

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD  
MINUTES OF THE THURSDAY, OCTOBER 18, 2018, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, October 18, 2018, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

**BOARD MEMBERS PRESENT**

Aaron Gehling, Chris Zellmer-Zant, Cindy Bennett, Neil Stockfleth and Suzan Boden

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Dan Heissel, Brian Stehr, Dawn Snyder, Erik Lindsay, Theresa Kruid, Betty West and Dawn Bostwick

**OTHERS PRESENT**

Marty Pottebaum, County Supervisor

**CALL TO ORDER**

President Stockfleth called the meeting to order at 4:00 p.m.

The board went into closed session for the Director's annual performance evaluation at 4:00 p.m. by motion from Suzan and second by Cindy. President Stockfleth held the roll call vote: Aaron Gehling – Aye, Cindy Bennett – Aye, Suzan Boden – Aye, Neil Stockfleth – Aye, and Chris Zellmer-Zant – Aye.

The board discussed Director Heissel's performance for the past six months and future goals. The session was recorded.

At 4:30 p.m., Chris moved to come out of closed session, which was seconded by Suzan and carried unanimously by roll call vote: Aaron Gehling – Aye, Cindy Bennett – Aye, Suzan Boden – Aye, Neil Stockfleth – Aye, and Chris Zellmer-Zant – Aye.

**MOTION** by Suzan, second by Chris.

To approve Director Heissel's performance appraisal as discussed with a recommendation for a step increase, effective with the start of the pay period closest to November 1, 2018.<sup>39-18</sup>

**VOTE:**      Aye:      Chris Zellmer-Zant, Cindy Bennett, Aaron Gehling, Neil Stockfleth & Suzan Boden.  
                  Nay:      None  
                  Absent:    None

**CORRESPONDENCE ITEMS**

None

**PUBLIC PARTICIPATION**

None

**ITEM R1.      APPROVE CONSENT AGENDA**

**MOTION** by Suzan, second by Chris.

To approve the consent agenda.

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<sup>39-18</sup> To approve Director Heissel's performance appraisal as discussed with a recommendation for a step increase, effective with the start of the pay period closest to November 1, 2018.

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

Consent agenda was approved and involved the following items:

**ITEM C1. Approve minutes of the September 13, 2018 monthly meeting.**

**ITEM C2. Approve the September 2018 claims and expenditures.**

**ITEM C3. Receive and place on file the September 2018 financial/budget report.**

**ITEM C4. Acceptance of Gifts/Donations: None**

**ITEM R2. Bridget Durst – Source Water Protection - Informational**

Bridget Durst was unable to attend the meeting due to unexpected circumstances. She invited the board to an upcoming informational meeting in Pierson, which Dan and Brian plan to attend. All pertinent information was distributed in the meeting materials for the board's review.

**ITEM R3. Dolf Ivener – Solar Project – Snyder bend Park - Informational**

Dolf Ivener was in attendance to present information regarding a possible solar system project. He proposed installing a small system on one meter at Brown's Lake Bigelow Park as an initial trial project. He would negotiate a five-year net metering agreement with Woodbury County REC, and a Power Purchase Agreement would then be executed between Ivener and the WCCB on an 80/20 split. Ivener would assume all financial responsibility for installation, and WCCB's power costs would be 80% of what they are with the REC. All inverters would be controlled by a third party. The board agreed by consensus that Dan should pursue the project and provide more information at a future meeting. Susan noted that she would be abstaining on this issue because Ivener's business partner is also employed at her law firm. Dan will check on whether a bid process is required. Ivener was asked to provide a list of references.

**ITEM R4. FY 20 Budget Information – Updated**

Dan presented the proposed FY 20 budget, noting that there was an increase of 1.99% overall. The increase includes a \$1,500 increase for Arms and Ammunition to switch out five officer weapons to 40 caliber providing standardization for the department, as well as a \$2,000 increase for Gas and Oils to account for actual costs. Budget hearings begin in January, but Dan has not yet been informed of when his proposed budget is due to the Board of Supervisors.

**MOTION** by Chris, second by Aaron.

To approve the FY 20 budget as presented.<sup>40-18</sup>

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

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<sup>40-18</sup> To approve the FY 20 budget as presented.

