

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, JUNE 14, 2018, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, June 14, 2018, at the Brown's Lake/Bigelow Park Shelter beginning at 4:30 p.m.

BOARD MEMBERS PRESENT

Chris Zellmer-Zant, Aaron Gehling, Neil Stockfleth, and Suzan Boden

BOARD MEMBERS ABSENT

Cindy Bennett

STAFF PRESENT

Dan Heissel, Brian Stehr, Dawn Snyder, Josh VanVoorst, Dylan Bales, Mike Massey and Dawn Bostwick

OTHERS PRESENT

None

CALL TO ORDER

President Stockfleth called the meeting to order at 4:35 p.m.

CORRESPONDENCE ITEMS

None

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Suzan, second by Aaron.

To approve the consent agenda.

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

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the May 10, 2018 monthly meeting, as amended to state that Aaron will approach Vizio about donating a television for the Nature Calls auction.

ITEM C2. Approve the May 2018 claims and expenditures.

ITEM C3. Receive and place on file the May 2018 financial/budget report.

ITEM C4. Acceptance of Gifts/Donations:

1. Siouxland Community Foundation - \$2,000 grant for Nature Center handicap sidewalk project.
2. Missouri River Historical Development - \$15,000 grant for Nature Center projection and sound system.
3. Dan & Sally Hartley - \$70 for animal care
4. Dave & Lynn Brown - \$50 cash donation for Nature Center

5. Donna Popp for birdseed and play scape digging tools.
6. Anne Shaner – Birdseed
7. Perry Creek Elementary 5th Grade - \$200 cash Donation
8. Bruce & Jeanette Hopkins – Camp scholarship donation
9. David Butcher – Helen Eberly memorial gift, Battle Creek-Ida Grove 1st grade for Kestrel adoption
10. Mary Jane Africa – Program supplies

ITEM R2. Appointment of final Seasonal Park Security Guard as Temporary Peace Officer for summer season: May 25 – September 3, 2018. (Dan)

Dan explained that the seasonal security guard hired for Southwood Conservation Area was terminated before beginning work. The position opening has been posted again with a couple of promising leads on candidates.

ITEM R3. Budget Year-End Projections – Spending Authority (Dan)

Dan informed the board that, although the department’s budget amendment was approved, the Budget Director forgot to add the \$435,000 line item for capital improvements in the Conservation Reserve Fund budget. When discovered and brought to his attention, the Budget Director owned the mistake but said it was too late to change it since it had already been published. He advised Dan to go ahead with spending as planned, stating that there is enough left in the county’s CIP fund to cover those expenditures. Dan followed up via email to confirm that this error will be covered by the county’s CIP fund since the department’s budget was not amended due to this error. He noted that this will result in the department’s final budget statement showing a negative balance of nearly \$500,000.

Dan reported that he had initiated a staff spending freeze unless approval is obtained from him or Brian. Projected financials have been created and will be updated throughout the remainder of the fiscal year. By next week, a firm projection should be available, and some final needs can be taken care of with the remaining funds, currently estimated at approximately \$73,000. Discussion was held regarding several purchases and repairs that could be completed yet this fiscal year.

MOTION by Suzan, second by Aaron.

To grant the Director spending authority for year-end minor purchases once the expected remaining budget balance is determined and communicated to the board via email.²⁴⁻¹⁸

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

ITEM R4. Archery Grant – Board Accept – Match – (Dan)

Dan reported that Erik Lindsay has been working with the state regarding assistance in establishing an archery trail at Southwood Conservation Area and that the project has recently been awarded a \$5,000 grant with a required 25% match of cash or in-kind contributions. The cost to develop and maintain the course will exceed the grant amount, but Sioux Valley Sports Club and The Shooting Shop in Anthon have expressed interest in supporting the project financially, as well as with labor. Additional financial sources will be pursued. A 15-station course with life-sized targets is anticipated initially, with additional ground and tower blinds to be

²⁴⁻¹⁸ To grant the Director spending authority for year-end minor purchases once the expected remaining budget balance is determined and communicated to the board via email.

added later. It will be developed in an area of the park with the lowest hiker/horse traffic and be well marked. Shooting will be directed away from the trails with added safety precautions of built-in backstops, etc.

