

**WOODBURY COUNTY, IOWA, CONSERVATION BOARD
MINUTES OF THE THURSDAY, MAY 9, 2019, BOARD MEETING**

The following is a true copy of the minutes of the meeting of the Woodbury County, Iowa, Conservation Board held on Thursday, May 9, 2019, at the Dorothy Pecaut Nature Center beginning at 4:00 p.m.

BOARD MEMBERS PRESENT

Aaron Gehling, Chris Zellmer-Zant, Cindy Bennett, Neil Stockfleth (via phone) and Suzan Boden

BOARD MEMBERS ABSENT

None

STAFF PRESENT

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

OTHERS PRESENT

Marty Pottebaum, County Supervisor

CALL TO ORDER

Chairperson Zant called the meeting to order at 4:00 p.m.

CORRESPONDENCE ITEMS

None

PUBLIC PARTICIPATION

None

ITEM R1. APPROVE CONSENT AGENDA

MOTION by Suzan, second by Neil.

To approve the consent agenda.

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

Consent agenda was approved and involved the following items:

ITEM C1. Approve minutes of the April 16, 2019 monthly meeting as corrected.

ITEM C2. Approve April 2019 claims and expenditures.

ITEM C3. Receive and place on file the April 2019 financial/budget report.

ITEM C4. Acceptance of Gifts/Donations

1. Koated Kernels for popcorn for 99Parks kickoff
2. Ed Walding for \$1,000 for interns
3. Gene & Ginger Martin for \$1,000 for Scarlet Red-tailed Hawk adoption & raptors

ITEM R2. Brown's Lake – Land Acquisition – Jolin Glass Property Update (Heissel)

Dan explained that due to concerns raised at the last meeting about possible city/county territorial issues on the purchase of the Jolin Glass property, he discussed it with Supervisor DeWitt and Economic Development Director, David Gleiser. Chris has also talked to Supervisor DeWitt and

was informed that the issue would be added as a closed session at the next Supervisors meeting. She has also confirmed that the property is still available but noted that it is zoned as industrial.

Cindy Bennett arrived at 4:06 p.m.

ITEM R3. Approval of Appointment of Seasonal Park Security Guards as Temporary Peace Officers for Summer Season – May 24-September 2, 2019 (Heissel)

Dan informed the board of the five individuals who have been hired to work as Seasonal Security Guards in the parks on weekends and holidays from Memorial Day weekend through Labor Day. These individuals need to be officially appointed by board action as temporary Peace Officers for the department.

MOTION by Aaron, second by Cindy.

To designate the following seasonal park security guards as temporary Peace Officers for the 2019 season (May 24 – September 2): Molly Bixenman, Mitchell Conklin, Eric Furness, Travis Hutzell, and Christopher Welborn.²⁰⁻¹⁹

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

ITEM R4. Capital Improvement Projects Update (Dan)

1. DPNC – HVAC/Roof

Dan reported that there are still several minor things left to do to finish up on the HVAC project and that the roofers are finishing up a few things as well. There were several pieces of siding that were discovered to be rotted and will also need to be replaced. A contractors' meeting is being held tomorrow and the following week a final punch list will be addressed with the mechanical engineer. Contractors should be clearing out of the storage areas soon, and then the rented storage unit can be emptied and returned.

2. Southwood – Earth Moving Update

Brian stated that a pre-construction meeting for the Southwood earthmoving project was held with Secondary Roads and contractor Forrest Johnston. The tentative start date is May 20th, weather permitting. Woodbury County REC will work with Forrest to decide where to put the temporary line. The final line will go in the middle of the road in the same trench with the fiber. Brian has been contacted by someone interested in buying and hauling off a few truckloads of excess dirt that won't be needed. He will consult with Secondary Roads to determine a price.

3. Brown's Lake Concession Bldg.

a. Informational on asbestos and razing – Brian

Brian reported that the initial Zonolite testing came back at 1.5%. A more detailed test was then done and came back at 0.5%, which puts it below the level of being considered

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asbestos-containing material by the State of Iowa. Brian also checked with the DNR and confirmed that it meets their acceptable level of 1.5% for the landfill. A permit must be obtained through the DNR to take down the building. The contractor is required to obtain the permit, but the WCCB will be equally liable. Proper disposal of any hazardous material must be carried out.

The RFP will need to be redone as the original proposal included hauling everything to the county pit, and the walls will now need to go to the landfill resulting in more trucking expense. An abatement company will need to remove the wrapped pipes. Work could be started in mid-August since beach use drops dramatically once school starts.

b. New concessions and work, extend JEO's scope of work – Action - Dan

Dan stated that he met with JEO at Brown's Lake regarding the shoreline project and created a final punch list for the contractor. They looked at Phase 2 and decided that a 3:1 slope rather than 2.5:1 would be better for mowing safety. He would like to extend the scope of the contract to include the concession stand project. JEO will provide cost estimates which will be presented at next month's meeting.

It was noted that the new pier has been getting a lot of use. An additional pier near the campground area may be considered. Discussion was held regarding a tornado shelter for the beach area since the current tornado shelter in the shower house is a distance from the beach. The small tube shelters are approximately \$30,000 per unit. These shelters could possibly be added at the other parks as well.

