

The Tama County Conservation Board met in regular session on Wednesday, January 6, 2016, in the library, Tama County Nature Center, Otter Creek Park.

Chairman Adolphs called the meeting to order at 7:05 p.m.. Members present were: Adolphs, Atchison, Graff, Keenan and Wrage. Also present: Etzel and Wise.

Minutes from the regular session of December 2, 2015, were read. It was moved by Wrage, seconded Graff 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	4-Dec-15	1,977.58	
	14-Dec-15	1,977.58	
	31-Dec-15	<u>1,977.58</u>	
		5,932.74	5,932.74
0001-22-6100-000-26000 Office Supplies			
Staples Credit Plan	#1448081711 misc supplies, #1448083331, #1451000151, #1466126701	365.51	365.51
0001-22-6100-000-41400 Telephone			
Verizon	16Dec15, 484-2231 (office)	27.42	
	16Dec15, 484-5314 (shop)	15.22	
	19Dec15, 484-4157 (payphone) no bill received, 7Jan16 called request bill be sent		
Windstream	18Dec15, 484-2231 (office), 484-4157 payphone	136.39	
	18Dec15, 484-5314 (shop)	<u>57.84</u>	
		236.87	236.87
0001-6110-101-22-223 Salary- Main Supervisor			
Wise, Craig	4-Dec-15	1,699.20	
	14-Dec-15	1,699.20	
	31-Dec-15	<u>1,699.20</u>	
		5,097.60	5,097.60
Salary- Naturalist/Park Ranger			
Anderson, Chris	4-Dec-15	1,384.80	
	14-Dec-15	1,384.80	
	31-Dec-15	<u>1,384.80</u>	
		4,154.40	4,154.40
0001-6110-101-22-224 Salary			
Dolash, Ron	4-Dec-15	1,556.00	
	14-Dec-15	1,556.00	
	31-Dec-15	<u>1,556.00</u>	

		4,668.00	4,668.00
0001-22-6110-000-25050			
Fuels			
New Century FS	#009139, 19Oct15, 245.7 gls unleaded gas w/eth @ \$1.5401/gl	378.40	
	State fuel tax @ \$0.2930/gl	71.99	
	FET (LUST)	0.25	
	Hazmat Handling fee	2.21	
	#009395, 19Nov15, 154.2 glas unleadd gas w/eth @ \$1.4004/gl	215.94	
	State fuel tax @ \$0.2930/gl	45.18	
	FET (LUST)	0.15	
	Hazmat Handling fee	1.39	
	#009396, 19Nov15, 87.2 gals ULS Dyed 15 ppm @ \$2.0894/gl	182.20	
	FET (LUST)	0.09	
	Hazmat Handling fee	0.78	
	Sure Flo IV 265 GL (45)	13.50	
		912.08	912.08
0001-22-6110-000-25450			
Mt Veh- Minor Repair			
Central Iowa Farm Store	#46612M Kubota deck parts	65.50	
J&V Auto Parts	#487831 SAE 15W40	67.99	
Z Line Tire & Repair	#1-102118 make new hoses for spreader, labor, parts	117.44	
		250.93	250.93
0001-22-6110-000-29252			
Main & Supplies			
Dolezal Farm Supply	#0089073 bird seed (NC), #0090816 straw bales (4)	52.00	
Etzel, Robert	16Dec15 lunch while attending Fish Habitat Grant scoring meeting	6.15	
Fareway	food supplies for District meeting	34.68	
Gaudineer, Comito, George LLP	Legal fees	656.00	
Haughey Construction	#2014-011 install rain gutters- east end of NC	3,891.08	
Iowa Prison Industries	#938504 misc signs and sign posts	745.10	
Menard's	#11586 1x3- 8' clear red oak board (9) for EE	80.91	
Poweshiek Water Assoc.	Water, OCP- West 18Dec15 Prev: 1148K, Current: 1177K, Used: 29K	179.00	
	Water, OCP- East 18Dec15 Prev: 512K, Current: 523K, Used:11K	93.50	
Schade Lime & Rock, Inc.	4Nov15 Trucking 44.05T 1" rd stone to Ike's Tract- parking lot	268.71	
	4Nov15 Trucking 60.86T 1x3 Macadam to Heritage Wetlands WA	468.62	
Schendel Pest Control	#01-0184156 quarterly pest control	60.00	
Shopko	#02150	4.79	
Tama Co. Solid Waste	Landfill fees- November	20.00	
Tama Toledo Ace Hardware	#006845 fasteners, key;#006751 soap, bulbs;#006869 wheel cut-off	213.16	
	#006867 misc grinder supplies; #006836		

