

Minutes of the

Warren County Conservation Board

The Warren County Conservation Board held its regular monthly meeting on Wednesday, December 10, 2025. The meeting was held in person at the Anette Nature Center.

Meeting called to order by President Mark Kickbush at 5:00 p.m.

Those present:

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

Absent:

Comprising a quorum of the board.

Staff present:

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

Guests:

Convene

i. Call to order

ii. Agenda Review

1. Angie Croll made a motion to accept the agenda as submitted. Ace Hendricks seconded the motion. All ayes. Motion carried

iii. Reading of the Minutes

1. Ace Hendricks made the motion to approve the November 2025 regular minutes as presented. Angie Croll seconded the motion. All ayes. Motion carried.

iv. Public Comment

1. None

v. Friends of Warren County Conservation

1. FWCC Treasurer Freeman shared that the group is working on their end of year campaign which includes an end of year letter. They also had a community member reach out about making a monthly donation to FWCC to be used for the Great Western Trail.

vi. Business Agenda

1. DoT funding agreement for SRT
 - a. Joe Schettler made a motion for Director Hall to sign the State Recreation Trails Project Contract. Motion seconded by Ace Hendricks. All ayes. Motion carries.
2. FY26 Budget amendment for REAP
 - a. Director Hall presented a revenue report in FY26 to the WCCB and requested access to a portion of these funds within FY26 for planned projects.
 - b. Joe Schettler made a motion to amend the Resource Enhancement and Protection (REAP) expense line in Fiscal Year 2026 for a total of \$40,000. Motion seconded by Ace Hendricks. All Ayes. Motion carries.
3. FY27 Budget planning data
 - a. Director Hall presented his budget plans for fiscal year 2027 (FY27). Hall stated that WCCB is ranked 32nd in the state based on total budget support. This is an increase in 7 positions from FY25, which WCCB ranked 39th, if we include recent county supervisors' support for community projects. Warren County is ranked the 2nd fastest growing county for a second year in a row, and the 10th largest populated county. Hall requested that the FY27 budget motto is "We build our future, today". His presentation offered three financial budget strategies, all emphasizing the importance of supporting staff, necessary department planning expenses, and allocating finances to appropriate investments. Options 1-3 were to assist the county department's mission and low relative statewide ranking.
 - b. Angie Croll made a motion to move forward with Option 3, with a bottom line 10.5% increase, for the fiscal year 2027 budget. Motion seconded by Ace Hendricks. All ayes. Motion carried.
4. Refund Policy, Policy Administration, and Contract for Middleswart Lodge
 - a. Office Manager Wells presented a tiered refund policy for the Middleswart Lodge to go into effect December 10, 2025.
 - a. Cancellations received:
 - i. 6 months before event: Full refund.
 - ii. 3-6 months before event: 50% refund
 - iii. Less than 3 months before event: No Refund
 - b. Ace Hendricks made a motion to approve the Middleswart Lodge cancellation policy as presented effective immediately. Seconded by Angie Croll. All ayes. Motion carried.
5. Pet Policy, Lodge request
 - a. Joe Schettler made a motion to not allow the use of the Middleswart Lodge for a dog training program. Motion seconded by Ace Hendricks. All ayes. Motion carried.
6. Consider Park policies as county ordinances
 - a. Director Hall has been communicating with Assistant County Attorney Bowman regarding park policies. At this time they have not made any policies into ordinances.

vii. Discussion Items

1. Budget Committee
 - a. The Budget committee will meet on December 18th at 1:30pm to prepare for the budget meeting with the Warren County Board of Supervisors.
2. By-Laws
 - a. Director Hall shared at this time there are no changes or updates to the by-laws.

3. Donation
 - a. Director Hall shared that the Gilbert Land donation is officially completed and the Woodland Mounds State Preserve project is completed.
4. 2025 Camping Numbers
 - a. Park Superintendent Seuferer shared the camping numbers from the 2025 camping season. There were campers from 18 states and one from Canada. Compared to 2024, the 2025 camping season was 21% higher.
5. Environmental Education Data
 - a. Naturalist Van Loon shared the animal ambassador numbers for the 2025 calendar year. The program numbers ranged from 36 with the opossum all the way up to 372 with the Owl. These numbers did not include December 2025.
6. Iowa Public Information Board (IPIB)
 - a. Director Hall shared that Warren County Supervisor Office Manger Brobst sent him information on IPIB and asked him to have the WCCB members take the training. Director Hall will share the training with the WCCB.
7. Strategic Plan Development
 - a. Director Hall shared that nothing has moved forward with an actual document.
 - b. Director Hall has been working with the Blair Lawson regarding the purchase of his property surrounding the Middleswart Lodge.

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. Angie Croll seconded the motion. All ayes. Motion carried.

x. Financial Report

1. My County Parks
 - a. Office Manager Wells shared the revenue from MCP to date. She created a spreadsheet that she will update monthly to present to the board.
2. Year to Date
 - a. Director Hall shared his year-to-date financial report and account balances.

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

ii. Staff Reports

1. WCCB staff provided a summary of their workload.

iii. Adjournment

1. Joe Schettler made a motion to adjourn the regular monthly meeting at 6:35pm. Angie Croll seconded the motion. All ayes. Motion Carried.

iv. Closed Session

- i. Joe Schettler made a motion to move into a closed session at 6:36pm. Ace Hendricks seconded the motion. All ayes. Motion carried.