

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD  
MINUTES OF THE TUESDAY, JANUARY 8, 2019, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Tuesday, January 8, 2019, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

**BOARD MEMBERS PRESENT**

Aaron Gehling, Cindy Bennett, Neil Stockfleth and Suzan Boden

**BOARD MEMBERS ABSENT**

Chris Zellmer-Zant

**STAFF PRESENT**

Dan Heissel, Brian Stehr, Dawn Snyder and Dawn Bostwick

**OTHERS PRESENT**

None

**CALL TO ORDER**

President Stockfleth called the meeting to order at 4:06 p.m.

**CORRESPONDENCE ITEMS**

None

**PUBLIC PARTICIPATION**

None

**ITEM R1.      APPROVE CONSENT AGENDA**

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

To approve the consent agenda.

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

Consent agenda was approved and involved the following items:

**ITEM C1.    Approve minutes of the December 13, 2018 monthly meeting.**

**ITEM C2.    Approve December 2018 claims and expenditures.**

**ITEM C3.    Receive and place on file the December 2018 financial/budget report and the 2nd Quarter FY 19 Reserve Fund Report.**

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

1. Scott Kayl for \$25 donation for raptors
2. Rustin Ave United Methodist Church for \$45 cash donation
3. Kingsley Garden Club for \$10 cash donation
4. Bradford Kollars memorial—numerous donors—total of \$3,495
5. Kent Krager for \$100 memorial for Greg Andersen
6. Winter Fun Day donations: Jolly Time Pop Corn for popcorn; Floyd Boulevard WalMart for \$25 gift card; Morningside Fareway Store for \$25 gift card
7. Carol Blair for birdseed

**ITEM R2. Election of Board Officers and committee assignments for 2019. (Conservation Board)**

Dan stated that following the traditional rotation of officers Chris Zellmer-Zant would become Chair, Cindy Bennett would move to Vice Chair, and Aaron Gehling would serve as Secretary.

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

To approve the slate of officers for 2019 as presented.<sup>1-19</sup>

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

In the Chair's absence, Cindy conducted the remainder of the meeting as Vice Chair.

Chris Zellmer-Zant will be asked if she would like to continue serving on the County REAP Committee and the Woodbury County Conservation Foundation. Dawn noted that Chris's term on the Foundation is ending, but she could opt to continue serving. One board member and one employee are required. All board members serve on the Endowment Fund Committee.

**ITEM R3. FY 20 Budget Review – Information from Budget Review. (Heissel)**

Dan reported on the department's budget review with the Board of Supervisors held earlier that day stating that it went well overall. The position requests were denied. Most CIP requests are under the Reserve Fund, but a request was made for new roads at Little Sioux Park. The budget was accepted as presented but will not be final until formally approved by the Supervisors.

**ITEM R4. Brown's Lake – Land Acquisition – New Parcel available, Kimmel Update (Heissel)**

Dan reported on an available parcel north of Brown's Lake owned by Jolin Glass. The property has been cleaned up and the house has been removed, but the buildings are still there. A 30-acre piece around the wetlands would be split out for purchase with an ingress/egress easement for access. Dan was directed by the board to contact the Iowa Natural Heritage Foundation and get more information.

Dan contacted Kimmel's farm manager to let him know that the board is still interested in the property and was told they haven't had time to find an appraiser yet.

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

**1. DPNC – HVAC – Office Move**

Dan reported on the Nature Center HVAC project. The WCCB office has been moved to one of the upstairs classroom for the duration of the HVAC project. The new Shoretel phone system has been installed and is working well. Many of the Cat 5 cables downstairs have been updated as many were broken or hanging out of the wall. There is no heat on the lower level now. The light fixtures were taken down completely, rather than leaving them hanging, because one came down and broke. Rope lights have been strung up for the contractors. The ceiling grid rails are being torn out. The HVAC equipment is in Michigan and will be delayed 2-3 weeks due to a change order put in on December 31<sup>st</sup>. A ten-day window is

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<sup>1-19</sup> To approve the slate of officers for 2019 as presented.

needed for painting and carpet installation. A fire alarm wire was cut when removing the glycol line, and Midwest Alarm repaired it a week later.