	fasteners, bulbs		
Wilkerson Hardware	#B174712 nylon rope; #B174991 flush lever, toilet tank kit	<u>35.56</u>	
		6,809.26	6,809.26
0001-22-6110-000-43100 Electricity			
Grundy Co REC	OCP thru 1Dec15, 5,580 KWH- meter #1	591.09	
	Meter #2 (NC),5,880 kwh	403.37	
	Security lights	156.00	
	Credit- patronage dividend	-323.99	
Traer Municipal Utilities	TFCP thru 16NOv15, 244 kwh, Base charge	20.00	
	Electricity	31.56	
	Sec light	30.56	
	PCA	<u>2.17</u>	
		910.76	910.76
0001-22-6110-000-43000 LP Gas			
New Century FS	Pre-paid LP purchase, Ticket #32409, 7Dec15		
	800 gals LP @ \$1.099/gal = \$879.20, LPER = \$4.00, HAZ = \$7.20		
	Shop= 500 gals, Main residence = 300 gals		
0001-22-6110-000-63700 Shop equipment			
Tama Toledo Ace Hardware	#006869 Angle grinder	94.99	<u>94.99</u>
	Total Bills Submitted, Gen'l Budget		29,433.14
From LAD Account			
0027-22-0210-000-44720 LAD Account- FEMA- 2013 (disaster 4126)			
CNC Lumber & Supplies	#179521, #179249;#179145#178182, #179167,#179197 TFCP- roof project	3,098.59	
Poweshiek Water Assoc,	Install pit for main residence- Otter Creek Lake & Park	<u>2,518.50</u>	
	Total Bills Submitted, LAD Account		5,617.09
From Nature Center Trust Account			
Museum Professionals	#835 Phase 2- Conceptual & final design (Payment 2 of 6)	9,191.00	
	Total Bills Submitted, Nature Center Trust		<u>9,191.00</u>
	Total All Bills Submitted		44,241.23

Moved by Wrage, seconded Keenan to approve bills, carried. (All voting aye).

Reports and Correspondence. Maintenance Report Wise reported on work started or completed during December: servicing machinery in preparation for winter season, work with Scharnweber to locate water lines near well pit (west side) in attempt to find leak in system, move snow./**Environmental Education Report** Etzel relayed the monthly report from the Naturalist. Things touched upon in the report included cataloging books for the Nature Center library, planning for upcoming programs including Great Backyard Bird Count (February 13) & Severe Weather Preparedness (later this

spring)/ **Thank You** The Board signed a thank you card to be sent to the Tama SWCD District Commissioners for their donation of equipment/manpower to seed a pollinator mix on nine acres in Parcel B, Hansen Addition this fall/**Current Staff** Etzel reported that Ron Dolash had retired on December 31./ **Wolf Creek Trail** Work continues on getting sufficient answers to questions from FEMA so project can proceed. Clapsaddle-Garber, engineers for the project, are working to begin drafting documents and plans to go to bid on the project later this spring with construction to be completed this summer./ **Otter Creek Lake & Park (west water distribution issue)** Etzel reported that after many hours of contracted labor and equipment time it was determined the leaking problem in the west distribution was in the line running to the main residence. After determining the difficulty of trying to locate the problem in the 0.3 mile stretch of line would be costly and inefficient it was decided to abandon the line, have Poweshiek Water set a pit near the residence and then hook that pit to the home. The work was completed today./ **Izaak Walton Shooting Facility** Etzel reported that the sign-up meeting for persons interested in shooting at the facility in 2016 and 2017 will be held at 7 p.m. on Thursday, February 4, at the Nature Center./**Wrage Reappointed** The Board of Supervisors reappointed Nathan Wrage to another five year term on the Conservation Board at their meeting of December 26. Wrage has served on the Conservation Board since December, 2007.



