

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD  
MINUTES OF THE THURSDAY, OCTOBER 17, 2019, 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 17, 2019, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Neil Stockfleth

**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 4:05 p.m.

The board went into closed session for the Director's annual performance evaluation at 4:05 p.m. by motion from Suzan Boden and second by Aaron Gehling. Chairperson Zant held the roll call vote: Suzan Boden – Aye, Cindy Bennett – Aye, Aaron Gehling – Aye, and Chris Zellmer-Zant – Aye. Absent: Neil Stockfleth.

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

At 4:53 p.m., Aaron moved to come out of closed session, which was seconded by Suzan and carried unanimously by roll call vote: Suzan Boden – Aye, Cindy Bennett – Aye, Aaron Gehling – Aye, and Chris Zellmer-Zant – Aye. Absent: Neil Stockfleth

**MOTION** by Cindy, second by Aaron.

To approve Director Heissel's performance appraisal as discussed with a recommendation for a \$2,500 step increase, effective with the start of the pay period closest to November 1, 2019.<sup>35-19</sup>

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

**CORRESPONDENCE ITEMS**

None

**PUBLIC PARTICIPATION**

None

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<sup>35-19</sup> To approve Director Heissel's performance appraisal as discussed with a recommendation for a \$2,500 step increase, effective with the start of the pay period closest to November 1, 2019.

**ITEM R1. APPROVE CONSENT AGENDA**

**MOTION** by Suzan, second by Cindy.

To approve the consent agenda as amended.

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

Amended consent agenda was approved and involved the following items:

**ITEM C1. Approve Minutes of the September 10, 2019 Monthly Meeting.**

**ITEM C2. Approve the September 2019 Claims and Expenditures.**

**ITEM C3. Receive and Place on File the June Final Accrued FY19 and September 2019 Financial/Budget Reports and the 1st Quarter FY20 Reserve Fund Report.**

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

- Larry & Becky Williams - \$250 cash donation in honor of Rosie Kuehne for education programs.
- Larry & Becky Williams for advertisement in Sioux City Symphony Orchestra annual program.
- Junior League of Sioux City - \$400 for bench in Memory of Kay Jenness
- Heather Lansford for donation of Corn Snake

**ITEM R2. Fish Habitat Grant – Browns Lake – Resolution to apply for funding. - Action**

Dan stated that Brian will be writing a Fish Habitat grant application for Phase II of the Brown's Lake shoreline improvement project, which requires a board resolution approving the grant submittal. The application is due at the end of November and will be scored in December. The request will be for \$75,000-80,000 of the \$400,000 project total.

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

To authorize submission of a Fish Habitat grant application for Phase II of the Brown's Lake shoreline improvement project and to approve and adopt the following resolution.<sup>36-19</sup>

Whereas, the Woodbury County Conservation Board is interested in acquiring and/or developing fish habitat at Brown's Lake-Bigelow Park, AND Fish Habitat program funds are required for the project, NOW THEREFORE, the Woodbury County Conservation Board does hereby make application for assistance, AND further agrees to abide by all the covenants of Section 483A.3A Code of Iowa 2001 and Chapter 35 (571), Iowa Administrative Code, AND further certifies this resolution was officially adopted by the Woodbury County Conservation Board at a legal meeting held on the 17<sup>th</sup> day of October in the year of 2019.

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

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<sup>36-19</sup> To authorize submission of a Fish Habitat grant application for Phase II of the Brown's Lake shoreline improvement project and to approve and adopt the following resolution.

**ITEM R3. Habitat Stamp Grant Discussion and resolutions for Briese and Zook. – Action**

Dan reported that his REAP grant submittals for the Briese and Zook properties did not get funded last month. The Iowa Natural Heritage Foundation would like WCCB to submit a Habitat Stamp grant application for at least the Zook property this November which to be competitive would require a match of 45% of appraised value or \$119,812. The Woodbury County Pheasants Forever has pledged \$20,000. The remaining \$99,812 could be paid from the WCCB REAP Fund or Conservation Reserve Fund. The grant would then cover \$146,438.

The Briese property isn't as time critical because it had been approved for low interest under the Revolving Loan Fund, so it could wait for another REAP grant cycle if desired. Options with a 35% (\$86,363.50) or 45% (\$125,324) match were reviewed. Dan recommended applying for the Zook property only at this time.

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

To authorize submission of a Habitat Stamp grant application for the Zook property acquisition with a 45% match and to approve and adopt the following resolution.<sup>37-19</sup>

Whereas, the Woodbury County Conservation Board is interested in acquiring and/or wildlife habitat by means of the above-named project, AND Wildlife Habitat Stamp funds are required for the project, NOW THEREFORE, the Woodbury County Conservation Board does hereby make application for assistance, AND further agrees to abide by all the covenants of Section 110.3, Code of Iowa 1981, and Chapter 23 (290), Iowa Administrative Code, AND further certifies this resolution was officially adopted by the Woodbury County Conservation Board at a legal meeting held on the 17<sup>th</sup> day of October in the year of 2019.

