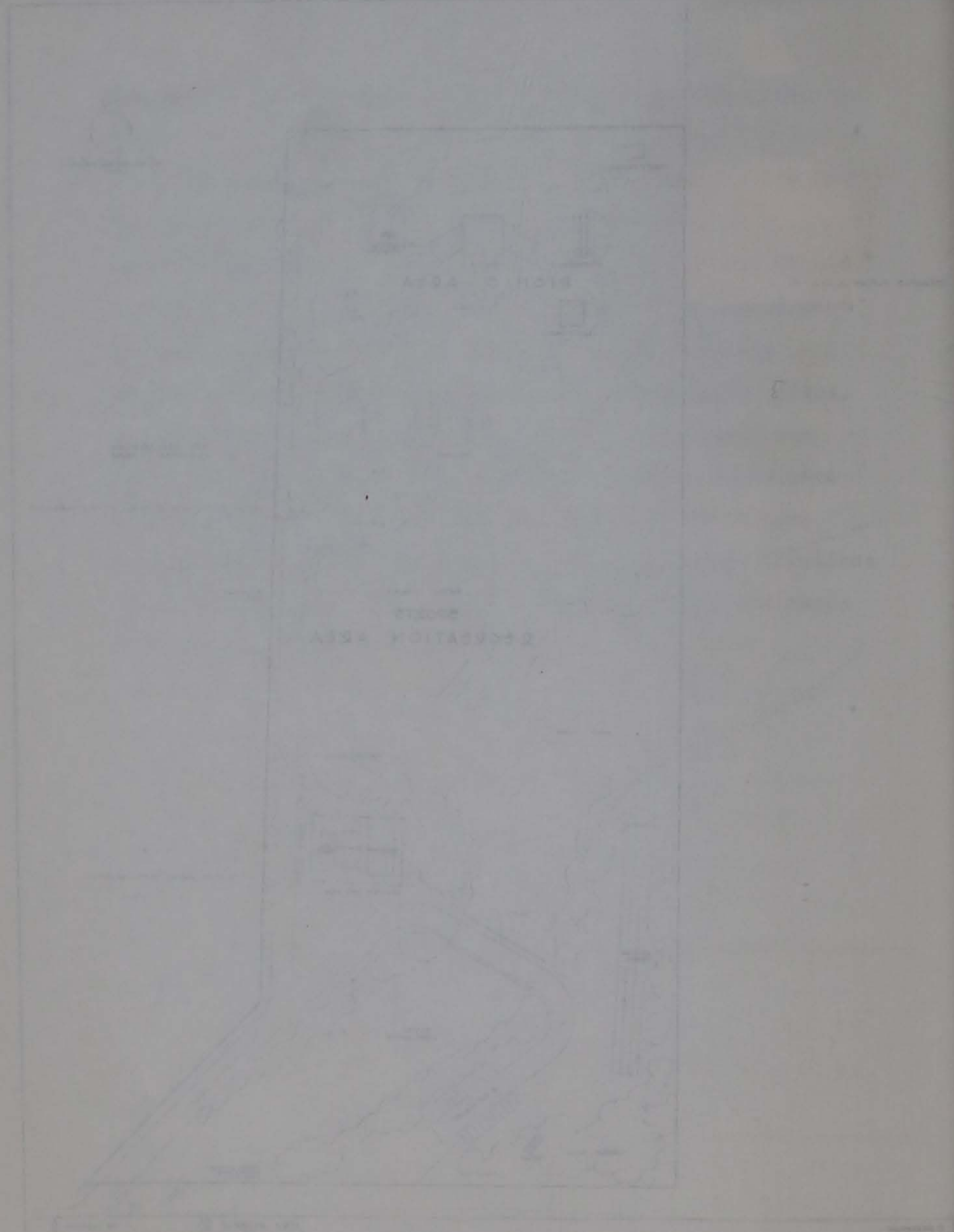
SPORTS RECREATION AREA

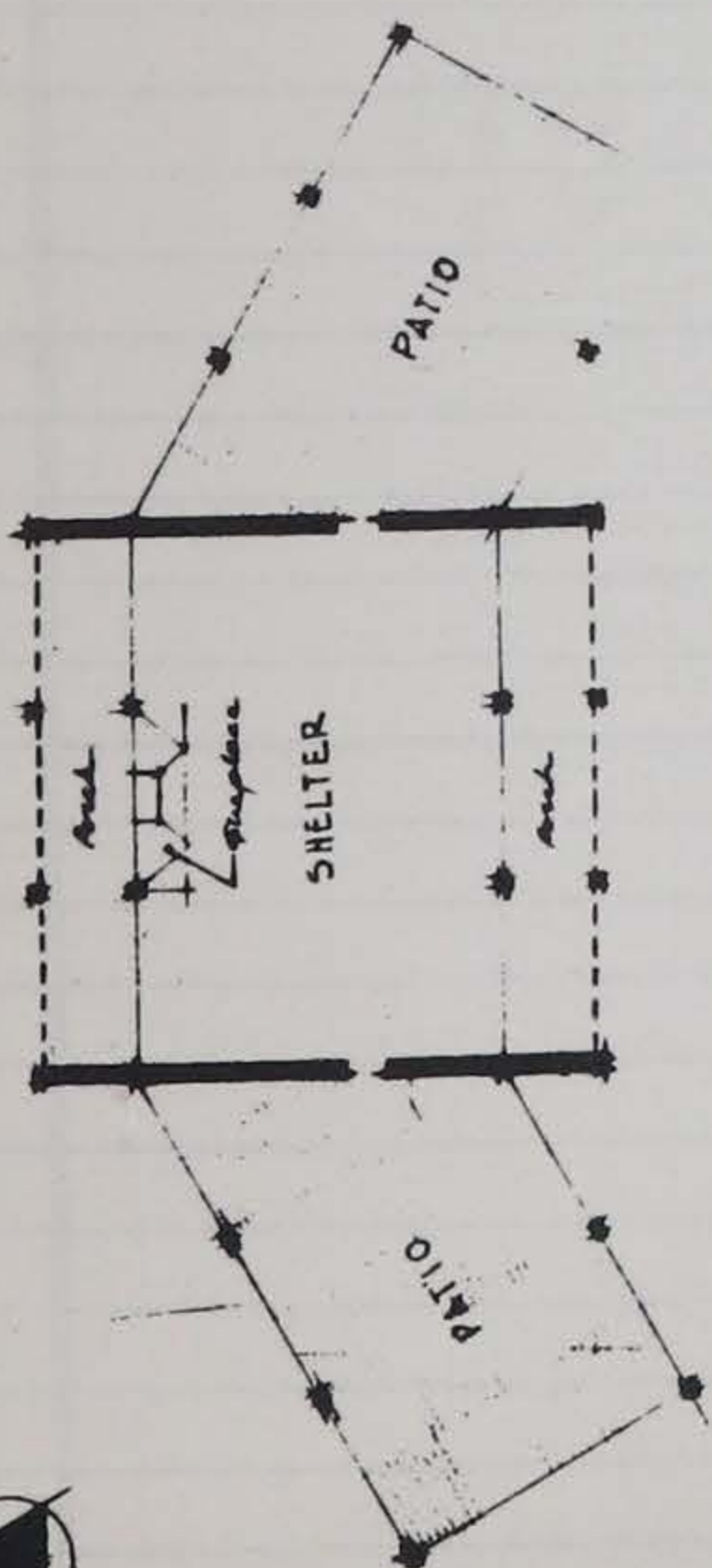
PRINCIPAL AREAS TO BE LIGHTED

IOWA HIGHWAY 2

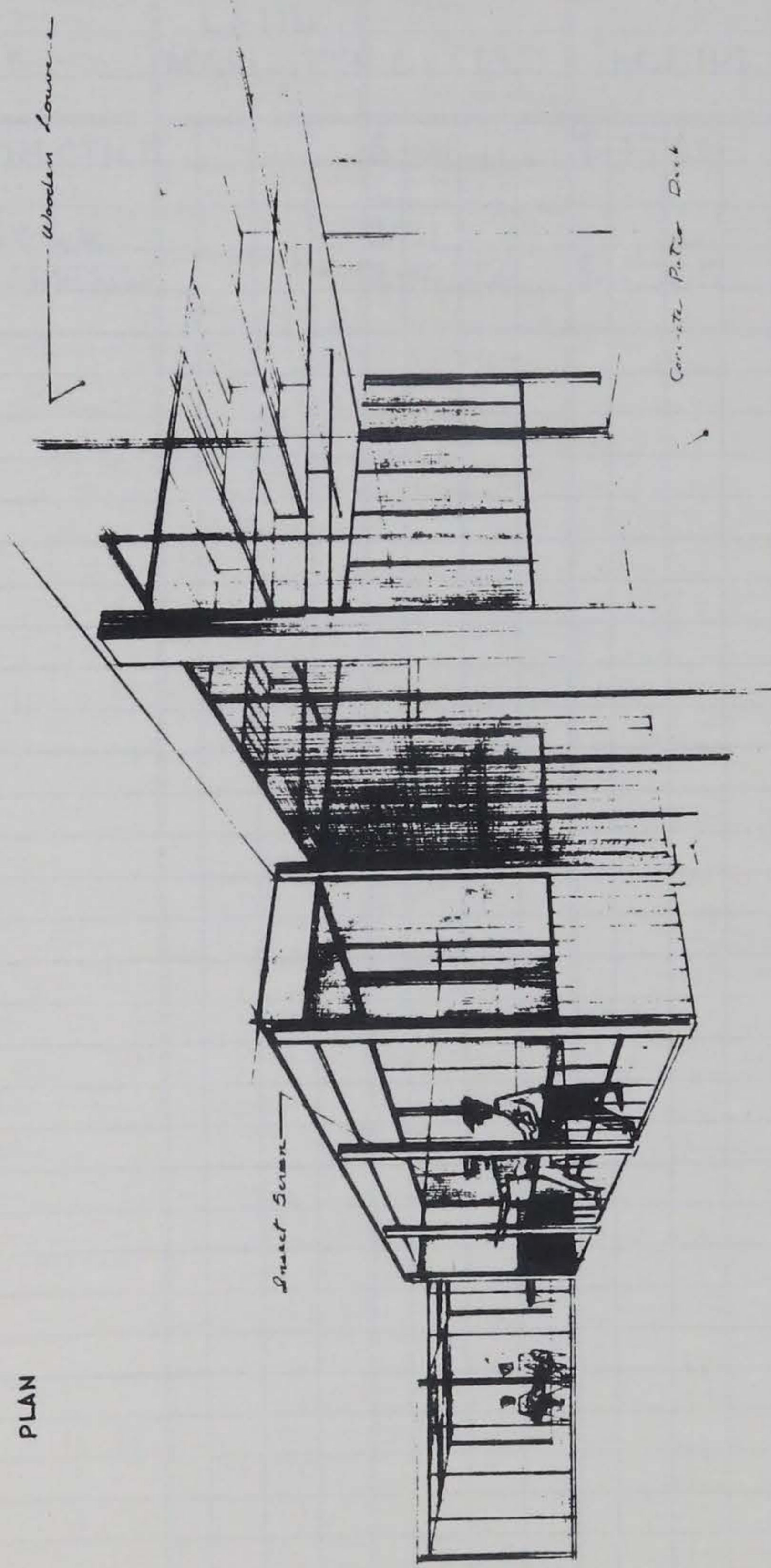
TO SHELDON

TO CLARINDA





PLAN



PAGE COUNTY
CONSERVATION
BOARD

SUGGESTED SHELTER

THE COST

The estimated costs of the numerous items of development are not refined and are shown in the report principally for the Boards administrative use in budget planning. The estimates can serve to inform the Board of the approximate cost of maximum development for this area and stresses the important fact that planning for development should be done well in advance of actual construction.

ESTIMATED COSTS

Group "A"	Earthwork, Site Grading & Incidental Related Work	
Item 1.	Highway Entrance & Access Roads	\$ 900.00
Item 2.	Parking Lots	950.00
Item 3.	Service Road	400.00
Item 4.	Earthfill Dam & Appurtenances incl. Lagoon Bank Sloping	5,750.00
Item 5.	Site Grading	
	a. Softball Diamond	1,000.00
	b. Horseshoe Pits	100.00
	c. Badminton, Deck Tennis & Volley Ball Courts	150.00
	d. Practice Putting Greens	250.00
	e. Archery Range	150.00
Item 6.	Clearing & Grubbing	400.00
Item 7.	Roadway & Parking Lot Surfacing	<u>5,200.00</u>
Total	Group "A"	\$15,250.00

Group "B"	Water Supply & Sanitation-including Latrines	
Item 1.	Development of Existing Spring	\$ 1,800.00
Item 2.	Development of Well Supply for Camp Site Area	1,200.00
Item 3.	Installation of Water Lines & including Drinking Fountains	1,750.00
Item 4.	Latrine near Picnic Area incl. Septic Tank & Disposal Field	5,300.00
Item 5.	Latrine near Campsite Area incl. Septic Tank & Disposal Field	<u>2,250.00</u>
Total	Group "B"	\$12,300.00

