

The regular meeting of the Page County Conservation Board was held January 14, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Kathy Jordan, Bill Robertson, Tom Johnson and Holly Martin.

Staff present included John Schwab and Charly Stevens.

Visitors included Joyce Kruse and Larry Shum.

**MOTION:** A motion was entered by Johnson to approve the Agenda for January 14, 2020, second by Robertson. All in favor and motion carried.

A correction to the December 10, 2019 minutes regarding the discussion of county vehicles that had been in the shop during December and the condition of the Dodge (i.e. engine going out and bad floor board) and the need to purchase a replacement vehicle. The line item for motor vehicles still has some funds, by unanimous consent, the Board authorized the Director to investigate purchasing a used truck.

**MOTION:** A motion was entered by Martin to approve the Minutes of December 10, 2019 with the addendum for approval of a truck purchase, second by Johnson. All in favor and motion carried.

**CLAIMS:** The month end claims of December were reviewed. The mid-month claims for January were presented for approval. An explanation of large expenditures from both claim periods was given by staff. The purchase of \$8,000 paid to Roger Perry was for the purchase of a 2001 F250 as indicated on the bill sheet summary. We couldn't go thru the dealership in Red Oak for government pricing due to a potential purchase being a used vehicle.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Johnson. All in favor and motion carried.

New Business included forestry plans at Pierce, Nodaway and Rapp, boat dock grant and 2020 Fishing Derby.

Lindsey Barney, IA DNR District Forester, was not available to present an update on the woodland stewardship plans. Copies of those plans were distributed to the Board and the need to deal with issues of invasive species were discussed. Next fall will be an appropriate time to clear out low hanging branches and undesirable under growth. In line with the Forestry plan, an Emerald Ash Borer Recovery grant has been applied for with installation of 25 trees to be planted at Rapp Park. In the Rapp Park woodland plan, she indicated where trees could be planted and the number/location of the Ash trees we presently have on site. We will be looking for a tentative planting date of April 24 and may need approximately 12 volunteers to assist. Lindsey may provide a planting demo

prior to the planting. All details are remaining to be worked out since we've been awarded the grant.

The Director submitted a grant available thru the IA DNR Water Recreation Access Cost Share Program for a boat dock. The grant has been awarded for the removal and replacement of the dock at Rapp Park. The new dock will be 90 inches x 120 inches so will be bigger and will provide more stabilization. The total cost is \$5,528 with the state share @ 75% (\$4,146) with our cost being \$1,368.00. The older dock will hopefully be salvaged and moved to Pierce Creek.

**MOTION:** A motion was entered by Martin to accept and sign the Water Recreation Access Cost Share agreement with the IA DNR, second by Robertson. All in favor and motion carried.

Fishing Derby 2020 has tentatively been discussed by John with Janet Olsen, VA office, to see about a partnership involving youth and Veterans. Location for the fishing derby can't be held at Pioneer Park due to pond work so the fishing derby would be moved to Rapp Park, probably the larger pond and utilize one of the shelters for the meal and prize distribution. We will need to talk with the Shenandoah Optimist Club for their partnership as well. Janet indicated she may have more resources to assist with the fishing derby.

**MOTION:** A motion was entered by Johnson to partner with the VA and talk with the Optimist Club for their continued involvement with the fishing derby, second by Martin. All in favor and motion carried.

Old Business included pit latrine at Rapp Park. John has conducted a cost comparison with a pit latrine vs a pre-made modern restroom that would meet FEMA standards for storms. Costs currently run \$22,000 or at least under \$30,000 and \$11-12,000 for holding tank installation. If a pit latrine was installed, costs to convert to a modern bathroom was also discussed with several contractors. Location for a bathroom was discussed in relationship to the campground. Tom indicated having at least a pit latrine was a good idea although he would like to see the other structure completed. Other board members indicated they would like to get the other structure completed and obtain more information on pit latrines. Further discussion on bathroom facilities were tabled until we work thru the budget process for FY21. We need to visit with Board of Supervisors about carrying over FEMA funds to use for the bathroom project. The topic was tabled until we can obtain more information on financing and place on February agenda.

The mammoth sculpture has been brought to the surface again with Susan Woodford, the Board would like to get some more information as to where the smaller statutes were left at and if any monies were received towards the sculpture. Charly will contact Spencer to see if he has information that may aid us. The Board tabled the item at this time.

Public Comment period then was opened to the floor. Joyce Kruse inquired about the security light at the equestrian campground and that it isn't working. This was paid for

thru a safety grant from ICAP for a \$1,000 in 2018. The office is researching who installed the security light as it needs a new light fixture. Joyce also discussed a concrete floor in the shelter, lights in the shelter, obstacle course for the horses, dead trees/weedy areas, areas not being mowed, connection to a dead-end trail, grant monies applied for and received towards the equestrian area only to have the primitive area demolished and gun range shooting schedule versus availability during the summer holidays. No action was taken by the Board.

Larry Shum inquired about using the trap houses at the Conservation Center to start a clay target shooting sports in conjunction with Essex High School. It would be ran with certified instructors and insurance covered by participants. No timeframe was indicated but likely weekends. Staff with check with county insurance carrier on liability issues and place it on the February agenda.

Seasonal employee hours were briefly mentioned. Charly indicated that she surveyed counties in our district on the same topic last season. That will be placed on the February agenda for discussion.

The Board of Supervisors has set Tuesday, January 21<sup>st</sup> at 10:30 a.m. for the Conservation Board to present our budget.

**MOTION:** A motion was entered by Johnson to adjourn, second by Martin. All in favor and motion carried. The meeting then adjourned at 7:50 p.m.

APPROVED: 2/11/2020

Chair Kathleen A. Jordan

Board Secretary [Signature]

The regular meeting of the Page County Conservation Board was held February 11, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board Members present included Kathy Jordan, Bill Robertson, Holly Martin and Tom Johnson.

Staff present included John Schwab, Terry Broyles and Charly Stevens.

Visitors present were Joyce Kruse.

**MOTION:** A motion was entered by Johnson to approve the Agenda for February 11, 2020, second by Robertson. All in favor and motion carried.

**MOTION:** A motion was entered by Johnson to approve the Minutes of January 14, 2020, second by Martin. All in favor and motion carried.

**CLAIMS:** The month end claims of January were reviewed. The mid-month claims for February were presented for approval. An explanation of large expenditures from both claim periods was given by staff. Claim to TiNik, Inc. for \$2,234.00 was for the mounting/heavy duty suspension needed for the snow blade and installed on the 2017 Ford F250.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Robertson. All in favor and motion carried.

New Business included board elections, annual review of by-laws, discussion of roof replacement at the Conservation office and approval of FY21 budget.

By unanimous consent, two items were changed in order of discussion; those being the review of By-laws and then the Board elections to follow.

The By-laws were reviewed. Changes to the By-laws are as follows:

Article IV – Board Members - 4.1 Officers of the Board shall consist of a Chairperson, Vice Chair and a Secretary. The officers shall hold office for one year - **“change to up to two-year term”**.

4.2 Election of Officers: The officers shall be elected at the first regular meeting of each calendar year – **change to “all board members must be present”**.

Article VII – Expenditure of Funds – 7.4 – Director is authorized to make purchases of up to \$5,000 without Board approval. – **“change to \$1,000”**.

**MOTION:** A motion was entered by Martin to revise and accept the amendments of the By-laws as reviewed on this date of February 11, 2020, second by Robertson. All in favor and motion carried.

Board Elections were then held. A discussion was held per the review of the By-laws and the following motion was made.

**MOTION:** A motion was entered by Robertson to retain the slate of present officers in their capacity for the two-year term as amended in the By-laws, second by Martin. All in favor and motion carried. Slate of Officers are as follows: Kathy Jordan, Chair; Holly Martin, Vice-Chair; Bill Robertson, Board Secretary, and Tom Johnson, Board Member. The 5<sup>th</sup> board position remains vacant.

The roof at the Conservation office needs replaced with the addition of gutters. John has received an estimate from Jake Wagoner Construction on shingles replacement for \$6,825 versus metal roof of \$6,225.00. Gutters estimated at \$1,500.00. John had also visited with Richardson Construction, but he does not install metal roofs. Mennonite builders were mentioned.

**MOTION:** A motion was entered by Robertson to proceed with the roof bid from Wagoner Construction, second by Martin. All in favor and motion carried. The motion was then rescinded due to the amount of the total purchase as stated in the amended Bylaws.

**MOTION:** A motion was entered by Robertson to obtain 3 bids for the roof with bid deadline ending March 9 at 3 p.m. and have bids open at the March 10, 2020 board meeting, second by Martin. All in favor and motion carried.

The FY21 budget which was discussed with the Board of Supervisors on January 21, 2020 has not underwent any changes. The total budget asking for expenditures is \$370,006 and revenue asking of \$40,100.00. A public hearing for the budget approval has not been set by the Board of Supervisors.

**MOTION:** A motion was entered by Martin to approve the FY21 budget as submitted, second by Robertson. All in favor and motion carried.

Old Business items included the west berm at Rapp Park, update on the mammoth structure, trap houses, and park updates.

A bid of \$5,000 had been placed by Colton Berry for the repair of the west berm at Rapp Park due to the flood damage. Staff was with the understanding that FEMA was going to supply the needed amount of rip rap; upon a meeting with a FEMA representative, that is not the case, we will need to purchase approximately 100 tons of rip-rap. Colton re-estimated his bid and it is now \$7,500.00 and the written contract will be updated.

**MOTION:** A motion was entered by Robertson to accept the re-estimated bid of \$7,500 from Colton Beery to repair the west berm at Rapp Park, second by Martin. All in favor and motion carried.

The staff had made inquiries regarding the mini mammoth structures and drawings and John had visited with Susan Woodford. The Board has determined that no further action is needed and that the Board does not want the structure installed due to previously discussed liabilities and that the Board of Supervisors is not in favor of paying the bill.

Larry Shum had addressed the Board at the January meeting about utilizing the trap houses for clay target shooting sports. John had checked with the IA DNR and the regulations pertaining to use of lead shot and line of vision with safety for users on the river. The DNR's stance is that no shooting should take place on the grounds of the conservation headquarters. The Board mentioned that over the years the river has changed its course and previously may have been suitable for utilizing the trap houses. The Board took no action and is following the recommendations of the DNR.

