

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, NOVEMBER 8, 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, November 8, 2018, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

BOARD MEMBERS PRESENT

Chris Zellmer-Zant, Cindy Bennett and Neil Stockfleth

BOARD MEMBERS ABSENT

Aaron Gehling and Suzan Boden

STAFF PRESENT

Dan Heissel, Brian Stehr, and Dawn Bostwick

OTHERS PRESENT

Marty Pottebaum, County Supervisor

CALL TO ORDER

President Stockfleth called the meeting to order at 4:12 p.m.

CORRESPONDENCE ITEMS

None

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Cindy, second by Chris.

To approve the consent agenda.

VOTE: Aye: Chris Zellmer-Zant, Cindy Bennett & Neil Stockfleth

 Nay: None

 Absent: Aaron Gehling & Suzan Boden

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the October 18, 2018 monthly meeting.

ITEM C2. Approve the October 2018 claims and expenditures.

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

ITEM C4. Acceptance of Gifts/Donations

1. Tim Hains for snake aquarium
2. Linda Roethler for \$100 cash for playscape
3. Steve Sargent for mule deer mount
4. Karen Blatchford for \$15 cash donation
5. Bob & Phyllis Nickolson for suet
6. Sue Brown for pine cones & craft materials
7. Jolly Time Pop Corn for popcorn
8. Patty Kollbaum, Rick Riemenschneider, Rod Tondreau, Jeff & Beckie Wahlberg, Bill & Doty Zales and Diane Ten Napel, Diane's Pumpkin Patch for pumpkins and gourds for Nature's Fall Fest
9. Carol Blair for birdseed

ITEM R2. FY 20 Budget – Informational Update (Dan)

Dan stated that the actual budget increase for FY20 is 2.36% rather than 1.99% as reported last month. The discrepancy is due to a spreadsheet formula not updating. The total increase to the proposed General Fund budget is \$10,230. He also reported that \$325,000 had been inadvertently left in the Reserve Fund land acquisition line item from the previous year and will be removed before submitting the proposal for FY20. The proposed budget must be submitted by November 26th.

MOTION by Chris, second by Cindy.

To approve the revised FY20 budget proposal.⁴³⁻¹⁸

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

ITEM R3. Bylaws Final Reading and Approval - Action

Dan presented the final draft of the revised ByLaws for approval which incorporated the following changes:

- Items 3.8 and 3.10: The language “five (5) days prior” will be changed to “three (3) days prior” as the authorized timeframe for providing the agenda and other board materials as had been approved at a previous meeting.
- Item 3.10: The words “(e.g. Director)” will be stricken from the sentence “Accurate Board meeting minutes shall be taken by the Board Secretary or an appointed designate (e.g. Director)”

Discussion was held regarding the annual audit process for the county. Dan will provide a copy of the audit report to the board members when it is available.

MOTION by Chris, second by Cindy.

To approve and adopt the ByLaws of Woodbury County Conservation Board as presented.⁴⁴⁻¹⁸

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

ITEM R4. Part-Time Clerk – Update (Dan)

Dan reported that the part-time clerk position was advertised, and fifty applications were received. Dan, Brian and Dawn B. reviewed the applications and selected seven for interviews to be conducted on Thursday and Friday of next week.

⁴³⁻¹⁸ To approve the revised FY20 budget proposal.

⁴⁴⁻¹⁸ To approve and adopt the ByLaws of Woodbury County Conservation Board as presented.

ITEM R5. Capital Improvement Projects Update (Dan)

1. Fiber Optics Update

Dan reported that the Nature Center fiber optics has been hooked up and tested. Final splices need to be done at the Nature Center and downtown to get up and running on the city fiber network, which should be completed late next week.

2. Brown's Lake Update – Shoreline, old concession, new concession

Dan gave an update on the status of the Brown's Lake shoreline improvement project. Railings are on back order. The subcontractor has not poured the sidewalks yet but will pour them next week. Brian has shade trees in the nursery ready to plant. Four loads of fine rock were hauled today for the jetty.

Requests for Proposal for razing the old beach house building have not been put together yet. Dan would like to have JEO prepare a site plan for the new concession stand and beach area to start the process. He foresees restrooms/changing rooms with a shower tower outside, a concession stand to serve pre-packaged food only, and storage for rental equipment such as, kayaks, canoes, paddle boats and paddle boards. Beach drainage also needs to be addressed. The board supported the idea of requesting a proposal from JEO and asking for staff input into a wish list for the beach.

3. HVAC & Roof Update

Dan stated that the Supervisors have appointed Global Engineering as the general contractor for the Nature Center HVAC and roof project. They will start the first week of January. Kenny Schmitz also requested a 5% contingency to cover paint and moving expenses, which will be voted on next week.

Proposals have been obtained from two moving companies ranging from \$2,000 to \$2,050, with a third proposal expected next week. Two painting quotes were received ranging from \$3,100 to \$3,800.