Group "C"	Buildings-Other than Latrines	
Item 1.	Shelter House-Complete	\$19,000.00
Item 2.	Shop and Equipment Storage Bldg.	5,500.00
Item 3.	Concrete Pads for Shuffleboard Badminton, Deck Tennis, & Volley Ball Courts	1,850.00
Item 4.	Concrete Wading Pool	<u>700.00</u>
Total	Group "C"	\$27,050.00

Group "D"	Miscellaneous	
Item 1.	Lighting (not including shelter house, shop bldg., or latrines)	\$ 3,500.00
Item 2.	Curb and Gutter and Bituminous Pavement of Access Roads & Parking areas	24,100.00
Item 3.	Concrete Sidewalks	1,800.00
Item 4.	Landscaping	800.00
Item 5.	Entrance Portals & Area Signs	<u>450.00</u>
Total	Group "D"	\$30,650.00

Estimated Grand Total for the Maximum Development--\$85,250.00

Equipment Costs

1. Picnic Tables (outdoor) 30 at \$30.00	\$ 900.00
2. Picnic Tables (shelter house) 20 at \$30.00	600.00
3. Shelter House Furnishings-chairs, settees etc.	750.00
4. Fireplaces 15 at \$30.00	450.00
5. Garbage Cans 10 at \$3.00	30.00
6. Horseshoe Pits	50.00
7. Shuffleboard	90.00
8. Playground Equipment-Children's Slides, Swings, etc.	450.00
9. Softball Diamond--Bleachers, Backstop etc.	1,500.00
10. Badminton, Deck Tennis & Volley Ball	75.00
11. Archery Range--Targets only	<u>60.00</u>
	\$4,955.00

The total amount for maximum development and equipment is an imposing figure for this size area and the initial reaction may well be that much of it can never be accomplished or that it might never be needed. It is hoped the Board will consider, however, that in terms of a ten year development program this would only amount to an average annual capital improvement expenditure of about \$9,000 per year.

As stated earlier in the report, the length of time to achieve a maximum development would be conditioned on the availability of funds and the amount of development will in the end be determined by the actual use of the area and the desires of the people who use it if the funds are available.

IOWA NATURAL RESOURCES COUNCIL
STATE HOUSE
DES MOINES, IOWA

REGULATION OF WATER RESOURCE PROJECTS
AND
COMPREHENSIVE WATER PROGRAM CONCEPTS

Realizing the importance and complexity of water problems in Iowa, the Iowa Natural Resources Council was created by the Iowa Natural Resources Council Act of 1977. The Council has the responsibility of the Department of Natural Resources in Chapter 482A, Code of Iowa 1978.

APPENDIX F

Procedures to be followed in making APPLICATION TO THE IOWA NATURAL RESOURCES COUNCIL for permits for construction in or on any floodway and for storing water for a beneficial use prepared for this publication by the Iowa Natural Resources Council.

The following Council rules are in effect. No other approval may be granted without the following conditions to be met first as steps proposed by County Commissioners.

1. A proposed project is reviewed to determine its position in the program for the construction, development, and use of the water resources of the state.
2. The proposed project is studied to determine its effect on existing, proposed, or future floodways in the state.
3. The Engineering Council determines if the project adversely affects or unduly restricts the capacity of the floodway. The floodway is defined as the channel of a river or stream and those portions of the floodplain adjoining the channel where the water is required to convey and discharge the floodwater of that river.
4. A water permit for the beneficial use of water shall be issued from the Iowa Natural Resources Council to divert, store, or otherwise water if the use in the proposed project is a regulated use.
5. Two specific requirements must be met before the state's limited water resources can be developed, and a proposed project can be authorized, approved and fully authorized. First, the Iowa Natural Resources Council must review and approve the application for construction of the proposed project and determine if the applicant has provided a plan for the use of water resources that will be subject to a permit. Second, the applicant must be able to show that a permit is required from the Iowa Natural Resources Council for the proposed project. Therefore, the applicant must be able to show that the project is a regulated use.

IOWA NATURAL RESOURCES COUNCIL
STATE HOUSE
DES MOINES, IOWA

REGULATION OF WATER RESOURCE PROJECTS
AND
COMPREHENSIVE WATER PROGRAM CONCEPTS

Realizing the importance and complexity of water problems in Iowa, the 53rd General Assembly created the Iowa Natural Resources Council in 1949. The duties and responsibilities of the Resources Council are outlined in Chapter 455A, Code of Iowa 1958.

The Resources Council is responsible for the establishment and administration of a comprehensive state-wide program of flood control and a comprehensive state-wide program for the conservation, development, and use of the water resources of the state. As a part of this responsibility, the Resources Council administers the relatively new Water Rights Law passed by the 57th General Assembly in 1957.

County conservation projects involving the construction or alteration of dams, construction of reservoirs, lakes or marsh areas or the use of large quantities of water must be approved by the Iowa Natural Resources Council.

The Resources Council in its review to determine whether approval may be granted gives the following considerations to projects such as those proposed by County Conservation Boards.

1. A proposed project is reviewed to coordinate its position in the program for the conservation, development, and use of the water resources of the state.
2. The proposed project is studied to determine its effect on existing, proposed, or future flood control in the state.
3. The Resources Council determines if the project adversely affects or unduly restricts the capacity of the floodway. The floodway is defined as the channel of a river or stream and those portions of the flood plains adjoining the channel which are reasonably required to carry and discharge the floodwater or flood flows.
4. A water permit for the beneficial use of water must be obtained from the Resources Council to divert, store, or withdraw water if the use in the proposed project is a regulated use.

Two specific requirements must be met before the above mentioned considerations can be answered, and before a proposed project can be considered approved and ready for construction. First, the Resources Council must review and act upon an application for construction of the proposed project and issue an order approving the construction thereof. Second, if the use of water in conjunction with the project is a regulated use, application for a water permit must be made and a permit obtained from the Water Commissioner under the applicable provisions of the law. Therefore, two actions may be necessary in many instances.

OBTAINING COUNCIL APPROVAL FOR CONSTRUCTION

Requirements and procedures for obtaining approval of the Resources Council for the construction of a proposed project are outlined in a procedural guide dated January, 1958, and entitled, "A Guide For The Preparation And Submission Of Applications Pertaining To Construction In Or On Any Floodway". Copies of this guide previously were furnished to the County Conservation Boards and additional copies are available upon request.

Applications in duplicate can be made on standard forms furnished by the Resources Council or by letter application. (Exhibit 1). Plans and specifications in duplicate must accompany the application to furnish the information outlined in the Procedural Guide. (Exhibit 2).