Park updates included getting the blade mounted on the truck for snow removal, road conditions at Rapp and working on cutting some encroaching brush and invasive species. John indicated that he hired Bill Robertson as a part time seasonal employee. John mentioned that some bridge workers from Ave A bridge are staying at Pierce Creek. John also posted on Facebook page a notice about ice on the road at Nodaway Valley Park.

The Dodge Ram is going to be sold by sealed bid. John is working with Melissa on writing up the specs with a deadline of March 31<sup>st</sup>. The bids will be opened at a Board of Supervisors meeting.

John brought up the latrine and cost options. John has estimates for a latrine pit and the pre-fabricated buildings, the Board took no action.

John mentioned that the NRCS is having a meeting on Thursday, February 20 here at the office to form a committee on long term planning for conservation needs in the county. The Board is invited to attend, the meeting is 10-noon. Charly will attend a district meeting in Guthrie County that day.

The public comment period was opened. Joyce Kruse inquired about the light fixture at the equestrian campground. She is aware of the grant of \$1,000 and wanted to know who installed the pole (since one was used from the spare pile at the equestrian campground) and light fixture and if there were monies left over and what would they use those funds for since the light hasn't been working since April. Charly indicated that she has been looking thru minutes and claims to find the information. Kathy said she had talked with Rich Wallace and he indicated that Clarinda Heating had done work.

**MOTION:** A motion was entered by Johnson to adjourn, second by Martin. All in favor and motion carried. The meeting then adjourned at 7:25 p.m.

APPROVED: 3/10/2020

Chair Kathleen A. Jordan

Board Secretary [Signature]

The regular meeting of the Page County Conservation Board was held March 10, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Kathy Jordan, Tom Johnson, Holly Martin and Bill Robertson.

Staff present included John Schwab, Terry Broyles and Charly Stevens.

Visitors present included Joyce Kruse, Judith Blay and Eric Rhodes.

**MOTION:** A motion was entered by Johnson to approve the Agenda for March 10, 2020, second by Robertson. All in favor and motion carried.

**MOTION:** A motion was entered by Robertson to approve the Minutes of February 11, 2020, second by Martin. All in favor and motion carried.

**CLAIMS:** The month end claims of February were reviewed. The mid-month claims for March were presented for approval. An explanation of large expenditures from both claim periods was given by staff. The agility tests for \$244.00 to Clarinda Regional Health for new hires and re-hires was briefly mentioned as a long-term cost not budgeted for. The claim for \$943.37 from Fastenal was for hand tools to outfit the shop. Iowa Prison Industries at \$204.05 was vehicle decals. The Clarinda Heating & Cooling claim of \$2,000 was explained; the work to install electrical at the equestrian campground in 2018 was completed but not billed.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Johnson. All in favor and motion carried.

New Business included conservation vehicle policy, safety PPE policy, Coronavirus policy, beaver issue at Rapp Park, and proposed project at Nodaway Valley Park.

A request by the Board of Supervisors to the Conservation Board to develop a policy on county owned motor vehicle usage by their employees. The policy was presented to the Conservation Board.

**MOTION:** A motion was entered by Robertson to approve the policy for county owned motor vehicle usage by Conservation employees, second by Johnson. All in favor and motion carried.

A Personal Protective Equipment (PPE) policy was recommended by the Safety Coordinator as the Conservation Board did not have a written policy in force. The new policy covers eye protection (safety glasses), use of PPE when working with chainsaws and other tools that may cause bodily injury. Hearing protection was also covered in the written policy and proper work attire. This policy will be included in the hiring packet of employees.



**MOTION:** A motion was entered by Martin to approve the PPE safety policy, second by Johnson. All in favor and motion carried.

There is a Beaver issue at Rapp Park. John was notified by DOT due to the potential for flooding on Highway 48 from the backup. A contract was drawn up with Gary Rock for an initial payment of \$100 (\$25 per beaver), with an estimate of \$250 to \$300 maximum. He will trap thru April 15<sup>th</sup> and/or until the problem is resolved. As of the board meeting, he has caught 12 muskrats, 4 beavers and 3 otters, all in good weight range. John indicated that once the problem is taken care of then Secondary Roads will go in and demolish the dam.

A written plan of action for office procedures regarding the Coronavirus was requested by the Board of Supervisors for each department. The policy was reviewed with the Conservation Board.

Eric Rhodes joined the meeting to discuss a proposal for Nodaway Valley Park with the installation of a disc golf course. He described the courses that are currently installed at the Lied Center and the Clarinda Academy and their shortfalls. It is a very popular game and a competitive sport as well. He liked NVP due to differences in levels of the terrain for an 18-hole disc golf course. It could be open to the public including tournaments, and a cost-effective way to bring in park users. Rhodes indicated that he would assist with the design, installation and maintenance of the disc course. The course could be designed for easy, intermediate and difficult levels. He asked for an aerial map to research terrain levels and areas that could be marked for holes 1 thru 18 and mark out the non-use areas. The course wouldn't affect regular park users. Questions were asked about cost; Rhodes said not a lot of cost except for concrete, baskets and the manpower and the potential for volunteers to assist with the building of the course. The Board would be receptive to accepting donations to assist with upkeep and a potential to charge for tournaments as explained by Mr. Rhodes. John indicated that there is an area that would work. John and Eric will meet and work out details.

**MOTION:** A motion was entered by Martin to explore the disc golf course proposal for Nodaway Valley Park, second by Robertson. All in favor and motion carried.

Old Business included security light at horse campground, bathroom proposal at Rapp Park, discuss/approve roof bids and park updates.

The security light at the horse campground was installed but we were never billed for the installation; in addition, it hadn't been working since last April. Clarinda Heating & Cooling has fixed it.

John provided estimates on a bathroom at Rapp Park. Huffcutt's estimate for a pit latrine was approximately \$50,000. We dig the hole/level the ground, the company comes in and sets the vault, if we wanted electricity that would be on us to provide. If we're looking at a building the cost estimate was \$87,135.00. That doesn't include a 7500-gallon holding

tank at \$10-12,000 (which doesn't include pumping cost) and a contractor to run and hook up water and electricity and pour a concrete pad; best ballpark estimate \$105,000 to \$110,000.00. John plans on meeting with Eric Richardson, a local contractor, on design would be around \$80,000.00. We need to use approximately \$40,000 in FEMA monies by the end of the fiscal year (June 30). The backflow preventer is estimated at \$3,000 (Conservation share), boat dock \$1,000 (Conservation share after DNR cost share grant), the west berm has been re-estimated at \$7,500.00. We need to figure out whether to install a roof over the storm shelter structure at Rapp or demolish it. A housing over the backflow preventer also needs to be installed. There will be some available monies to assist with these projects from sources within our budget. The Board advised John to research the bathroom design and meet with Eric Richardson.

The bids for the roof replacement at the Conservation office and addition of gutters were discussed. The original bid from Jake Wagoner for \$6,225 for the metal roof and \$1,496 for the gutters for a total of \$7,721 was reviewed. Eric Richardson was asked to submit a bid, but he does not install metal roofs. One other company from Omaha looked at the roof but did not submit a bid. The bid specs had been on the conservation webpage, but no additional bids were received.

**MOTION:** A motion was entered by Martin to accept the roof/gutters contract with Jake Wagoner Construction and to have him provide a certificate of liability, second by Robertson. All in favor and motion carried.

Park updates included the City of Shenandoah wanting a check valve installed at Rapp Park. John indicated that McAllister (Professional Waste Water Services) will install the backflow preventer in time for the spring opening of the parks in mid-April.

SW IA Bowhunters has released their 2020 bow shoot schedule at Ross Park and will provide a certificate of liability. A flyer is attached in the board minutes.

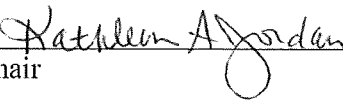
Joyce Kruse then asked about the continued use of the (county attorney approved) waiver of liability form, and if so, she would like some. Charly indicated she would put some in the mail. Joyce inquired about the homemade Ave A signs (ones with the arrow signs), needs repainted, location of placement if she made more was discussed. At one time, "No Horse Trailers" signs were placed at the boat ramp area, down by the gun range area, they've also disappeared, will they be replaced? She indicated more signage is needed to alert equestrian users to find the horse campground, there had been signs posted before but have disappeared. John will work with Joyce where to place the replacement signs. She also discussed with the Board, about weed control at the campsites and obstacle course, she wanted to know if she could spray or was she illegal in spraying; the Board does not want Joyce/work crew spraying weeds. Gates may be taken out for maintenance by the staff and then replaced, Joyce was okay with that. She inquired about tree trimming, John indicated that the staff will take care of the tree trimming. The Board indicated that no general maintenance needs to be done by equestrian work groups, the staff will maintain the area. Work days for the group are permissible in building the obstacle course but all maintenance and cleaning the area will be done by PCCB staff.

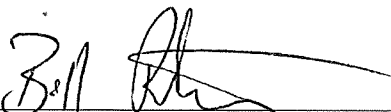
Judith Blay and Joyce Kruse mentioned about contacting the Back-Country Horsemen group for work on the trails at NVP, contact person is Robert Heflin, and brainstorm for ideas to assist with erosion control and tree trimming.

Judith also brought in photos of various areas of NVP that needed work; the NE section of trail there is a fence down on the neighbor's side. The ditch that has collapsed is flagged on the front side but not the back side. The tube washout is an access problem due to downed trees.

**MOTION:** A motion was entered by Martin to adjourn, second by Robertson. All in favor and motion carried. The meeting then adjourned at 7:55 p.m.

APPROVED: 04/14/2020

  
Chair

  
Board Secretary

The regular meeting of the Page County Conservation Board was held April 14, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present were Kathy Jordan and Bill Robertson and by teleconference call was Holly Martin. Absent was Tom Johnson.

Staff present were John Schwab, Terry Broyles and Charly Stevens.

Visitors present were Joyce Kruse.

**MOTION:** A motion was entered by Robertson to approve the Agenda for April 14, 2020, second by Martin. All in favor and motion carried.

**MOTION:** A motion was entered by Martin (who received the board meeting packet by email) to approve the Minutes of March 10, 2020 and Minutes of April 6, 2020, second by Robertson. All in favor and motion carried.

