

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, JANUARY 5, 2017, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, January 5, 2017, at the Dorothy Pecaut Nature Center beginning at 4:30 p.m.

BOARD MEMBERS PRESENT

Chris Zellmer-Zant, Cindy Bennett, Don Dixon, Neil Stockfleth and Suzan Boden

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Schneider, Snyder, Stehr, and Bostwick

OTHERS PRESENT

K & L Construction representative
L.A. Carlson Contracting representative

CALL TO ORDER

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

CORRESPONDENCE ITEMS

Schneider presented a public meeting notice in regard to construction on Military Road.

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Dixon, second by Boden.

To approve the consent agenda.

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

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the December 5, 2016 monthly meeting.

ITEM C2. Approve December 2016 claims and expenditures.

ITEM C3. Receive and place on file the December 2016 financial/budget report and the 2nd Quarter FY 17 Reserve Fund Report.

ITEM C4. Acceptance of Gifts/Donations:

1. Paul Chelstad & Mark Davenport – Woodpecker log.
2. Scheel's – Monetary donation (\$2,000) for intern fund.
3. Jim Schroeder – Bird house gourds.

ITEM R2. Election of Board Officers and committee assignments for 2017. (Conservation Board)

Schneider announced that Suzan Boden has been reappointed to another five-year term on the board. Schneider stated that with the traditional rotation of officers Suzan Boden would become President, Neil Stockfleth would move to Vice President, and Chris Zellmer-Zant would serve as Secretary.

Don Dixon will continue to serve on the County REAP Committee, and Chris Zellmer-Zant will continue her term with the Woodbury County Conservation Foundation.

MOTION by Zellmer-Zant, second by Stockfleth.

To approve the slate of officers and committee appointments for 2017 as presented.¹⁻¹⁷

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

Boden assumed the role of chairperson for the remainder of the meeting.

ITEM R3. Approval of Purchase Agreement for sale of approximately .2 acre of Riverside Bluffs Area to David and Lynette Howell. (Schneider)

Schneider reported that the County Attorney is working on a new purchase agreement for the piece of Riverside Bluffs being sold to David and Lynette Howell. The agreement will stipulate that all costs (\$1,500 minimum) will be borne by the purchaser, but the selling price will be left open to be negotiated after the appraisal is done. The agreement will be signed before the survey and appraisal are ordered.

ITEM R4. Report on federal LWCF grant progress. (Schneider)

Schneider stated that slow progress is being made on obtaining SHPO clearance on the LWCF grant. He will be making a site visit with the National Park Service and a tribal representative in the near future. A Level I Cultural Resources study will need to be completed, but probably can't be done until the spring thaw.

ITEM R5. Consideration and approval of proposals for Little Sioux Park beach renovations and water control structure projects. (Schneider)

Schneider presented the bid results for the Little Sioux Park beach renovations and water control structure projects. Proposals were received from two contractors: K&L Construction and L.A. Carlson Contracting. A representative from each company was in attendance. Schneider noted that the engineers had estimated a cost of \$120,000-130,000 for both projects, and that \$150,000 had been budgeted. Both proposals came in substantially higher, with L.A. Carlson at \$264,000 and K&L Construction at \$232,100.

Some discussion was held, and each contractor provided additional information and suggestions for reducing costs. Neither expected the project timeframe to be an issue.

¹⁻¹⁷ To approve the slate of officers and committee appointments for 2017 as presented.

MOTION by Stockfleth, second by Zellmer-Zant.

To reject all bids and work with the engineer to revise the plans for rebid on the project.²⁻¹⁷

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

ITEM R6. Review of FY 2018 Conservation Department budget. (Schneider)

Schneider recapped the department's budget review with the Board of Supervisors on Tuesday. Don Dixon and Chris Zellmer-Zant also attended the meeting. The three proposed new positions and the equipment replacement line item will be dealt with later. None of the line items were adjusted. The next review for budget improvement requests will be held the last week of January, and the CIP requests will be reviewed on February 14th.

