

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE SATURDAY, JANUARY 28, 2017, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Saturday, January 28, 2017, at the Dorothy Pecaut Nature Center beginning at 1:00 p.m.

BOARD MEMBERS PRESENT

Chris Zellmer-Zant, Cindy Bennett, and Neil Stockfleth

BOARD MEMBERS ABSENT

Don Dixon and Suzan Boden

STAFF PRESENT

Schneider, Snyder, Stehr, and Bostwick

OTHERS PRESENT

Troy Groves, American Underground Supply

CALL TO ORDER

Vice President Stockfleth called the meeting to order at 1:00 p.m.

CORRESPONDENCE ITEMS

Snyder presented a note from Ed Sibley complimenting Tyler Flammang's owl program at the Audubon Society meeting in January.

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, and Neil Stockfleth
 Nay: None
 Absent: Don Dixon and Suzan Boden

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the January 5, 2017 monthly meeting.

ITEM C2. Approve January 2017 claims and expenditures.

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

ITEM C4. Acceptance of Gifts/Donations:

1. Greenberg Foundation – Monetary donation (\$500) for Nature Center programs.
2. Kingsley Garden Club – Monetary donation (\$5) for Nature Center gardens.

ITEM R2. Public Hearing on Little Sioux Park Beach Re-grading, New Sidewalk and Water Control Structure Project. (Board)

At 1:05 p.m., Vice President Stockfleth announced that the public hearing for the Little Sioux Park beach re-grading, new sidewalk and water control project was open and asked for any speakers wishing to be heard. Hearing none, a motion to close the public hearing was made by Zellmer-Zant, seconded by Bennett, and carried unanimously.

ITEM R3. Consideration and action on bids for Little Sioux Park Beach Re-grading, New Sidewalk and Water Control Structure Project. (Schneider)

Schneider opened and announced the two project bids that were received as follows:

Contractor	Division 1 – Completed Project	Unanticipated obstructions Price/yard
K & L Construction	\$238,428.00	\$25/cubic yard
L. A. Carlson Contracting	\$199,370.50	\$20/cubic yard

Schneider stated that the engineer’s estimate was \$138,000, and a maximum of \$150,000 had been budgeted.

MOTION by Zellmer-Zant, second by Bennett.

To reject all bids. ³⁻¹⁷

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

Troy Groves with American Underground Supply offered a few suggestions for lowering costs, such as reducing the size of the in-line drains and delaying the project until fall.

After some discussion, the board agreed to proceed with the water control structure only at this time, purchase the materials directly, and contract out the labor. No bid will be required as the cost will be under \$25,000. The remainder of the project will be bid out in late summer with all work to be completed between Labor Day 2017 and Memorial Day weekend 2018.

ITEM R4. Public Hearing on Proposed Sale of approximately .2 acre of Riverside Bluffs Area to correct encroachment issue. (Board)

Vice President Stockfleth announced that the public hearing for the proposed sale of approximately .2 acre of the Riverside Bluffs Area was open and asked for any speakers wishing to be heard. Hearing none, a motion to close the public hearing was made by Zellmer-Zant, seconded by Bennett, and carried unanimously.

³⁻¹⁷ To reject all bids.

ITEM R5. Consideration and action on proposed Purchase Agreement regarding proposed sale of .2 acre of Riverside Bluffs Area to correct encroachment issue. (Schneider)

Schneider noted that the Board of Supervisors has ultimate approval and will also need to hold a public hearing regarding this sale.

The proposed purchase agreement was reviewed. Schneider stated that the existing easement will end once the purchase is completed. The agreement binds the purchasing party to the purchase, stipulates all costs will be borne by the purchaser at a minimum of \$1500, and allows that the price will be negotiated following completion of an appraisal.

MOTION by Bennett, second by Zellmer-Zant.

To approve the purchase agreement for sale of approximately .2 acre of Riverside Bluffs to David and Lynnette Howell.⁴⁻¹⁷

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

ITEM R6. Discuss and decide on recipients for 2016 Friend of Conservation and Conservation Educator awards. (Snyder)

Snyder presented a list of potential candidates for the annual conservation awards. Following discussion, the board recommended Ginger Martin for the Friend of Conservation Award and Anthony Gaul for the Conservation Educator Award. Award winners will be recognized at the volunteer recognition event on March 30th.

MOTION by Bennett, second by Zellmer-Zant.

To award the 2016 Friend of Conservation Award to Ginger Martin and the 2016 Conservation Educator Award to Anthony Gaul.⁵⁻¹⁷

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

ITEM R7. LWCF grant progress report. (Schneider)

Schneider reported that the basic cultural resources study will be done in the spring. He also stated that he had been contacted by the Tribal Historic Preservation Officer, Wazyatawin, and that she will make a site survey in March or April.

ITEM R8. LAMB Theater Projects of Hope opportunity. (Snyder)

Snyder announced that she had been approached by Russ Wooley of LAMB Theater and that the Dorothy Pecaut Nature Center has been chosen as a benefactor for their final show of the season, "On Golden Pond", on Friday, May 5th. All proceeds from that evening will be donated to the Nature Center. Much of the preparations and promotions

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will be done by LAMB, but a few volunteers will be needed that night to help with ticket sales and admission. This would also provide an opportunity to promote WCCB parks and programs. The board agreed to accept the offer and move forward with the arrangements.