**MOTION:** The month end claims of March were reviewed. The mid-month claims for April were presented for approval. An explanation of large expenditures from both claim periods was given by staff. \$114.96 to Johnson Tire for oil change and cooling system check. \$355.09 to Card Services for ISAC meeting expenses. \$5,528.00 to Elkhart Plastics for the boat dock at Rapp Park (a percentage of this cost will be reimbursed from the IA DNR), \$504.53 to Sapp Bros for LP fuel at PC, \$210.06 to Miller Bldg. Supply for picnic table assembly, \$289.17 to JB Parts for misc. motor vehicle maintenance, \$1,146.50 to RJ Thomas Mfg. for 6 picnic table frames at NVP, \$1,146.50 for 6 picnic tables frames at PC, and \$300.00 to Gary Rock for final payment of animal nuisance trapping at Rapp Park.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Robertson. All in favor and motion carried.

New Business was the discussion and approval of the non-recreational camping request form. The DNR has their form for the state parks and many conservation boards are drafting similar forms regarding allowing non-recreational campers to use the campgrounds during the Covid-19 pandemic. John explained the exceptions to the proclamation issued by the Governor regarding the long-term occupants in Page County campgrounds which are several "homeless individuals" and construction workers. He will work with these campers, if approved, to get the forms taken care of. The ones in place now have been issued orange cards to be put at the campsite post declaring them as non-recreational campers which also alerts law enforcement officials that these individuals can camp. The only two parks that this is applicable is Nodaway Valley Park and Pierce Creek and the 1 individual at Rapp Park.

**MOTION:** A motion was entered by Robertson to approve the usage of the Covid-19 Non-recreational camping request, second by Martin. All in favor and motion carried.

A discussion on Covid-19 as it relates to designated essential personnel under the guidelines of the Governor/DNR and in line with the Page County Board of Supervisors. Our department will continue to operate with the personnel we currently have on payroll and delay the re-hiring of other seasonal employees until the threat of the Covid virus is no longer.

Pioneer Park's campground is closed as per Governor Reynolds statewide request. The discussion as to whether to open the campgrounds for health care workers and other first responders needing to self-isolate, this would be restricted to those workers, not family members. The option to charge these employees was also discussed.

**MOTION:** A motion was entered by Robertson to allow healthcare workers and other first responders to camp as non-recreational users at no charge, second by Martin. All in favor and motion carried.

Park updates were then given. NVP is full of construction contractors, the bathroom is closed to the public but open for the workers. We had several leaks upon opening the water system including replacing a water heater. Pioneer Park is closed. Pierce Creek also had a water leak and there are at least 2 construction contractors on site. One (non-recreational camper is camping at Rapp Park, and the new boat dock has been installed. The gun range is closed through April 30<sup>th</sup> due to the current Covid-19 restrictions on social distancing.

The proposal for a disc golf course at NVP is on hold till the Covid-19 threat is over.

The drainage of the pond at Pioneer Park is going very slow, the pump needed fix, will need to adjust the siphon. Options are being explored to get the drainage going faster and waiting till Colton Beery can work on it. The draining is still in the process.

A question was asked about the length of stay for campers. Normally following Iowa Code, shall not be permitted no longer than for a period of two weeks, leave for 24 hours and then return. We have always made "exceptions" for contractors in the past and if they're classified as long term non-recreational campers what does that mean in terms of enforcing the Code section. John will check with other conservation boards and with IACCB for a definitive answer.

The backflow preventer has been installed at Rapp Park but still needs a housing unit over it. Professional Waste Water Services installed the backflow preventer and the check valve as requested by Tim Martin, Supt. Shenandoah Water Plant. The housing unit needs to be big enough to work inside of (to stand up in), with 2-3 ft of concrete in the surrounding area and the drain will need to be 18 inches above the ground. Tim Martin would prefer the backflow preventer be in a heating building. There was lengthy discussion on the cost pertaining to erecting a building for the backflow preventer, total cost and who is paying for what. In reviewing past minutes of May 8, 2018, Mr. Martin said the City of Shenandoah would provide the items , backflow preventer and check

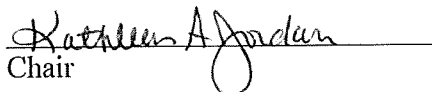
valves for a cost up to \$1,500.00 and at the July 10, 2018 meeting with representatives from the City of Shenandoah, Page County Board of Supervisors, and the Conservation Board, it was indicated that the City of Shenandoah would split the cost of \$6,000 (\$3,000 City and \$3,000 County) and the City would supply the backflow preventer and check valves. John will request to be on the BOS agenda to discuss the payment for the backflow preventer and check valves and housing unit.

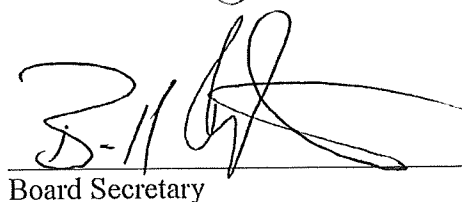
There have been no bids received about roofing the structure at Rapp Park partly due to the Covid-19 threat and lack of contractors with a crew. The west berm also at Rapp was discussed, Colton Beery moved some rock in for the project but the start date is weather dependent. John stated we will be asking for an amendment to utilize the FEMA monies we've received and hopefully by the end of the fiscal year as those funds cannot be held over. There are several projects that can be done at the park.

Joyce Kruse was in attendance to discuss signage at Pierce Creek. During the March meeting she asked about replacing of directional signs on Ave A, as there are none (arrow and horse shoe). She wanted to know where the Board is on this, she also inquired about the signage at the boat ramp area directing users to the equestrian area. There is no clear indication of where the equestrian area is located coming from several directions. The signage at the gun range for horse trailers was removed, can one be installed on the fence? need one at the far north end on 140<sup>th</sup> and one at the 150<sup>th</sup> street intersection. She indicated that at least 3 are needed, she offered to make the signs. Joyce also mentioned the obstacle course utilizing old telephone poles for walk overs.

**MOTION:** A motion was entered by Robertson to adjourn, second by Martin. All in favor and motion carried. Meeting then adjourned at 7 p.m.

APPROVED: 5/12/2020

  
Chair

  
Board Secretary

The regular meeting of the Page County Conservation Board was held May 12, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present were Kathy Jordan, Tom Johnson, Holly Martin, and Bill Robertson.

Staff present were John Schwab, Terry Broyles and Charly Stevens.

Visitors present were Joyce Kruse.

**MOTION:** A motion was entered by Robertson to approve the Agenda for May 12, 2020, second by Johnson. All in favor and motion carried.

**MOTION:** A motion was entered by Robertson to approve the Minutes of April 14, 2020, second by Martin. All in favor and motion carried.

**MOTION:** The month end claims of April were reviewed. The mid-month claims for May was presented for approval. An explanation of large expenditures from both claim periods was given by staff. \$474.00 to PWWS was the normal servicing of porta pots for Rapp and Pierce Creek. \$495.00 to PWWS was the pumping of the septic holding tank at NVP. \$225.00 to Dean's Dry Dock for a trolling motor. \$200.00 to Robert Hull for a small boat. \$164.96 to Wallin Plumbing for replacing heating elements on hot water heater. \$100.00 to Andy Paez for snow removal and \$410.23 to Rolling Hills Sales/Service for repair on gear box on JD, repair generator, repair pressure washer and repair on pump engine. \$3,025.02 to Precision Diesel for repair of the dump truck, \$177.94 to Schildberg Construction towards 14.89 tons of Class D rock. \$479.85 to Clarinda Heating for repair water leak and install new hydrant at PC. \$1,591.40 to Clarinda Heating for repair of water leak and install new water heater at NVP. The dump truck and its use for hauling rock when needed versus paying a contractor to haul for us was also discussed.

A budget amendment has been requested for revenues received to amend into our current budget to cover expenses. The breakdown is \$474.00 for trail fees, \$239.00 for sale of timber for a total of \$713.00 at Pierce Creek. The gun range has \$3,415.00 to amend. Rapp Park showed \$2,505.00 in crop monies, \$100.00 in easement fees, \$540.00 in memorial monies on behalf of Gene Beam for a total to amend of \$3,145.00. We've also received \$44,478.00 in FEMA federal monies for flood related projects at Rapp Park. The total budget amendment request is \$51,751.00.

**MOTION:** A motion was entered by Robertson to approve all claims as submitted, second by Martin. All in favor and motion carried.

New Business included bathroom and storm shelter options at Rapp Park. John discussed plans for a modified bathroom structure at Rapp Park, a latrine modeled after the south bathroom at Pioneer Park. 2 independent bathrooms with pit toilets and a holding tank.

The Board asked John to inquire with the County Auditor about payment of materials this fiscal and then pay labor costs next fiscal.

**MOTION:** A motion was entered by Martin to proceed with the latrine plan at Rapp Park, second by Robertson. All in favor and motion carried.

Several options for a storm shelter has been discussed. John has been researching effective options versus cost which has led to an ISO approved ocean shipping container that would meet FEMA standards. A cost of approximately \$1200.00 including delivery for an 8x10 unit; which would be sat on a poured 4-inch-thick, 10x12 concrete slab, ventilation and electrical was also mentioned. Basically, the shipping container will be underground, and a mound built overhead.

**MOTION:** A motion was entered by Robertson to approve the purchase and installation of a shipping container to be used as a storm shelter at Rapp Park, second by Martin. All in favor and motion carried.

There is a problem with the backflow preventer at Rapp Park which has been leaking for about 2 weeks which is on our side of the water meter. There appears to be sand in the valve. John has talked with McAllister's about fixing the problem. There is still a need to have a housing unit for the backflow preventer. John indicated that he is working on a bid invitation for this project.

Park updates included Covid-19, fisheries problem at Pierce Creek, purchase of trail maintenance equipment and fishing derby status for June.

John brought the Board up to date on the Governor's latest proclamation on the re-opening of the parks, PCCB is at a level 2. There have been discussions with park users on length of stay in the parks; which for recreational users is the 2-week period, the length of stay exemptions remain in place for construction workers and long-term tenants.

The annual treatment for aquatic plants at Pierce Creek is due to the invasive plants we've treated for several years. In the past, PCCB would purchase the chemicals and the DNR would apply. John has been in contact with the Fisheries office to get this handled.

