

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE WEDNESDAY JUNE 12, 2019, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Wednesday, June 12, 2019, 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, and Dawn Bostwick

OTHERS PRESENT

Marty Pottebaum, County Supervisor

CALL TO ORDER

Chairperson Zant called the meeting to order at 4:15 p.m.

CORRESPONDENCE ITEMS

None

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Suzan, second by Aaron.

To approve the consent agenda.

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 June 12, 2019 monthly meeting.

ITEM C2. Approve June 2019 claims and expenditures.

ITEM C3. Receive and place on file the June 2019 financial/budget report.

ITEM C4. Acceptance and approval of 3-year Hay Contract

ITEM C5. Acceptance of Gifts/Donations

1. Sioux CCB for use of pellet guns
2. Rosie Kuehne for \$5,500 for playscape musical area
3. Donna Popp for cash and items for digging area in playscape
4. Loess Hills Wild Ones for plants
5. Sioux City Garden Club for \$250 grant for garden plants & landscape rocks
6. Loess Hills Audubon Society for \$210 donation

7. Mike Greiner for donation of antler shed tree = 350+ antler sheds!
8. Doris Swanson for hot dogs and buns for campfire
9. CF Industries for \$5,000 for nature center programs

ITEM R2. Acknowledge promotion of Nate Silfies to District Resource Manager and set starting wage upon recommendation of Director. (Heissel) – Action

Dan reported that two staff members were interviewed for the District Resource Manager position at Little Sioux Park. He stated that both are good employees, and the interviews went well. It was decided to promote Nathan Silfies. He has been filling in already for the past eight weeks and has been doing a good job. He will start at \$58,726, with a 2.8% increase at six months and one year.

MOTION by Aaron, second by Cindy.

To approve the promotion of Nathan Silfies to District Resource Manager at Little Sioux Park with a starting salary of \$58,726.²¹⁻¹⁹

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

ITEM R3. Approval of FY20 wages/salaries for full-time and regular part-time Conservation department employees. (Dan) - Action

Dan presented the FY20 Salaries/Wages for full-time and regular part-time employees, which includes a 3% increase as approved by the Board of Supervisors for the FY20 budget. Two salaries were noted to have been mistakenly transposed between two employees and will be corrected.

MOTION by Neil, second by Suzan.

To approve the FY20 full-time and regular part-time conservation employee salary and wage schedule as corrected.²²⁻¹⁹

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

ITEM R4. Brown's Lake – Land Acquisition – Jolin Glass Property Update (Heissel)

Dan reported that the Supervisors have put David Gleiser in charge of making the offer for the Jolin Glass property. The property is contingent to CF Industries so can be put in the TIF district and be purchased with TIF money. The county will pursue purchasing the 160 acres, including the 40 acres sought by the WCCB. Adding the land to the TIF district requires the land owner's approval. An offer will be made in the next couple weeks. If the county is successful in purchasing the land, the Conservation Board would purchase the 40-acre portion from the county sometime in the future using grant funds. The price is yet to be negotiated with the supervisors.

²¹⁻¹⁹ To approve the promotion of Nathan Silfies to District Resource Manager at Little Sioux Park with a starting salary of \$58,726.

²²⁻¹⁹ To approve the FY20 full-time and regular part-time conservation employee salary and wage schedule as corrected.

ITEM R5. Capital Improvement Projects Update (Dan)

1. DPNC – HVAC/Roof-Update

Dan reported that the concern about a possible leak in one of the geo-thermal wells may not end up being an issue. He has been monitoring the level of the add tank daily, and it has not changed in the last ten days. It could have possibly been due to air in the system. It was 100 gallons short when the old glycol was drained, and 70 gallons were added.

There has been an issue with the HVAC computer program not registering the same room temperatures as the thermostats. Also the units were not turning back on after a power outage, but that has been fixed on all but one.

The main breaker will need to be shut down to do maintenance on the main unit, and it has never been shut off which could be a potential issue. It will be shut down on a Monday to make sure it is working and that the system will reboot.

The roofing contractor still has some trim to complete. They were required to redo some of the flashing and trim that were not put on correctly. Their final payment is being held until fixed.

The contractor will be back to do another walk through and punch list.

2. Southwood – Earth Moving Update

Brian reported that the earthmoving project at Southwood is mostly complete. He presented photos taken last Friday showing the change in the landscape after the work was completed. All of the dirt ended up being needed, so none was sold. Some of the slopes were improved even more than planned. The approaches in and out of the shop area are more gradual. One area by the building was cut too much and had to be refilled. It was suggested that the cement not be poured until after a full freeze/thaw cycle. The building can still be put up but cement not poured until spring.

Mats for the hillside were priced at \$2,000 not including seed or fertilizer. It was decided to go with Trevor Cockburn's quote of 12 cents/square foot or \$5,400 to hydroseed the hillsides, including fertilizer, binding, and wood chips. Staff will plant bluegrass on the top of the hill for a natural fire barrier.

