

Minutes of the Warren County Conservation Board

- i. The Warren County Conservation Board held its regular monthly meeting on Wednesday, March 10, 2021. The meeting was held electronically and in person at the Middleswart Lodge. 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

Joe Schettler

Sue Boll

Comprising a quorum of the board,

Also present:

Karen Johlas-Szalkowski, Naturalist II, Interim Director

Mark Wilson, Natural Resource Specialist

Kelsey Longnecker

Guest(s):

Crystal McIntyre, Warren County Supervisor

- ii. Reading of Minutes.

Minutes of the February 2021 Warren County Conservation Board meeting were reviewed. Ron Miller moved to approve minutes with the correction of Ron Miller moved to adopt lodge policy and 2nd by Joe Schettler. Motion seconded by Mark Kickbush. Motion carried by unanimous vote.

- iii. Staff reports for February were presented. Discussion about having a CPR/First Aid Trainer on staff would be beneficial. Staff will research funding for additional AED's and ice rescue gear.

- iv. Business Agenda:

- a. Old Business:

1. Friends of Warren County Conservation report:

The FWCC are planning an in person & virtual Osprey 5K Trail Run. Friends will be partnering with Warren County Izaak Walton League for kid's fish day.

2. Middleswart Lodge:

Work to be completed includes: cement in parking area, backsplash, bathroom partitions, and baseboard. The backsplash is partially finished and the partitions are ordered. The estimate for tables, chairs, and racks is \$6,784.05. This would be sitting for one hundred people. Additional chairs and tables could be purchased closer to the end of the budget year. Staff was asked to present a priority list of items for the end of the budget year.

3. Great Western Trail Update

Culvert research and trail evaluation will start soon. This expense will be paid out of the current budget year.

b. New Business:

1. WCCB Bylaws Updates

The board reviewed the bylaws and made additions in regards to Co-Director and office manager positions. The grade for the Co-directors will be 14 and Office Manager 8. Discussions of responsibilities followed. Joe Schettler made a motion to approve the bylaws as suggested 2nd by Sue Boll. Motion carried by unanimous vote.

2. Consider reopening ANC

The board discussed reopening ANC for visitors during regular business hours Monday-Friday when staff are present. ANC would still remain closed Sunday and for rentals. This would be reevaluated next month. Joe Schettler moved to reopen ANC during regular hours and keeping the indoor portion closed for rentals. 2nd Ace Hendricks. Motion carried by unanimous vote.

3. Evaluation Review

A new staff evaluation form was presented. This evaluation will be used once staff roles and strategic plans have been completed with a possible start date of next year.

d. Discussion Items:

The budget committee will meet on March 26,2021 to discuss and finalize the amounts in each code line. A special meeting will be held soon after for the board to approve the budget. The new computers have arrived and staff are currently working with IT on the best option for internet.

- v. Financial reports were distributed. There was discussion on why rental refunds come out of the conservation budget when they are deposited in to the general fund. Crystal will speak with the county attorney regarding the refunds.
- vi. Bills. Joe Schettler moved to approve the list of claims totaling \$14,208.60 Seconded by Ron Miller. Motion carried by unanimous vote.
- vii. Ron Miller moved to adjourn. Motion seconded by Joe Schettler. Motion carried by unanimous vote. Meeting at 7:29p.m.

Ron Miller, Secretary
Warren County Conservation Board