**MOTION:** A motion was entered by Martin to allow the DNR Fisheries to treat the aquatic invasive plants under the same agreement as last season, second by Robertson. All in favor and motion carried.

A request to purchase a UTV for usage at Nodaway Valley Park for trail maintenance and other park upkeep was discussed. We currently have a 4-wheeler which does not have the capabilities needed for trail maintenance and other park work and has some mechanical issues. A basic UTV model with a brush guard attachment from Whipp Sales totaled \$12,580.00; with the purchase broke down as \$12,158.74 would come out of the motor vehicle purchase line item - (01000.06110.635.22) and the balance of



\$421.26 would be from REAP monies as equipment upgrade. An inquiry was made about the transfer pump at Pioneer Park, the old one is worn out, so John went ahead and purchased a new one.

**MOTION:** A motion was entered by Martin to purchase the UTV from the line items as stated, seconded by Johnson. All in favor and motion carried.

The annual fishing derby was briefly mentioned, the VA and the Optimist Club of Shenandoah has been notified and agreed that with restrictions surrounding the Covid-19 situation that it would be in the best interests of all parties to cancel the fishing derby for 2020.

Joyce Kruse was in attendance. Joyce discussed the former employee, Gene Beam, had opened the trails at Pierce Creek and thought that to recognize Gene's efforts, could a sign be placed on the south end of the trail. Staff will check with Kathy Beam and ask for feedback.

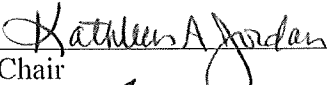
A user of the equestrian trails has been doing some mapping of the trails, Joyce showed the map which is not completed as of the board meeting; but discussed the potential of placement on the trails/trail heads and/or availability to park users. John indicated that the DNR District Forester was mapping the trails at NVP and PC and he would pass the trail map onto Lindsey to look at and Joyce offered to drop it by Lindsey's home.


Joyce also mentioned about volunteer usage if she scheduled poker rides and scavenger hunts in the fall. She also inquired if the Ave A sign had been installed, scheduling workdays at Pierce Creek, spraying in the equestrian campground (the board does not want non-employees spraying since it is county property). Joyce asked about tree protectors being installed before rut season this fall and other animal deterrents were discussed.

She also inquired about grant monies for earlier projects at the equestrian campground and where they may have been utilized or the possibility of those funds being returned. She referred to the Minutes of February 13, 2018 and the billing of items for Rapp Park utilizing equestrian designated funds. Staff indicated that they would look thru the Minutes, grants and donations received to track expenditures. Joyce then read sections of Minutes regarding the equestrian campground development projects. Board Member Martin then asked to look at those Minutes.

**MOTION:** A motion was entered by Robertson to adjourn, second by Johnson. All in favor and motion carried. Meeting then adjourned at 7:45 p.m.

APPROVED: 6/9/2020

  
Chair

  
Board Secretary

The regular meeting of the Page County Conservation Board was held June 9, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Kathy Jordan, Tom Johnson, Bill Robertson, Holly Martin and Rebecca Meyer.

Staff present were John Schwab, Terry Broyles and Charly Stevens.

Visitors present were Joyce Kruse, Randy Meyer, Rich & Alice Osborn, Nicki Hughes and Keith Lundy.

**MOTION:** A motion was entered by Johnson to approve the Agenda for June 9, 2020, second by Martin. All in favor and motion carried.

**MOTION:** A motion was entered by Robertson to approve the Minutes of May 12, 2020, second by Martin. All in favor and motion carried.

**CLAIMS:** The month end claims of May were reviewed. The mid-month claims for June was presented for approval. An explanation of large expenditures from both claims periods was given by staff. End of May claims - \$581.50 for custodial supplies (garbage bags, toilet paper, disinfectant and paper towels) to Central Iowa Distributing. \$1,422.70 to Rolling Hills Sales/Service for repair on the gear box of the JS 1550 mower; \$12,158.74 to Whipp for partial purchase of Polaris Ranger (UTV) with the balance of \$421.26 paid from REAP. Also, out of REAP funds was \$7,721.00 to Wagoner Construction for replacement of the roof from shingles to a metal roof at the Conservation office. Mid-month June claims included \$925.94 to JB Parts for assortment of minor equipment/hand tools to replenish tools needed at the shops. \$527.20 to Clarinda Heating/Cooling for labor and materials to replace a stop valve and repair a water leak at Pioneer Park. \$2,2025.00 to DR Container for gun range at Pierce Creek to be used as a storage shed. \$2,868.03 to PWWS for partial cost for backflow preventer installation at Rapp Park, \$3,125.00 to DR Container for Rapp Park to be utilized as a storm shelter. \$7,500.00 to Beery Construction for the repair of the west berm at Rapp Park due to flooding in 2019.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Meyer. All in favor and motion carried.

New Business included introduction of new board member Rebecca Meyer, problems with backflow preventer/hydrants at Rapp Park, discuss and approve updating the park rules and regulations and a letter from a concerned resident about Rapp Park.

Rebecca Meyer appointed earlier in June by the Board of Supervisors is the newest board member. She briefly introduced herself and shared some background information.

The backflow preventer blew at Rapp Park, expelling large amounts of water. A technician from Jones Mechanical checked on it and explained that the water pressure caused the issue; this release of pressure is to prevent contamination of the city's water supply. This seems to be a common issue at campground and is designed to do what is supposed to be doing. The system needs to be checked by certified personnel once a year per Public Health code. Further discussion with Jones Mechanical, only a concrete doghouse is necessary to access the backflow preventer and it doesn't have to be heated if the water isn't on during the winter. There were also two cracked hydrants that had to be replaced, possibly from the water pressure. It was unanimously agreed upon to re-bid the concrete doghouse structure.

John informed the Board that a shipping container has been ordered to be placed at Rapp to modify and use as a storm shelter.

John distributed copies of the updated rules and regulations; the reference to state codes and county may have different requirements. These revisions make it more Chapter 350/County Conservation oriented. These will be ran in local newspapers twice and then becomes effective and will be posted in the parks.

**MOTION:** A motion was entered by Robertson to adopt the revised rules and regulations as presented, second by Martin. All in favor and motion carried.

A letter from a concerned resident was received about Rapp Park and the writer inquired about long term campers using the parks when it's closed to the public in the off season. The letter was sent anonymously and therefore staff is unable to provide this person with any clarification to his inquiry. Board Member Meyer inquired about why homeless people are allowed to stay long term and the burden to the tax payers. Staff and other board members explained the situation regarding the long-term tenants. Board Member Johnson reiterated that having a long-term tenant being in a park does cut down on vandalism within in the parks. Board Member Meyer would like to see the two-week limit enforced with all campers and monitor situations as they occur. Due to Covid-19 campground restrictions were imposed and the long-term tenants were part of that proclamation to be allowed to camp/isolate at a campground. Visitors present also commented on the unavailability of campsites for the local area campers and the long-term tenants being allowed to camp unlimited amount of time.

John informed those present that the construction workers would be moving out of NVP and then the camp sites would be cleaned up and the park would re-open to the public.

Park updates included tree removal at Pioneer Park on the east boundary, RC Tree Service will remove the tree and grind down the stump at a cost of around \$1,000 - \$1,100.00. Entrance road at Pioneer Park is on schedule to get fixed. There are 2 hydrants at Rapp that need replaced and 1 at Pierce Creek north campground. An inquiry about gravel needs but lack of CDL limits the ability to apply the rock. The roads at Rapp need to scarified but waiting on gravel in the meantime, cold asphalt treatment was discussed. There was some discussion on hiring Rich Wallace to haul rock and work on

spraying weeds. The roof at the structure at Rapp Park has been contracted and may be done by end of the fiscal year.

Lindsey Barney, District Forester, has completed trail maps for NVP and PC. Smaller copies will be available at the parks.

Parks have been full – crew has been working on construction projects for the most part.

Beaver dam at Rapp Park has been cleared of animals and just waiting on Secondary Roads to come in and tear it down. There is also a 2<sup>nd</sup> dam by Ave A which Secondary Roads will be taken care of.

The proposed signage mentioned for the south trail head at Pierce Creek was discussed and staff will talk with Gene's wife to see what the family would like on the sign.

Terry Broyles updated the Board on the gun range. The range had been closed due to Covid-19; range re-opened in May it had 83 shooters and was open for 2 days in June with 28 shooters. There is new interest in the range. The gun range committee would like to change hours at the range effective now thru November. They would like to keep the same hours on Wednesday (1 p.m. to 1 hour before sunset) but change Saturday's hours to 1st Saturday is 8 a.m. till noon and the 3<sup>rd</sup> Saturday is 8 a.m. till 2 p.m. during the summer thru the end of daylight savings time (November). Terry also commented that the pistol range is open and trying to work dirt on a rifle range. Membership is up with new people showing up. A shipping container has been ordered but will need some modification to include ventilation. No concrete pad needed, it will be placed on railroad ties. Single entry lock and need to reinforce the inside.

**MOTION:** A motion was entered by Robertson to allow the change in range hours, second by Johnson. All in favor and motion carried.

Public comment period was opened. Joyce Kruse indicated that the signage is down at the boat ramp area and by the maintenance area. John said they'd been taken down for maintenance, so they could be repainted including the horse sign at 150<sup>th</sup> & Ave A. Joyce suggested that those riders utilizing Pierce Creek cannot see the notice on trail fees that are posted at the bulletin board, she wondered if something could be posted in the day area. Joyce asked about the weeds in the horse pens that needs sprayed. Broyles indicated that staff cannot spray due to not being certified for pesticide application nor can any volunteer spray since it is on public/county land. Where is the gravel that was in the primitive campsites (staff indicated that it had been pushed up and to fill holes). She asked about the big fire ring that was by the shelter; she would like it back. She indicated that there is a need for more picnic tables (staff indicated that none would be moved in unless people stopped using them to be getting onto their horses). She inquired about the monies that had previously been donated including the Back-Country Horseman group for work on the timber trail. (Broyles indicated that that the staff was not going to build a trail, since the Back-Country Horsemen would work on that trail but PCCB would maintain the trail). Staff worked on a trail and committed the monies to that project. Joyce asked if a committee could be formed regarding the equestrian campground. John

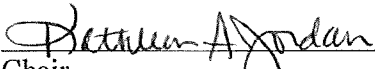
indicated that committees aren't formed for NVP, PC, etc. they are merely people offering suggestions on work that needs to be done within the respective park. There is no need to form an equestrian committee group. She also asked about all volunteers signing the liability waiver form and volunteers using county equipment. She mentioned that the trails hadn't been mowed in the timber, some trees are down. She asked about the additional obstacles for the horse obstacle course. The Board addressed some of her concerns on not having volunteers using any county equipment, no volunteers may spray weeds and no more obstacles to be placed but to maintain the ones they have. John reiterated the Board's stance on volunteers not working in the parks except for litter control.

