

The Tama County Conservation Board met in regular session on Wednesday, January 9, 2019, at the Tama County Nature Center, Otter Creek Lake & Park. The meeting was called to order by Chair Keenan at 7:00 p.m.. Members present were: Adolphs, Atchison, Keenan, Wacha and Wrage. Also present: Etzel, Wise, Tammy Wise (Human Resources), Kendall Jordan (Supervisor) and Dan Anderson (Supervisor).

Minutes from the regular session of December 5, 2018, were read. It was moved by Adolphs, seconded Wrage to accept the minutes as read, carried. (All voting aye)

The following bills were presented:

TO BE PAID FROM GEN'L FUND			
		Amount of Bill	Category Total
0001-22-6100-100-661 Salary-Director			
Etzel, Robert	14-Dec-18	2,123.96	
	28-Dec-18	2,123.96	
		4,247.92	4,247.92
0001-22-6100-000-26000 Office Supplies			
Stapes Credit Plan	#2195421191 misc office supplies	105.44	105.44
0001-22-6100-000-41400 Telephone			
Verizon	1Dec18, Office 484-2231	16.07	
Windstream	19Dec18, 484-2231 (Office)	78.43	
	19Dec18, 484- 2231 (amount previously due	78.37	
	19Dec18, 484-5314 (main. Shop) credit balance-do not pay	0.00	
		172.87	172.87
Salary- Main Supervisor			
Wise, Craig	14-Dec-18	1,920.80	
	28-Dec-18	1,920.80	
		3,841.60	3,841.60
Salary- Conserv Tech/Park Ranger			
Ryan Rieger	14-Dec-18	1,618.40	
	28-Dec-18	1,618.40	
		3,236.80	3,236.80
Salary- Naturalist/Park Ranger			
Roberts, Logan	14-Dec-18	1,618.40	
	28-Dec-18	1,618.40	
		3,236.80	3,236.80
	TOTAL ALL PAYROLL	10,315.20	
0001-22-6110-000-25450 Mt Veh- Minor Repair			
Bear's Inc	#01-165472 '12 Chevy- fix low tire indicator	20.00	
J&V Auto Parts	#525027 hose end fittings(2), hyd hose (3), power service diesel	47.27	
Road Machinery & Supplies Co.	#S60564 Parts- Champion Road Grader cylinder seal kits (2)	269.55	
		336.82	336.82
0001-22-6110-000-29050 Min Equip- hand tools			
Menard's	#02445 V-Tech phone, phone crimp tool	14.73	
Tama Toledo Ace Hardware	#016260 angle broom, #016122 tire gauge	21.98	
		36.71	36.71
0001-22-6110-000-29252 Main & Supplies			
Gempler's	#SIO4344273 diaphragm pump, 12 volt	99.98	

Grainger	#9027509646 track fixture, floodlights (for NC display room)	107.36	
Hrabak Lumber	#010704 crack filler	15.98	
Iowa Conservation Corps	#10477 As per contract- invasives removal- prairie-west shore- Otter Creek Lake	2,115.00	
Martin's Flag Co LLC	#17643 4x6 U.S. flags (6), brass halyard snaps (4), vinyl halyard cover (4)	272.40	
Menard's	#02445 phone supplies; #1580 Env Ed supplies 1st aide kit, clear box(2), 18 gl tote	92.76	
Poweshiek Water Assoc.	Water, OCP- West for Nov/Dec, Prev: 1285K, Current: 1286K, Used: 1K	41.50	
	Water, OCP- East for Nov/Dec, Prev: 813K, Current: 813K, Used: 0K	37.00	
	Water, OCP- residence, for Nov/Dec, Prev: 118K, Current: 121K, Used: 3K	52.30	
Schendel Pest Control	#01-0223310 bi-monthly pest control	60.00	
Tama Co Solid Waste Disp Comm	Landfill fees- Dec	20.45	
Tama County Tourism	Advertisement- Tama County Traveler Pocket Guide 2019- 2020 edition, 1/2 page	200.00	
Tama Toledo Ace Hardware	#016260 bar/chain oil;#016191 rivets, batteries, bulbs; #016122 misc	116.13	
VISA	Zerbee #320135 Lathem 2100HD time clock	199.00	
	Lathem #SO-076218 time cards (thermal)	135.16	
		3,565.02	3,565.02
0001-22-6110-000-43000 LP Gas			
New Century FS	Pre-paid LP purchase, Inv#B0005601301, 3Jan19 Main Shop		
	650.3 gals LP @ \$1.299/gal = \$844.74, LPER = \$3.90, HAZ = \$5.85, Total = \$854.49		
	Rem Bal \$1,740.79- \$854.49 = \$886.30		
	Pre-paid LP purchase, Inv#B0005601302, 3Jan19 Main Residence		
	225.0 gals LP @ \$1.299/gal = \$292.28, LPER = \$1.35, HAZ = \$2.03, Total = \$295.66		
	Rem Bal \$886.30- \$295.66 = \$590.64		
0001-22-6110-000-43100 Electricity			
Grundy Co REC	OCP thru 1Dec18, 6,077 KWH- meter #1, 1,735 KWH- (NC) energy charge	656.81	
	3643 kwh meter #2 (NC), Monthly service charge	39.00	
	Aux meter	243.35	
	PCA public bldgs	-23.09	
	PCA auxillary meter	-13.84	
	Security lights	28.00	
	Maintenance lights	124.00	
	Patronage Refund	-503.77	
		550.46	550.46
0001-22-0210-000-61094 Bldgs & Perm Improvements			
Scharnweber Water Cond., Inc.	South Loop Camp Area Renovation Project		
	As per bid- waterline install	19,650.00	
	Additional work assigned to project		
	water line- plumbing	270.00	
	trench/backhoe	300.00	
	curb stop/parts	102.00	