**2. Southwood – Earth Moving**

Brian met with Ben Kusler of the Engineering Department. They have survey shots taken at Southwood and will start designing the layout for the new building. The fiber that was plowed in will be in the way. Brian will contact Wiatel to see if they will move the fiber or if they will allow a third-party contractor to do it.

**3. Browns Lake Concession Bldg. Update**

Dan reported that he has been working with JEO and has contacted the County Attorney about whether RFPs are needed for razing the concession building at Brown's Lake. He was told that it is a gray area and was advised to get verbal RFPs from three contractors. It will be bid with and without dirt hauling included.

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

**1. Administrative items (Dan)**

Dan reported on the following items:

**a. Strategic planning session & Board Meeting Date**

A strategic planning session will be held on Saturday, February 9, from 9 a.m. until 12:00 noon. Lunch will be provided, and the board meeting will follow at 12:30 p.m. It was decided that Dan will lead the planning session rather than hiring a facilitator due to costs. Resource Managers and administrative staff will be included in the planning session.

**b. Statewide Winterfest Mtg. – Dan and 1 employee attending February 5-7, 2019**

Winterfest will be held in Coralville the first week of February. Usually 4-5 staff members go, but only Bob and Dan are able to attend this time.

**c. Other**

Dan received a letter from the DNR approving the Flemming appraisal. The \$50,000 Gilchrist grant has been received, and Dan asked for board approval to pay that amount to the Iowa Natural Heritage Foundation. The rest of the purchase will be covered by a REAP grant.

**MOTION** by Neil, second by Aaron.

To authorize a \$50,000 partial payment to the Iowa Natural Heritage Foundation for the purchase of the Flemming property.<sup>2-19</sup>

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

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<sup>2-19</sup> To authorize a \$50,000 partial payment to the Iowa Natural Heritage Foundation for the purchase of the Flemming property.

Dan announced that Dolf Ivener has completed a site plan for the Snyder Bend solar project and will be providing costs soon so that the County Attorney can determine whether RFPs will be required. The panels will power the cabins.

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

Brian reported on the following park activities:

- Most field staff were off through the Christmas and New Year's holidays, so there hasn't been a lot of activity since the last meeting.
- Snyder Bend staff have been taking down trees damaged in the flood.
- Little Sioux staff have been clearing the fence line.
- Supply inventories have been done so supplies can be ordered by the end of the month.
- Kevin Heck moved his equipment before the last board meeting but will be returning to start the Owego ditch clean-out next week.
- Erik Lindsay is attending a RX-341 Prescribed Burn Plan Preparation Course in Byron, Illinois this week.

## **3. Nature Center activities (Dawn)**

Dawn reported on the following Nature Center activities:

- The programs and visitors report for December was provided.
- Olivia Parks, the new AmeriCorps employee, started on Monday and will be here through August to provide environmental education for youth. Olivia is a former Nature Center intern.
- Payment of \$5,200 has been made for the quarter- and half-time AmeriCorps positions.
- ISU is opening grants for a full-time position with a match of \$7,500.
- Due to the limited classroom space during construction, many of the groups with monthly meetings have been asked to relocate for a few months.
- The WCCF annual meeting will be held at Briar Cliff on February 10<sup>th</sup>. Wildlife photographer, Ty Smedes, will be presenting on Raptors of the Midwest.
- A decision hasn't been made regarding the date or location of the volunteer banquet yet, but it will most likely be pushed back to April. A list of potential award recipients will be prepared.
- Summer intern positions have been posted on the website.  
Dan confirmed that board members would be accepting of his daughter applying for a summer intern position. He noted that summer part-time positions historically have not been covered by the department nepotism policy, and he would not be her direct supervisor anyway.
- There has been evidence of some undesirable activity happening in the lower parking lot after hours. Action may be taken to deter this, such as additional lighting and a security camera.

## **4. Board**

Neil noted that the program held last month at the Nature Center regarding the archaeological discoveries on Highway 20 was fabulous. Approximately 90 people attended.

**ITEM R7. Adjournment**

The meeting was adjourned at 5:15 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 President, Chris Zellmer-Zant