Some gravel is still needed because CAP Recycling had a breakdown and couldn't get it ready.

3. Brown's Lake Concession Bldg.

a. New concessions and work, extend JEO's scope of work – Action - Dan

Dan stated that the JEO contract has been amended to finish the Brown's Lake shoreline to the campers' boat dock. A suggestion was made to continue the shoreline work another 50 yards to the culvert. Dan will ask about making that addition. The tube will also be looked at. The current contract is \$42,302, and the amendment would add \$21,700 to finish the design, let bids, and conduct construction meetings.

MOTION by Neil, second by Aaron.

To approve the JEO Consulting Group contract amendment to finish the Brown's Lake shoreline in the amount of \$21,700.²³⁻¹⁹

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

Dan explained that the concession stand project will be a separate contract, which he just received this afternoon. The contract will cover the design of the restroom and concession stand building and water drainage, as well as project administration at a cost of \$44,800. The project cost is estimated at \$200,000-300,000. Aaron questioned the standard percentage of architect fee to project cost, and Dan will check into it. Neil suggested including a tornado tube in the project plan. Dan stated the he would rather install them in other parks first since Bigelow Park already has a tornado shelter within an appropriate walking distance from the beach according to the FEMA guidelines but agreed it could be included in the design for later implementation.

b. Other

Dan reported that the leach field at Snyder Bend was so saturated that the cabins had to be shut down temporarily. He stated that sandbagging had been done to build a berm behind the cabins on the field side, taking 7-8 staff to fill 115 bags and put in place. Water threats have been experienced in March, April and May this year. He would like to see a permanent berm built when the sandbags are taken out, using sand/clay covered with dirt and then seeded. It could be built on the property line unless the property owner would be willing to sell 50' of his field that floods all of the time. Aaron agreed to talk to the property owner to see if he would be interested.

ITEM R6. Board member/staff reports

1. Administrative items (Dan)

Dan reported on the following items:

a. Set July meeting date and location

The next meeting was set for 4:00 p.m. on Thursday, July 11, 2019, at Southwood Conservation Area.

Board members were also encouraged to attend the Chamber Rush Hour Connect event at the Dorothy Pecaut Nature Center on Thursday, July 18, 2019 from 4:30 – 6:00 p.m.

b. Discuss transition process at Little Sioux Park for Assistant and Tech positions- Action

Dan explained that due to the promotion of Nathan Silfies, the Assistant Resource Manager position at Little Sioux Park was open and is being advertised internally within the conservation department until Monday. Derek Bean, the current Resource Tech at Little Sioux, is the only interested employee at this point and will be promoted if no other

²³⁻¹⁹ To approve the JEO Consulting Group contract amendment to finish the Brown's Lake shoreline in the amount of \$21,700.

applications come in by Monday. He has done a great job in the past couple months while Little Sioux has been short staffed. He has confirmed that he is willing to attend the Academy and feels capable of using deadly force if the need arises. Dan stated that he would start him at \$47,474, one step above the matrix starting wage for an Assistant Resource Manager.

Human Resources recommended advertising the Resource Tech position right away, and 8-10 applications have already been received. Dan stated that he would wait a couple weeks and proceed with interviews and hiring. He will update the board by email and present it for approval at the next meeting.

c. Approval of Boat Motor & 15' Batwing Mower RFP's – Action – Separately (Heissel/Stehr)

Brian presented three proposals to replace boat motors at Brown's Lake and Little Sioux, which is included in the FY20 budget for July 1st. Each proposal is for a 25-horsepower, 4-stroke motor with electric and manual start. He recommended going with the lowest proposal of \$3,252 on a Yamaha motor from Mart Marine in Vermillion, SD.

MOTION by Suzan, second by Cindy.

To approve the purchase of two Yamaha 25-horsepower, 4-stroke motors from Mart Marine in Vermillion, SD, at a cost of \$3,252 each.²⁴⁻¹⁹

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

Brian next presented proposals for a 15' batwing rotary mower. There is currently only one batwing mower in the system. He recommended the Schulte mower from S & S Equipment in Lawton at a cost of \$16,800.

MOTION by Cindy, second by Aaron.

To approve the purchase of a 15' Batwing Rotary mower from S & S Equipment in Lawton at a cost of \$16,800.²⁵⁻¹⁹

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

2. Nature Center Activities

Dawn reported on the following Nature Center activities:

- The programs and visitors report for April was distributed.

²⁴⁻¹⁹ To approve the purchase of two Yamaha 25-horsepower, 4-stroke motors from Mart Marine in Vermillion, SD, at a cost of \$3,252 each.

²⁵⁻¹⁹ To approve the purchase of a 15' Batwing Rotary mower from S & S Equipment in Lawton at a cost of \$16,800.