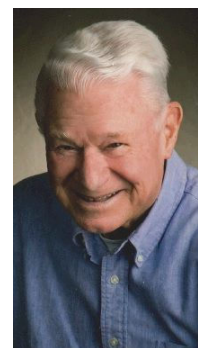
	curb box & rod	105.00	
	brass parts/fitting	25.00	
	hose clamps	12.80	
	mini excavator	160.00	
	labor charge	800.00	
		21,424.80	21,424.80
From REAP Account	Total Bills Submitted, Gen'l Budget		36,507.32
0023-22-0210-000-60096 REAP Account			
Tama County	Second payment for FY '18 County Conservation Board share- Naturalist/Ranger	8,385.00	
	Full payment for FY '19 County Conservation Board share- Naturalist/Ranger	8,504.00	
	Total Bills Submitted, REAP Account	16,889.00	16,889.00
From Nature Center Trust Account			
0031-22-6120-000-29272 Main & Supplies			
Fareway Stores	#00032210 12Dec OWLS; #00157117 9Jan OWLS	75.48	
	Total Bills Submitted, Nature Center Trust		75.48
	Total All Bills Submitted		\$53,471.80

Moved by Adolphs, seconded Wacha to approve bills as presented, carried. (All voting aye).

Reports and Correspondence. Maintenance Report Wise updated the Board on work started or completed during December. The work included: **Otter Creek Park and Hansen Addition** cut/spray invasive vegetation- Parcel A- Hansen Add, pull silt fence posts- Parcel C- Hansen, burn various locations, annual inventory, rebuild hydraulic cylinders (2), Spillway- repair cracks in wall, repair men's shower and trailer duct tube./ **Naturalist Report** The Naturalist Report was shared with the Board regarding December programming (215 people reached)./ **Board member appointment** Bryan Wacha has been appointed by the Board of Supervisors to serve a five year term on the conservation board. The term will run from January 1, 2019, through December 31, 2023./ **Americorps Iowa 4-H Environmental Education Grant** Reported that position will be posted in the next week./ **South Loop Camp Area Renovation** Progress has been slow but it was reported the waterline work was completed. The site is very rough due to the work being completed after frost was in ground. Challenge will be getting north loop and camper's hill campgrounds accessible for camping in the spring while the work in south loop is completed./ **Past Board Member Recognition** Word had been received that Rich Beecher, Conservation Board member from 1959- 1988, passed away on December 10 at the age of 90. Beecher was very influential in establishing a conservation board in Tama County and in the establishment of Otter Creek Lake and Park. Rich was very active obtaining signatures on petitions to get the question to have a CCB in Tama County on the ballot in June (unsuccessful) and November (successful), 1958. He was named the first chairman of the Conservation Board at the inaugural meeting in January, 1959 (at the young age of 30). He was a proponent of a centrally located lake and park facility in the county so that any county resident, regardless of financial status, could drive 30 minutes to a place to enjoy nature, fish, camp, boat and picnic. This vision and drive resulted in the Otter Creek Lake and Park facility. The Board recognized Rich's significant contribution./ **SWCD Donation** Word has been received that the Tama Soil & Water District Commissioners have donated the cost of drilling pollinator seed mix at the Reinig Wildlife Refuge and Nature Study area. The Conservation Board voiced great appreciation for the ongoing support of the SWCD./ **Traveling Exhibit** It was reported the prairie exhibit that was initially planned for placement in the Nature Center in February will not be available until fall. It is hoped the exhibit will be shown during November./ **Oxbow**



Bryan Wacha



Bottoms Wildlife Area Fencing- Junior Jack has been contacted and project is on his list for fencing work in the spring.

