

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD  
MINUTES OF THE WEDNESDAY, MAY 3, 2017, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Wednesday, May 3, 2017, at the Southwood Conservation Area office beginning at 4:30 p.m.

**BOARD MEMBERS PRESENT**

Chris Zellmer-Zant, Cindy Bennett, Don Dixon, and Suzan Boden

**BOARD MEMBERS ABSENT**

Neil Stockfleth

**STAFF PRESENT**

Schneider, Snyder, Stehr, Fundermann, Haahr, Lindsey and Bostwick

**OTHERS PRESENT**

Six members of the Iowa Chapter of Back Country Horsemen of America.

**CALL TO ORDER**

President Boden called the meeting to order at 4:30 p.m.

**CORRESPONDENCE ITEMS**

Schneider presented the program from the ILEA graduation ceremony for Bales & Lindsay and an obituary for Eldon Schroder, a previous Friend of Conservation award recipient.

**PUBLIC PARTICIPATION**

None

**ITEM R1.      APPROVE CONSENT AGENDA**

**MOTION** by Zellmer-Zant, second by Dixon.

To approve the consent agenda.

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

Consent agenda was approved and involved the following items:

**ITEM C1.    Approve minutes of the April 6, 2017 monthly meeting.**

**ITEM C2.    Approve April 2017 claims and expenditures.**

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

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

1. Thompson Electric Co. for steel pipe for Bald Eagle sculpture.
2. Doris Swanson for meat and cheese tray.
3. Anne Shaner for bird seed.
4. LAMB Theater for "On Golden Pond" showing on May 5, 2017.
5. Jolly Time Popcorn for "On Golden Pond".

**ITEM R2. Presentation by Brent Berry with Back Country Horsemen.**

Six members of the Iowa chapter of Back Country Horsemen of America were present to introduce their group. They stated that the group is a non-profit service organization that volunteers to help maintain trails in area parks. They noted that they had volunteered at Southwood twice last year and once already this year. They stated that the chapter has some funds available to be used in the park and that a work day has been scheduled at Southwood on August 26<sup>th</sup> to replace some hitching rails and add a few newly designed hitching rails in the day-use area. Haahr noted that he issues a special permit to the group for chain saw use and provides safety equipment.

Bennett arrived at 4:38 p.m.

**ITEM R3. Appointment of Seasonal Park Security Guards as Temporary Peace Officers for summer season: May 26-September 4, 2017. (Schneider)**

Schneider informed the board of the four individuals who have been hired to work as Seasonal Security Guards in the parks on weekends and holidays from Memorial Day weekend to Labor Day and stated that one additional person still needs to be added for Little Sioux. These individuals need to be officially appointed as temporary Peace Officers for the department by board action.

**MOTION** by Zellmer-Zant, second by Dixon.

To designate the following seasonal park security guards as temporary Peace Officers for the 2017 season (May 26 – September 4): Molly Bixenman, Eric Furness, Travis Hutzal, and Michael Stehr.<sup>13-17</sup>

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

**ITEM R4. Approval of Bait Concession contract at Brown's Lake-Bigelow Park. (Schneider)**

Schneider reported that the campground hosts at Brown's Lake-Bigelow Park have requested permission to sell nightcrawlers/earthworms from their campsite in the park again this year. Schneider presented a Concession Agreement and Permit which would be in effect from May 8<sup>th</sup> through October 31<sup>st</sup> and require a \$25 payment from the concessionaire.

**MOTION** by Zellmer-Zant, second by Bennett.

To authorize providing a Concession Agreement and Permit to Beth Ann and Josh Hodgen of Sioux City for the purpose of selling nightcrawlers/earthworms at Brown's Lake/Bigelow Park for the 2017 season.<sup>14-17</sup>

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

---

<sup>13-17</sup> To designate the following seasonal park security guards as temporary Peace Officers for the 2017 season (May 26 – September 4): Molly Bixenman, Eric Furness, Travis Hutzal, and Michael Stehr.

<sup>14-17</sup> To authorize providing a Concession Agreement and Permit to Beth Ann and Josh Hodgen of Sioux City for the purpose of selling nightcrawlers/earthworms at Brown's Lake/Bigelow Park for the 2017 season.

**ITEM R5. Approval of revised and updated Park Rules and Regulations. (Schneider)**

Schneider presented the proposed Park Rules and Regulations revisions. He noted that the major changes include clarification of an approved “camping unit”, extending the quiet time from 6:00 a.m. to 9:00 a.m., allowing concealed weapons with permit, prohibiting paintball guns, prohibiting metal detecting & drones except with special permit, and removing Midway Park from the list of parks where alcohol is prohibited. He noted that the new rules will need to be published at least 30 days in advance and posted at every entrance before they can be enforced.