Upon receiving an application, plans and specifications, the engineering staff of the Resources Council investigates the proposed project and reports the project with staff recommendations to the Resources Council at a regular or special meeting. The Resources Council or the staff may recommend changes before final action is taken by the Council. Often it is desirable to contact the Resources Council early in the planning stages so that coordination can be expedited.

The provisions of Section 455A.33 state that the Resources Council, upon final action, shall enter an order, determining the fact and permitting or prohibiting the same. Orders are issued under such conditions as the Resources Council deems necessary. Certified copies of the application, plans and specifications are returned to the applicant following the Resources Council's approval of the project.

OBTAINING A WATER PERMIT

Chapter 455A, Code of Iowa 1958, requires that a permit be secured for the diversion, storage, or withdrawal of water for beneficial purposes. With a few exceptions, this applies to all water within the state including both surface water and underground water. The principal exceptions are water for domestic and livestock uses, uses within municipalities prior to May 16, 1957, and any other use of less than 5,000 gallons a day.

It is believed that the use of water in projects proposed by County Conservation Boards will be principally for the purpose of storage, although diversions or withdrawals also may be proposed. The present Resources Council policy is to require a permit for storage of water for any structure which provides for permanent storage of more than 18 acre-feet of water or for any structure located within the drainage area of a municipal or industrial water supply reservoir if the structure has a drainage area of more than 15 acres or has more than 5 acre-feet of permanent storage.

Application for a permit for storage or other use of water is made on appropriate forms furnished by the Resources Council. (Exhibit 3). Upon receiving an application and the filing fee (\$15 after July 4, 1959), the Water Commissioner sets a time and place for a public hearing. Following the hearing and upon concluding his study, the Water Commissioner or his deputy makes a determination to set forth the material

findings. A permit is issued if the findings indicate that it is in the best interests of all affected parties and the state as a whole.

A certain amount of coordination is necessary in granting approval of construction and issuing a water permit. Normally, the order granting approval of construction precedes issuance of a water permit. In this instance, the construction order specifies that a water permit for storage must be obtained. Similarly, if the Water Commissioner makes a determination prior to final action by the Resources Council, approval of construction must be obtained before a water permit is issued.

Detailed procedures for making applications for approval of construction and for obtaining a water permit for the storage of water are outlined in the following pages.

EXHIBIT 1

APPLICATION FOR APPROVAL OF CONSTRUCTION IN OR ON ANY FLOODWAY

To: IOWA NATURAL RESOURCES COUNCIL
STATE HOUSE
DES MOINES, IOWA

DATE: _____

(I, we), the undersigned landowner (s), hereby make application for approval of the following proposed construction in or on a floodway.

Type of Work: _____
(Channel change, levee, structure across waterway, etc.)

Location: _____

Name of Stream: _____

Size of Drainage Area: _____ Sq. Mi.

Brief Description of Works: _____

Benefits Expected: _____

Proposed Date of Construction: _____

Name of Engineer: _____
(Soil Conservation Service, Private Engineer, etc.)

Name, signed _____ Address _____

Name, printed _____

(Attach supporting data, if available, to this application).

July 1, 1958

EXHIBIT 2

This material has been extracted from the procedural guide entitled, "A Guide for the Preparation and Submission of Applications Pertaining to Construction in or on Any Floodway", dated January, 1958.

The following listing of the types and characteristics of flood plain construction for which formal Council approval is required has been prepared as a guide for prospective applicants. However, it may also be desirable to secure Council approval for other types of projects not listed or projects whose characteristics do not conform with those indicated. The listing is not intended to infer that Council approval is granted or may not be necessary for works not included.

1. Levees.

- (a) Along any stream draining more than 25 sq. miles.
- (b) On streams draining between 10 and 25 sq. miles where the floodway area is reduced more than 25 per cent by the levee, or a combination of levees and other structures.
- (c) Any levee protecting urban areas.

2. Channel Changes.

- (a) On any stream draining more than 50 sq. miles.
- (b) On small watercourses draining more than 2 sq. miles where the reduction in length of the watercourse exceeds 600 feet.

3. Structures Across Waterways. (For the purposes of this guide, a waterway includes watercourses, creeks, and streams).

- (a) Any dam built strictly for flood control.
- (b) Any structure across a watercourse which drains more than 5,000 acres.
- (c) Any other structure which provides for the permanent storage of more than 18 acre-feet of water or which is designed to provide for a permanent storage and temporary flood impoundment in total of more than 25 acre-feet of water. Permanent storage includes the allocation for sediment occupied by water.

4. Structures in a Floodway or Adjoining Flood Plain.

- (a) Any works which obstruct more than 5 per cent of the cross sectional area of the floodway at maximum high water, and all works which extend into the normal channel a distance of 25 feet or more.
- (b) Any excavation of more than 10 per cent of the cross sectional area of the stream channel.

EXHIBIT 2

- (c) Any excavation on a flood plain within 100 feet of the normal stream bank.
- (d) Any building for business, industrial or residential purposes.

Plans and specifications consistent with the character and scope of the proposed work should accompany the application. Following is a detailed listing of minimum information usually needed for consideration of the construction of dams or detention structures and other types of miscellaneous flood way construction similar to that which may concern County Conservation Boards.

A. Dams or Detention Structures.

1. A map showing the watershed boundary, the general location of the proposed work, and area subject to inundation. Normally with a scale of 4" - 1 mile, or larger.

2. The map of the improvement site showing location of the proposed structure, drainage pattern, area inundated at each spillway elevation and maximum pool level, property ownership, section lines. Scale 1" - 660 feet, or larger.

3. A profile extending from 200 feet upstream from pool at maximum pool level to 1,000 feet below the outlet, showing the elevation of the gully or channel bottom and top of bank and the location and elevation of the structure and high water mark.

4. Cross section along the centerline of the axis of the earth fill showing spillway and fill elevation and geometry of existing channel and valley sections.

5. Cross section of the fill showing the proposed section and the distribution of various classes of material, such as pervious and impervious.

6. Hydrologic and hydraulic data including estimates of maximum inflow, outflow and temporary storage.

7. Description of character of soil in the foundation and abutments preferably by log of soil borings.

8. Construction specifications.

B. Certain Other Works in or On the Floodway, including obstructions, deposits, and excavations.

1. Map showing the location, property ownership across the flood plain and through four upstream ownerships, section lines, area subject to inundation and location of borrow or spoil areas. Normally with a scale 4" - 1 mile, or larger.

EXHIBIT 2

2. Cross section along major and minor axis of obstruction, deposit or excavation.
3. Profile of stream from one mile above reach to 1/4 of a mile below reach showing flow line and date and elevation of any previously recorded highwater.
4. Typical valley cross section at right angle to the stream channel. Several valley cross sections are desirable, preferably upstream from works.
5. Description of material to be deposited or excavated and provisions provided to prevent erosion, floating, or conveying during flood flows.
6. Such hydrologic and hydraulic information which might be of value in the determination of fact by the Council.