Tama County Community Foundation Etzel approached the Board regarding submitting a grant application to the Tama County Community Foundation. The project proposed is development of ten science curriculum bins to be used in various ways in our program. Total cost anticipated to be approximately \$10,000 with \$7,000 being requested in the grant application. The remainder of the funding will come primarily from the Nature Center Trust Account. After discussion it was moved by Wrage, seconded Adolphs that a grant application be made to the Tama County Community Foundation for development of ten science curriculum bins, carried. (All voting aye)

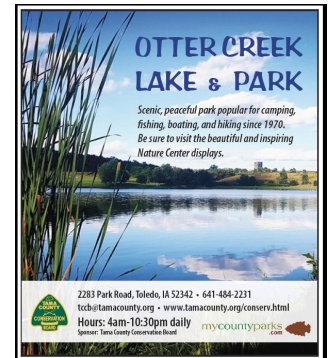


Transition to New Director Tammy Wise, Human Resources, approached the Board regarding suggested changes to the Housing Policy by the Heartland Insurance Risk Pool counsel. After reviewing the suggested changes and discussion it was moved by Wrage, seconded Atchison to accept the Housing Policy as presented, carried. (All voting aye)

Etzel reported the job opening (Director) was posted on MyCountyParks.com on January 8. Ads will appear in local papers the weeks of January 14 and 21. Applications will be due by February 8.

Keenan addressed the Board regarding the interview process. He suggested that he and Wrage sit on the interview committee as current officers of the conservation board and that Melody Bro, Montour, has agreed to serve on the interview committee as an independent resident with an interest in conservation and the programs of the conservation board. There were no objections raised. It is anticipated that interviews will occur the week of February 18- 22.

Donation Request The Jasper County Conservation Board is hosting a kickoff fundraiser on February 23. The event is to raise funds and awareness of the effort to build a Nature Center in Jasper County. A request was received soliciting a donation to the silent auction. After discussion it was moved by Adolphs, seconded Wacha to donate coupons good for two nights camping at Otter Creek Lake and Park, carried. (all voting aye)



Tama County Tourism Traveler Pocket Guide Etzel shared the Tama County Tourism Committee will be developing a Tama County Tourism Traveler Pocket Guide for publication and use during 2019- 2020. The guides are placed in Iowa Visitor's Centers and in local establishments. The Conservation Board had placed a ½ page ad for Otter Creek Lake and Park in the 2017- 2018 edition. After discussion it was moved by Adolphs, seconded Wrage to purchase a ½ page ad in the 2019- 2020 Tama County Tourism Traveler Pocket Guide for \$200, carried. (all voting aye)

FY '20 Budget Request Etzel presented the proposed budget request for FY '20 to the Board. The Board reviewed and discussed the proposed budget and supporting materials. This budget included adding a full time Conservation Tech 1/Park Ranger position to the existing staff. It has been apparent for several years that there is inadequate staff to address the maintenance and vegetation management requirements of the Board.

The following budget was presented:

2019- 2020 TAMA COUNTY BUDGET WORKSHEET					
Dept Name: <u>Conservation</u> Dept No.: <u>22</u>					
CAPITAL PROJECTS	Actual	Actual	Budgeted	Re-estimated	Proposed Budget
Description	2016- 2017	2017- 2018	2018- 2019	2018- 2019	2019-2020
Buildings-Perm Improvement					
0001-22-0210-000-61094	49,039.78	53,174.00	87,935	87,935	100,000
Buildings-Perm Landscape					
0001-22-0210-000-62494					

Activity Totals	49,039.78	53,174.00	87,935	87,935	100,000
	Actual	Actual	Budgeted	Re-estimated	Proposed Budget
ADMINISTRATION	2016- 2017	2017- 2018	2018- 2019	2018- 2019	2019-2020
Salary- Director					
0001-22-6100-100-661	52,520.09	53,892.00	47,790	47,790	52,000
Director- retirement payout			8,007	8,007	
Director NEW 1Apr- 23Jun19			12,000	12,000	
	TOTAL DIRECTOR'S SALARY		67,797	67,797	52,000
Stationery & Forms					
0001-22-6100-000-26000	557.22	748.00	1,800	1,800	1,800
Magazines/Books					
0001-22-6100-000-26100	105.00	105.00	100	100	100
Wearing Apparel					
0001-22-6100-000-29400	202.55	0.00	250	250	350
Off Pub, Legal Not					
0001-22-6100-000-40000	863.44	1,192.00	1,400	1,400	1,400
Postage					
0001-22-6100-000-41200	335.03	304.00	450	450	450
Employee Mile/Subsist					
0001-22-6100-000-41300	786.15	759.00	800	800	800
Telephone					
0001-22-6100-000-41400	1,982.79	1,840.00	2,200	2,200	2,200
School of Instruction					
0001-22-6100-000-42200	1,520.46	892.00	3,160	3,160	11,860
Dues & Memberships					
0001-22-6100-000-48000	1,570.00	2,070.00	2,150	2,150	2,150
Office Equip & Furniture					
0001-22-6100-000-63600	2,355.00	0.00	2,000	2,000	2,000
Activity Totals	62,797.73	61,802.00	82,107	82,107	75,110
			Proposed	Re-estimated	Proposed

