

The Tama County Conservation Board met in regular session on Wednesday, January 4, 2017, at the Tama County Nature Center, Otter Creek Lake & Park. The meeting was called to order by Chair Atchison at 7 p.m.. Members present were: Adolphs, Atchison, and Wrage. Also present: Etzel, and Wise. [Note: Wrage serving as vice-chair in Graff's absence.]

Minutes from the regular session of December 7, 2016, 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	1-Dec-16	1,923.00	
	15-Dec-16	1,923.00	
	29-Dec-16	<u>1,923.00</u>	
		5,769.00	5,769.00
0001-22-6100-000-26000 Office Supplies			
Staples Credit Plan	#171350381 calendars	14.99	14.99
0001-22-6100-000-40000 Publications & Notices			
Tama/Grundy Publishing	Advertising, Legal Notice charges	112.48	112.48
0001-22-6100-000-41200 Postage			
Etzel, Robert	as per four (4) receipts	21.94	21.94
0001-22-6100-000-41400 Telephone			
Verizon	1Dec16, 484-2231 (office)	15.76	
Windstream	20Dec16, 484-2231 (office)	76.24	
	20Dec16, 484-5314 (shop)	<u>58.65</u>	
		150.65	150.65
0001-6110-101-22-223 Salary- Main Supervisor			
Wise, Craig	1-Dec-16	1,749.60	
	15-Dec-16	1,749.60	
	29-Dec-16	<u>1,749.60</u>	
		5,248.80	5,248.80
Salary- Naturalist/Park Ranger			
Anderson, Chris	1-Dec-16	1,426.40	
	15-Dec-16	1,426.40	
	29-Dec-16	<u>1,426.40</u>	
		4,279.20	4,279.20
0001-6110-101-22-224 Salary- Conservation Tech/Park Ranger			
Rieger, Ryan	1-Dec-16	1,513.60	
	15-Dec-16	1,513.60	

	29-Dec-16	<u>1,513.60</u>	
		4,540.80	4,540.80
0001-22-6110-000-25350			
Mt Veh- Tires			
Z Line Tire & Repair	#1-109688 tire repair- light truck	16.12	16.12
0001-22-6110-000-25450			
Mt Veh- Minor Repair			
VISA	Inv#97679, 14x38 rim for John Deere 4030 Tractor from Colfax Tractor Parts, Inc.	150.00	150.00
0001-22-6110-000-29050	Min Equip- hand tools		
Menard's	#47488 48" sport utility broom	9.99	9.99
0001-22-6110-000-29252			
Main & Supplies			
Etzel, Robert	15Dec16 lunch while attending Fish Habitat Grant scoring meeting	6.37	
Haughey Construction	#2016-023 labor to repair fascia & soffit- south and west side of Nature Center	12,412.50	
Menard's	#47483 credit memo;#47488 misc supplies; #46376 insulation kits	88.62	
Poweshiek Water Assoc.	Water, OCP- West 23Dec16 Prev: 1223K, Current: 1224K, Used: 1K	41.50	
	Water, OCP- East 23Dec16 Prev: 588K, Current: 589K, Used:1K	41.50	
	Water, OCP- residence, 23Dec16, Prev: 38K, Current: 41K, Used: 3K	52.30	
Scharnweber Water Cond., Inc.	27Dec16 pump septic tanks, replace lift pump (main residence)	1,607.15	
	1Dec16 Replace hydrant- site #24 south loop	586.05	
Tama Co. Highway Dept	#1444 4.34T salt @ \$75.94 per T	329.58	
Thomas Co Inc.	#3085118 repair sink- main residence	<u>104.10</u>	
		15,269.67	15,269.67
0001-22-6110-000-43100			
Electricity			
Grundy Co REC	OCP thru 1Dec16, 4,906 KWH- meter #1	567.13	
	Meter #2 (NC), 2.414 kwh	185.52	
	Security lights	156.00	
	Credit- patronage dividend	<u>-253.94</u>	
		654.71	654.71
0001-22-6110-000-43000			
LP Gas			
New Century FS	Pre-paid LP purchase, Ticket #45315, 10Dec16		
	775 gals LP @ \$1.029/gal = \$797.48, LPER = \$4.26, HAZ = \$6.98		
	Shop= 450 gals, Main residence = 325 gals, Rem Bal \$2,230.99- \$808.72 = \$1,422.27		
	Total Bills Submitted, Gen'l Budget		36,238.35
From REAP Account			
0023-22-0210-000-60096			
REAP Account			