In addition, the Council may request other data on certain phases of a project, or the applicant may wish to submit additional information which he has available. Following is a listing of material which would further assist the Council in their analysis of a project.

1. A complete engineering report (for larger construction projects).
2. A brief summary of watershed characteristics, flood history, past improvements, design criteria, and related data.
3. Photographs.
4. Notarized statements of approval from adjacent landowners.
5. Letter from other interested parties.

Full consideration will also be given to other material which the applicant may feel is significant.

EXHIBIT 3

EXPLANATORY SHEET FOR USE WITH FORM D

Application Form D is to be used if you desire a permit to store water. If the water to be stored is supplied solely by runoff draining naturally into the storage area and if the stored water is to be used for a purpose, for example recreational use, such that no physical withdrawals of water will be made from the storage area, Application Form D may be submitted as a complete application. In the event that all or part of the water is to be diverted to the storage area from any other source or sources such as a well, spring, or adjacent watercourse or stream or if withdrawals are to be made from the storage area, Form A, Form B, or Form C as applicable must also be completed. Only one \$10.00 filing fee is required when several forms are submitted to fully describe a single application.

Always give complete and definite answers to each blank provided on the application form. In most instances a failure to give specific answers will result in the application being returned to you for correction and completion.

Item #1 of Form D contemplates that the applicant will enter therein the legal description of the smallest tract of land which contains the boundaries of the area to be covered by water. You need not describe every turn and twist in the bank of the pond of water. It will also be advisable in many instances to show that the tract of land described above forms a portion of a larger tract (such as a farm) for which the accurate legal description should also be set forth.

In computing the maximum quantity of water to be stored (last blank item #2) include only water stored below the elevation of outlet or spillway works designed to discharge flood runoff.

With reference to item #4 on Form D, this office assumes that water will be retained in the storage area throughout the entire year unless the blanks for dates of seasonal storage are completed. If your storage of water is for a seasonal period, such as the development of a duck marsh in the fall of the year, be certain to fill in the blanks in item #4.

EXHIBIT 3

FORM D - Page #1

STATE OF IOWA
IOWA NATURAL RESOURCES COUNCIL

4/23/58

APPLICATION FOR PERMIT TO STORE WATER FOR BENEFICIAL USE.

NOTE: - This form may be used independently or in conjunction with Form A, Form B, or Form C, as necessary.

To the Iowa Natural Resources Council:

Application is hereby made, under the provisions of Chapter 455A, Iowa Code 1958, to the Iowa Natural Resources Council for a permit to store water in a storage area located in _____ County, Iowa, in accordance with the following particulars:

1. Water is to be stored within the area legally described as: _____

comprising _____ acres more or less, recorded in the name of _____

Attach map showing area involved.

2. The storage area will have a surface area of _____ acres, an average depth of _____ feet, and will store a maximum quantity of _____ of water.

(gallons or acre-feet)

3. The water _____ stored for the following beneficial purpose: (is to be) (has been)

() municipal use, () irrigation use, () industrial use, () recreational use, () other use, as follows: _____

4. In the event water is not to be contained within the storage area throughout each year it will be stored from the _____ day of the month of _____ to the _____ day of the month of _____ in each year.

5. A. In the event water is to be withdrawn from a well, spring, or surface watercourse and diverted to the storage area, also complete Form A, Form B, or Form C as applicable, in which case only one \$15.00 fee is required.

B. In the event water will be collected by a dam or other structure in a surface watercourse complete the following:

(1) This watercourse, commonly known by the name of _____, is normally dry during the following periods in each year. _____

(2) The watershed originates on my land. () yes () no

(3) The following provision is made for the continuance of flow below the dam or obstruction while the storage area is filling _____

(4) This dam or other structure will collect surface runoff from _____ acres of land.

6. It is requested that the permit be valid for _____ years. (maximum 10 years)

7. The first actual storage of water _____ on or (was made or will be made)

about _____ (date or other more meaningful response)

Any additional information required by the Council will be furnished on request. ENCLOSED IS THE FILING FEE OF \$15.00 WHICH IS REQUIRED BY LAW.

Signature of Applicant _____
Name of Applicant (PRINTED) _____
Relationship _____ (owner, agent, or if otherwise specify)

Address (PRINTED) _____

GENERAL RULES and REGULATIONS
for COUNTY PARKS

Adopted by the Black Hawk County Conservation Board, July 2nd, 1957

TO THE PUBLIC

The Black Hawk County Conservation Board has adopted the following rules and regulations for the protection, regulation and control of all parks, preserves, parkways, playgrounds, recreation centers and other property under its control, and hereafter coming under its control, to wit:

1. 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 purposes any structure, or to remove any plant life, trees, buildings, sand, gravel, ice, earth, stone, wood or any other natural material or to operate vehicles within the boundaries of any County Park, Preserve or Stream or any other land and/or waters under the jurisdiction of the Black Hawk County Conservation Board for any purpose whatsoever, except upon the terms, conditions, limitations and restrictions as set forth by said County Conservation Board.

2. The maximum speed limit of all vehicles on county park roads and preserve drives, roads and highways, shall be fifteen (15) miles per hour. All driving shall be confined to designated roadways.

3. Excessively loaded vehicles shall not operate over county park or preserve drives, roads or highways. A determination as to whether the load is excessive will be made by the County Conservation Board, its employees, executive officer or duly designated representatives and will depend upon the load and the road condition.

4. All vehicles shall be parked in designated parking areas, and no vehicle shall be left unattended on any county park or preserve drive, road or highway, except in the case of emergency.

5. No horse or other animal shall be hitched or tied to any tree or shrub, or in such manner as to result in injury to any property whatsoever.

6. No fire shall be built, except in a place provided therefor, and such fire shall be extinguished when the site is vacated unless it is immediately used by some other party.

7. No person shall in any manner, remove, destroy, injure or deface trees, shrubs, plants or flowers, or the fruit thereof, or disturb or injure any structure or natural attraction, except that upon written permission of the County Conservation Board certain specimens may be removed for scientific purposes.

8. The use by the public of firearms, fireworks, explosives and weapons of all kinds is prohibited in all county parks and preserves, except in areas hereafter designated by the County Conservation Board as hunting areas or specifically set apart as a firing, archery, or trap shoot range.

9. No person shall place any waste, refuse, litter, glass, cans or foreign substance in any area or receptacle except those provided for that purpose.