PARK MAINTENANCE & OPERATIONS	Actual	Actual	Budget	Budget	Budget
	2016- 2017	2017- 2018	2018- 2019	2018- 2019	2019-2020
Main Supv/Ranger			49,941	49,941	50,964
Conservation Tech II/Park Ranger			42,078	42,078	44,034
Naturalist/Pk Ranger			42,078	42,078	44,034
Conservation Tech I/Park Ranger				0	40,000
Seasonal Workers			29,440	29,440	30,938
Total Salaries	155,755.44	150,225.00	163,537	163,537	209,970
Fuels					
0001-22-6110-000-25050	8,471.11	8,139.00	9,500	9,500	9,500
Tires & Tubes					
0001-22-6110-000-25350	2,811.53	2,091.00	1,552	1,552	2,258
Minor Motor Vehicle Parts					
0001-22-6110-000-25450	9,135.10	6,277.00	10,000	10,000	10,000
Minor Equip & Hand Tools					
0001-22-6110-000-29050	130.44	512.00	750	750	715
Recreational Supplies					
0001-22-6110-000-29252	57,785.09	74,345.00	68,000	68,000	68,000
Wearing Apparel					
0001-22-6110-000-29400	259.16	1,032.00	750	750	750
Natural & LP Gas					
0001-22-6110-000-43000	2,385.34	5,119.00	6,500	6,500	6,500
Electric Light & Power					
0001-22-6110-000-43100	15,795.35	18,368.00	17,000	17,000	17,000
FEMA 2013					
0001-22-6110-000-44720	22,332.89	0.00	0	0	0
Agricultural & Horticultural					
0001-22-6110-000-63000	19,950.00	13,418.00	30,000	21,000	30,000
Motor Vehicle					
0001-22-6110-000-63597	0.00	0.00		9,000	
Shop Equipment					
0001-22-6110-000-63700	963.49	4,035.00	1,800	1,800	2,850
Activity Totals	295,774.94	283,561.00	309,389	309,389	357,543

Total General Basic Fund	407,612	398,537	479,431	479,431	532,653
General Supplemental Funds					
ADMINISTRATION					
FICA			(7.65%)	(7.65%)	(7.65%)
0002-22-6100-000-11000	3,962.60	3,960.00	5,186	5,186	3,978
IPERS Etzel			(10.21%)	(10.21%)	(9.91%)
0002-22-6100-000-11100	5,108.94	5,242.00	4,879	4,879	0
IPERS Director			(9.44%)	(9.44%)	(9.44%)
0002-22-6100-000-11100			1,133	1,133	4,909
Health Ins- Co Share (Admin.)					
0002-22-6100-000-11300	17,324.00	17,324.00	17,294	17,294	23,275
TOTALS	26,395.54	26,526.00	28,493	28,493	32,162
PARK MAINTENANCE & OPER.					
FICA			(7.65%)	(7.65%)	(7.65%)
0002-6110-000-11000	11,837.15	11,427.00	12,511	12,511	16,063
IPERS			(9.44%)	(9.44%)	(9.44%)
0002-6110-000-11100	10,954.34	11,473.00	12,659	12,659	16,901
Health Ins- Co Share (Pk. Main.)					
0002-6110-000-11300	24,596.24	14,645.00	19,125	19,125	44,699
TOTALS	47,387.73	37,545.00	44,294	44,294	77,662
Activity Totals General Supp	73,783.27	64,071.00	72,787	72,787	109,824
Department Totals	481,395.72	462,608.00	552,218	552,218	642,477

After discussion it was moved by Wrage, seconded Wacha to approve the budget as presented, carried. Roll vote: Adolphs- aye, Atchison- aye, Keenan- aye, Wacha- aye, Wrage- aye.

Salaries/Wage With the approval of the FY '20 budget as presented the following salaries for permanent staff were approved effective July 1, 2019.

Position	Annual Salary
Director	\$52,000
Maintenance Supv/Park Ranger	\$50,964
Conservation Tech/Park Ranger	\$44,034
Naturalist/Park Ranger	\$44,034

After discussion of several conservation topics it was moved by Atchison, seconded Adolphs to adjourn, carried. (all voting aye) Adjourned 8:45 p.m.

CHAIR

VICE-CHAIR