

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD  
MINUTES OF THE THURSDAY, JUNE 1, 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, June 1, 2017, at the Snyder Bend Park office 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, Bales, Massey, and Bostwick

**OTHERS PRESENT**

Marty Pottebaum, County Supervisor

**CALL TO ORDER**

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

**CORRESPONDENCE ITEMS**

Schneider reported that he had received a request from the Rural Economic Development Director regarding Home Base Iowa Initiative, a group focused on encouraging veterans to return to live in the Sioux City area, for support in the form of offering free cabin stays to visiting veterans.

Schneider stated that he had received a call and subsequent letter from Dawn McCrea, owner of the Correctionville grocery store, expressing her concern that ice is now being sold at Little Sioux Park. She feels it will be detrimental to her business, as well as the other businesses in Correctionville, as ice is what brings many campers to town where they many times end up purchasing other items as well. Schneider explained to her that the ice was added at the request of campers. Discussion was held, and the majority of the board agreed to continue selling ice for the convenience of the campers throughout the summer and reevaluate next season.

**PUBLIC PARTICIPATION**

None

**ITEM R1.     APPROVE CONSENT AGENDA**

**MOTION** by Zellmer-Zant, second by Bennett.

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 May 3, 2017 monthly meeting.**

**ITEM C2.    Approve May 2017 claims and expenditures.**

**ITEM C3.    Receive and place on file the May 2017 financial / budget report.**

**ITEM C4. Acceptance of Gifts/Donations:**

1. Scott & Laura Phelps – Monetary donation (\$100).
2. Kingsley State Bank – Monetary donation (\$100).
3. Mark & Judy Monson – Monetary donation (\$430).
4. Sioux City Garden Club – Grant (\$500) for gardens.
5. Heather Tillotson – Monetary donation (\$40).
6. Donna Popp – Bird seed.
7. Judi Deaton – 48 pairs of Fiskars scissors
8. Catherine McKnight – 50 tree seedlings.
9. Riverside & Sacred Heart Beyond the Bell program – Craft and program supplies.
10. Helen Schuck – Coyote fur cape and fox tail.
11. Ginger Martin – Miracle Grow for gardens.

**ITEM R2. Appointment of Seasonal Park Security Guards as Temporary Peace Officers for summer season: May 26 – September 4, 2017. (Schneider)**

Schneider announced that Nathan Wagner had been hired to fill the final summer security guard position at Little Sioux Park and that he would also need to be officially appointed as temporary Peace Officer for the department by board action.

**MOTION** by Stockfleth, second by Zellmer-Zant.

To designate seasonal park security guard, Nathan Wagner, as a temporary Peace Officer for the 2017 season (May 26 – September 4).<sup>19-17</sup>

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

**ITEM R3. Approval of FY 18 Wages/Salaries for Full-Time and Regular Part-Time Conservation Department Employees. (Conservation Board)**

Schneider presented the proposed FY 18 Salaries/Wages for full-time employees and regular part-time employees, which includes a 2.75% increase as approved by the Board of Supervisors for the FY 18 budget.

**MOTION** by Dixon, second by Stockfleth.

To approve the FY 18 full-time and regular part-time conservation employee salary and wage schedule as presented.<sup>20-17</sup>

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

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<sup>19-17</sup> To designate seasonal park security guard, Nathan Wagner, as a temporary Peace Officer for the 2017 season (May 26 – September 4).

<sup>20-17</sup> To approve the FY 18 full-time and regular part-time conservation employee salary and wage schedule as presented.

**ITEM R4. Capital Improvement Projects Reports (Schneider)**

**a. Park residences remodeling.**

Schneider reported that the park residence remodeling at Snyder Bend Park and Little Sioux Park, as well as the Southwood residence deck, are essentially complete. A piece of siding needs to be added at Southwood, and a roof vent will be added at Snyder Bend. Derek Bean, Resource Tech, has moved into the Little Sioux residence. Brief discussion was held regarding the estimated costs for each project, noting the relatively low cost considering the length of time that had passed since any remodeling was done.

**b. Brown's Lake campground auxiliary drain field.**

Schneider stated that the contractor is waiting for a stretch of dryer weather to begin work on the drain field at Brown's Lake.

**c. Brown's Lake shoreline plan – report on meeting with engineer from FYRA Engineering.**

Schneider presented the Proposed Project Phasing Plan and Investigative Phase Fee Proposal from FYRA Engineering in regard to developing a shoreline stabilization plan for Brown's Lake. Their proposal is much more detailed and costs are much higher than initially anticipated. The board agreed that a competing bid should be sought from one or two other engineering firms.

**ITEM R5. Board member/staff reports**

**1. Nature Center activities (Snyder)**

Snyder reported on the following Nature Center activities:

- Five interns started on Tuesday. They will be training for two weeks and then begin providing educational support and leading summer camps. The first summer camp will begin on June 12<sup>th</sup>.
- The LAMB Theatre Projects of Hope night was a success with a record crowd and approximately \$1600 raised for the Nature Center.
- Nature Calls planning is underway with sponsorships totaling \$8,650 raised so far towards a goal of \$20,000.
- The bald eagle and nest installation at the Nature Playscape is complete.
- The newsletter was sent to the printer today, and a copy was provided to the board.
- Worn railroad ties on trail steps are being replaced. Possible DNR grants are being investigated to provide crews to help with trail maintenance.
- A \$500 grant was received from the Sioux City Garden Club to help convert the garden to more native plants. Ninety-eight prairie plants were purchased and planted.
- The Nature Center will be open until 7:00 p.m. on Thursdays in June and July. Special programming will be planned for many of those evenings to draw people to the center.