- An antler shed tree with over 350 antler sheds was donated by Mike Greiner. A wheeled stand will be made so it can be moved easily. Most of the sheds were collected in the Loess Hills area.
- This was the first week of camps. The kayaks, canoes and trailer were used today at Little Sioux. Satellite camps in the parks are scheduled for Thursday and Friday.
- Neil was thanked for his help with the donation from CF Industries. A group of about 18 employees from CF Industries will be helping at the Nature Center on Saturday.
- An updated Nature Calls sponsorship list was handed out, and board members were asked to continue contacting people on their lists. A committee meeting has been held and things are getting going.
- KWIT is doing a live broadcast at the Nature Center on June 21st. FiberComm came and installed a dedicated switch to allow them to hook into our internet.
- The Siouxland Chamber will be holding a Rush Hour Connect event at the Nature Center on Thursday, July 18th, from 4:30 p.m. – 6:00 p.m. It will be an “Early Taste of Nature Calls” with craft beer samples from Marto Brewing Company and Jackson Street Brewing, chili dogs from Milwaukee Wiener House and other refreshments. Chris, as Board Chair, was asked to speak. The food will be in the classrooms, and the projector will be going. Nature Calls tickets and a cabin gift certificate will be given away. Neil asked about getting polo shirts for board members, and Dawn will get them ordered.

3. Park Activities

Brian reported on the following park activities:

- The last seasonal park position was offered. It has been a struggle this year to find enough summer staff. Future referrals would be appreciated.
- Food plots are going in well. With the addition of a 100-horsepower tractor added last July, staff have been able to work together to complete disking all but the Owego food plots in two days. This would normally take about a week previously. Oak Ridge is also in, and Little Sioux is nearly complete.
- Staff have been mowing the butterfly plot at Owego.
- Staff worked to complete a sandbag wall on the east side of the Snyder Bend cabins due to river flooding.
- The Owego ditch cleaning is done, and water is flowing normally in those cells. Repairs to structure 6 will have to be delayed until later in the summer when water can be drawn down in that cell.
- The boat ramp at Dixon Access has been cleaned off. A track broke on the skid loader when Brian was ten minutes from finishing. The track was replaced, and Nate finished the clean-up.
- Dan and Brian both commended the field staff for working well together on food plots and sandbagging.

Dan stated that he received an email from Tom Hazelton at 2:18 p.m. stating that an Iowa Turkey Federation grant is available to purchase 20 track chairs to be donated to county conservation boards in Iowa. He needs an indication of interest by June 18th. The conservation board would be responsible to maintain it and to develop policies for checking it out. The policy will stipulate where the chair can be used because of safety or conflict of users. Neil expressed concern about safety. Aaron stated that there were more applications than just hunting, such as hiking, etc. It was agreed by board consensus to request a track chair.

4. Board

Dan reported that the current budget snapshot projected a balance of \$36,000 in the General Basic Fund at the end of June. He stated that remaining planned purchases for FY19 include a log splitter - \$10,500 plus add-on elevator; emergency supplies for trucks/go bags and throw bags for vehicles and boats - \$1,000; longer rifle rails - \$200-250 each; and a used mini-van to replace the Prius - \$10,000. This should leave a balance of \$13,000-15,000. He will keep board members updated by email.

ITEM R7. Closed Session - Discuss possible land acquisition and strategy – Chapter 21.5(1) (j) Iowa Code

Dan requested a closed session to discuss a possible land acquisition and strategy pursuant to Chapter 21.5(1)(j) of the Iowa Code.

The board went into closed session at 5:13 p.m. by motion from Suzan and second by Cindy. Chairperson Zant held the roll call vote: Suzan Boden – Aye; Aaron Gehling – Aye; Cindy Bennett – Aye; Neil Stockfleth – Aye; Chris Zellmer-Zant – Aye.

A motion was made by Suzan to come out of closed session, which was seconded by Neil and carried unanimously by roll call vote: Suzan Boden – Aye; Aaron Gehling – Aye; Cindy Bennett – Aye; Neil Stockfleth – Aye; Chris Zellmer-Zant – Aye.

No action taken in closed session.

ITEM R8. Approval of entering into repurchase agreement with INHF pursuant to letter of value provided on property discussed and to allow them to act as our agent at auction to be held on June 17, 2019. (Heissel) – Action

MOTION by Neil, second by Aaron.

To approve entering into a repurchase agreement with the Iowa Natural Heritage Foundation and allow them to act as our agent at the auction on Monday, June 17, 2019, for the property discussed and up to the limit discussed, but not acted upon, in closed session.²⁶⁻¹⁹

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

ITEM R9. Adjournment

The meeting was adjourned at 6:52 p.m.

²⁶⁻¹⁹ To approve entering into a repurchase agreement with the Iowa Natural Heritage Foundation and allow them to act as our agent at the auction on Monday, June 17, 2019, for the property discussed and up to the limit discussed, but not acted upon, in closed session.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Aaron Gehling

Board President, Chris Zellmer-Zant