

1. Call to Order

Stacey Rector, Chair, called the regular meeting of the Des Moines County Conservation Board to order at 5:30 p.m. at the Des Moines County Conservation Administration Building.

Those Members Present: Stacey Rector, Cathy Ziglar, James Steer, Jim Garnjobst and LaVon Worley

Those Members Absent: None

Others Present: Brakeville, Graham, Rector, Yost, Director Lee and Behne

2. Additions and Deletions to Agenda:

- a. 11c. Camping Fees. Added by Worley
- b. 12b. Letter from Chairwoman Rector

3. Delegations/Public Input: None

4. a. Approval of Minutes:

#63. Motion by LaVon Worley, seconded by Cathy Ziglar, to approve the minutes of the August 07, 2013 Board Meeting. Motion passed unanimously by those members present.

5. Approval of Report of Activities for August 2013:

#64. a. Motion by Jim Garnjobst, seconded by Jim Steer, to approve the reports of activity for August 2013. Motion passed unanimously by those members present.

6. Approval of Claims for August 2013:

#65. a. Motion by Jim Steer, seconded by LaVon Worley, to approve the claims for August 2013. Motion passed unanimously by those members present.

7. Acceptance of Donations

- a. Advanced Chiropractic. \$382 received from the Starr's Cave Park July 4th Annual Run
- b. Robert Korf Memorial. C/o Roxane Burzlaf, Stephanie Korf, Andrea Swayzer and JP Korf. \$1,250 for the Memorial established for Des Moines County Conservation
- c. Kent Selters. \$115.00. To be used for Welter Recreation Area improvements. Shower house, playground equipment etc.

8. Committee Reports:

- a. **Shooting Range:** Jim Steer. There was no meeting. The SOP, that will be presented later in the meeting, was passed through the Advisory Committee. There was only one simple clarification on hang-fire rounds and the appropriate time to wait as it is being taught in our SR Certification Classes.
- b. **Flint River Trails:** Jim Garnjobst reported that he spoke with Justin Bushong, SEIRPC, and that they are planning a formal Grand Opening sometime in October. A firm date has not been set.
- c. **Observatory:** Cathy Ziglar. The Summer schedule is ending and they are currently working on the Fall and Winter schedule of events. This information will be placed on the website when it has been received.

- d. **REAP:** Director Lee reported that the hearing on the grants that were submitted will be held in Des Moines, IA on September 18th. He will be in attendance and will notify board members by email as soon as he learns the outcome of those grants recently submitted by DMC Conservation.

REAP Assembly will be held on October 23rd, 2013 at the Burlington Public Library.

9. **Project Updates:**

Director Lee:

1. JB Graham has successfully completed his six month probationary period as Operations Supervisor. His anniversary date will be September 20th.
2. Conservation has currently received the assistance of an Intern from the Burlington Community School System. This will be the third time we have received an Intern from their program. This intern is a Jimmy Miller.
3. Des Moines CCB will be receiving an award from the **Iowa Chapter of the IZAAK Walton League of America** at the **IACCB Fall Conference** in Okoboji in September.
4. Big Hollow
 - a. Final electrical is being installed and will soon be connected. The price to complete this will be just under \$20,000. All RV sites will have electric prior to the end of the camping season.
 - b. Wastewater. Final design is scheduled to be completed by November's end. The soil samples have been reported as acceptable. Costs estimates can be determined after the design completion.
 - c. The cabin is in the final stage of completion. Iowa Prison Industries has still to deliver a couch and chair. Director has been in contact with them trying to determine the hold up.
 - d. Starr's Cave House is being worked on. Mold was found. Expert was brought in and after examination it was determined that it was not a significant problem and that staff could handle it by themselves. Old paneling has been removed and mold mitigated. Requests for bids on the roof have been sent out. One has been returned. The price will determine the amount of work that can be completed this budget year. Director believes it can be totally completed. The interior work will not be that expensive. It is just time consuming for staff and their schedules.
5. Baker Property. New development by DOT upon learning that the Scenic By-Ways Grant funding awarded for the property was being allocated to purchase of the property instead of development. DOT is now requiring that DMC Conservation have an Intensive Phase I Archaeological Study completed. They have provided a listing of those agencies that are authorized to conduct that work. There are no monies budgeted or available for this Phase I. Director Lee is working on securing a funding source. SEIRPC is currently reviewing an RFP that Director Lee submitted to them. U of I might be available for this work.
 - a. WAPSI Valley Archaeology just recently advised that the Phase 3 report for the BH project still needs to be completed. There are no monies budgeted for this report as it Director Lee was unaware of the requirement.
 - b. WAPSI Valley Archaeology has further advised that they still have approximately 20 boxes of items that were recovered from the BH Lake Property during that required study. Those items will need to be picked up and stored until it has been determined what and where to place them.