Discussion with Counsel- Closed Session

Etzel reported that the possible closed session posted in the agenda would not be necessary as the issue has been resolved.

Wolf Creek Trail Etzel had been contacted by a landowner adjacent to the Wolf Creek Trail. The person was inquiring if the Conservation Board had a policy for the trail regarding hunting in the trail ROW.



The Board briefly discussed this issue. Any motion was tabled to the February meeting so information can be collected on how recreational trails in adjoining counties handle this issue.

Budget Presentation FY '17

The Board was presented with a proposed budget for FY '17. Etzel pointed to unique issues with this budget including the cost of living adjustment has not been determined by the Board of Supervisors yet. Once that figure is received the budget request will be adjusted accordingly. Also, during FY '17 there will be twenty-seven pay periods as opposed to the normal twenty-six. This will affect all staff that are paid with an hourly wage rate. They will receive one extra paycheck during FY '17. This will also increase the amount budgeted for wage related items such as IPERS and FICA.

The following budget was presented for consideration. Included in the discussion was presentation of worksheets and verbal explanation of why the amount budgeted was warranted for several of the critical line items of the budget.

2016- 2017 TAMA COUNTY BUDGET WORKSHEET					
Dept Name: <u>Conservation</u> Dept No.: <u>22</u>					
					Proposed
CAPITAL PROJECTS	Actual	Actual	Budgeted	Re-estimated	Budget
Description	2013- 2014	2014- 2015	2015- 2016	2015- 2016	2016- 2017
Buildings-Perm Improvmnt					
0001-22-0210-000-61094	14,933	49,817	50,000	50,000	50,000
Buildings-Perm Landscape					
0001-22-0210-000-62494					
Activity Totals	14,933	49,817	50,000	50,000	50,000
					Proposed
	Actual	Actual	Budgeted	Re-estimated	Budget
ADMINISTRATION	2013- 2014	2014- 2015	2015- 2016	2015- 2016	2016- 2017

Salary- Director					
0001-22-6100-100-661	47,869.00	48,874.00	50,410	50,410	50,410
Stationery & Forms					
0001-22-6100-000-26000	1,107.00	1,636.00	1,800	1,800	1,800
Magazines/Books					
0001-22-6100-000-26100	138.00	60.00	100	100	100
Wearing Apparel					
0001-22-6100-000-29400	89.00	155.00	250	250	250
Off Pub, Legal Not					
0001-22-6100-000-40000	161.00	920.00	800	800	800
Postage					
0001-22-6100-000-41200	325.00	429.00	450	450	450
Employee Mile/Subsist					
0001-22-6100-000-41300	748.00	764.00	775	821	800
Telephone					
0001-22-6100-000-41400	2,847.00	3,038.00	3,250	3,204	3,300
School of Instruction					
0001-22-6100-000-42200	995.00	1,145.00	1,400	1,400	1,600
Dues & Memberships					
0001-22-6100-000-48000	1,560.00	1,570.00	1,600	1,600	1,600
Office Equip & Furniture					
0001-22-6100-000-63600	0.00	241.00	5,900	5,900	4,500
Activity Totals					
	55,839.00	58,832.00	66,735	66,735	65,610
2016- 2017 TAMA COUNTY BUDGET WORKSHEET					
Dept Name: <u>Conservation</u> Dept No.: <u>22</u>					
					Proposed
PARK MAINTENANCE	Actual	Actual	Budgeted	Re-estimated	Budget
& OPERATIONS	2013- 2014	2014- 2015	2015- 2016	2015- 2016	2016- 2017
Main Supv/Ranger					
001 6110 101 22 223			45,135	45,135	46,834
Conservation Tech					
001 6110 101 22 226			40,748	40,748	42,304
Seasonal Workers					
001 6110 101 22 224			29,416	29,416	30,814
Ranger Naturalist					
			36,000	36,000	37,649