MOTION by Aaron, second by Suzan.

To accept the \$5,000 grant from the state of Iowa with required 25% match of cash or in-kind contributions and to pursue other financial partners in developing an archery trail at Southwood Conservation Area.²⁵⁻¹⁸

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

ITEM R5. Browns Lake Plans – JEO Specs – Final Approval, Set Bid Letting Date

Dan presented the final contractor bid packet developed by JEO for the Brown's Lake shoreline renovation project. Bid letting is planned to begin on June 21st with a deadline of July 6th. The winning bid will be chosen at the July board meeting. The estimated project cost is \$124,000 with a 10% contingency (\$136,400 total).

MOTION by Aaron, second by Suzan.

To approve the contractor bid documents prepared by JEO and authorize the bid letting on June 21st for the Brown's Lake shoreline renovation project.²⁶⁻¹⁸

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

ITEM R6. Capital Improvement Projects Update (Dan)

1. Little Sioux Park Beach Update

Dan presented pictures of the Little Sioux Park beach project and reported that it is 99% complete and opened on June 1st. He commended Secondary Roads for their assistance in providing two trucks and fuel to haul red rock for the parking lot. Dan discussed an issue with covering and sealing the metal tabs in the poured wall to prevent future rust stains. The board was pleased with the overall success of the project.

Chris Zellmer-Zant joined the meeting at 5:20 p.m.

2. Brown's Lake Shoreline

Dan stated that work on the Brown's Lake shoreline project is set to begin after Labor Day since the board approved the bid letting schedule earlier in the meeting. The project costs will be covered with \$50,000 from the CIP budget and the rest with Fish Habitat grant funds. Dan had initially planned to pursue a MHRD large grant for the handicap-accessible fishing pier but informed the board that it cannot be done in the same fiscal year of receiving the MHRD small grant for the Nature Center AV equipment upgrade. He stated that a Gilchrist

²⁵⁻¹⁸ To accept the \$5,000 grant from the state of Iowa with required 25% match of cash or in-kind contributions and to pursue other financial partners in developing an archery trail at Southwood Conservation Area.

²⁶⁻¹⁸ To approve the contractor bid documents prepared by JEO and authorize the bid letting on June 21st for the Brown's Lake shoreline renovation project.

Foundation grant may be an option. Aaron suggested contacting the Isaac Walton League about a possible contribution as well.

3. Fiber Optics Update

Dan reported that progress is beginning on the Nature Center fiber optics project after many delays in getting a fiber route approved. Nebcon, a company who will be bidding on the boring and trenching for this project, is arranging an informational One Call meeting for next week. Bid letting is anticipated to happen in late July/early August with work to begin in September.

4. HVAC & Roof Update

Dan updated the board on the Nature Center HVAC and roof project. Terry Glade of CMBA Architects is the lead architect for both projects now. The Board of Supervisors will handle the bid letting. Plans will be prepared for the HVAC system by mid-July. The roof will be completed first with work beginning in September.

ITEM R7. Board member/staff reports

1. Administrative items (Dan)

Heissel reported on the following items:

a. Set July meeting date and location

The next meeting was tentatively set for 4:30 p.m. on Tuesday, July 17, 2018, at Little Sioux Park.

b. MHRD Compensation – Use of \$10,000

Dan reported that the \$10,000 Belle of Sioux City settlement payment has been received. He suggested pairing it with the recently awarded \$15,000 MHRD grant to fully fund the \$24,000 audiovisual equipment upgrade for both Nature Center classrooms. The board agreed it would be an appropriate use of these funds.