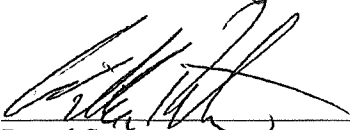
Horse riding concerns at NVP was briefly discussed. There have been reports of horse riding thru the campground and the safety of horse and riders near the ravine area. By unanimous vote, it was determined that there will be no horses allowed in the campground at NVP. Signage will be posted.

Staff indicated that the campsite pads and the roads in all the parks need work and pursue the enforcement of the leash law for pets.

**MOTION:** A motion was entered by Johnson to adjourn, second by Robertson. All in favor and motion carried. Meeting the adjourned at 8 p.m.

APPROVED: 7/14/2020

  
Chair

  
Board Secretary

The regular meeting of the Page County Conservation Board was held July 14, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board Members present included Kathy Jordan, Tom Johnson, Becky Meyer, Holly Martin, and Bill Robertson.

Staff present were John Schwab, Terry Broyles and Charly Stevens.

Visitors present included Randy Meyer, Joyce Kruse and Dan Whitehill.

**MOTION:** A motion was entered by Martin to approve the Agenda for July 14, 2020, second by Meyer. All in favor and motion carried.

**MOTION:** A motion was entered by Robertson to approve the Minutes of June 9, 2020, second by Johnson. All in favor and motion carried.

**CLAIMS:** Month end claims of June were reviewed along with FY20 budget status ending June 30, 2020. A review of the revenues was made, and we brought in over the budgeted amount in camping fees (\$10,000+) despite the Covid-19 crisis. The mid-month claims for July were presented for approval. An explanation of large expenditures from both claim periods was given by staff. End of June claims – Board mileage paid for the period July to June. \$227.94 to Akin Lumber for 14 bags of asphalt repair material, \$299.00 to Clarinda Regional Health for agility tests for 3 seasonal employees. \$1,433.00 to Champ Auto for brake work and AC compressor on the tan truck. \$750.00 to McConkey Rental for 2-day rental for the excavator/bucket for work at the gun range. \$1,200.00 to RC Tree Service for removal of a tree at Pioneer Park located on the east boundary fence. \$495.00 to PWWS for the pumping of the holding tank at NVP, and MidAmerican Energy claim was higher than normal but due to heavy usage in the parks. FEMA funds expenditures included \$5,979.24 to Akin Lumber for lumber and building components, \$222.84 to Fastenal for waterproof sealer for the storage container/storm shelter at Rapp. \$200.00 to Jones Mechanical for maintenance check on the backflow preventer at Rapp, \$319.84 to Card Services for railroad ties, \$1,641.40 to PWWS for balance owed for installation of the back-flow preventer, \$1,280.55 to PWWS for work on leaking hydrant/replacement/backfilling, \$11,289.00 to Richardson Construction for work completed on utility building and \$2,950.00 to Wrangler Sales for purchase of a small H&H utility trailer. Mid-Month July claims included \$1,500.00 yearly dues to ICCS (former IACCB), \$230.96 to Clarinda Herald Journal for the posting of the new park rules and regulations, \$110.00 to Clarinda Regional Health for lab fees for seasonal crew. \$297.98 to JB Parts for assortment of tools, \$1,430.97 to Fastenal for assortment of shop tools, \$3,124.00 to ICAP for auto insurance and \$4,471.29 for property insurance, \$100.49 to Orme Electric for replacement of 20-amp breakers at Pierce Creek and \$560.00 to PWWS for servicing of porta pots at Rapp, Pierce and Pioneer.

**MOTION:** A motion was entered by Meyer to approve all claims as submitted, second by Martin. All in favor and motion carried.

New Business included Dan Whitehill to discuss a ride at Pierce Creek, mower bids, Octoberfest proposal at NVP, a placement of a flag at the Conservation Center and discuss a REAP grant for Rapp Park.

Mr. Whitehill requested to have a trail ride/poker ride as a Pony Express fundraiser for Camp Sunnyside at Pierce Creek on August 22<sup>nd</sup> with a rain date of August 29<sup>th</sup>. He asked if the riders who donate to Camp Sunnyside (or holding a winning poker hand) will the Conservation Board forgo charging the normal trail fee. Those who don't have a winning hand will pay the \$2.00 trail fee.

**MOTION:** A motion was entered by Meyer to forego the trail fee of \$2.00 for those with a holding hand; those not holding will pay the trail fee, second by Robertson. All in favor and motion carried.

Mower bids were presented from Whipp Sales (John Deere dealer) for a 72-inch deck for \$26,290 versus Rolling Hills Sales/Service (Grasshopper dealer) for a 72-inch deck with a bigger diesel engine and zero radius turning for \$18,656. The Cub Cadet needs replaced and has no trade in value. Board member Johnson inquired about a mulch kit attachment. John will check into that and get new bids. The mower purchase was tabled until more information is gathered.

Board Member Robertson proposed having an Octoberfest at NVP near Halloween to include activities for the kids – pumpkin painting/carving, trick/treating in the campground area, bounce house, characters on the trail – with a haunted activity. He indicated that Eric Rhodes was in support of this and has some props that could be borrowed. We would need to line up some volunteers. A fee was mentioned by Board Member Meyer, Robertson thought a charge possibly to help with expenses and reimburse Mr. Rhodes. The activity will possibly bring in more park users.

**MOTION:** A motion was entered by Martin to allow permission and support to host Octoberfest at NVP, second by Meyer. All in favor and motion carried.

Board Member Robertson questioned why as a government office we do not have a flagpole and flag at the Conservation Center. He would like to see one placed and will would also need some form of electricity, so the flagpole would be lit up.

**MOTION:** A motion was entered by Meyer to allow the expenditure for placement of the flagpole and lights, second by Johnson. All in favor and motion carried.

John discussed the upcoming deadline of August 15<sup>th</sup> for a REAP grant. The grant would be written for a simplified bathroom and holding tank (former utility building) like at Pioneer Park. Richardson Construction has expressed interest in the project and will



submit a bid by the end of the month, the plumbing portion would have to be subcontracted out.

Park updates included firework issues. All parks look somewhat shaggy due to the hot and dry weather conditions.

The pond at Rapp Park is 31 inches lower than the water line on the bank; lower than the drain tube at the river. The roof on the utility building is completed. On July 5<sup>th</sup>, a vehicle caught on fire but there were no injuries and no damage to the park. Someone used fireworks and blew up a porta pot located at the east end of Rapp, it will be removed from the area. A porta pot from Pioneer has been cleaned and moved to the campground area at Rapp Park.

The entrance road at Pioneer has been completed but not billed yet. All pond waters currently have an overgrowth of moss and algae due to the weather. If we have a good rain, this will improve that condition.

John informed the Board that a health care worker specialist covering Covid-19 will be in the area working at the hospital. She'll be camping at NVP for approximately 8-10 weeks and paying the full rate.

**MOTION:** A motion was entered by Robertson to allow the healthcare worker to camp at NVP and just move to sites within the park. The 14-day rule won't apply in this case, second by Martin. All in favor and motion carried.

The Backflow preventer at Rapp Park has been doing what it's designed to do as far as releasing pressure and letting water out. John has visited with Jones Mechanical about a pressure reducing valve to lower the water pressure but will lessen the frequency of the water explosions as it drains the water system and takes a while for it to refill; Jones Mechanical indicated that to do that work their fee would be about \$3,330.12 (which includes the part needed). After a lengthy discussion the item was tabled until we get the next water bill.

John brought the board up to date on Covid-19 updates. It hasn't really impacted the park usage and campers appear to obey the social distancing order.

Joyce Kruse joined the board meeting to inquire about the trail conditions, she had complaints about the trails in the timber from a walker about a downed tree (not an equestrian user). She asked about Terry Sickles cleaning out the brush at the equestrian campground. John indicated that once the tractor was fixed the field crew would go in and remove the brush.

Joyce asked for a clarification on volunteering i.e. no spraying, no mowing, but could only pick up trash and not use county equipment. (John clarified that if a rider is going thru the timber and has hand clippers and a branch needs clipped that is fine); and no more obstacles to be installed. John clarified that volunteering to work at the equestrian

campground/trails is ok as long it's a scheduled and an organized workday. As far as mounting blocks, there are concerns about liability, vandalism and maintenance concerns. The Board would prefer if the equestrian users bring their own mounting blocks and take them when they leave.

Joyce discussed the signage and that it had been a month or 6 weeks, why weren't her signs left alone that the Board approved? John indicated that the smaller signs are down due to needing to repaint, reroute to match all county parks signs. Joyce inquired about the large fire ring that had been donated to be placed by the shelter that hasn't been returned. Terry indicated that it needs to be measured for installation and is currently sitting in the shop at Pierce Creek.

**MOTION:** A motion was entered by Robertson to adjourn, second by Martin. All in favor and motion carried. The meeting then adjourned at 7:45 p.m.

APPROVED: 8/11/2020

Chair Nathaniel A. Jordan

Board Secretary Tom R. Johnson

The regular meeting of the Page County Conservation Board was held August 11, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Becky Meyers, Holly Martin, Kathy Jordan and Tom Johnson.

Absent was Bill Robertson.

Staff present were Charly Stevens and Terry Broyles. By phone-in was John Schwab.

Visitors present included Derry Wolford and Joyce Kruse.

**MOTION:** A motion was entered by Johnson to approve the Agenda for August 11, 2020 as presented, second by Meyer. All in favor and motion carried.

**MOTION:** A motion was entered by Martin to approve the Minutes of July 14, 2020, second by Johnson. All in favor and motion carried.