Tama County	FY '17 1/2 of County Conservation Board share- Naturalist/Ranger	9,675.00	9,675.00
	Remainder paid from Nature Center Trust		
From LAD Account			
0027-22-0210-000-60000 LAD Account- Capital Projects			
Earthview Environmental	#001C-08 Wetland Mitigation Monitoring 1Jan-3Dec16	1,489.24	
RJ Thomas Mfg	#00189826 fire rings (11), ADA fire rings (2), ADA table frames (3)	<u>2,944.34</u>	
	Total Bills Submitted, LAD Account		4,433.58
From Nature Center Trust Account			
0031-22-6120-000-29272 Main & Supplies			
Tama County	FY '17 1/2 of County Conservation Board share- Naturalist/Ranger	2,500.00	
	Remainder paid from REAP account		
	Total Bills Submitted, Nature Center Trust		<u>2,500.00</u>
	Total All Bills Submitted		52,846.93

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

Reports and Correspondence. Maintenance Report Wise updated the Board on worked started or completed during December. The work included: cut/trim trees, repair picnic tables, service equipment, burn brush piles, remove interior fence- Parcel A, Hansen Addition, begin annual inventory/ **Environmental Education Report** The Board reviewed a report generated by Anderson updating the Board on ongoing environmental education activities during December./ **SWCD 75th Anniversary Banquet** Board members were reminded that RSVPs for the January 18 event are due by January 6. Etzel will forward the RSVPs to the SWCD tomorrow./**District Forester** Etzel had received notice that the Iowa DNR is looking at realigning the districts used for the District Foresters in the state. Relative to this realignment it appears that Tama County will be included in a District including Benton, Poweshiek and perhaps Jasper County. The DNR is considering different locations to place the office for the District Forester. It is hoped that they will locate in Tama County.

Camp Fees 2017 The Board discussed camping fees for the 2017 camping season. A Camping Fees History report was presented to the Board along with a report on camp fees of nearby counties. In 2004 a camp coupon program was started at Otter Creek Lake & Park allowing campers to purchase seven, fourteen and twenty-one day books saving them a substantial amount over paying daily to camp. The camp coupon fees have stayed the same for the past eleven years while the daily rate has gone up twice. After discussion it was moved by Adolphs, seconded Wrage that the camping coupon rates for 2017 will increase by \$1 for each of the three categories, carried. (all voting aye)

The cost for camping coupons during the 2017 season will be as follows:

Seven day coupons	\$105 (\$15 per night)
Fourteen day coupons	\$196 (\$14 per night)
Twenty-one day coupons	\$273 (\$13 per night)

Wages- FY '18 Wages for full-time conservation board employees were discussed. The Board discussed the need to bring the pay of the Naturalist/Park Ranger in line with the current wage of the Conservation Technician/Park Ranger. Since both are newer employees, and the important role they play, while different, is fairly equal board members felt the rate of pay for both positions should be the same. Etzel pointed out equalization of pay will aid good staff morale.

The Board discussed agreements made in 2006 with the Supervisors regarding the wage scale of the Maintenance Supervisor/Park Ranger and the Maintenance Technician positions. In light of that agreement the Conservation Board discussed the need to move the Conserv Tech/Park Ranger and the Naturalist/Park Ranger back into the wage slot held by the Maintenance Technician at the time of that agreement.

The Board was in agreement that perhaps the best approach would be a two step process spanning the next two fiscal years. In FY '18 it was felt that the Naturalist/Park Ranger wage should be brought in line with the Conservation Technician/Park Ranger and that in FY '19 both positions should be brought back in line with the 2006 agreement.

After discussion it was moved by Wrage, seconded Adolphs that the wages for FY '18, should be as follows:

Job Title	Base Wage for FY '18
Maintenance Supervisor/Park Ranger	\$22.23
Conservation Technician/Park Ranger	\$19.39
Naturalist/Park Ranger	\$19.39

Motion carried (all voting aye)

[Note: The Director's salary is tied to the Auditor's Salary as agreed upon in 2006. The Auditor's salary for FY '18 will not be determined until the Board of Supervisors take action on the recommendations of the Compensation Board.]