c. Bylaws Update – Informational

Dan distributed copies of the Bylaws marked with changes discussed at the May meeting. He reported that he had contacted the County Attorney regarding bonding of employees but hasn't received a definite answer yet. The Treasurer is the only county employee who is currently bonded. It costs \$157 per employee to be covered up to \$50,000. An errors and omissions insurance policy is in place but does not cover intentional misappropriation of funds. Dan will send the final determination to the board via email. The proposed changes will be reviewed at the July meeting, and a final vote will be done at the August meeting.

d. Year-End Budget Inter-Fund Transfers

Dan informed the board that he made the inter-fund transfer requests for FY18. A transfer of \$107,047.50 was requested from the Conservation Reserve fund to the Debt Service fund to cover payment #9 of 10 of the 2010 Capital Loan Note for Snyder Bend Park improvements. Additionally, a transfer of \$14,541 was requested from the Nature

Center fund to the Conservation Reserve Fund to cover expenditures related to the Nature Center sidewalk and Playscape upgrades. The Nature Center fund will be replenished with proceeds of a couple of outstanding grant requests if awarded.

e. Other

Dan announced his intentions to apply for a Gilchrist Foundation grant which is due by the end of June. If successful, the money could be used for 50% of the Fleming land acquisition or for Phase Two of the Brown's Lake shoreline renovation project.

He also informed the board that he will be arranging for an exterminator to treat the Nature Center during the first week of July due to a recently discovered cockroach issue.

2. Park activities (Brian)

Brian reported on the following park activities:

- The Iowa DNR donated approximately 4,000 trees left over from a forest planting. Staff have planted 1,200-1,400 of those trees at Brown's Lake, Southwood Conservation Area and the nursery near Southwood. Remaining trees were given to surrounding county conservation boards.
- Little Sioux staff have been busy with completing the beach project.
- The Woodbury County Pheasants Forever Chapter held their annual youth fishing derby at Little Sioux Park with 85 youth in attendance.
- Food plots have been completed at Little Sioux and Southwood.
- Southwood staff, with help from Snyder Bend and Brown's Lake staff, have been working on pollinator plots at Owego.
- Josh VanVoorst has set up a Facebook page for Brown's Lake-Bigelow Park to promote the park and inform visitors about upcoming events.
- Rifle training has been delayed because the Sheriff's office training facility is not yet complete. Brian is working with them to get it scheduled.

3. Nature Center activities (Dawn)

Chairperson Neil Stockfleth presented Dawn Snyder with a commemorative plaque honoring her 30 years of service with the Woodbury County Conservation Board.

Dawn reported on the following Nature Center activities:

- The programs and visitor count report for May was presented.
- The spring/summer newsletter was distributed.
- The Nature Center is featured in several publications/media outlets:
 - *Siouxland Magazine* - Nonprofit focus article and complimentary Nature Calls advertisement
 - *Siouxland Woman* – Article in the "Out and About" section
 - Iowa Tourism – Upcoming video on YouTube and Travel Iowa web page
- Dan and Dawn attended the Western Iowa Tourism meeting yesterday.
- Closed out the Gilchrist Foundation grant for accessible trails.
- The sidewalk project was completed on May 30th. Sod will be added soon.

- DOT trail crew grant agreement has not been received yet. Materials can't be ordered without approval.
- Summer camps have started and park programs will kick off this week.
- Cables have been run and electricity installed in the ceiling for the AV upgrade in the classrooms. The projectors and whiteboards will be installed next week.
- The Woodbury County Conservation Foundation will meet on June 27th at 5:30 p.m. at Kirk Hansen Park, followed by a public hike at Riverside Bluffs.
- Dawn presented a copy of the 2018 Nature Calls logo created by Assistant Naturalist, Brianna Martens, and featuring a pileated woodpecker.
- Action on the proposed program fee structure, which was presented at the May meeting and was tabled until the June meeting, was missed on this month's agenda. Proposed changes will be sent out again and approved via email to take effect on July 1st. Official action will take place at the July meeting.

ITEM R8. Adjournment

The meeting was adjourned at 5:55 p.m.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Cindy Bennett

Board President, Neil Stockfleth