

Minutes of the Warren County Conservation Board

- i. The Warren County Conservation Board held its regular monthly meeting on Wednesday, January 13, 2021. The meeting was held electronically. Meeting called to order by President Kickbush at 6:00 p.m.

Those present:

Absent:

Mark Kickbush, President

Ace Hendricks, Vice-president

Ron Miller, Secretary

Sue Boll

Joe Schettler

Comprising a quorum of the board,

Also present:

Karen Johlas-Szalkowski, Naturalist II, Interim Director

Mark Wilson, Natural Resource Specialist

Kelsey Longnecker

David Youngblut

George Shillcock, Indianola Record Herold

Rich Voelker, Synder and Associates

Guest(s):

- ii. Reading of Minutes.

Minutes of the December 2020 Warren County Conservation Board meeting and December Special Meeting Minutes reviewed. Joe Schettler moved to approve minutes as written. Seconded by Ace Hendricks. Motion carried by unanimous vote.

- iii. Staff reports for December 2020 were discussed.

- iv. Business Agenda:

- a. Old Business:

1. Friends of Warren County Conservation report:

A meeting was not held in December. No report

2. Middleswart Lodge:

A fire sprinkler system is required according to the state fire inspector. Discussion followed about tank requirements, flooring, electrician costs, and water mains. The estimate for the system with electrician's cost was \$100,000-\$130,000. David was asked to research funding for a sprinkler system. A temporary variance could be applied for with the fire department. See attached sheet.

3. Director's Position Update

Mark Kickbush shared the idea of having a co-director position and hiring an office manager. See attached sheet. The Co-directors could potentially be the Naturalist II and Operations Supervisor. Discussion followed about the division of responsibilities, hiring an office manager, and examples of other counties with similar positions. In order for possible

changes to occur there would need to be a change in bylaws over the next two meeting. The board will hold a workshop session at a later date to discuss further options.

4. Discuss Fiscal 2022 Budget

The date for the Board of Supervisors Workshop Session will be in the next two weeks. The budget was submitted to Megan in December. Board members will attend based on scheduling.

5. Sign Easement for Exhibit A City of West Des Moines (IA Code 350.4)

The paperwork was not ready to be signed at this time.

b. New Business:

1. Snyder & Associates Great Western Trail

Rich Voelker presented a background on trail work with Snyder & Associates. Their company could evaluate the trail, create a budget for repair or resurfacing, and assist with grant writing to acquire funds. Grant options were discussed with matching of the current funds. The board would like to consider having the Summerset and Great Western Trail evaluated for the future plans. Snyder and Associates will prepare additional information for the next meeting.

2. Credit Card Options with possible action

Karen and Mark researched credit card options with People's Bank. Each staff could have a card and limits could be set for transaction amounts. All statements and transactions could be viewed online. Staff would still need to request that tax be removed. Joe moved to set up credit cards for each staff. 2nd Sue Boll. Motion Approved.

3. Internet Options

Karen researched internet options and new computers with County IT department. Estimated costs were: \$1500 for internet wiring and switching to Century Link, new PC's and monitors \$940 each. The board would like an evaluation of the current budget for the cost of new computers. Ace motioned to switch internet services to Century Link 2nd Joe Schettler. Motion Approved.

d. Discussion Items:

1. Contract mowing

The board and staff discussed potentially contracting some of the mowing at WCCB areas or reducing the current mowing.

2. Election of officer's will be held at a special meeting January 20,2021.

v. Financial reports were distributed. This month \$1,338.97 was spent from the FWCC account on the Middleswart Lodge Project. The remaining amount of funds from the donation is \$14,264.23

vi. Bills. Joe Schettler moved to approve the list of claims totaling \$8,961.84. Seconded by Sue Boll. Motion carried by unanimous vote.

vii. Sue Boll moved to adjourn. Motion seconded by Joe Schettler. Motion carried by unanimous vote. Meeting at 7:50 p.m.

Ron Miller, Secretary
Warren County Conservation Board