10. No person shall enter upon portions of any park or preserve in disregard of official signs prohibiting same, except by permission of the County Conservation Board, its executive officer or his representative.

11. No privately owned animal shall be allowed to run at large in any county park or preserve or upon land or in waters owned by or under the jurisdiction of the County Conservation Board except by permission of the County Conservation Board, its executive officer or his representative. 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 (6) feet in length or keeps it confined in or attached to a vehicle.

12. Except by arrangement or permission granted by the County Conservation Board, its executive officer or his authorized representative, all persons shall vacate county parks and preserves between the hours of 10:30 p.m. and 6:00 a.m. of the following day. Areas may be closed at an earlier or later hour and may be opened at an earlier or later hour of which notice shall be given by proper signs or instructions.

13. The County Conservation Board is hereby authorized to fix fees for camping and other special privileges which shall be in such amounts as may be determined by the County Conservation Board upon the basis of the costs of providing same and the reasonable value of such privileges.

14. No person shall camp in any portion of a County Park or Preserve except in portions prescribed or designated by the County Conservation Board, its executive officer or his representative.

15. No person shall be permitted to camp for a period longer than that designated by the County Conservation Board, its executive officer or his representative for the specific County Park or Preserve, and in no event longer than for a period of two (2) consecutive weeks.

16. Any person who camps in any County Park or Preserve shall register his or her name and address with the Park Custodian and advise the Custodian when the camp is vacated.

17. Custodians are given authority to refuse camping privileges and to rescind any and all camping permits for cause.

18. The County Conservation Board is hereby authorized to fix fees and admissions for the use of the facilities, privileges and conveniences of all parks, preserves, parkways, playgrounds, recreational centers, playfields, tennis courts,

skating rinks, swimming pools, gymnasiums, rooms for arts and crafts, camps and meeting places, community forests, wildlife areas and other recreational areas or property or to view amateur athletic contests, demonstrations and exhibits and other non-commercial events.

19. No person shall remove any ice, sand, gravel, stone, wood or other natural material from any lands or waters under the jurisdiction of the County Conservation Board without first obtaining permission and entering into an agreement with said Board.

20. The County Conservation Board may enter into agreement for the removal of ice, sand, gravel, stone, wood or other natural material from lands or waters under the jurisdiction of the County Conservation Board if, after investigation, it is determined that such removal will not be detrimental to the County's interest. The County Conservation Board may specify the terms and consideration under which such removal is permitted and issue a written permit for such removal.

21. Any person removing ice under a permit shall erect barriers on any part of any ice field where ice is kept, where said field crosses or traverses any part of a stream or lake that is used as a way of passage.

22. In removing sand, gravel or other materials from State or County owned water by dredging, the operator shall so arrange his equipment that other users of the lake or stream shall not be endangered by cable, anchors or any concealed equipment. No waste material shall be left in the water in such manner as to endanger other crafts or to change the course of any stream.

23. Where operations are entirely on private property adjacent to a public lake or stream the natural bank between the county and privately owned areas shall not be removed except by permission of the County Conservation Board.

24. It shall be unlawful for any person to hunt, fish, trap or in any manner intentionally take, capture, kill, wound or attempt to kill or wound, buy, sell, ship, transport, or have in his possession any fish, mussels, clams, frogs, game birds, fowls and birds, their nests, eggs or plumage, game or wild animals or furs or skins therefrom and all other wildlife, whether game or non-game, native or migratory, located on or in any land or water, including bodies of water running through County owned property under the control of the County Conservation Board, except that fishing and hunting of any fish, animals and fowl shall be permitted as specifically provided by the County Conservation Board on certain land and waters under their supervision and further provided that fishing shall be allowed in accordance with the laws of the State of Iowa on the Cedar river and the Wapsipinicon river if said bodies of water run through or adjacent to property under the jurisdiction of the County Conservation Board.

25. No boat shall be operated on any lake, pond or body of water under the jurisdiction of the County Conservation Board, except on those bodies of water specifically designated by the County Conservation Board.

All boats must be seaworthy for the waters where they are operated and the same may be inspected by and must meet the approval of the County Conservation Board, its executive officer or his representative.

26. That the County Conservation Board, its executive officer or his representative is hereby authorized to fix maximum speed limits for all boats and any form of water conveyance operating on any lake, stream, river or water located within or running through any county owned park or preserve.

27. No person shall operate any boat on any of the waters located in or running through any county park or preserve under the jurisdiction of the County Conservation Board in such a manner as to endanger life and property nor in any manner other than herein prescribed.

28. All boats shall be operated and equipped in accordance with the laws of the State of Iowa and all operators shall be governed by the right-of-way rules set forth in the statutes of the State of Iowa. No boat races or regatta shall be conducted unless permission is granted by the County Conservation Board, its executive officer or his representative.

29. It shall be unlawful for any aircraft to make use of any lakes or other bodies of water under the jurisdiction of the County Conservation Board except nothing herein shall prohibit the use of such waters by any aircraft in danger or distress or the use of such waters by the operators of private aircraft, not operated for hire, if permission is granted by the County Conservation Board, its executive officer or his representative.

30. Unless a weapon or gun is being used in an established hunting area, archery, firing or trap shoot range, no person shall have or carry any weapon or gun on his person or in or on any vehicles brought or driven on any property under the jurisdiction of the County Conservation Board unless such weapon or gun be taken down or contained in a case and the barrel and magazine thereof be unloaded, except that a weapon or gun may be carried or transported by a peace officer or a person legally granted a permit to carry such weapon or gun under the provisions of the statutes of the State of Iowa.

The above rules and regulations having been adopted the second (2) day of July 1957, the same shall become effective upon the expiration of ten (10) days from and after the date hereof. Publication has been made hereof once a week for two (2) weeks in the Waterloo Daily Courier, a newspaper published in the city of Waterloo, Iowa and circulated in the County of Black Hawk, Iowa.

