

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, NOVEMBER 17, 2022, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, November 17, 2022, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

BOARD MEMBERS PRESENT

Aaron Gehling, Cindy Bennett, and Tom Limoges

BOARD MEMBERS ABSENT

Chris Zellmer-Zant and Neil Stockfleth

STAFF PRESENT

Dan Heissel, Brian Stehr, Dawn Snyder, Theresa Kruid, and Dawn Bostwick

OTHERS PRESENT

Jeremy Taylor, County Supervisor/Conservation Board Liaison (By phone)

CALL TO ORDER

Secretary Cindy Bennett, acting as chair in Neil's absence, called the meeting to order at 4:05 p.m.

CORRESPONDENCE ITEMS

Dawn Snyder shared a couple thank-you notes for camping and cabin certificate donations.

PUBLIC PARTICIPATION

None

ITEM R1. Approve Consent Agenda

MOTION by Tom, second by Aaron.

To approve the consent agenda.

VOTE: Aye: Aaron Gehling, Cindy Bennett, & Tom Limoges

Nay: None

Absent: Chris Zellmer-Zant and Neil Stockfleth

The consent agenda was approved and involved the following items:

- C1. Approve Minutes of the October 13, 2022, Regular Meeting
- C2. Approve the October 2022 Claims and Expenditures
- C3. Receive and Place on File the October 2022 Financial/Budget Report and 1st Quarter FY23 Reserve Fund Report
- C4. Acceptance of Gifts/Donations:
 - Siouxland Big Give Donations 2022 For Outdoor Learning Shelter - Total raised: \$3,060.70
Anonymous \$85.70, Amy Anderson \$25.00, Cindy Bennett \$150.00, Dawn Bostwick \$50.00, Elizabeth Dahl \$10.00, Gary & Roxanne Flammang \$100.00, Sarah Gacke \$250.00, Mitch Hessman \$50.00, Jeanette Hopkins \$50.00, Dennis Kluver \$25.00, Theresa Kruid \$25.00, Jada Kurth \$100.00, Gary LeMoine \$100.00, Michael & Tammy Mahaney \$25.00,

Susan McCulley \$25.00, Robert Meis \$100.00, Steve & Jane Merritt \$100.00, Marilyn Milbrodt \$50.00, Jared & Carol Myers \$100.00, Mark & Susan Nielsen \$200.00, Scott & Cynthia Patten \$100.00, Dave Riemenschneider \$1,000.00, Dawn Snyder \$100.00, Lucinda Tryon \$100.00, Marc & Tracy Vander Wilt \$100.00, Jeri Watkins \$15.00, Kathleen & Dennis Weisz \$25.00

- CF Industries - \$5,000 for Nature Center Privacy fence
- Omaha Community Foundation - \$50 employee matching gift (Jim Schneider/Kiewitt)
- Bill Zales - Bird cage

ITEM R2. Budget – FY 24

Dan received word that the deadline for submitting the department's operating budget is December 2nd. He explained that the salaries will be added by the auditor's office later and only the operating budget is being approved at this time. He provided and reviewed a summary sheet of the increases and decreases, as well as a budget synopsis explaining the changes.

Dan stated that there is a 4.21% increase over last year, mostly due to cost increases that are beyond WCCB control. He noted that the air card expense is new this year and is required for the law enforcement computers to be on Mach. He also split some line items into more specific categories to create better transparency on certain expenses. He did not request an increase in the motor vehicle budget this year even though vehicle costs are up 20-30%. Equipment replacements are planned 6-7 years out to keep up on replacing old equipment to avoid excessive repair costs.

Dan reported that CIP request forms will be submitted separately later, but he will be including road replacement at Little Sioux Park and the tech position at Southwood again. In addition, eight truck radios will need to be replaced because the Motorola radios will no longer be supported.

MOTION by Aaron, second by Tom.

To approve the FY 24 operating budget as presented.²²⁻³⁴

VOTE: Aye: Aaron Gehling, Cindy Bennett, & Tom Limoges

Nay: None

Absent: Chris Zellmer-Zant and Neil Stockfleth

ITEM R3. Capital Improvement Projects Update

Dan provided updates on the following capital improvement projects.

1. Brown's Lake Projects

The beach project is slowly moving along. The final sidewalk footing and the neighbor's driveway grate intake have been poured. The light that had been on backorder was received and installed. The countertop is supposed to be in now. A final walk through will be done soon so that final payment can be made. Remaining items include spreading sand, frost seeding, and a little landscaping if possible before the frost. Staff poured dumpster pads in the campground and will oversee the campground again.

²²⁻³⁴ To approve the FY 24 operating budget as presented.

2. Nature Center Shelter

Brian and Tyler have completed the dirt work for the shelter. The retaining wall still needs to be done and tied in. The pad is a little higher than it is supposed to be, but it will settle over winter. The shelter kit will be ordered, and a contractor will set it up in the spring.