**MOTION** by Zellmer-Zant, second by Dixon.

To approve the revised Park Rules and Regulations as presented.

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

**ITEM R6. Approval of revised and updated Law Enforcement Policy. (Stehr)**

Stehr presented the proposed Law Enforcement Policy which essentially follows the Sheriff’s Department policies and lists the Conservation Department exceptions. Exceptions include policies already addressed by the Board of Supervisors policies and/or policies that do not apply to the Conservation Department.

**MOTION** by Zellmer-Zant, second by Dixon.

To approve the revised Law Enforcement Policy as presented.

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

**ITEM R7. Report on law enforcement equipment. (Stehr)**

Stehr reported on a federal surplus program from which the department could receive military rifles on loan for no cost other than shipping. The program requires that the user have full law enforcement powers, provide proof that the equipment is being used, and certify/qualify annually. The available rifles would be M-16’s, which are a little longer than normal patrol rifles and have a carry handle which wouldn’t allow optics to be mounted. Stehr has contacted Jack’s Uniforms & Equipment in regard to rifle racks for the trucks and estimates that they would cost \$250 each.

**MOTION** by Zellmer-Zant, second by Dixon.

To pursue the federal surplus military equipment program to equip officers with M-16 rifles.<sup>15-17</sup>

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

---

<sup>15-17</sup> To pursue the federal surplus military equipment program to equip officers with M-16 rifles.

**ITEM R8. Review and consideration of reduced swim beach hours. (Schneider)**

Schneider asked the board to review and consider the request made by Resource Manager VanVoorst at the April meeting to reduce swim beach hours at Brown's Lake. Resource Manager Fundermann stated that he would prefer not to reduce the beach hours at Little Sioux Park as he feels it would actually cause more enforcement problems. After discussion, the board decided to approve the request for shorter hours at Brown's Lake for one season and review as necessary.

**MOTION** by Zellmer-Zant, second by Bennett.

To reduce the swim beach hours at Brown's Lake by closing at 6:00 p.m. rather than 8:00 p.m. for one season, to be reviewed as necessary.<sup>16-17</sup>

**VOTE:** Aye: Chris Zellmer-Zant, Cindy Bennett & Suzan Boden  
Nay: Don Dixon  
Absent: Neil Stockfleth

**ITEM R9. Capital Improvement Projects Report. (Schneider)**

a. Park residences remodeling.

Schneider reported that Assistant Resource Manager Bales has moved into the Snyder Bend residence. A new roof vent will be added in the newer addition in a couple weeks.

He also reported that flooring is being installed in the Little Sioux residence, and it should be ready in a couple weeks.

b. Little Sioux Park projects.

Schneider stated that concrete has been poured for the cabin sidewalks and living areas and crushed red rock added, which should also help to keep the cabins cleaner. He also reported that the water control structure is complete.

c. Brown's Lake campground auxiliary drain field.

Schneider stated that the contractor plans to start the septic drain field at Brown's Lake next week.

**ITEM R10. Board member/staff reports**

**1. Nature Center activities (Snyder)**

Snyder reported on the following Nature Center activities:

- Summer camp registration is 85% full with 244 campers registered. The Foundation has received 6-7 scholarship applications.
- Only 34 of 185 tickets remain for the LAMB theatre show benefitting the Nature Center. Tickets are \$10 each. Jolly Time has donated popcorn for the event.
- Nature Calls packets were distributed to the board members. Five sponsors have been received so far totaling \$1600.
- Volunteer, Dean Van Roekel, installed timbers for the eagle's nest at the Playscape. The post is also in the ground waiting for the eagle to be installed.

---

<sup>16-17</sup> To reduce the swim beach hours at Brown's Lake by closing at 6:00 p.m. rather than 8:00 p.m. for one season, to be reviewed as necessary.

- The volunteer work day was held on April 29<sup>th</sup>. At least 16 volunteers showed up to help with the water feature, garden and trails.
- The Habitat Stewardship Intern, Josh Dirks, will begin work on May 8<sup>th</sup>, and the rest of the Nature Center interns will start on May 30<sup>th</sup>.
- The Nature Center welcomed Harlan, a Barred Owl rescued and rehabilitated by Kay Neumann and SOAR. He was hit by a car and is permanently injured and unable to sustain flight.
- Schneider, Snyder and former board member, Greg Grupp spent a couple hours on air with KWIT as part of their annual fundraiser. The Nature Center also agreed to be a sponsor agency with Siouxland Public Media, providing a 15% gift shop discount for sustaining members. As part of that sponsorship, the Nature Center will be mentioned on-air twice per month, and a live broadcast will be held at the center in the future.
- The Loess Hills Alliance and county conservation boards will be sponsoring a Loess Hills & Heritage Week poster contest for schools. Three winners per county will receive \$25, and one overall contest winner will receive \$50. Board members will be recruited to judge the contest in September.