ITEM R9. Approval of Resolution #17-01 Thanking and Commending an Employee for Years of Service. (Schneider)

Schneider presented Resolution #17-01 thanking and commending Donald R. Haahr for forty years of service to Woodbury County.

MOTION by Zellmer-Zant, second by Bennett.

To approve Resolution #17-01 thanking and commending Donald R. Haahr for forty years of service to Woodbury County⁶⁻¹⁷, as follows:

WHEREAS, Donald R. Haahr has capably served Woodbury County as Resource Manager of the Woodbury County Conservation Board for 40 years, from February 1977 to February 2017;

WHEREAS, the service given by Donald R. Haahr as a Woodbury County Resource Manager has been characterized by his dedication to the best interests of the citizens and natural resources of Woodbury County;

NOW THEREFORE, BE IT RESOLVED BY THE CONSERVATION BOARD OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thank and commend Donald R. Haahr for his forty years of service to Woodbury County.

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

ITEM R10. Board member/staff reports

1. Nature Center activities (Snyder)

Snyder reported on the following Nature Center activities:

- Tyler Flammang attended the Winterfest Workshop.
- The naturalists will be meeting soon to plan school programs incorporating the school science requirements.
- Summer intern application deadline is February 22nd.
- The Foundation recently approved funding of the habitat stewardship intern and one CCI crew for Riverside Bluffs, as well as providing fencing materials for Riverside Bluffs and summer camp support.
- The Foundation questioned the reason for the ongoing fencing project and was informed that citizens are continually cutting and taking down sections of the fence. They wondered if a letter to surrounding landowners would be beneficial in discouraging vandalism to the fence. After brief discussion, the board agreed to send an informational letter, along with a boundary map, to educate and warn

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the surrounding landowners of the consequences of cutting or taking down the boundary fence.

- The Foundation annual meeting will be held at the end of February and will include a live animal presentation by Great Plains Zoo.

2. Park activities (Stehr)

Stehr reported on the following park activities:

- Supply inventories are being completed. Stehr is pursuing alternate suppliers for paper products.
- Equipment inventories and maintenance are being completed.
- Installation of portable radios was expected to begin soon. Stehr will make contact next week to check on the status.
- Dollies were purchased for use in moving the slip-on fire unit around for storage.
- The 10.3 acre timber stand improvement project completed in 2016 has been submitted to the NRCS for reimbursement under the Wildlife Habitat Improvement Program. Payment in the amount of \$1,212 is expected.
- CCPOA workshop will be held on February 22nd in Pocahontas County.
- Staff will be attending a Commercial Ag Pesticide Application refresher course on February 14th.
- Derek and Tyler have been registered to take a \$130-\$190 course to be certified in prescribed burns. The class includes 40 hours of online coursework prior to the field day on March 11th.

Schneider reported on a river erosion issue at Little Sioux Park near the picnic area. Secondary Roads has obtained needed permits and has estimated the cost of repairs to be \$14,000-\$16,000 for 180' of repair and 450 ton of concrete at \$30/ton. The board agreed to go forward with repairs while the ground is still frozen.

3. Administrative items (Schneider)

a. Review of Strategic Planning Session

Discussion was held regarding the strategic planning session held with staff earlier this day. Schneider noted that future sessions may need to focus on a few particular areas each year to conserve time and allow for more staff input. The board would like to see a prioritized list of needs from staff.

b. Online reservations report

Reservations continue to come through. The site will continue to be improved as time allows. Promotions and coupon code functions are being tested to be used for future gift certificates and possibly weekly rate discounts.

c. Winterfest Workshop report

Schneider distributed a report on the various sessions he attended while at Winterfest Workshop 2017.

d. Park residences remodel progress

Schneider reported on the remodeling progress on the residences at Snyder Bend Park and Little Sioux Park. Work at Snyder Bend has included replacing bathroom fixtures, replacing floor coverings, and painting. The condensation problem at Snyder Bend was found to be due to insulation shifting in the attic which has now been resolved. Schneider will meet with the contractor next week in regard to the Little Sioux residence. Plans include removing a couple windows, rearranging the kitchen layout, replacing exterior doors, replacing floor coverings, and remodeling the bathroom.

e. Set March meeting date/time

The next meeting was tentatively set for Tuesday, March 14, 2017, at 4:00 p.m.

ITEM R11. Succession Planning discussion for Conservation Director position. (Conservation Board)

Schneider announced that his last day will most likely be December 17, 2017, the last day of the final pay period to be paid in 2017. Succession planning was postponed until next month when all board members are present. Decisions will need to be made as to how the whole process will be handled, including board member involvement, advertisements, interviewing structure and the desired department direction. Schneider stated that the Board of Supervisors expects there to be an overlap in the position to allow for training. Schneider has started a month-by-month list of tasks performed and will continue to build on it through the year. The job description hasn't been updated for several years, but not much has changed in that time. Schneider will send the current job description to the board for their review prior to the next meeting.

ITEM R12. Adjournment

The meeting was adjourned at 2:35 p.m.

The above minutes were typed by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Chris Zellmer-Zant

Board President, Suzan Boden