Brian added that additional dirt work was done to extend the overflow parking area. A few more loads of dirt will be hauled and packed tomorrow to finish that up. Dan stated that it will be rocked initially, but concrete could be added later if desired.

Dan reported that a major crack has been discovered across the nature center basement floor. Kenny Schmitz and a Baker Group representative came out and looked at it. The engineer determined that it is not the foundation but the floor that is settling. Kenny is getting quotes from a couple floor lift companies.

3. Nature Center Outdoor Bathroom

Quotes are being obtained for the new after-hours public restroom at the nature center and will be provided to the board when available.

ITEM R4. Board member/staff reports

1. Administrative items

Dan reported on the following items:

a. December Meeting Date

The next meeting was tentatively set for 4:00 p.m. on December 8, 2022, at the Dorothy Pecaut Nature Center. Dan will check with other board members and finalize the date later.

b. Education Director & Office Clerk

The education director and part-time office clerk openings have been advertised and will close just before Thanksgiving on November 22nd and 23rd. Cindy volunteered to help with the education director interview process since she has an education background. Dan discussed it with Brian and also with Neil as board chair prior to the meeting. Dan explained that normally the board hires the director and the director hires the rest of the staff, but under the circumstances he would welcome the input.

c. Izaak Walton League Septic Update

Mike Barkley was contracted to dig on the Izaak Walton League site to allow the sanitarian to check the water table levels and the soil profile which were both good. The old septic system failed inspection, which allowed the INHF to close on the deed and take ownership of the property once the report was received from the DNR. Mike Barkley plugged and closed the sand-point well and demolished the septic system. Further plans for the property will be discussed at the board's upcoming long-range planning meeting.

d. ARPA Money Update

Dan was informed a couple of months ago that the park water and sewer projects may not qualify for the use of ARPA funds as first thought because of four requirements that they weren't aware of at the time it was approved. Dan did some research and provided

information for each requirement in writing. The parks are not tied to a state revolving loan program, so that would nullify the national storm water permit and public water supply permit requirements. Dan found the median income for the service area and calculated the lowest quintile income from the Woodbury County statistics on the Census Bureau website. Dan will check with Dennis to ensure that the information provided was sufficient and then contact Jeremy to get it added to the Board of Supervisors meeting agenda.

e. Old Business

Dan reported that during negotiations, the Izaak Walton League asked that the WCCB provide a place for them to meet, either in their old building or elsewhere, if they form another chapter. They asked for the commitment in writing. The board agreed by consensus, and Dan will send a letter.

f. Other Business

None

2. Nature Center Activities

Dawn reported on the following Nature Center activities:

- The programs and visitors report for September and October were presented.
- Tyler previously sent a proposal to CF Industries to fund materials to replace an aging privacy fence at the nature center. CF Industries donated \$5,000 and sent several employees to help put up the fence on Tuesday. Additional unexpended funds will go toward the outdoor learning shelter project.
- In December, the board will be asked to appoint Theresa Kruid to the Woodbury County Conservation Foundation board as the employee representative to fill the position being vacated by Dawn. Theresa will most likely assume the duties of secretary/treasurer as well. The board appoints the board member representative in January.
- The WCCF annual meeting will probably be held on February 18th. Membership letters are being printed now.
- Dawn is working on the annual report and hopes to have a draft by next month.
- Theresa, Dan, Kari, and Dawn toured the Expo Center as a possible option for Nature Calls. Theresa is getting quotes for caterers and provided history to Dan on previous caterers and costs. They also met with the Sioux City Convention Center and did receive a price reduction as requested for this year. Next year's fees will increase by \$1000 to cover set-up day.
- Winter Fun Day and Artist Open House will be held December 10th.
- Kari is sending out an email newsletter blast tonight.

3. Park Activities

Brian reported on the following park activities:

- Parks are closed for the year, and facilities have been winterized.
- Southwood staff has been replacing the fence on a portion of Fowler Forest Preserve. Fencing supply costs have gone up significantly.
- Brodie is working to finish up his CDL driving test. This must be completed before he starts the academy in January. He will also have his final test in December for the entrance to the academy.
- Little Sioux staff has been trimming trees and cleaning equipment.
- The county safety meeting was held at Prairie Hills with Secondary Roads.

- Body camera training was held on Wednesday. Brian has heard a lot of good comments from the staff about the new cameras, ease of use and storage.
- Training on the new tasers will be coming up in January.
- The Ford truck for Southwood has been built but is waiting on transportation to get it here.
- Dan added that all staff attended a training for the new payroll timecard system. There will be a four-week trial period before going live.

4. Board Information

None

5. Other Business

None

ITEM R5. Adjournment

The meeting was adjourned at 5:10 p.m.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Cindy Bennett

Board Chair, Neil Stockfleth