**CLAIMS:** Month end claims for July were reviewed. The mid-month claims for August were presented for approval. An explanation of large expenditures from both claim periods was given by staff. \$1,108.84 to Card Services for minor equipment and hand tools – 25-gallon sprayer for ATV hookup, pruner attachment for Stihl pruner and weed whip attachment, loop handle for Stihl pruner. \$478.76 to Fastenal for high output battery, 16-inch-wide blade tape measure, quick lock pole saw attachment. MidAmerican Energy – total of \$2,575.45 – high usage in the park and possibly a rate increase. City of Shenandoah - \$127.61 – water consumption @ Rapp for the month of June. Mid-month claims for August included Shenandoah Valley News \$231.82 for publication of revised rules/regulations, Iowa Western Tourism - \$150 for annual dues, Vetter's Equipment - \$627.40 replacement of cylinder hoses, hose coupler and checking for oil leaks, checking wiring and checked on wire harness for the Bobcat. Clarinda Heating and Cooling - \$220.50 for parts and labor to change out flex supply line in the men's restroom and labor/parts to replace ball valve in the bathroom. RJ Thomas Mfg. - \$1,236.00 for a memorial bench (this will be reimbursed by the family plus the cost of concrete).

**MOTION:** A motion was entered by Meyer to approve all claims as submitted, second by Martin. All in favor and motion carried.

New Business included REAP grant application, Derry Wolford with potential projects at Rapp Park and authorization to purchase a mower.

John went thru the REAP application and explained that he was applying for monies to install a latrine at Rapp Park and stressed the importance for handicapped accessibility. He is waiting on cost breakdown from a contractor. The grant is due August 15<sup>th</sup>.

This is a no match grant although very competitive and not knowing what REAP dollars are like with the current health crisis. No one was present from the Page County REAP committee other than the Conservation Board, although letters had been sent. Mayor, Richard Hunt, Shenandoah called to express their full support for the project, and Chair, Chuck Morris, Board of Supervisor, expressed to John that it was a viable and needed addition to the park.

**MOTION:** A motion was entered by Johnson to approve the submission of the REAP grant application, second by Martin. All in favor and motion carried.

Derry Wolford discussed with the Board about volunteer opportunities for tree planting at Rapp Park. He indicated that he thought that the planting spaces for the trees needed to be enlarged 4 ft. wide x 4 ft. deep to increase the space needed for the root ball. He also questioned the choice of trees that had been selected by the District Forester. Lindsey had identified locations for shade trees near fishing areas and the primitive camping areas, this is per the Arbor Day EAB recovery grant in cooperation with the IA DNR Forestry. Some of the previous plantings were the "wrong tree/wrong place" scenario. The entrance trees are all Ash. Derry would like to see more trees in the campground. Other work projects included repair and painting of picnic tables, perhaps take up donations for funds to purchase paint, he indicated that the campsite posts need repair. John would like to include numbered sites for the posts, Derry suggested talking to relatives that some of the posts have been named after for asking about donations for upkeep. Derry also suggested maybe a news article in the SVN about Rapp Park and potential projects. The Board suggested that Derry meet with John to go over the project list at Rapp Park.

**MOTION:** A motion was entered by Meyer to be open to Derry Wolford and his group of volunteers to meet with John to discuss projects, second by Martin. All in favor and motion carried.

During the August board meeting, bids were opened pertaining to the purchase of a new mower. As per board request the mulching kit was inquired about. John Deere – new deck \$4,000 with a \$800 for the mulch kit. Rolling Hills Sales was \$300 for the mulch kit.

**MOTION:** A motion was entered by Meyer to go ahead and approve the purchase of the mower from Rolling Hills Sales (Grasshopper brand) for \$18,656.00 with the mulch kit of \$300 to use on certain areas, not all areas mowed doesn't need mulched, second by Martin. All in favor and motion carried. John will have Terry Broyles order the mower.

Park updates included law enforcement issues mainly domestic situations. One party was banned from the parks for 7 days. Rapp Park had 2 similar calls. The equestrian area centered around the trails and clean up. Areas have been taped off due to sharp branches this fall and then will be burned come spring.

Joyce Kruse asked when the large fire ring was going to be returned and will be the signs be painted and returned? Spraying needs to be done around the outside of all the fire rings. Terry indicated that no the fire ring had not been returned as they will be repainted, and they were in the process of painting the signs as they've been busy mowing. She appreciated the obstacle course being cleaned up and the pens cleaned out.

Preparation for the trail ride on the 22<sup>nd</sup>, she indicated that there are trees on the trail, need a tractor to push them off. John indicated that he will check on downed trees on the trails. Joyce asked about conducting a Scavenger Hunt ride around October 10<sup>th</sup> with the proceeds to PCCB for trail maintenance. She asked about installing mounting blocks to assist riders to get on their horses. The mounting blocks would be like what the state parks utilize – rail on the left side – 3 or 4 steps. John indicated he would talk with other parks to see how this could be handled and then Joyce and John could work on a location for the mounting block.

**MOTION:** A motion was entered by Martin to approve the Scavenger hunt/Halloween ride at Pierce Creek tentatively set for October 10<sup>th</sup>, second by Meyer. All in favor and motion carried.

A clarification was requested for the Pony Express ride for 2020 regarding the fundraiser that any riders with a paid poker hand will not have to pay the trail fee, all others will have too. This is an exception to the rule due to the Covid crisis.

The haunted Halloween activities at NVP are Covid dependent currently following Page County Public Health and CDC guidelines.

**MOTION:** A motion was entered by Martin to adjourn, second by Johnson. All in favor and motion carried. The meeting then adjourned at 7:20 p.m.

APPROVED: 9/8/2020

Chair Kathleen A. Jordan

Board Secretary [Signature]

The regular meeting of the Page County Conservation Board was held September 8, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Tom Johnson, Kathy Jordan, Becky Meyer, Bill Robertson and Holly Martin.

Staff present were John Schwab, Terry Broyles and Charly Stevens.

Visitors present were Joyce Kruse.

**MOTION:** A motion was entered by Johnson to approve the Agenda for September 8, 2020 as presented, second by Robertson. All in favor and motion carried.

**MOTION:** A motion was entered by Meyer to approve the Minutes of August 11, 2020, second by Martin. All in favor and motion carried.

**CLAIMS:** Month end claims of August were reviewed. The mid-month claims for September were presented for approval. An explanation of large expenditures from both claim periods were given by staff. \$5,000 to SW IA Parking Lot Maintenance for repair on entrance road at Pioneer Park. \$300 to Beery Construction for removal of beaver dam at Rapp Park. \$18,656.00 to Rolling Hills Sales & Service for purchase of Grasshopper mower. MidAmerican Energy – review of electric costs per park. Mid-month September large expenditures included \$234.71 to Atlantic Pest Control to take care of hornet's nest at the PC north campground, \$137.50 to Clarinda Heating & Cooling for repair of leak in the men's bathroom at Pioneer due to vandalism. \$212.00 to Jones Mechanical for service call on the backflow preventer at Rapp Park. \$159.60 to Miller Building for concrete to install a small walkway and bench for Lonowski's family. (This and the bench are reimbursable to the Rapp Park line item). \$329.36 to Shenandoah Sanitation for trash pickup for Pioneer, Rapp and Pierce Creek. \$1,155.00 to PWWS for servicing of porta pots end of June thru August.

**MOTION:** A motion was entered by Robertson to approve all claims as submitted, second by Martin. All in favor and motion carried.

New Business included Pierce/Nodaway timber work, fall projects, Pierce Creek fish kill, concrete removal at the Conservation Center and boat purchase.

The work that is scheduled at Pierce Creek and Nodaway in the timber area consists of having the timber trail at Pierce closed off due to some downed barb wire and broken glass on the trail and at Nodaway Valley Park, need to extend the safety fence around the washout by the ravine and extend it to the footbridge.

Listing of fall projects included bush hog work on trails at Pierce Creek and Nodaway, creating a new primitive area (SE portion campground at Rapp – across from the electric campground) – it would basically be a mowed area and some gravel needs), river access

cleanup by the office , enlarging the modern campground at Rapp by adding 5 or 6 additional sites either pull thru or back-in's at the northern portion of the current campground since water and electric is nearby, repaint bathrooms, possible project of hardware mesh inside of shelter house roofs to alleviate bird roosting and drain Pioneer.

Park updates included the new river access on A Ave; looks nice, have had lots of boat trailers utilizing it so far. The contractor extended the parking lot, so we'll add some trash cans. Pierce Creek suffered a fish kill, with over 1000+ fish affected. This kill was due to heat, shallowness of the pond, algae blooms and lack of oxygen. If the water level could be raised 3-5 feet that would help the situation. John will visit with NRCS and the landowners in that watershed.

John asked about the potential for removing the concrete out behind the office as the sidewalks are in the way of an upcoming project and with no sidewalks it would provide ease of maintenance while mowing, (this does not include the trap houses). Beery Construction has placed an estimate of \$2,000.00 and would be taken from the REAP funds.

**MOTION:** A motion was entered by Meyer to approve the \$2,000 to process the removal of concrete by Beery Construction, with the option for the additional work to be done upon board approval, second by Johnson. All in favor and motion carried. John will check with Beery Construction on additional work/cost.

John discussed with the Board about the purchase of a boat from a local individual, it has a trolling motor, additional battery, extra fuel tank, outboard motor, trailer and cover for \$2,000.00. This would be purchased from the motor vehicle line item. Board Member Johnson asked about the usage, maintenance on the boat and winter storage. John indicated that the boat would be used for aquatic pesticide application for the waters at Ross, Rapp and Pierce Creek and water rescue of picnic tables, port a pots and trash cans from those areas. (Lily pads on the south pond at Ross Park was discussed and John will check with fisheries on the Lily pad situation). The smaller boat purchased earlier has developed a non-fixable leak. The "new" boat could be stored at the shop at Nodaway Valley Park or Pioneer Park.

**MOTION:** A motion was entered by Robertson to approve the purchase of the boat (TX 150 Crappie Sea Nymph – 15 ft. with a model 1994 boat trailer) from Vivian Reed for \$2,000.00, second by Martin. All in favor and motion carried.