ITEM R7. Capital Improvement Projects Update (Schneider)

1. Brown's Lake campground drain field project

Project postponed until spring.

2. Little Sioux Park cabin sidewalk project

Project postponed until spring.

ITEM R8. Board member/staff reports

1. Nature Center activities (Snyder)

Snyder reported on the following Nature Center activities:

- The newsletter is complete and ready to go to print tomorrow.
- The Volunteer Banquet will be held on March 30th. A list of preliminary considerations for the volunteer awards was distributed. Snyder will be talking with staff to get additional suggestions.
- Employees with anniversaries coming up include: Theresa Kruid – 20 years, Pam Pfautsch – 21 years, and Tyler Flammang – 2 years.
- Tyler Flammang will be participating in a chainsaw course in Harlan, IA, to become a certified sawyer.
- Tyler will also be attending Winterfest at the end of January.
- Staff is beginning to prepare summer camp programming.
- Summer intern application deadline is February 22nd.
- A former summer intern and Buena Vista University student has been volunteering in December and January to earn some needed internship hours.

²⁻¹⁷ To reject all bids and work with the engineer to revise the plans for rebid on the project.

2. Park activities (Stehr)

Stehr reported on the following park activities:

- Staff has been working on equipment and supplies inventories. Supplies will be ordered in the next couple weeks.
- Park staff has also been patrolling for deer seasons.
- Brown's Lake employees have been cleaning up an old burn pile.
- Two officers started at the Law Enforcement Academy on Tuesday.
- The slip-on fire unit was picked up today. It has a 250-gallon tank and a 150' power hose reel on top, which allows use from either side. The unit will be housed at Little Sioux Park but used throughout the county.
- Stehr will be completing a few employee evaluations over the next month.
- Three dates have been saved for the CCI crews (July 17, August 14 & October 2). Each 6-person crew costs \$2,700 per week. The Foundation usually funds at least one crew.

3. Administrative items (Schneider)

Schneider reported on the following administrative items:

a. Resource Technician position status

Two new Resource Technicians will be starting on Monday, February 13th.

- Derek Ahrendsen of Correctionville was hired for the Little Sioux position and will be living in the park residence. He was employed by the City of Correctionville and has previously worked several summers for the department. He is also a Grade 1 Water Operator, which will allow him to perform the quarterly water samples at the Nature Center.
- Mike Massey of Salix was hired for the Brown's Lake/Snyder Bend position. He worked as a Summer Ranger last summer and did an excellent job. His background is in the telecommunications industry.

b. Online reservations system status

Bostwick reported that the online reservation system went live with all cabins and shelters on December 23rd. The system seems to be working well, and 25 reservations have been received to date. Remaining tasks include adding more pictures and content on the website, providing additional staff training, and developing monthly reporting and reconciliation procedures.

c. Succession/strategic planning session January 28, 2017

The strategic planning session with department staff will be held on Saturday, January 28th beginning at 9:30 a.m. Lunch will be provided, and the board meeting will be held immediately thereafter.

d. DOT access to Little Sioux River

The DOT is drafting a lease for the Little Sioux River access area near the County D50 Bridge. The south boundary has already been marked. The DOT is agreeable to the installation of any signs or fences, as well as the planting of pollinator habitat.

e. Little Sioux Park and Snyder Bend Park residence status

Some minor remodeling and updating will be done to the residences at Little Sioux Park and Snyder Bend Park while they are unoccupied. A condensation issue on the north wall of the Snyder Bend residence will also be addressed.

f. Set February meeting – January 28, 2017

The next meeting will be held on Saturday, January 28, 2017, at 1:00 p.m.

g. Additional items

Schneider announced that certain employees have reached or would be reaching special anniversary milestones. Discussion followed regarding appropriate methods of recognition.

ITEM R9. Adjournment

The meeting was adjourned at 5:30 p.m.

The above minutes were typed by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Chris Zellmer-Zant

Board President, Suzan Boden