**ITEM R5. Southwood Archery Course – Update/Possible Action**

Erik Lindsay presented a proposal for a walking 3D archery range at Southwood Conservation Area. A \$5,000 grant has been awarded by the Iowa DNR with a required 25% match from non-federal sources. With input from Sioux Valley Archery, a course has been mapped on GIS using an existing, lesser-used trail, known as the “north trail.” Each station would have two targets set between 20 and 50 yards away depending on landscape, target size and existing vegetation. A total of 16 targets would be needed and have been quoted at \$6,411 by Rinehart Targets. Bow holders, signage, blinds, and tower stands can be added as the course is developed. The targets will most likely be kept up only April 1<sup>st</sup> to October 15<sup>th</sup> to extend the life of the targets and avoid damage by hunters. Individual donations of \$300 have already been made, and several potential sponsors have been identified and/or expressed interest.

The Sioux Valley Sports Club needed a spot for their annual 3D archery shoot in September and were able to test the proposed trail. Thirty-eight members participated and provided valuable feedback and suggestions. Erik also contacted Brent Berry of the Back Country Horsemen group about the project knowing that some in the group would be unhappy about the project and losing access to the trail. Brent understood that Southwood is a multiuse park and agreed that this trail isn’t heavily used by the equestrians.

**MOTION** by Chris, second by Aaron.

To authorize the development of the 3D archery trail at Southwood Conservation Area using the \$5,000 grant from the Iowa Department of Natural Resources and \$1,250 match by the Woodbury County Conservation Board. <sup>41-18</sup>

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

**ITEM R6. Capital Improvement Projects Update (Dan)**

**1. Fiber Optics Update**

Dan reported on the progress of the Nature Center fiber optics project. A 1 ¼” tube has been drilled into the building, and the boring under the highway has been done. Plowing will begin next week. The railroad permit is still pending but should be received next week. Dan noted that the contractor has been conscientious and good to work with. The project is expected to come in under budget and be complete by the end of November.

Dan also met with a FiberComm representative, who has offered to provide free public Wi-Fi at the Nature Center using five access points to cover the building and immediate surrounding area. The office will be hooked up to the county loop and will be able to disconnect the T-line service from CenturyLink, as well as the Wi-Fi access from Verizon, saving approximately \$400 per month.

**2. Brown’s Lake Update**

Dan showed pictures of the Brown’s Lake project. A 2-to-1 slope has been cut into the bank. The jetties are in, and rip-rap is there. The contractor forgot to lay engineering fabric under

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<sup>41-18</sup> To authorize the development of the 3D archery trail at Southwood Conservation Area using the \$5,000 grant from the Iowa Department of Natural Resources and \$1,250 match by the Woodbury County Conservation Board.

the first 30' but fixed it when Brian and Josh noticed and brought it to their attention. A mid-project contractors' meeting was held. Completion is due by the end of November.

### **3. HVAC & Roof Update**

A pre-bid meeting with walk through was held today at the Nature Center for the HVAC system and roof replacement. Three general contractors and three subcontractors were in attendance. Once a contractor is chosen, a timeline will be put together and a plan developed with staff for the move. The back room in the basement will need cleaned up and storage shelving added to maximize space. Building Services will help move furniture and equipment from the offices to Classroom A. Computers and phones will need to be moved with help from WCICC.

Completion of the roof will be due by the end of May. Dan noted that there was a vent issue last week necessitating Brian and him to go up on the roof. While up there, they saw that the roof was in even worse condition than originally thought.

### **4. Storage Building Plans Update**

Dan reported that the contractor was unable to find engineering specs for the storage building at Southwood. Draco Engineering put a footprint together. The Clay County Conservation director is looking for plans used for their building. Brian stated that Secondary Roads agreed to provide a dozer to level the pad, but it is uncertain when their equipment will be available. WCCB staff will also need to rent a sheep's foot packer.

## **ITEM R7. Board member/staff reports**

### **1. Administrative items (Dan)**

Dan reported on the following items:

#### **a. Set November meeting date and location**

The next meeting was set for 4:00 p.m. on Thursday, November 8, 2018 at the Dorothy Pecaut Nature Center.

#### **b. Bonding – Decision - Action**

The County Attorney's opinion on bonding was reviewed again since Neil was absent when it was discussed at the September meeting. The board agreed by consensus that no bonding would be required.