FY '18 Budget Presentation Etzel presented a proposed budget for FY '18. The Board reviewed the budget and supporting documents on how certain line items were determined. Particular discussion centered on the following major budget considerations, challenges and needs:

1. Salary adjustments for FY '18 and beyond
2. Vehicle, Machinery Replacement Strategy
3. Capital Projects upcoming and how to fund them
4. LAD Account- challenges relative to upcoming lake restoration and increasing the balance to be used as a match for potential lake restoration grants. A blind estimate of the match needed when, and if, the lake is targeted for restoration could be from \$300,000- \$450,000. It is hoped the lake restoration will occur in the next 7- 10 years.

The following budget was presented:

2017- 2018 TAMA COUNTY BUDGET WORKSHEET					Approved by Board:
Dept Name: <u>Conservation</u> Dept No.: <u>22</u>					
					Proposed
CAPITAL PROJECTS	Actual	Actual	Budgeted	Re-estimated	Budget
Description	2014- 2015	2015- 2016	2016- 2017	2016- 2017	2017- 2018
Buildings-Perm Improvmnt					
0001-22-0210-000-61094	49,817	4,770	50,000	50,000	100,000
Buildings-Perm Landscape					
0001-22-0210-000-62494					
Activity Totals	49,817	4,770	50,000	50,000	100,000
					Proposed
	Actual	Actual	Budgeted	Re-estimated	Budget
	2014- 2015	2015- 2016	2016- 2017	2016- 2017	2017- 2018
ADMINISTRATION					
Salary- Director					
0001-22-6100-100-661	48,874.00	50,428.00	52,520	52,520	53,892

Stationery & Forms					
0001-22-6100-000-26000	1,636.00	1,287.00	1,800	1,800	1,800
Magazines/Books					
0001-22-6100-000-26100	60.00	105.00	100	100	100
Wearing Apparel					
0001-22-6100-000-29400	155.00	140.00	250	250	250
Off Pub, Legal Not					
0001-22-6100-000-40000	920.00	1,374.00	800	800	1,000
Postage					
0001-22-6100-000-41200	429.00	457.00	450	450	450
Employee Mile/Subsist					
0001-22-6100-000-41300	764.00	821.00	800	800	800
Telephone					
0001-22-6100-000-41400	3,038.00	2,827.00	3,300	3,300	3,000
School of Instruction					
0001-22-6100-000-42200	1,145.00	1,000.00	1,600	1,600	2,375
Dues & Memberships					
0001-22-6100-000-48000	1,570.00	1,590.00	1,600	1,600	1,650
Office Equip & Furniture					
0001-22-6100-000-63600	241.00	7,388.00	4,500	4,500	2,700
Activity Totals	58,832.00	67,417.00	67,720	67,720	68,017
					Proposed
PARK MAINTENANCE & OPERATIONS	Actual	Actual	Budgeted	Re-estimated	Budget
	2014- 2015	2015- 2016	2016- 2017	2016- 2017	2017- 2018
Main Supv/Ranger					
001 6110 101 22 223			48,223		47,983
Conservation Tech/Park Ranger					
001 6110 101 22 226			43,565		40,622
Seasonal Workers					
001 6110 101 22 224			31,061		28,859
Ranger Naturalist					
			38,780		40,622
Total Salaries	108,293.00	207,106.00	161,629	160,760	158,086
Fuels					
0001-22-6110-000-25050	9,263.00	3,733.00	11,000	11,000	9,500
Tires & Tubes					