The leftover gallery carpet was found to be enough to cover only the intern room and the copy/workroom downstairs. Carpet squares for the remaining offices and hallway will cost \$9,000. Board members suggested getting a quote for carpet squares for all of it rather than using the old carpet and having them mismatched.

4. Southwood – Earth moving, building info

Dan said that he went to Clay County Conservation to pick up sign material for the parks and was able to find the plans for a 60' x 140' storage building. It was decided to move more dirt and create a larger plateau that can be used for more than just the storage building. This will allow for future expansion and provide ample room to move equipment around. Extra dirt will be used to fill the hole by the shop. Fuel tanks will also be moved.

ITEM R6. Board member/staff reports

1. Administrative items (Dan)

Dan reported on the following items:

a. Set December meeting date and location

The next meeting was set for 4:00 p.m. on Thursday, December 13, 2018 at the Dorothy Pecaut Nature Center.

b. Vacation hours – Discussion carryover from performance review - Action

Dan initiated a discussion to request an increase in his vacation accrual rate. He explained that he was given four weeks when hired but was told a fifth week could be discussed at his one-year review. He stated that the county policy is to provide 5 weeks at 20 years of employment. He noted that he has 32 years of experience and was previously receiving five weeks at Clay County Conservation. After some discussion, the board members decided to table the matter until all board members can be present.

c. Copier Replacement - Informational

Dan informed the board that the office copier lease through Office Systems Co. was set to expire in one year, but Office Systems recently presented an offer to replace it early with a new upgraded model at a lower cost. Overall savings will be approximately \$1,200 per year or \$6,000 over the five-year term. The contract has been signed, and the machine will be installed on November 19th.

d. Flemming REAP Grant - Informational

Dan announced that the department was awarded a \$220,000 REAP grant for the Flemming land purchase, which was the full amount requested. Paperwork has not been received the paperwork, but the repurchase process with the Iowa Natural Heritage Foundation will start once the agreement has been signed.

e. Briese Parcel – Habitat Grant – Information & discussion

Dan stated that the Iowa Natural Heritage Foundation asked him to apply for a Habitat Stamp Grant for the repurchase of the Briese parcel for which they are holding the \$389,610 note. Discussion was held regarding other funding options. This year's REAP grant request was only one position away from being approved. Raising the county match would increase the odds. A 35% match of \$136,663 would add 1 point, and a 45% match of \$175,324 would add 2 points. Dan was asked to prepare a one-year projection timeline for funding alternatives.

f. Other

Dan and Dawn B. will be attending the annual IACCB E-Commerce Summit at Story County Conservation Board in Ames. This is an opportunity for training and updates about the MyCountyParks.com reservation system, as well as a chance to network with other counties using it and provide input regarding website improvements.

2. Nature Center activities (Dawn)

Dawn S. was unable to attend the meeting due to an all-day AmeriCorps training in Ames. The programs and visitors report for October was provided. Dan reported that the AmeriCorps Educator grant match of \$5,200 must be paid by December 5th. Nature Center financials will be reviewed to ensure the money is available before making the payment.

3. Park activities (Brian)

Brian reported on the following park activities:

- Field staff have finished winterizing buildings and equipment and are continuing to spray turf to control broadleaves and dandelions in the parks.
- The contractor has finished the observation deck at Southwood and will finish the project by pouring a sidewalk approach to the deck ramp and adding three parking spaces.
- The CCI crew finished today and made good progress at Owego removing woody vegetation. DNR Officer, Steve Griebel, has received calls from deer hunters upset about the tree removal but has explained the management plan and that trees are not supposed to be there.
- The upper cells at Owego have had more water than ever, and some areas are wet that never have been. Cattails need to be removed and excavation done to clean them out. Doug Chafa is doing aerial spraying of cattails and will partner with WCCB to get a better price (\$45-50/acre including chemicals).
- Little Sioux staff have been clearing trees at the entrance, exposing a triangle piece of prairie that couldn't be seen. Shrubs will be put back in to keep the view clear.
- The female swan that had flown away has returned to the pen. It needs to be recaptured to have the wings clipped again, but it appears to have imprinted on the area.
- Dan and Brian attended a Class A water distribution class last week and will be testing once approval from the state has been received.
- Bob Fundermann has successfully completed rifle instructor training at the Iowa Law Enforcement Academy and will train the other officers later this month.
- Field staff attended the annual county safety training along with staff from Secondary Roads.
- A hunter's education class will be held at the Brown's Lake shop building from 6:00 p.m. until 9:30 p.m. on November 26, 27 & 29.

4. Other

Dan reported that a high-flow snowblower attachment for the Nature Center Bobcat is being purchased for \$4,700.

ITEM R7. Adjournment

The meeting was adjourned at 6:06 p.m.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Cindy Bennett

Board President, Neil Stockfleth