Black Hawk County Conservation Board

By: William H. Robinson, President

By: Everett Morris, Secretary

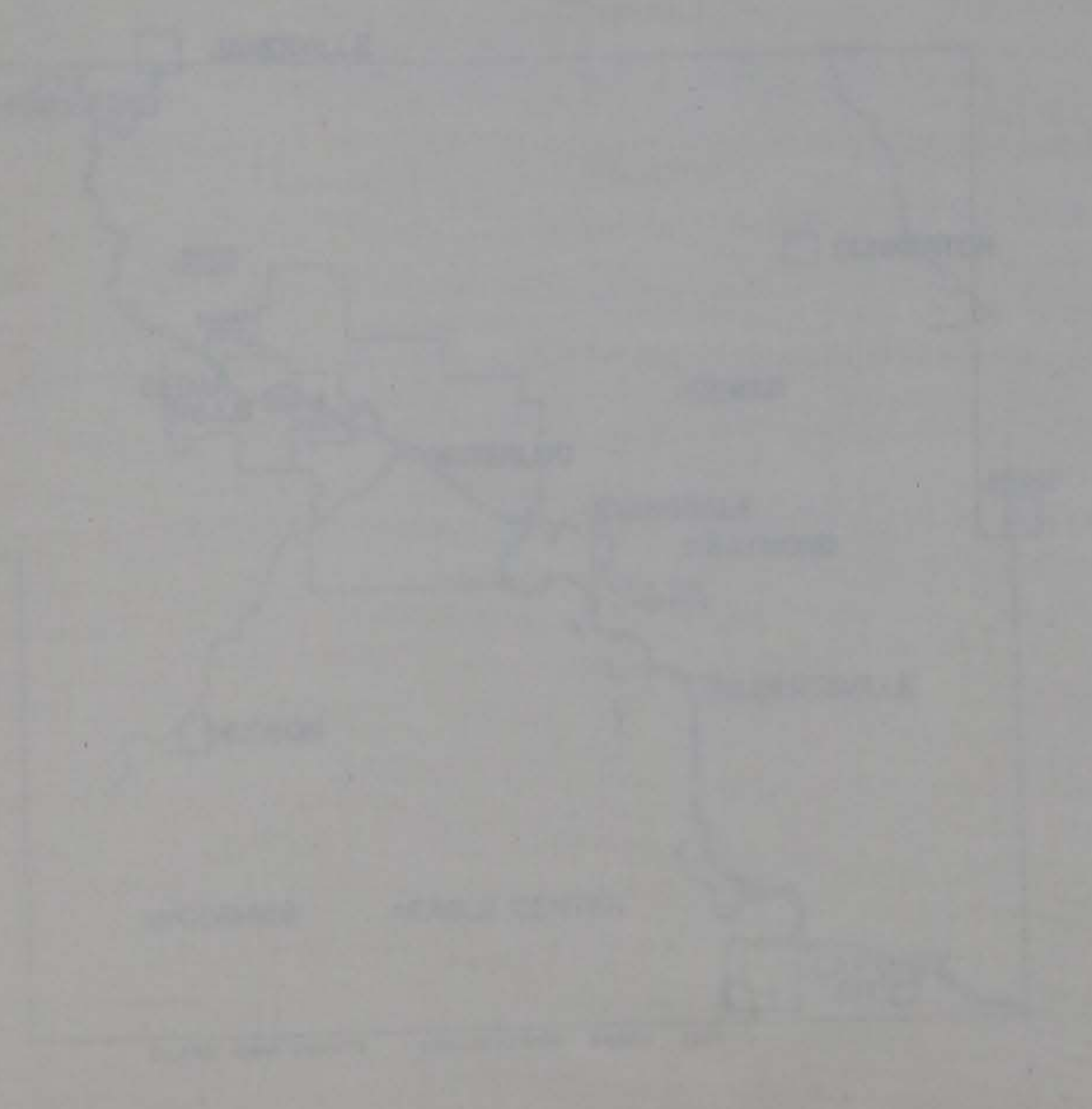
BLACK HAWK COUNTY RECREATIONAL AREAS WHAT KIND and WHERE?

THE COUNTY HAS BEEN DESIGNATED BY THE
BLACK HAWK COUNTY CONSERVATION BOARD
TO DEVELOP RECREATIONAL AREAS IN BLACK HAWK COUNTY.

APPENDIX H

A sample QUESTIONNAIRE

used by one county in preparing a development plan for their county.



BLACK HAWK COUNTY RECREATIONAL AREAS

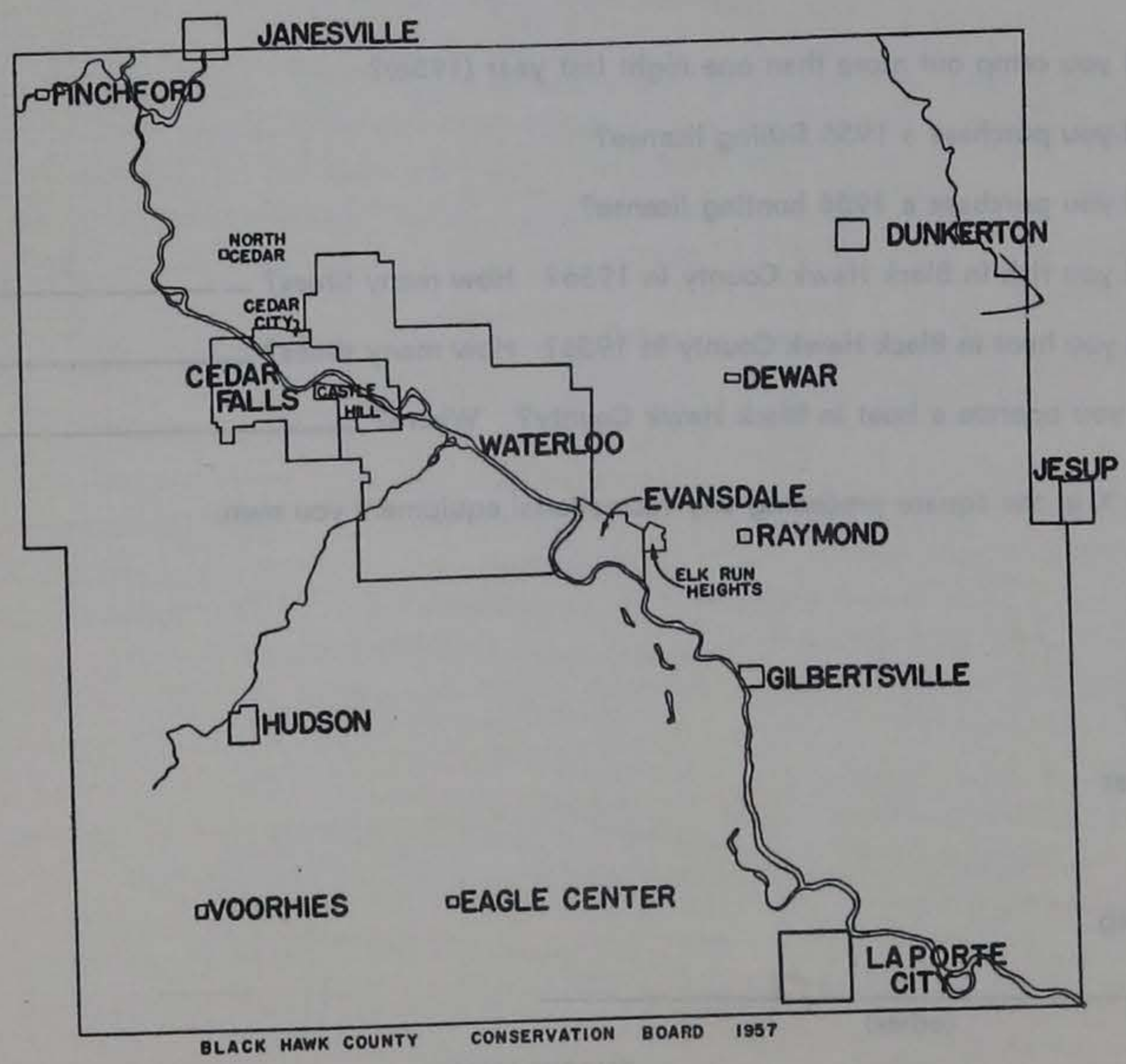
WHAT KIND and WHERE?