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

**ITEM R4. FY21 Budget Information**

Dan presented the proposed FY 21 budget, noting an overall increase of 1.27% or \$5,625. He stated that garbage contracts are expiring this year for the Nature Center, Southwood and Little Sioux, but any changes could be amended in the spring if necessary. One area of increase was equipment repairs in the amount of \$2,000 due to increased costs, such as the John Deere wide area mower which has had \$15,000 in repairs of the pumps and seals. Dan asked the board to review the information, and he will continue working on it before presenting it for final approval.

A suggestion was made to look at alternative “out-of-the-box” methods for maintaining the parks.

**ITEM R5. Capital Improvement Projects Update (Heissel)**

**1. Brown's Lake Shoreline – Phase II Project Dates, Schedule Changes. - Action**

Dan reported that the bid schedule had to be pushed back until fall as many contractors couldn't bid because of time constraints from the recent flooding. Bids will be presented in

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<sup>37-19</sup> To authorize submission of a Habitat Stamp grant application for the Zook property acquisition with a 45% match and to approve and adopt the following resolution.

December, with work starting September 7, 2020 and completing by May 24, 2021. An addendum was sent to contractors to change the dates. The delay will allow focus on the concessions building and beach area.

**2. Snyder Bend – Dike Update**

Dan stated that Mark Nahra had apologized about the delay in designing the dike for Snyder Bend and said they would get to it as soon as possible. After obtaining the landowner's approval on the design, the County Attorney will write the lease, and Secondary Roads will help with construction.

**3. Brown's Lake – New Concession & Development – Update**

Dan stated that JEO had not yet provided drawings for the new beach house building. Brian reported that the demolition of the old beach house is complete. The cost was higher due to more roofing material being taken to the landfill than anticipated. Additionally, the building foundation was massive and difficult to remove requiring the contractor to bring in a wrecking ball to break up the footings. The drainage problem in that area was briefly discussed and will be remedied during construction.

**4. Storage Building Information - Southwood**

Dan reported that bids for the Southwood storage building will be available by December at the latest. The proposals will be for a 60' x 160' building with an addendum for a 60' x 140' building depending on costs.

**ITEM R6. Board member/staff reports**

**1. Administrative items (Dan)**

Dan reported on the following items:

**a. November Meeting Date**

The next meeting will be held at 4:00 p.m. on Thursday, November 14, 2019, at the Dorothy Pecaut Nature Center.

**b. CIP Discussion – Movement of Projects for This Fiscal Year**

Dan reviewed the status of the current CIP budget through June 2020. Current estimated costs are \$12,214 over budget. The demolition of the Brown's Lake beach house building was \$5,000 higher than expected, but a few of the unfinished projects have likely been overestimated. The FY21 CIP projects were also discussed. The current estimate of \$308,000 for planned projects leaves a remainder of \$67,000 which could provide the potential to complete additional projects, such as replacing the Brown's Lake playground.

**c. Other**

Dan reported that he has not gotten anything back from the County Attorney regarding the solar panel system project at Snyder Bend. He has decided to release it for bids and

will send notice to the newspaper tomorrow. The project will lower the electric bill for the Snyder Bend cabins by 20%. Suzan will abstain from voting due to a potential conflict of interest because her law partner is involved. Bids will be presented at the November meeting.

## **2. Park Activities (Stehr)**

Brian reported on the following park activities:

- The camping season is nearly done for the year.
- The Halloween event at Brown's Lake and Snyder Bend went very well. Little Sioux Park will have their Halloween event this weekend.
- The structure repair at Owego has been completed. Pictures were provided.
- The parking lot on the Flemming property located off 150<sup>th</sup> Street has been completed and is ready for hunting season. A new driveway was placed by Secondary Roads with staff completing the rest of the work.
- Seven officers attended the CCPOA fall workshop in Des Moines last week to obtain necessary training and certifications.
- Dan and Brian completed needed CEUs for their class A water operator licenses last week.
- A picture was provided of the current landscaped corner on the Riverside Bluffs property. The road is still encroaching on WCCB property. An email was received from the principal stating that it would be made right.

## **3. Nature Center Activities (Snyder)**

Dawn reported on the following Nature Center activities:

- The programs and visitors report for September was presented.
- Dawn expressed gratitude for the board's help with Nature Calls. She reported a banner year raising \$3,600 over last year for a total gross income of \$60,995 and a record attendance of 680 people, up 20 from last year.
- Due to a combination of new beer vendors, new committee members, and having more beer varieties, there were more open cases than usual at the end of the event. The bill from HyVee, which is usually \$2,000, was over \$4,000 this year. In past years HyVee has comped \$2,000 for the beer, but with the increase this year, they generously agreed to cover \$2,500. A big thank you goes out to the Sioux City and South Sioux City HyVee stores!
- Olivia Parks began her full year term in September and is typically working Tuesday through Saturday. She is at training this week.
- A couple naturalists will be attending the annual IAN fall workshop in Fort Dodge in November.

## **4. Board**

Dan reported that with the new HVAC overhaul, a new maintenance agreement needs to be completed with C.W. Suter before the warranty runs out. They have quoted \$4,109 for a one-year agreement or \$3,294 per year for a three-year agreement. They will be stopping out soon to negotiate terms.

**ITEM R7. Adjournment**

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

The above minutes were recorded by Dawn Bostwick.

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Recording Secretary, Dawn Bostwick

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Board Secretary, Aaron Gehling

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Board Chair, Chris Zellmer-Zant