**2. Park activities (Stehr)**

Stehr reported on the following park activities:

- Camping kickoff weekend went well with most of the campgrounds full or near capacity.
- The swimming beaches opened last weekend.

- Water leaks were discovered and repaired in an old section of pipe at Snyder Bend and a hydrant in Riverside campground at Little Sioux.
- Food plots are being planted.
- Wood chips were added to the Snyder Bend playground this week.
- Recycling in the parks has been going well so far, and campers seem to be following the rules as to what is allowable in the recycling dumpsters.
- The Pheasants Forever annual fishing derby will be held at Little Sioux Park on June 17<sup>th</sup>. It is a free event for children up to age 18, with lunch and prizes. A couple of Nature Center interns will also be helping with the event.
- Staff helped prune trees and planted 31 conifer trees at the Secondary Roads building in Lawton as a thank you for their help with various projects.
- Stehr has been looking into the 1033 surplus rifle program. An application has been submitted and a determination of eligibility is expected. The next steps would include completing a firearms justification form and state operations contract and setting up accounts on three websites to monitor and report on inventory. There are no weapons currently available through the state unless obtained through transfer. The Sheriff's office has some they would be willing to transfer. The weapons would be M16s and may need replacement of the barrels at our cost.

Discussion was held regarding the drawbacks of M16, Vietnam era, rifles. They are longer, cumbersome to get in and out of a vehicle, and cannot be equipped with optics. M4s are used by most law enforcement but would cost approximately \$1500 each, fully equipped. Schneider stated that funds will be available this fiscal year. If they can be invoiced by August, it would still be able to be applied to FY17 budget. If not received until after August, a request could be made to the Board of Supervisors to carry over the funds for the purchase to FY 18 through budget amendment.

**MOTION** by Stockfleth, second by Dixon.

To approve the purchase of new M4 service rifles with security locking mechanisms to equip the Conservation Department law enforcement officers.<sup>21-17</sup>

**VOTE:** Aye: Chris Zellmer-Zant, Cindy Bennett, Don Dixon, Neil Stockfleth & Suzan Boden

Nay: None

Absent: None

- Some of the field staff asked the board to reconsider the increase in price of firewood because of the trouble having enough change due to the price being \$6. After discussion, the board decided by consensus to leave the firewood priced at \$6 since there hadn't been a price increase in a number of years.
- A Conservation Corps Iowa crew will be doing habitat improvement/prairie restoration at Riverside Bluffs the week of June 26<sup>th</sup>.

Stockfleth commended the staff on the park recycling efforts, as well as the newsletter article concerning that program.

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<sup>21-17</sup> To approve the purchase of new M4 service rifles with security locking mechanisms to equip the Conservation Department law enforcement officers.

**3. Administrative items (Schneider)**

Schneider reported on the following items:

**a. Riverside Bluffs sale of parcel progress**

The public hearing for the Riverside Bluffs parcel sale has been set with the Board of Supervisors for June 6<sup>th</sup>. The purchaser will go to the Board of Supervisors office the following morning to pay the \$4,000 purchase price plus recording fees of \$22 completing the sale.

**b. Gilchrist Foundation**

The annual invitation to submit grant requests from the Gilchrist Foundation has been received. Applications are due at the end of June. Ideas for grants were discussed including a boardwalk trail at the Nature Center from the water feature to the playscape and a scenic overlook deck at Southwood Conservation Area. Sketches and cost estimates will be needed.

**c. LWCF grant update**

The required cultural site survey was completed in just three days reducing the cost to less than initially estimated. Their report stated that culturally significant sites were identified but is vague to what was found or the exact location. The information will be sent to the National Park Service to obtain final SHPO clearance. A memorandum of understanding will need to be prepared agreeing to specific terms.

**d. IACCB Annual Conference – Sioux & Lyon CCB's, September 21-23**

The IACCB Annual Conference will be held in Sioux Center and hosted by Sioux and Lyon County Conservation Boards on September 21<sup>st</sup>-23<sup>rd</sup>. This is also Nature Calls weekend. Schneider stated that he has rooms reserved for any board members who would like to attend and stay.

**e. Director replacement process**

Ads have been placed for the Executive Director position opening. The ad will run daily in the Sioux City Journal for at least a month. The application deadline is June 23<sup>rd</sup>, and applications will be sent out electronically to the board members by June 28<sup>th</sup>. Each board member will review the applications and rank them individually prior to the next board meeting. The top candidates will be interviewed beginning July 17<sup>th</sup>.

Decisions need to be made as to the qualities and characteristics desired in a director, the make-up of the interview team, and the questions to be asked of each candidate. Schneider will provide a scoring sheet that can be edited to fit desired requirements. Feedback will be requested via email, but a special meeting may be held during the week of June 19<sup>th</sup> if needed.

**f. Budget amendment/Fund transfers for FY 17**

Schneider reviewed the budget amendment for FY 17 which was approved by the Board of Supervisors on May 30<sup>th</sup>.

**g. Set July meeting date.**

The next meeting was set for 4:30 p.m. on Thursday, July 6, 2017, at Brown's Lake-Bigelow Park.

**ITEM R7. Adjournment**

The meeting was adjourned at 6:00 p.m.

The above minutes were typed by Dawn Bostwick.

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Recording Secretary, Dawn Bostwick

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Board Secretary, Chris Zellmer-Zant

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Board President, Suzan Boden