0001-22-6110-000-25350	1,810.00	1,294.00	2,064	2,064	1,600
Minor Motor Vehicle Parts					
0001-22-6110-000-25450	9,187.00	6,062.00	13,000	12,000	13,000
Minor Equip & Hand Tools					
0001-22-6110-000-29050	544.00	309.00	800	800	615
Recreational Supplies					
0001-22-6110-000-29252	63,664.00	58,862.00	65,000	65,000	70,000
Wearing Apparel					
0001-22-6110-000-29400	346.00	817.00	700	700	750
Natural & LP Gas					
0001-22-6110-000-43000	9,070.00	3,515.00	10,000	7,500	8,000
Electric Light & Power					
0001-22-6110-000-43100	16,465.00	15,210.00	18,000	16,000	18,000
FEMA 2013					
0001-22-6110-000-44720	493.00	0.00	0	22,333	0
Agricultural & Horticultural					
0001-22-6110-000-63000	10,176.00	5,300.00	26,000	26,000	26,000
Motor Vehicle					
0001-22-6110-000-63597	553.00	0.00	0	0	0
Shop Equipment					
0001-22-6110-000-63700	352.00	744.00	1,905	1,905	1,755
Activity Totals	230,216.00	302,952.00	310,098	326,062	307,306
Total General Basic Fund	338,865	375,139	427,818	443,782	475,323
General Supplemental Funds					
ADMINISTRATION					
FICA (7.65%)			(7.65%)	(7.65%)	(7.65%)
0002-22-6100-000-11000	3,739.00	3,803.00	4,018	4,018	4,123
IPERS (10.27%)			(10.14%)	(10.14%)	(9.84%)
0002-22-6100-000-11100	4,899.00	4,904.00	5,168	5,168	5,303
Health Ins- Co Share (Admin.)					
0002-22-6100-000-11300	17,324.00	17,324.00	17,324	17,324	17,324
TOTALS	25,962.00	26,031.00	26,510.00	26,510.00	26,750
PARK MAINTENANCE & OPER.					
FICA (7.65%)			(7.65%)	(7.65%)	(7.65%)
0002-6110-000-11000	8,284.00	15,770.00	12,365	12,365	12,094
IPERS (8.67%)			(8.93%)	(8.93%)	(8.93%)
0002-6110-000-11100	7,369.00	12,464.00	11,660	11,660	11,540
Health Ins- Co Share (Pk.					

Main.)					
0002-6110-000-11300	17,335.00	23,109.00	34,764	25,320	25,320
TOTALS	32,988.00	51,343.00	58,789.00	49,345.00	48,953
Activity Totals General Supp	58,950.00	77,374.00	85,299.00	75,855	75,704
Department Totals	397,814.70	452,513.00	513,117.00	519,636.89	551,026.08

After considerable discussion it was moved by Adolphs, seconded Wrage to approve the budget as presented for submittal to the Board of Supervisors for their consideration, carried. (All voting aye)

Fun Night for the Nature Center The usual date for the Fun Night falls on March 25 this year. There are conflicts with a few key workers with that date. The Board discussed alternative dates. Due to a booked event in the Nature Center the only alternate date available before Easter is Saturday, April 8. Etzel will check with the Fundraising Committee to see if that will work.

Credit Card Acquiring a credit card for the Conservation Board was discussed. Many of the Tama County Departments have credit cards. With recent changes and use of the internet more companies are not allowing purchases to be billed to the county but rather require a credit card payment or issuance of a check in advance of the product/service being provided.

Etzel explained that Tama County has a strict policy for the use of the cards. They are for county business/transactions only. He indicated the application would be made under the guidance of the County Auditor and would be through State Bank of Toledo. Etzel suggested that two cards (one account) are needed. He indicated that ideally one card will be for the use of the Maintenance Supervisor/Park Ranger and the other for the Director.

After discussion it was moved by Wrage, seconded Adolphs to apply for a credit card account under the current county policy with two cards for the account, carried, (all voting aye) **[Note:** The Conservation Board requests that a detailed record of what is being purchased with the credit card accompanies monthly claims for the credit card.]



Tama County Community Foundation Grant Application The Board was notified that a grant application is being made to the Tama County Community Foundation. Deadline for the application is January 15. Etzel and Anderson will be working together to draft the grant. The grant will be to acquire archery equipment for use in the environmental education program of the Board. Anderson has attended training on teaching archery and is looking forward to providing an archery experience for youth in the county.

After discussion of assorted conservation topics it was moved by Wrage, seconded Adolphs to adjourn, carried. (all voting aye) Adjourned 8:55 p.m..

CHAIR

VICE-CHAIR