In Old Business, items included tree planting, backflow preventer and additional park updates regarding the Labor Day weekend. The trees that will be planted at Rapp Park is from an EAB recovery grant offered between IA DNR/Arbor Foundation. The week of September 14th plans are to work on ground prep and mulch has been ordered. September 15<sup>th</sup> the trees will be delivered to Pierce Creek and planting done on the 18<sup>th</sup>. 25 trees in all, none of these will be going in the campground, some will be placed by the new primitive area and other locations within the park.

Backflow preventer has once again been looked at Rapp Park by Jones Mechanical. The solution to fix the issue for \$3,330.12, (pressure reducing valve) this will reduce the amount of the leakage going on. John explained that the backflow preventer goes off when the City of Shenandoah uses a lot of water. This therefore drains the whole park system if we don't have a lot of users and low pressure and leaves the campers with no water until our end of the water line fills back up. It was suggested to wait until the spring to fix it since the winter shut down is only a few months away. What about visiting with the City Administrator and the City Council regarding the issues with the backflow preventer and eliminating the city going out to Rapp Park and discuss shutting our water off, leaving a lot of unhappy campers. The Shenandoah City Council is meeting again on September 22<sup>nd</sup> and maybe John can be placed on the agenda. The work to fix the backflow preventer by Jones Mechanical was tabled.

The additional park updates regarding the Labor Day weekend included no major issues, parks were full, and Reserve Deputies worked.

Joyce Kruse then approached the Board about the mounting block being installed at the equestrian campground. The mounting block was constructed by Mike Roush Construction & Landscaping of Farragut. This was donated to the park, Joyce would like some signage placed acknowledging the donation. Size and placement were discussed, the mounting block was placed in the day parking area at the north end. The Board indicated that we will pay for the sign. Joyce indicated that there is still a need for picnic tables and there were a lot of campers in the horse campground over the holiday weekend. John indicated that there were some picnic table frames available to make some picnic tables for the equestrian area.

She asked why the timber area has been closed as she has received complaints from other riders. (The trail was closed due to safety issues and will be worked on in the fall). It was indicated that Back Country Horsemen group hasn't worked on the trail in several years and that PCCB will not maintain the trails until the BCH has worked on it; although one end of the trail had been worked on by Gene prior to his passing. Joyce also indicated that the horse signs she has requested to be installed is not up. Terry Broyles and John indicated that they are working on the signage because they are wanting them to match the other park signs. John thought the BCH group might be in the area sometime in September to work on the trails.

Joyce asked when the non-electric sites would be reopened as there has been increased usage, the Board repeated their earlier stance that it would not be reopened. Joyce inquired about the posts that were pulled (ones donated by Keith Meyer) and would have been used towards a 4-H project for signs. The Board said no, and Joyce will notify the 4-H person. Other donations in the equestrian campground was discussed and John indicated that donated items become park property and there is not going to be any donated items returned. The posts were installed 4 years ago and not used. Board Member Meyer asked why those complaining didn't show up at the board meetings to address their issues, Joyce said no one would come to a meeting as they've been shot down too many times. Meyer indicated that it must not be a priority for the equestrian



users to attend meetings with their concerns and that this is a different board than the equestrian users had been working with.

**MOTION:** A motion was entered by Robertson to adjourn, second by Meyer. All in favor and motion carried. The meeting then adjourned at 7:45 p.m.

APPROVED: 10/13/2020

Chair Barbara A. Jordan

Board Secretary William R. [Signature]

The regular meeting of the Page County Conservation Board was held October 13, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board Members present included Kathy Jordan, Tom Johnson, Holly Martin, Bill Robertson and Rebecca Meyer.

Staff present included John Schwab and Charly Stevens.

Visitors present was Joyce Kruse.

**MOTION:** A motion was entered by Meyer to approve the Agenda for October 13, 2020 as presented, second by Robertson. All in favor and motion carried.

**MOTION:** A motion was entered by Martin to approve the Minutes of September 8, 2020, second by Johnson. All in favor and motion carried.

**CLAIMS:** Month end claims of September were reviewed. The mid-month claims for October were presented for review and approval. An explanation of large expenditures from both claim periods were given by staff. Large claims month- end September included \$299.99 of the \$357.96 to Card Services for the purchase of a new transfer pump. MidAmerican Energy claim was discussed on electric costs versus usage. \$249.32 to the City of Shenandoah for water at Rapp Park. Mid-month October included \$500 to Rapid Elite for camping envelopes (2000 @ .25 ea.), Motor Vehicle Maintenance of \$875.65 to Johnson Tire – this was an oil change and 4 new tires for the patrol truck and an oil change for each Jeep. \$177.00 to Clarinda Regional Health Center for lab fees (\$55.00) and agility test (\$122) for a seasonal employee. \$405.00 to McConkey Rental for equipment rental of auger and skid loader for tree planting project at Rapp Park. It was suggested to check with Henke or Orme Electric to check the office to troubleshoot power usage.

**MOTION:** A motion was entered by Martin to approve all claims as submitted, second by Meyer. All in favor and motion carried.

New Business included discussion of a 5-year strategic outline for planning purposes and the continued development of the parks. John invited the Board to review the 5-year plan at their leisure and offer any recommendations they may have and will review it again at the November board meeting. The consensus of the board was favorable on the ongoing work as outlined.

Old Business included the backflow preventer at Rapp Park and park updates. John had a discussion with Tim Martin about the continued problem with the backflow preventer. The City of Shenandoah's stance is that the water line at the park is a private water line and the City will not split any further costs for repair of the water line. The City suggested installing a check valve between the backflow preventer and the campground. Martin suggested that the check valve might be cheaper than what Jones Mechanical

recommended doing on the reduction valve. John indicated that the backflow preventer needed more research, any work on the backflow preventer would wait until spring as the City of Shenandoah indicated they will shut off the water for the season on November 1. Staff will post this closure for the public.

Park updates included trail maintenance, picnic tables and signs painted and other small projects since the mowing has slowed down. The tree planting project was completed mid-September, members of the public has given good feedback on the additional trees at Rapp Park. The Bur Oaks look a little "sickly" but that may be in part to transplant shock, a watering regimen will be done twice weekly until the ground freezes. Also, at Rapp they've cut a new primitive area which could be expanded depending on need. The public indicated that the (former) primitive area north of the modern campground was too far away from park amenities and access to the south end of the lake and boat dock. John indicated that a posting about the new primitive area hasn't been disclosed at this time.

The project at the Conservation office was discussed with Colton Beery and it remained at the \$2,000 for the proposed clearing of sidewalk versus the 4,000 for any additional concrete removal. John said all projects are on hold due to the contractors behind in their other projects.

The draining of Pioneer Park has begun as of October 12<sup>th</sup> and is down about 8 inches. The project won't be put out to bid until the pond is drained and dried.

The hydrants that need repair at Rapp and Pierce Creek will be done by Professional Waste Water as soon as their schedule allows. Clarinda Heating & Cooling will repair some hydrants and a water leak at Nodaway Valley Park.

A REAP grant was submitted for the bathroom facilities at Rapp Park but Page County was not awarded a grant. A proposal was submitted to the Rapp Foundation for \$20,000, if nothing is granted we would look at the budget and REAP funds to complete the project. Board members Robertson and Meyer indicated that the Wind farm companies has indicated that they will take project proposals for review. The Board then discussed submitting a proposal about building cabins at Nodaway Valley Park. No action was taken.

Joyce Kruse then commented on the trail clearing at Pierce Creek and she was thankful it had been done. John indicated that the Back-Country Horsemen group had been down last part of September and spent one Saturday working on the trails. Joyce then inquired about the area adjacent west of the electric campground and what the plans were since the brush and trees had been removed. John explained the invasive plants had taken over the area and clearing was done to open it up. Joyce then asked if John wanted any volunteers to help with trail work, he mentioned that if a workday was organized, yes, assistance would be appreciated. Joyce then asked if riders were on the trail could they trim those smaller limbs (height that would smack one in the face) that may be in the way, John indicated that was acceptable. Board Member Johnson inquired about the correct way to trim and not leave stubs protruding.

There being no further business to come before the Board; the Chair called for an adjournment.

**MOTION:** A motion was entered by Robertson to adjourn, second by Johnson. All in favor and motion carried. The meeting then adjourned at 7 p.m.

APPROVED: 11/10/2020

Chair Kathleen A. Jordan

Board Secretary [Signature]

The regular meeting of the Page County Conservation Board was held November 10, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Kathy Jordan, Bill Robertson, Rebecca Meyer. Joining by telephone was Holly Martin (due to Covid isolation). Absent was Tom Johnson.

Staff present included John Schwab and Charly Stevens.

Visitors present was Joyce Kruse.

**MOTION:** A motion was entered by Robertson to approve the Agenda for November 10, 2020 as presented, second by Meyer. All in favor and motion carried.

**MOTION:** A motion was entered by Meyer to approve the Minutes of October 13, 2020, second by Robertson. All in favor and motion carried.

**CLAIMS:** Month end claims of October were reviewed. The mid-month claims for November were presented for review and approval. An explanation of large expenditures from both claim periods were given by staff. Large claims on month-end October included \$125.00 – yearly dues to IA Natural Heritage Foundation, \$592.10 to Card Services for mulch, soil conditioner, and 100 ft. of welded wire for the protection of the 25 newly planted trees at Rapp Park, \$212.62 to Vetter's for 6 mower blades, MidAmerican Energy costs were reviewed versus usage (appears that the high electric bill at the office has been fixed), \$143.22 to City of Shenandoah for water at Rapp Park (this may be higher due to the outbursts of water pressure), \$1,600 to PWWS; this included a breakdown of \$475 for the pumping of the latrine holding tank at Pierce Creek, \$495 for the septic pumping of holding tank at Nodaway Valley Park and the servicing of porta pot at Rapp and Pierce. Mid-month November expenses included an explanation of the copier claim – the claims for copies and the lease payment had previously been split between Conservation and Environmental Health and with that office moving out, we will be responsible for the complete lease payment. \$127.36 to Circle C Farms – new signage for office building (the current one has both departments listed), \$101.28 to JB Parts for 16 gallons of RV antifreeze that is used to winterize bathrooms prior to shutting down for the camping season, \$114.75 to Clarinda Heating for the purchase of 9 electrical breakers (fuses at the parks), \$450 to McConkey Rental for the mini excavator/trailer to work on the dock at Rapp and at Pioneer to help with the dredging, at the Pierce Creek gun range to Miller Bldg. Supply of \$151.94 for spray paint, bar ties and 40 bags of concrete and lumber towards installing a permanent shooting table at the (100 yard range) on a concrete pad, and SW Regional Water just usage versus costs for the meter readings of October prior to shutdown of the camping season so should resort to minimal usage cost.