#### **c. Bylaws – Approval Date**

The proposed updated Bylaws were presented and will be added to the agenda for adoption at the November board meeting.

#### **d. Brown's Lake CIP Projects for Consideration Next Spring**

Dan stated that the Brown's Lake beach house has had serious moisture problems causing crumbling concrete and mold. As a first step, he recommended getting quotes for razing and removing the beach house building. Secondary Roads will take the concrete. In the future, a new beach house/concessions/restroom building could be added. Dan talked

briefly about the benefits of using seasonal staff to operate concessions and watercraft rentals, as well as acting as a staff presence on the beach.

**MOTION** by Suzan, second by Aaron.

To request proposals to raze and remove the Brown's Lake beach house building. <sup>42-18</sup>

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

Nay: None

Absent: None

Discussion was also held regarding plans to remove the Bigelow Park playground, build up the base and replace with new equipment. The base is currently too low, causing water to pool and rot the wood chips.

**e. Firearms Instructor - Informational**

Dan reported that the officers attended the CCPOA fall school two weeks ago to obtain necessary CEUs and range certification. A opportunity arose at that time to send Bob to rifle instructor's training at the Iowa Law Enforcement Academy this week at a cost of \$600. He will then be able to certify WCCB officers and others in the district on rifles, in addition to handguns and shotguns.

**f. Other**

Pictures of the nearly complete cedar deck and observation tower at Southwood were shown to the board. The sidewalk and pad still need to be poured.

**2. Park activities (Brian)**

Brian reported on the following park activities:

- The first Halloween event at Bigelow Park and Snyder Bend Park was well attended and included a chili cook-off, trick-or-treating, and a contest for best costume and campsite decorations. The park was blocked off to provide additional safety for the trick-or-treaters.
- Little Sioux's Halloween event is this weekend.
- Construction of the Southwood deck and observation tower is nearly finished.
- Southwood staff will be seeding the Owego butterfly plots and have cleared trees and marked out the storage building pad for Secondary Roads.
- Docks have all been removed. Boat ramps will stay in for duck hunters until the first freeze.
- A Conservation Corps Crew will be cutting trees at Owego the first week of November. Staff will also have the forestry grinder there to speed up the process.

**3. Nature Center activities (Dawn)**

Dawn reported on the following Nature Center activities:

- The programs and visitors report for September was provided.

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<sup>42-18</sup> To request proposals to raze and remove the Brown's Lake beach house building.

- Initial reports show Nature Calls profits of over \$31,000, making it the second highest in revenues and net profits so far. This year also had the highest attendance with 661 people.
- An application was submitted for two AmeriCorps Educator positions for the Nature Center, one half-time (900 hours) position and one quarter-time (450 hours) position, which should be awarded next week. The half-time position would ideally start in November and run six months at 40 hours per week. The required cash match would be \$3,400. The Foundation has also agreed to cost support a pay enhancement for the six-month position. The quarter-time position would supplement one of the paid summer interns and requires a cash match of \$1,800.
- The Trees for Siouxland “Plant Some Shade” program with MidAmerican Energy and the DNR is concluding tonight with tree pick-up at Riverside Park. The Foundation was the fiscal agent again this year.
- The Nature Center was one of 102 nonprofits participating in the first Siouxland Big Give, a one-day online giving event held on October 9<sup>th</sup> coordinated through the Siouxland Community Foundation. The event took in about \$105,000 with the Nature Center receiving over \$1,700.
- Summer Naturalist, Brianna Martens, provided 65 programs which reached approximately 4,400 people over the six months in the position. She also presented 6 programs for Stone State Park which reached over 300 people.
- Theresa reported that 31 groups have not been able to be accommodated so far in 2018, which is up from 11 groups in 2016 and 20 groups in 2017. An additional 2,427 people would have been reached in 2018 had those groups been accommodated. Theresa is already down to having only one available day in May of 2019. Options were briefly discussed, such as possible partnerships with schools or Stone Park.

**ITEM R8. Adjournment**

The meeting was adjourned at 6:05 p.m.

The above minutes were recorded by Dawn Bostwick.

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Recording Secretary, Dawn Bostwick

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Board Secretary, Cindy Bennett

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Board President, Neil Stockfleth