

Minutes of the Warren County Conservation Board

The Warren County Conservation Board held its regular monthly meeting on Wednesday, January 12, 2022. The meeting was held in person at the Anette Nature Center. Meeting called to order by President Hendricks at 6:05 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, Co-Director/Naturalist II
Mark Wilson, CO-Director/Operations Coordinator
Mallory Wells, Officer Manager

- i. Reading of the Minutes
 - a. Warren County Conservation Board meeting minutes from the regular December meeting were reviewed. Ron Miller made a motion to approve the December meeting minutes with a correction of Vice President Ace Hendricks calling the meeting to order. Sue Boll seconded the motion with the corrections. All ayes. Motion carried.
- ii. Organization
 - a. Election of 2022 Officers
 - i. The board meeting was handed over to Co-Directors Karen Johlas-Szalkowski and Mark Wilson while officers were elected. Ace Hendricks made the motion to keep officers the same. Sue Boll 2nd the motion. All ayes. Motion Carried.
 - b. By-Laws
 - i. Discussion about splitting up Co-Directors duties as to what each director will oversee. There should be something in the by-laws that states if one director is out the other will assume both directors' responsibilities until the other returns.
 - ii. Staff files are kept in a safe in Karen Johlas-Szalkowski's office. She and Mark Wilson are the only two that have access to this safe. The Board would like all staff files transferred to the Human Resources office at the Warren County Administration Building.
- iii. Staff Reports for December were presented.
- iv. Business Agenda
 - a. Old Business
 - i. Friends of Warren County Conservation Board (FWCC)

1. There is a spelling correction. Under E. Old Business, 1. Prairie Picnic Discussion. “firs” should be “first”.
 2. Friends will be hosting a by-monthly book club.
 3. They had a new board member start. There are still two slots available on the board.
 4. The board worked on updating their by-laws.
- ii. Middleswart Lodge Update
1. Chief Chia sent his recommendations for opening the ML. He would allow alcohol and no sprinkler system.
 2. The paperwork was sent to the Dawn Bowman in the Warren County Attorney’s office and she had some changes she would like to see. In the “Hold Harmless Agreement” She would like anywhere it says “Owner” changed to “Manager” and would like the signature page updated for both Karen Johlas-Szalkowski and Mark Wilson to sign.
 3. Mallory Wells and Karen worked on updating the contract. The board could vote on changing it to reflect alcohol is permitted at the Lodge. Ace Hendricks noted on page 3 it stated that alcohol would be allowed at the Lodge and on page 5 it stated No Alcohol.
 4. For February’s meeting staff will provide updated paperwork from Chief Chia and corrections to the contract for the board to sign.
 5. Joe Schettler made the motion to approve alcohol, beer and wine only. Sue Boll seconded the motion. All Ayes. Motion carried.
 6. Chief Chia stated that if we kept the stove with a cook top we would need to install a fire suppressant hood. Chia thought the hood would be around the cost of \$4,000.00. Mark Wilson spoke with Hinds Mechanical, and they thought it would be higher than \$4,000.00. They must fasten the duct to the hood, cut a hole in the ceiling, and exit the roof. The hood would need to be 6 inches wider on either side of the stove. This would mean removing the hickory cabinets and then putting in new cabinets.
 7. The kitchen door is shifting because it is not a steel framed door. When a key card is swiped it should unlock and allow the door to be opened. Due to temperature changes the latch is not allowing the door to open. Mark Wilson is working on getting a quote to replace the door. This will need to be professionally installed.
- v. New Business
- a. Staff removal from probation
 - i. Sue Boll made a motion to remove Karen Johlas-Szalkowski, Mark Wilson, Tyler Seuferer, Mallory Wells, and Mankato Stonebrook from probation. Ace Hendricks seconded the motion. All ayes. Motion carried.
 - b. Step increases for staff
 - i. Ron Miller made a motion to approve the step increases for staff. Sue Boll seconded the motion. All ayes. Motion carried.

- c. Special Event Permit
 - i. Insurance information was added to match the Annett Nature Center and Middleswart lodge. Added \$1,000.00 park user fee, \$50.00 administration fee, \$1,000.00 damage deposit.
 - ii. Staff have received requests from groups to host concerts or groups to utilize our areas. This would give staff the opportunity to let requestor fill out the application and then bring it before the board for approval.
 - iii. The requestor would be required to fill out the application 45 days prior to the event.
 - iv. Ron Miller made a motion to accept the Special use Permit. Sue Boll seconded the motion. All ayes. Motion carried.
 - d. Meeting time change
 - i. Joe Schettler made the motion to move the meeting time from 6pm to 5pm. Sue Boll seconded the motion. All ayes. Motion carried.
- vi. Discussion Items
 - a. ARPA Funds Update
 - i. ARPA will be discussed after the budget meeting on Thursday January 13th. We were approved for a skid loader, track loader with brush cutter, and sheet piling for Summerset Trail. The issue we are running into is the cost of items are going up. The remaining projects have been placed in a maybe pile.
 - b. Great Western Trail Update
 - i. The board should be looking for another contract from Snyder and Associates. This will be the construction engineering portion of the Great Western Trail repairs. This portion should cost roughly \$54,000.00. Once this project is completed there should be roughly \$148,000.00 left in the Friends of Warren County Conservation account.
- vii. Financial Report
 - a. Ace Hendricks wanted clarification on the line items that were over budget. Office supplies, building repair and maintenance, protection services, land rent, and Repair and maintenance. Numerous unexpected items have popped up so far this year. The security system and phone systems had to be updated as both systems were no longer current. Over all staff have used 44% of the over all budget and we are halfway through the year.
 - b. Sue Boll made a motion to approve the financial reports. Ace Hendricks seconded the motion. All ayes. Motion carried.
- viii. Approval of Bills
 - a. Sue Boll made a motion to approve the January Claims. Ron Miller seconded. All ayes. Motion Carried.
- ix. Closed session
 - a.
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 - a.
- xi. Adjournment
 - a. made a motion to adjourn at pm. seconded the motion. All ayes. Motion carried.