**MOTION:** A motion was entered by Robertson to approve all claims as submitted, second by Meyer. All in favor and motion carried.

New Business included approval of a 5-year development/maintenance plan, revenue proposal to BOS, roadside park proposal, fish habitat grant application for Pioneer Park and a bid to finish the buried cargo container (storm shelter) at Rapp Park.

The 5-year plan was presented at the October 13<sup>th</sup> meeting with improvements to each of county areas. The Board was advised to look it over for any additions to the plan and re-visit it at the November 10<sup>th</sup> meeting. The only addition for consideration was to build a shelter house at the north campground at Pierce Creek. The Board was in favor of the plan.

John then discussed a proposal to ask the Board of Supervisors if the Conservation department could retain 25% of their revenue and deposit it in the Conservation Reserve account to build up that line item for large projects. He is scheduled to be on the BOS agenda for next week and may revisit it when it's budget discussion with the BOS.

John was approached by a phone call from Supervisor Chuck Morris on a suggestion to see about installing a roadside park at the Essie Davison farm south of town. John indicated that it might consist of some picnic tables and trash cans but is not in favor of accepting the proposal due to budget considerations of manpower and equipment. No action was taken by the Conservation Board.

A Fish Habitat grant application is being worked on for pond renovation and improvements at Pioneer Park. Bids have been sent out and are due back November 20<sup>th</sup>. The goal of the project is drain and renovate the pond, removal of 31,000 cubic feet of sediment and construction of a ¼ acre sediment collection pond in the NW portion of the current pond, construct a new dam, and construct a 2<sup>nd</sup> fishing jetty and provide fish habitat. In the meantime, draining is ongoing.

**MOTION:** A motion was entered by Robertson to approve the resolution that the Conservation Board is in favor of the project at Pioneer Park, second by Meyer. All in favor and motion carried.

John has received a written estimate from Jon Bix (Bix Fabrication & Welding) in the amount of \$3,400 to complete the buried cargo container with the intent of having that utilized as a storm shelter. The work to be completed includes heavy duty welding; 2 – w6x12 beam for stiffeners for the top, 2 channels for lower sides, 2 channels for upper sides, 2 dead man anchors, 2 – 6-inch vents, an interior latch and labor to install all the above. This bid amount does not include any painting of the welded components. If the bid is approved, it should be completed by next spring before camping season starts.

**MOTION:** A motion was entered by Robertson to approve the estimate from Bix Fabrication for work on the cargo container (storm shelter), second by Meyer. All in favor and motion carried.

Old Business included park updates. Only one camper utilizing a park, the two health care workers have left or will be leaving shortly. The camping is lowered to \$10 per day

during the off season due to lack of water and restroom facilities. Backflow preventer needed to shut down as the city's valve doesn't shut off the park water. We do not need a housing structure to cover the backflow preventer during the winter; if the water is shut off, remove some bolts, dry them out and replace them back on the preventer.

Joyce Kruse then presented her questions to the Board. She asked about the obstacle course in the equestrian campground and the placing of some dirt around the tires, so the horses don't step in them and get injured. Joyce also inquired if she can talk with John about working on small projects or does she need to come before the Board. The Board indicated that on small projects to work with John and if a project may become a major undertaking then John can bring it to the Board's attention., this is stating no new projects, just upkeep and have those approved thru John. Joyce mentioned that some steel posts had been removed and that has caused deer damage on some of the bigger trees. John said he will get the stakes put back in and purchase some tree shelters to counter act the potential for further deer damage.

John mentioned that December board meeting will be budget work. Chair Jordan indicated she may have a conflict on the regular meeting date so other meeting dates may be an alternative.

There being no further business to come before the Board, the Chair called for adjournment.

**MOTION:** A motion was entered by Meyer to adjourn, second by Martin. All in favor and motion carried. The meeting then adjourned at 7 p.m.

APPROVED: 12/9/2020

Chair Kathleen A. Jordan

Board Secretary [Signature]

The regular meeting of the Page County Conservation Board was held December 9, 2020 at the Board's office beginning at 6:30 p.m. The meeting was called to order by Chair, Kathy Jordan.

Board members present included Kathy Jordan, Bill Robertson, Rebecca Meyer and joining by telephone was Tom Johnson. Absent was Holly Martin.

Staff present were John Schwab, Charly Stevens and Terry Broyles.

Visitors present was Chuck Morris, Board of Supervisor.

**MOTION:** A motion was entered by Meyer to approve the Agenda for December 9, 2020 as presented, second by Robertson. All in favor and motion carried.

**MOTION:** A motion was entered by Robertson to approve the Minutes of November 10, 2020, second by Meyer. All in favor and motion carried.

**CLAIMS:** Month end claims of November were reviewed. An explanation of large expenditures was given by staff. Large claims on month end November included \$592.88 to 1st Bankcard for new desktop computer, \$154.82 to Forestry Suppliers for tree shelters for the equestrian campground due to deer damage, \$104.85 to Card Services for misc. items related to a high flow pump for Rapp Park and padlock set. MidAmerican Energy - discussion on electric costs vs usage as it related to office electric costs months back. Water bill of \$150.17 to the City of Shenandoah as it was final bill of the season and \$420.00 to PWWS for contracted pumping of the port a pots at Rapp Park and Pierce.

**MOTION:** A motion was entered by Meyer to approve the claims as submitted for month-end November second by Robertson. All in favor and motion carried.

**CLAIMS:** Mid-month claims for December were presented for review and approval. An explanation of large expenditures included the water usage in the parks (combination of \$171.00, which totals minimum charges during the winter), Copier costs appear higher due to not splitting rent and copies with the Environmental Health, \$131.60 to Agriland for LP Fuel at the Conservation Center which is monthly budget billing and \$214.38 total for sanitation services on both sides of the county. We are having issues with one provider and an estimate has been requested from a secondary provider to see about obtaining their services on trash collection.

**MOTION:** A motion was entered by Robertson to approve the claims as submitted for mid-month December second by Johnson. All in favor and motion carried.

New Business included an official request to the Board of Supervisors about revenue re-allocation, discuss river access at Conservation Center, park updates, possible closed session and budget work.



John had approached the Board of Supervisors late November/early December about requesting to set aside 25% of revenue (camping, donations, and crop monies) to Conservation Reserve fund. Chuck Morris, Board of Supervisor, attended the Conservation Board meeting to discuss the idea. He feels that the current BOS supports the revenue plan for the development and expansion of the parks but wonder if it would be better to wait a year. It may not be possible to get this set aside for the next fiscal but feels we should try to place \$8,000 - \$10,000 into the budget regarding the priorities of the 5-year plan. Chuck Morris and Alan Armstrong could be supportive of the request, although Chuck would like to see the Conservation Board expand services to the county aggressively over the next four years. A discussion will follow on this topic during the department budget meeting.

John was looking at an aerial of the grounds where the Conservation Center is, and it appears that our river access is crossing private property owned by the McCall family. He will visit with Julie McAndrews to see if she'll visit with her dad, as it is now there is a liability issue. Options were to seek an easement to keep the river access as it is now, see if McCall Estate would be willing to donate that portion of land, or move the river access if needed, or work on signage and boundary fences.

Park updates included ongoing pond work at Nodaway Valley Park. The crew has been working to clear brush away from the pond. Pioneer Park has a hole that has been cut to breach the pipe to allow for drainage (12-15 ft of sediment) and some minor dredging has occurred from the shoreline. The application for pond renovation has been submitted and a Zoom meeting will follow for review of the applications.

Terry Broyles gave an update at the Pierce Creek gun range. A new 10-yard range with berms for beginners has recently been completed and pending an inspection from the ICAP safety coordinator. This range would allow for more 1 on 1 work if needed. 16 members have been shooting (on today's date) and the Clarinda Police Department completed some training recently. The range hasn't been open too much due to precautions needed for Covid and at least two of the RSO's have been ill during November. BOS Morris asked about the fees that were being charged. There have been some inquiries about tomahawk throwing – there is an open area with a back stop already in place and room for archery by adding some hay bales. Terry will present these ideas to the ICAP personnel as well.

The equestrian area has some trees versus deer problems. An individual placed trash bags around the trees and ended up giving the trees "frostbite". DNR Forester went and looked at the trees and thinks they may survive, we'll know more come spring when the trees start leafing out and the crew has pulled all the steel fence posts from the horse area per safety recommendations from Tom Nordhues, Page County Safety Coordinator. The crossing at the boat ramp is already a low water area that needs work; a tube is completely gone but the 4 ft. ravine is closed off and trail re-routed till it can be permanently fixed. On a positive note, there has been increased usage on the trails and paying of fees.

John Schwab then requested to have a closed session to discuss his performance evaluation under Chapter 21.5.1.i.

**MOTION:** A motion was entered by Meyer to go into closed session per Chapter 21.5.1.i, second by Robertson. Meyer, aye, Robertson, aye, Jordan, aye, Johnson, aye.

**MOTION:** A motion was entered by Meyer to return from closed session, second by Johnson.

**MOTION:** A motion was entered by Robertson to approve a salary increase for Director John Schwab, from \$39,520 to \$45,000 effective fiscal year beginning July 1, 2021, second by Meyer.

Robertson, aye, Meyer, aye, Jordan, aye and Johnson, aye. Motion carried 4 to 0.

Budget work began by reviewing each line item for increases or decreases with explanations as needed for expenditure and revenue. We are waiting for percentage increases for several line items, including health/dental, and salary/benefits, those will be figured in. A completed copy will be sent to the Board members once it is completed.

**MOTION:** A motion was entered by Robertson to approve the FY21-22 budget, second by Meyer. All in favor and motion carried.

There being no further business to come before the Board, the Chair called for adjournment.

**MOTION:** A motion was entered by Robertson to adjourn, second by Johnson. All in favor and motion carried. The meeting then adjourned at 8:15 p.m.

APPROVED: 1/13/2021



Chair \_\_\_\_\_

Board Secretary 