

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, NOVEMBER 3, 2016, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, November 3, 2016, at the Dorothy Pecaut Nature Center beginning at 4:30 p.m.

BOARD MEMBERS PRESENT

Cindy Bennett, Don Dixon, Neil Stockfleth and Suzan Boden

BOARD MEMBERS ABSENT

Chris Zellmer-Zant

STAFF PRESENT

Schneider, Snyder, Stehr, and Bostwick

OTHERS PRESENT

Larry Clausen, County Supervisor

CALL TO ORDER

President Bennett called the meeting to order at 4:30 p.m.

CORRESPONDENCE ITEMS

Schneider presented a thank-you note from a cabin renter who had to cut his cabin stay short due to a family emergency. Considering the circumstances, Schneider opted to accommodate them with a free two-night stay at a later time, and they were very appreciative.

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Boden, second by Stockfleth.

To approve the consent agenda.

VOTE: Aye: Cindy Bennett, Don Dixon, Neil Stockfleth & Suzan Boden

Nay: None

Absent: Chris Zellmer-Zant

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the October 6, 2016 monthly meeting.

ITEM C2. Approve October 2016 claims and expenditures.

ITEM C3. Receive and place on file the October 2016 financial/budget reports.

ITEM C4. Acceptance of Gifts/Donations:

1. Rick Riemenschneider for pumpkins
2. Jeff & Beckie Wahlberg for pumpkins
3. Diane Ten Napel & Diane's Pumpkin Patch for pumpkins
4. Jolly Time Pop Corn for popcorn
5. Marty Palmer for \$500 cash donation for Michael Corrie Memorial
6. Duncan Palmer for \$100 cash donation for Michael Corrie Memorial

7. Curtis White for \$100 cash donation for Michael Corrie Memorial
8. Honeck Farms for \$50 cash donation for Michael Corrie Memorial
9. Steve & Lynn Corrie for \$6,500 cash donation for Michael Corrie Memorial
10. Bob Nickolson for books

ITEM R2. Capital Improvement Projects Update (Schneider)

1. Little Sioux Park beach & water control structure project

Schneider presented updated plans for the Little Sioux Park beach and water control structure. The project includes a beach regrade, inlets to drain from the parking lot with a pipe connecting it all and running into the lake, a retaining wall, concrete sidewalk, and control structure allowing regulation of lake water level. It should be ready to go to bid next week with project completion expected by Memorial weekend in 2017. Schneider will relay final cost information via email next week, but he expects it to be between \$50,000-75,000.

2. Park security light replacement

Schneider reported that the park security light replacement project is done except for the new poles at Little Sioux and Southwood. Some digging needs to be done to hook up the power. Rebate requests will be submitted in the next month or so.

3. Little Sioux Park cabin sidewalks

Schneider stated that the concrete contractor still hasn't showed up to pour the sidewalks at Little Sioux Park cabins but plans to do it yet this fall.

4. Park residence renovations

Schneider informed the board that there will be a little renovation work done on two of the park residences. The Snyder Bend residence has some condensation on the north wall that needs to be addressed. The floor coverings and some basement windows will also be replaced. The Little Sioux residence is dated, but in good condition. The last improvements were done in the late 70's or early 80's. Carpet will need to be replaced.

ITEM R3. Board member/staff reports

1. Nature Center activities (Snyder)

Snyder reported on the following Nature Center activities.

- Fall Fest was held at the Nature Center on Saturday, October 8th, with over 400 in attendance.
- Tyler Flammang has been cutting down trees near the Nature Center and down by the driveway entrance. The area being cleared by the Nature Center will eventually be fenced in to be used as a shop yard.
- Tyler Flammang and Nathan Silfies attended a New Employee School put on by the IACCB in Des Moines last week.
- Net profit from this year's Nature Calls event was \$26,345, which is up from last year. Checks have been written to the Board to reimburse for expenses and the sponsored summer intern.
- Planning is in progress for the Winter Fun Day/Artist Open House to be held on Saturday, December 3rd.

- The Foundation will be meeting next week to work on the membership campaign and budgeting.
- The intern job openings will be announced at the beginning of the year.

2. Park activities (Stehr)

Stehr reported on the following park activities.

- Camping season ended October 31, and the staff has been winterizing, removing docks, and mowing shoulders.
- There have been inquiries about keeping the Southwood cabins open into the winter. The possibility is being explored. A heater and some insulation have been added in the shower building mechanical room where the pressure tank is located. Staff will be reduced to one person much of this winter due to law enforcement training. A decision will be made in the next couple weeks.
- Timber stand improvement was finished on the last two units at Oak Ridge in October with the help of the same ICC crew. The trees were felled in place, and, if time allows, fire will be brought through there to finish it up.
- The annual Polar Plunge to benefit Special Olympics was held at Bigelow Park beach on October 29th.
- The forestry package for the Case track loader has still not arrived, but should be shipping on Monday.
- Six staff members completed their CEUs for Roadside, Aquatics, and Forestry pesticide certifications on October 19th, and will be taking the Ornamental and Turf training in another week.
- A Hunter Education class will be held at Brown's Lake November 15-17th. There are 8-10 people registered at this time.
- Three staff members went through the ILEA testing on Tuesday, November 1st. Two passed in all areas, and one will need to retest on two portions of the physical testing.

3. Administrative items (Schneider)

a. Grants/land acquisition update – donor recognition ceremony

Schneider announced that he closed on the INHF-Roberts Property addition to Curtin Timber on October 21st bringing the total acres to 210. The abstract has been brought current, but the title opinion is not yet complete. Schneider will request grant reimbursement from the Wildlife Habitat Stamp Fund and National Wild Turkey Federation-Iowa Chapter. A recognition ceremony, required by a couple of the grants, will be held on November 12th at 1:00 p.m. onsite.

b. Online reservations meeting November 10

Schneider reported that he and Dawn Bostwick would be attending a full day E-Commerce meeting in Ames on November 10th in preparation of moving to online cabin and shelter reservations.

Samples of the cabin and shelter rental contracts were presented, including the proposed new cancellation and refund policies. Under the new policy, cabin and shelter rentals would be 100% nonrefundable with one date change allowed upon payment of a \$25 change fee.

MOTION by Stockfleth, second by Dixon.

To approve the cancellation and refund policy for cabin and shelter rentals as presented.³¹⁻¹⁶

VOTE: Aye: Cindy Bennett, Don Dixon, Neil Stockfleth & Suzan Boden
Nay: None
Absent: Chris Zellmer-Zant

Brief discussion was held regarding the need for rental rate increases. A decision will be made at the December board meeting.

c. State appropriations received

Schneider announced that the annual CRP payments in the amount of \$30,877 and REAP appropriations in the amount of \$42,587 have been received.

d. Succession/strategic planning session

Discussion was held regarding a board/staff strategic planning session in early spring. Schneider also stated that the Board of Supervisors has requested an update on progress made towards the three goals set during their logic model planning last year. Those goals include:

1. Provide an online reservation system.
2. Provide adequate staffing due to retirements.
3. Develop promotions & advertising plan

Schneider will be meeting with Supervisor Chairman Taylor on November 15th to review these goals.

e. Set date/time for December meeting

The next board meeting will be held on Monday, December 5, 2016, at the Dorothy Pecaut Nature Center.

It was noted that Suzan Boden's term will expire at the end of the year. She will prepare a letter requesting reappointment for another term.

ITEM R7. Adjournment

The meeting was adjourned at 5:35 p.m.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Neil Stockfleth

Board President, Cindy Bennett

³¹⁻¹⁶ To approve the cancellation and refund policy for cabin and shelter rentals as presented.