ITEM R5. Board member/staff reports

1. Administrative items (Dan)

Dan reported on the following items:

a. Bait contract at Brown's Lake – Informational

Dan informed the board that he approved and signed the bait concession contract for Brown's Lake due to timeliness with the park opening on May 1st. The same party has been providing the bait concessions the last two years with no problems.

b. Gilchrist grant invite

Dan reminded the board that he had submitted a grant invitation request letter to the Gilchrist Foundation for \$100,000 towards the handicap fishing pier at Brown's Lake and reported that he has now received an invitation to make formal application. Other potential partner grants would be a MHRD grant and a railroad grant. The structure is estimated to cost \$205,000-\$210,000. Brief discussion was held regarding the advantages/disadvantages of adding a building to the handicap pier, as well as the advantages of the pier structure itself versus a rock pier.

c. RFP'S going out on equipment

Dan expressed appreciation for the Supervisors' approval of the \$100,000 equipment budget for FY20. He presented a proposed Equipment Replacement Plan for FY20-FY24 and reviewed the proposed purchases for FY20. RFPs will be requested and presented at next month's meeting.

d. Set June meeting date and location

The next meeting was set for 4:00 p.m. on Wednesday, June 12, 2019, at Brown's Lake/Bigelow Park.

e. Other

Dan noted that the county will be switching their accounting system software from HTE to Tyler as of July 1st. All budget line item account numbers will be changing at that time as well, requiring much prep work to make sure all line items convert correctly. At the same time, the WCCB internal accounting software will be converted from Quicken to QuickBooks.

2. Nature Center Activities

Dawn reported on the following park activities:

- The programs and visitors report for April was distributed.
- May field trips and programming are well underway.
- The Nature Center construction project is almost complete.
- The 99 Parks press conference and kickoff went well with great media turnout and exposure. The lighted sign and selfie stations were a great addition.
- The quarter-time AmeriCorps employee starts Friday. She will have training in Des Moines on Monday and Tuesday.
- The grant deadline for the full-time AmeriCorps position is due at the end of the month. The grants will be awarded in July, and the position could start in September.
- The Perry Creek fifth grade day at Little Sioux will be held on Wednesday, May 15th, with approximately 150 students in attendance.
- An invitation was extended to board members for the Volunteer Awards Dinner on Thursday, May 16th.
- Nature Calls sponsor commitments are currently at \$6,300. Chris has arranged to have a quilt made from past event t-shirts. A committee planning meeting has not been held yet, but several volunteers will not be returning this year for various reasons. Suggestions for potential committee volunteers would be appreciated.
- Interns will start on May 28th.
- Summer day camps are filling up, although slower than usual. Another Facebook push will be made.
- The Chamber After-Hours event will be held on Thursday, July 18th, from 4:30 p.m. – 6:00 p.m. Food ideas are being explored.

Aaron noted the importance of the Recruitment, Retention and Reactivation (R3) push by the DNR to increase participation in outdoor recreation which helps fund conservation efforts.

3. Park Activities

Brian reported on the following park activities:

- Parks opened on Wednesday, May 1st, and the camping kickoff weekend was well attended.
- Camping facilities are open, and wells have been shock chlorinated for the season.
- Staff will be working on getting beaches ready to open on Memorial Weekend.

- The two main restrooms at Little Sioux were greatly improved with new epoxy coating on the floors and walls. The stall doors were painted, and benches were added for the showers. The shower drainage issue in the Riverside bathroom was also fixed.
- Staff is starting to mow food plots and getting ready to till seed in this week.
- The ditch cleanout at Owego Wetlands is almost complete. Staff has pulled stop logs on the main structure number nine so that repairs can be made on structure number six. With the water lowered, it is evident that the tube is not connected and will need to be fixed. Brian will also contact DNR Wildlife Biologist, Doug Chaffa, about spraying.
- Snyder Bend and Brown's Lake staff were able to demo a multi-wedge log splitter for a day. They were able to split almost a season's worth of wood in just eight hours. The machine also makes the process much safer.

Dan distributed a CIP Project List. He stated that the beach sand at Little Sioux Park is a unwashed sand with clay mixed in that packs down and gets hard as concrete. He plans to replace the sand with a 25/75 or 50/50 mixture of washed sand. If money is available in the Reserve Fund at the end of the year, he would like to get 600 tons of sand hauled in to spread an average of 12" over the whole beach. The estimated cost would be \$8-12,000.

4. Board

Nothing to report.

ITEM R5. Closed Session- Update on Employee Administrative Leave

Dan requested a closed session to give an update on an employee administrative leave matter.

The board went into closed session by motion from Suzan and second by Neil. Chairperson Zant called for the roll call vote: Aaron Gehling – Aye, Cindy Bennett – Aye, Suzan Boden – Aye, Neil Stockfleth – Aye, Chris Zellmer-Zant – Aye. Neil Stockfleth participated by phone and stated that he was alone in the room. Also present were Dan Heissel, Director, and Brian Stehr, Deputy Director.

A motion was made by Suzan to come out of closed session and was seconded by Cindy. Chairperson Zant held the roll call vote: Aaron Gehling – Aye, Cindy Bennett – Aye, Suzan Boden – Aye, Neil Stockfleth – Aye, Chris Zellmer-Zant – Aye.

No action was taken.

ITEM R6. Adjournment

The meeting was adjourned at 5:30 p.m.

The above minutes were recorded by Dawn Bostwick.

Recording Secretary, Dawn Bostwick

Board Secretary, Aaron Gehling

Board President, Chris Zellmer-Zant