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

Stehr reported on the following park activities:

- Parks opened on Monday, May 1<sup>st</sup>. There are campers in the parks already, and the weather for kick-off weekend looks good.
- Wells have been chlorinated, and docks installed.
- Little Sioux staff has been busy helping contractors finish up projects.
- Southwood bathroom plumbing was replaced and a new water heater was installed.
- Gill Hauling delivered recycling dumpsters to three parks. One dumpster ended up being brown rather than white but will be switched out when a white one becomes available.
- The new Chevy pickup was delivered to Little Sioux.
- The new John Deere 1550 mower was delivered to Southwood.
- Dave Guggenmos has been working on the Southwood residence deck.
- The first seasonal safety orientation was held May 1<sup>st</sup>, and a second session will be held on May 30<sup>th</sup> for the remaining seasonal employees.
- Some used office furniture was purchased from CF Industries for \$2010, including some desks & chairs for Southwood and Brown's Lake, a fireproof file cabinet for the Nature Center, and some small refrigerators for the parks.

## **3. Administrative items (Schneider)**

Schneider reported on the following items:

### **a. Resource Technician status**

New Resource Technician, Derek Bean, started at Little Sioux Park on April 10<sup>th</sup>.

### **b. Riverside Bluffs sale of parcel progress**

Schneider presented a map of the final parcel to be sold totaling 0.347 acres. The proposed sale price ended up at \$4,109.50 (appraised value of \$2,800 and closing costs of \$1,309.50). The purchaser offered \$4,000. The Board of Supervisors will have the final approval of the sale, and the County Attorney will prepare the quit claim deed.

**MOTION** by Zellmer-Zant, second by Dixon.

To accept and approve the purchase offer on a 0.347 acre parcel in Riverside Bluffs from David and Lynette Howell for \$4,000.<sup>17-17</sup>

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

**c. LWCF grant update**

The Tribal Historical Preservation group will be conducting their cultural resources survey of the Curtin Timber Addition on May 5-8 at a cost of approximately \$4,300.

**d. 2017 Camping Kick-off Weekend May 5-7**

Good weather is expected for the camping kick-off weekend on May 5-7<sup>th</sup>.

**e. Additional items**

Schneider reported that a budget amendment has been prepared including a request for \$20,000 for electricity. The budgeted amount for electricity is about \$24,000 short due to the initial cuts made in anticipation of LED conversion savings. Camper use makes up the majority of usage in the parks and was not affected by the LED conversion.

Secondary Roads helped haul 1,000 yards of dirt to Little Sioux. In thanks, the Conservation Department will plant trees at their Lawton shop.

Rather than have an annual auction in the fall, the city has decided to move to an online auction at govdeals.com which will be ongoing year round. They will receive the same 10% fee.

**ITEM R11. Conservation Director hiring process approvals. (Schneider)**

**a. Position description**

Schneider presented the updated Conservation Director position description.

**MOTION** by Zellmer-Zant, second by Dixon.

To approve the Conservation Director position description as presented.<sup>18-17</sup>

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

---

<sup>17-17</sup> To accept and approve the purchase offer on a 0.347 acre parcel in Riverside Bluffs from David and Lynette Howell for \$4,000.

<sup>18-17</sup> To approve the Conservation Director position description as presented.

**b. Salary range**

Discussion was held in regard to the salary range for the Conservation Director. It was agreed by consensus of the board that the salary range should be included in advertising for the position opening.

**c. Advertising process**

Schneider stated that the County Human Resources Department normally advertises open positions in the Sioux Falls Argus Leader, Omaha World Herald, and Des Moines Register, as well as on the Workforce Development website. They will also be adding a nationwide presence with neo.gov on May 15<sup>th</sup>. Schneider will post the opening on MyCountyParks.com.

After discussion, the board agreed by consensus to advertise the position opening with the above-mentioned outlets beginning May 15<sup>th</sup> and closing on June 21<sup>st</sup>. Schneider will ask Human Resources to prepare the job posting.

**d. Retirement reception**

The board announced their desire to host a retirement reception for Rick Schneider and asked his input on setting the date. The party was set for Friday, December 15<sup>th</sup>, at 1:00 p.m. at the Dorothy Pecaut Nature Center.

**ITEM R12. Adjournment**

The next meeting will be held at Snyder Bend. A date will be set later and communicated by email.

The meeting was adjourned at 6:10 p.m.

The above minutes were typed by Dawn Bostwick.

---

Recording Secretary, Dawn Bostwick

---

Board Secretary, Chris Zellmer-Zant

---

Board President, Suzan Boden