

# **Minutes of the**

## **Warren County Conservation Board**

The Warren County Conservation Board held its regular monthly meeting on Wednesday, November 12, 2025. The meeting was held in person at the Anette Nature Center.

Meeting called to order by President Mark Kickbush at 5:04 p.m.

Those present:

Mark Kickbush, President  
Joe Schettler, Vice President  
Angie Croll, Secretary  
Ace Hendricks  
Jake Sickels

*Comprising a quorum of the board.*

Absent:

Staff present:

Zach Hall, Director  
Hannah Hernandez, Naturalist  
Kevin Brown, Conservation Tech  
Colton Schwenke, Maintenance Tech  
Mankato Stonebrook, Maintenance Tech  
Jon Livermore, Conservation Ecologist  
Mallory Wells, Office Manager  
Monty Freeman, FWCC Treasurer

Guests:

Mark Wilson

Convene

i. Call to order

ii. Agenda Review

1. Joe Schettler made a motion to accept the agenda as submitted. Jake Sickles seconded the motion. All ayes. Motion carried

iii. Reading of the Minutes

1. Joe Schettler made the motion to approve the October 2025 regular minutes as presented. Ace Hendricks seconded the motion. All ayes. Motion carried.

iv. Public Comment

1. None

v. Friends of Warren County Conservation

1. Monty Freeman shared the Friends board voted to pay \$32,200.00 to Bolton & Menk for phase one of the playscape.
2. The projector, screen, and sound panels were installed at Middleswart Lodge in October. FWCC is hoping the projector and screen will be another source of revenue with the rental of the Lodge.

3. FWCC board purchased black table clothes for the Farm to Table dinner and donated them to WCCB to use.
4. FWCC President Louis Sajovec has applied for 9 separate private grants and has received a little over \$4,000.00 so far for the Great Western Trail.

vi. Business Agenda

1. Land Donation Acceptance Letter & Gift Acknowledgment
  - a. Joe Schettler made a motion to accept the land donation from Terry Gilbert as presented. Ace Hendricks seconded the motion. All ayes. Motion carried.
2. Wildlife Habitat Stamp Grant
  - a. Angie Croll made a motion to use the Wildlife Habitat Stamp Grant to fund the Forest Resilient Partnership Grant. Ace Hendricks seconded the motion. All ayes. Motion Carried.
3. Playscape Resolution
  - a. Joe Schettler made a motion to move forward with Bolton & Menk, Inc. for the Nature Playscape if the Board of Supervisors vote to sign the contract. Angie Croll seconded the motion. All ayes. Motion carried.
4. Refund Policy request for Middleswart Lodge
  - a. Joe Schettler made a motion to approve the Middleswart Lodge rental refund of \$1,000.00 to Teresa LaSourd. Ace Hendricks seconded the motion. All ayes. Motion carried.
5. ANC Front Landscaping
  - a. Ecologist Livermore has been working on plans for replacing the landscaping around the front of the Annett Nature Center. He is working to use the landscaping work as a match for Iowa Prairie Network Grant.
  - b. His plan is to tear out the current landscaping and rebuild the retaining wall. Then plant native plants in small groups with educational signage. This will allow visitors to read about the native plants in the landscape.
  - c. Angie Croll made a motion to approve the landscaping for up to \$12,800.00. Ace Hendricks seconded the motion. All ayes. Motion carried.

vii. Discussion Items

1. SRT Results via IA Dot Commission Meeting
  - a. Director Hall received a confirmation vote that WCCB will receive \$543,200.00 for the Great Western Trail rehab phase 2 project.
2. Security Cameras, WC Facilities Committee
  - a. Director Hall was contacted by the county Facilities Committee regarding cameras around the Annett Nature Center. He said that he is working with contractors to figure out the cost of the new cameras. He received quotes from A+ Security and Miller Electric at a total estimated cost of \$15,216.00 for 6 new security cameras.
  - b. On November 6, 2025, the Warren County Board of Supervisors voted to approve the funding for the additional cameras for WCCB.
3. Employee Review Process
  - a. Director Hall has been working with staff to do employee performance reviews. He would like the Conservation Board to provide a review for him by the December 2025 meeting. He would like to have all reviews done by December 10, 2025.

4. Forest Resiliency Partnership Grant submitted, Wildlife Habitat Stamp Grant Update
  - a. Ecologist Livermore has completed and submitted the FRP Grant. He should know around December 17, 2025, if WCCB will be awarded the grant.
  - b. The WHS is due on November 26, 2025, and Ecologist Livermore is waiting on a final quote before he can submit. He will have it submitted before the deadline of November 26<sup>th</sup>.
5. Otter Creek
  - a. The South field has lots of lespedeza. Staff sprayed chemicals this summer and burned it this fall. Ecologist Livermore would like to have this site as an arboretum.
6. Cumming Easement process Update
  - a. Director Hall has been working with the Cumming City Clerk. She stated they have not moved forward with the invoices for the trail connections.
7. Potential DNR Opportunity
  - a. Director Hall had an Iowa DNR employee reach out regarding WCCB discussing the future management of Summerset State Park, ponds, and trails.
8. Budget Committee Scheduling
  - a. Director Hall would like to meet with Mark Kickbush and Joe Schettler on December 19, 2025 to discuss the budget.
9. Strategic Plan Development
  - a. Director Hall has not had any movement with the Strategic Plan.
10. December's holiday Meeting
  - a. The Board and Staff discussed ideas for department networking dinner after the December meeting.

viii. Upcoming Events

1. Staff shared the upcoming events.

ix. Approval of Bills

1. Joe Schetter made a motion to approve the bills as submitted. Ace Hendricks seconded the motion. All ayes. Motion carried.

x. Financial Report

1. My County Parks

- a. Wells Office Manager shared the revenue from MCP. She worked on a deposit form and made the first deposit for July and August 2025 MCP income.

2. Year to Date

- a. Director Hall shared his year-to-date financial report. 61.3% of the total budget remains, 8.92% of the budget was expended in November, and 58% of the fiscal year remains to June 30<sup>th</sup>. Financial expenditure predictions are on track.

- xi. Joe Schettler made a motion to accept the financial report. Ace Hendricks seconded the motion. All ayes. Motion carried.

ii. Staff Reports

1. WCCB staff provided a summary of their workload.

iii. Adjournment

1. Ace Hendricks made a motion to adjourn the meeting at 6:29pm. Jake Sickles seconded the motion. All ayes. Motion Carried.