THIS QUESTIONNAIRE HAS BEEN PREPARED BY THE
BLACK HAWK COUNTY CONSERVATION BOARD
 TO ENABLE POTENTIAL USERS TO EXPRESS THEIR IDEAS ON THE NATURE AND LOCATION OF NEEDED RECREATIONAL AREAS IN BLACK HAWK COUNTY.

1. What kind of recreational facilities are most needed in Black Hawk County? (Check Three of the following which have the greatest interest for You.)

- | | |
|--|--|
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Tent Camping Areas |
| <input type="checkbox"/> Forest Preserve | <input type="checkbox"/> Boating |
| <input type="checkbox"/> Playgrounds | <input type="checkbox"/> Picnicking |
| <input type="checkbox"/> Wildlife Areas | <input type="checkbox"/> Game Cover Planting |
| <input type="checkbox"/> Access Roads to Fishing Areas | |

2. Mark an X on the following map of Black Hawk County to show where you live.
3. Encircle any areas on the map of Black Hawk County which you think might make good County Park areas.



BLACK HAWK COUNTY CONSERVATION BOARD 1957

(Over Please)

APPENDIX I

A sample copy of BY-LAWS

adopted by a County Conservation Board for the conduct of its business.

BY-LAWS OF THE POWESHIEK COUNTY CONSERVATION BOARD

ARTICLE I - OFFICES

Section 1. Location. The principal office of the Poweshiek County Conservation Board shall be located at the Courthouse in Montezuma, Poweshiek County, Iowa. The Board may have such other offices within Poweshiek County as the officers of said Board may determine.

ARTICLE II - MEMBERSHIP

Section 1. Eligibility. Only such bonafide residents of Poweshiek County as are appointed by the County Board of Supervisors under Section V of the act creating said board shall be eligible to membership on this Board.

Section 2. Voting. Each member shall be entitled to one vote upon all matters coming to the attention of the Conservation Board and upon which a vote is necessary. In the event of absence by one or more of the members from a meeting, at which a vote is to be taken, said absent member may cast his vote by written proxy providing said proxy be delivered to the hands of the president of the board prior to the opening of any meeting.

ARTICLE III - MEETINGS

Section 1. Regular meetings. The regular meeting of the Poweshiek County Conservation Board shall be held on the first Tuesday of each month, beginning with the month of March, 1957, and continuing on such date of each month thereafter until some change be prescribed and voted by a majority of the members. The hour and place of said meetings shall be fixed by the President of said Board.

Section 2. Special meetings. Special meetings of the members of the Board may be called by the President upon giving written notice to the members not less than 7 days prior to the date of said special meeting.

Section 3. Notice of meetings. Written notice stating the place, day and hour of any meeting of the members shall be mailed to each member not less than 7 days before the date of such meeting. Such notice shall be given in case of both regular and special meetings. Notices are deemed to have been mailed when deposited in the United States mail, addressed as the members addresses appear on the records of the Board, with postage thereon prepaid.

Section 4. Quorum. Three members personally present and eligible to vote at any meeting of the members shall constitute a quorum. If a quorum is not present at a meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice and until written notice by the President, as herein above prescribed, shall have been given for a regular or special meeting.

ARTICLE IV - OFFICERS

Section 1. Officers. The officers of the Board shall be one President, one Vice-President, one Secretary, and one Treasurer, who shall be elected annually at the regular January meeting of the members, and who shall hold office until his successor shall have been duly elected and qualified by acceptance thereof personally in writing.

Section 2. Vacancies. A vacancy in any office because of death, resignation or other cause shall be filled by the vote of a majority of the members of the Board of Supervisors for the unexpired portion of the term.

Section 3. President. The President shall be the principal officer of the Board, and shall in general supervise and control the affairs coming to the attention of the Board. He shall preside at all meetings and unless his actions in regard to the execution of legal instruments be expressly delegated and governed by statute, he shall be authorized to sign, with the Secretary or Treasurer, all instruments necessary to be drawn or executed by said Board, and all such instruments so signed by the President and Secretary or Treasurer shall be considered to be fully executed.

Section 4. Vice-President. In the absence of the President, or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all of the powers of, and be subject to all the restrictions of, the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President or by the members of the Board.

Section 5. Secretary. The Secretary shall keep the minutes of the meetings of the members in one or more books for that purpose; see that all notices are duly given in accordance with provisions of these By-laws or as required by law; be custodian of the records, keep a register of the name and post-office address of each of the members of the Board; give bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Supervisors of Poweshiek County, Iowa, shall determine.

Section 6. Treasurer. The Treasurer shall have charge and custody and be responsible for all funds, securities and all property coming into the hands of the Board; receive and give receipts for monies due and payable to the Board from any source; deposit all such monies in the name of the Board in such bank or other depository as shall be selected by a vote of the majority of the members of this Board; make payment of all bills and debts incurred by said Board in the regular transaction of business; keep accurate records of all receipts and disbursements made by him and make such regular accounting as may be required of him by statute or by the action of the majority of the membership of the Board; give bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Supervisors of Poweshiek County, Iowa, shall determine; and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or the membership of the Board.

Section 7. Succession in Office. Neither the President nor Vice-President shall be eligible to succeed himself in his particular office for two successive terms. The Secretary and Treasurer shall be eligible to serve as many successive terms as the majority of the members shall elect him for, but the election of any and all officers shall be subject to Section I above regarding acceptance by said elected officers. The President shall be selected from the member or members whose term is the first to expire at the time of the election.

ARTICLE V - AMENDMENTS TO BY-LAWS

Section 1. Amendments. These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the members of the Board present at any regular meeting or at any special meeting if at least 7 days written notice is given of intention to alter, amend or repeal or to adopt new by-laws at such meeting.