6. Alliant Energy Foundation Grant. A grant has been completed requesting canoes and kayaks for the BH area. This would be for educational purposes and for the ability to allow citizens to view the lake from that perspective. Those grant awards will be made sometime in December of 2013.
7. Grants that Director Lee will be pursuing.
 - a. Tourism Grant 2013 – This grant will be geared toward marketing our resources.
 - b. Wildlife Habitat Grant 2013 – Baker Property
 - c. Wildlife Diversity Grant 2013
 - d. Marine Fuel Tax Grant 2013
 - e. Shooting Range Grant in early 2014

Old Business:

- a. Strategic Planning.
The Strategic Plan for 2013 was handed out to all board members.

- #66. a. Motion by Jim Steer, seconded by Cathy Ziglar, to approve the Strategic Plan for 2013 as written. Motion passed unanimously by those members present.

Compensation. The Board and Director have been working on a compensation classification process for Conservation Staff. The proposed employee classification will allow, by policy, the Director a more precise compensation process for hiring and job retention in the future.

- #67. Motion by LaVon Worley, seconded by Jim Garnjobst, to approve the Addendum to the Employee Handbook regarding compensation as written. Motion passed unanimously by all members present.

11. **New Business:**

- a. BH Shooting Range SOP. A completed copy of the SR SOP was handed out to the board for their final review.

- #68. Motion by Jim Steer, seconded by Cathy Ziglar, to approve the Shooting Range SOP as written. Motion passed unanimously by all members present.

- b. River Clean-up Resolution. Director Lee reviewed this years River Clean-up with the board. Des Moines County Conservation is a sponsor and supports the clean-up. The resolution for this clean-up was read into the record by Chairwoman Rector.

- #69. Motion by LaVon Worley, seconded by Jim Garnjobst, to approve the River Clean-up Resolution for 2013. Motion passed unanimously by all members present.

- c. Park Fee's as requested by Board Member Worley under Additions and Deletions. LaVon advised the board members that this past weekend he had the opportunity to ride with Ranger Rogge. While on patrol they were in the 4th Pumping Plant Recreation Area. While there they visited with campers Bill and Jan Lippert. In speaking with Bill and Jan they asked LaVon if he could investigate the possibility of returning to the past method of having Senior and/or aged and disabled camping fees. A suggestion of a season pass was proposed by the Lipperts.

It was noted that those practices were discontinued approximately three (3) years ago as an alternative to raising fees. The aged/disabled fee and lower fees for different times of the week and late summer were found to be cumbersome; the current method, with only minor exceptions, was working well.

It was determined by those members present that they would take this under advisement.

12. **Informational Items/Correspondence/Board Comments:**

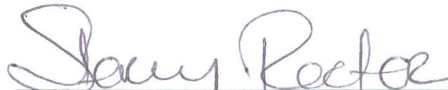
- a. Letter from Joe Stewart was read regarding the Flint River Trail. The letter was to praise those involved in their foresight in supporting the trail. Mr. Stewart indicated that he has rode on many trails in several states and that this one, although not totally completed, is by far one of the finest he has traveled. He wanted to thank the board and staff for their continued hard work.
- b. Letter from Chairwoman Rector. Stacey will resign, regretfully, from her position as a Board Member for Des Moines County Conservation. Her last meeting will be November 6th, 2013.

Board members thanked Stacey for her past years of service and commitment.

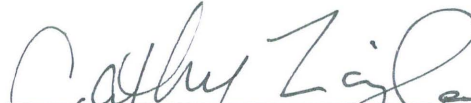
13. Adjournment:

- #70.** a. A motion by Cathy Ziglar, seconded by Jim Steer, to adjourn the September 11, 2013 board meeting. Motion passed unanimously by all members present. Meeting adjourned at 6:50 p.m.

Next meeting will be held at the Des Moines County Administration Office at 13700 Washington Road in West Burlington, IA. The meeting will be held at 5:30 p.m. on October 2nd, 2013. The public is welcome.



Stacey Rector, Chair



Cathy Ziglar, Secretary/Treasurer