Total Salaries	106,322.00	108,293.00	151,299	151,299	157,601
Fuels					
0001-22-6110-000-25050	12,782.00	9,263.00	14,000	14,000	13,000
Tires & Tubes					
0001-22-6110-000-25350	1,272.00	1,810.00	2,094	2,094	2,064
Minor Motor Vehicle Parts					
0001-22-6110-000-25450	13,301.00	9,187.00	13,000	13,000	13,000
Minor Equip & Hand Tools					
0001-22-6110-000-29050	235.00	544.00	800	800	800
Recreational Supplies					
0001-22-6110-000-29252	48,732.00	63,664.00	60,000	60,000	65,000
Wearing Apparel					
0001-22-6110-000-29400	265.00	346.00	480	480	700
Natural & LP Gas					
0001-22-6110-000-43000	6,433.00	9,070.00	10,000	10,000	10,000
Electric Light & Power					
0001-22-6110-000-43100	19,967.00	16,465.00	18,000	18,000	18,000
FEMA 2013					
0001-22-6110-000-44720	527.00	493.00	0	0	0
Agricultural & Horticultural					
0001-22-6110-000-63000	0.00	10,176.00	26,000	26,000	32,000
Motor Vehicle					
0001-22-6110-000-63597	839.00	553.00	0	0	
Shop Equipment					
0001-22-6110-000-63700	942.00	352.00	1,905	1,905	1,905
Activity Totals					
	211,617.00	230,216.00	297,578	297,578	314,070
Recreation & Environ. Educ Services					
Diorama Performance Bond	360,649	0	0		
0001-22-6120-000-91200					
Total General Basic Fund					
	643,038	338,865	414,313	414,313	429,680
General Supplemental Funds					
ADMINISTRATION					
FICA (7.65%)			(7.65%)	(7.65%)	(7.65%)
0002-22-6100-000-11000	3,635.00	3,739.00	3,856	3,856	3,856
IPERS (10.27%)			(10.14%)	(10.14%)	(9.84%)
0002-22-6100-000-11100	4,799.00	4,899.00	4,960	4,960	4,960
Health Ins- Co Share (Admin.)					
0002-22-6100-000-11300	14,437.00	17,324.00	17,324	17,324	17,324
TOTALS	22,871.00	25,962.00	26,140.00	26,140.00	26,141

PARK MAINTENANCE & OPER.					
FICA (7.65%)			(7.65%)	(7.65%)	(7.65%)
0002-6110-000-11000	8,106.00	8,284.00	11,574	11,574	12,056
IPERS (8.67%)			(8.93%)	(8.93%)	(8.93%)
0002-6110-000-11100	7,229.00	7,369.00	10,884	10,884	11,322
Health Ins- Co Share (Pk. Main.)					
0002-6110-000-11300	14,447.00	17,335.00	34,764	34,764	34,764
TOTALS	29,782.00	32,988.00	57,222.00	57,222.00	58,143
Activity Totals General Supp	52,653.00	58,950.00	83,362.00	83,362	84,284
Department Totals	335,042.00	397,814.70	497,675.00	497,675.00	513,963.63

After discussion and questions being answered it was moved by Wrage, seconded Keenan that the FY '17 budget proposal be tentatively approved as submitted with the understanding of an adjustment will be made to reflect the cost of living rate increase established by the Board of Supervisors, carried. (All voting aye)



Ron Dolash Serving: 1Feb98 through 31Dec15

Dolash Retirement The Board discussed the retirement of Ron Dolash, effective on December 31, 2015. The Board pointed to Ron's hard work over the nearly 18 years of dedicated service. Ron's contribution will be missed on the properties managed by the Conservation Board.

Open Position A proposed schedule to fill the position vacated by Ron Dolash's retirement was discussed. The Board was comfortable with the schedule as proposed. The approximate schedule will be as follows:

- At February 3 board meeting consider and approve job posting, job description and rate of pay
- Post position on internet and social media starting February 4. Ads placed in local papers the weeks of February 8 & 15.
- Application deadline of March 4
- Consideration of applications and resumes received, perform job interviews with selected candidates during the middle of March with job offer being made before end of March.

After discussion of assorted conservation topics it was moved by Atchison, seconded Graff to adjourn, carried. (all voting aye) Adjourned 8:50 p.m..

CHAIR

VICE-CHAIR