

The regular meeting of the Page County Conservation Board was held January 16, 2024 at the Board's office beginning at 6 p.m. The meeting was called to order by Chair, Mark Marriott.

Board members present included Mark Marriott, Danielle Miller, Jane Stimson, Randy McNutt and Bill Robertson. Also present were staff John Schwab and Charly Stevens.

**Approve Agenda:** McNutt moved, second by Miller, to approve the agenda for January 16, 2024. Motion carried.

**Approve Minutes:** Stimson moved, second by McNutt, to approve the Minutes of December 12, 2023. Motion carried.

**Approve Claims:** Claims from month-end December and mid-month January were reviewed. Robertson moved, McNutt second, to approve both sets of claims. Motion carried.

Election of Officers then took place. For position of Chair, Marriott nominated McNutt, second by Stimson. No further nominations, the nominations ceased. Motion carried. For position of Vice Chair McNutt nominated Marriott who declined, McNutt then nominated Stimson, second by Marriott. No further nominations, the nominations ceased. Motion carried. For position of Secretary, McNutt nominated Miller, second by Marriott. No further nominations, the nominations ceased. Motion carried.

Slate of Officers for 2024 are as follows - Chair, Randy McNutt; Vice-Chair, Jane Stimson and Secretary Danielle Miller.

The Bylaws were then reviewed with minor discussion. Motion by Marriott, that upon review of the Bylaws, no changes were indicated and remains unchanged at this time, second by Robertson. Motion carried.

Park regulations were then reviewed. Motion by Robertson, second by Miller, to leave park regulations as is with no changes. Motion carried.

The motor vehicle usage and PPE policies were reviewed. Motion by Robertson, second by Marriott, to retain the current policies with no changes indicated. Motion carried. Footwear policy was reviewed; Motion by Marriott, second by Robertson, to approve the purchase of footwear for Mike Wilson, a permanent part-time seasonal employee. Motion carried.

A volunteer policy was discussed whereas board members could work on Conservation projects. John will check with other Conservation Boards and see how they handle their volunteer labor. Item was tabled until February meeting.

Park updates were then given.

Snow removal continuing. NVP is done. Rapp and Pierce Creek for the remainder of the week. Couldn't make it to PC maintenance shop, equestrian area or boat ramp last week due to Ave A being in horrible condition.

Playground is ready but waiting on break in weather to install. Installation team drove down last week and were concerned that the semi could not safely make it to either site.  
Cabin wiring – within the next couple of weeks. His road still hasn't been plowed so it's weather dependent. Is confident he can get it done as soon as the roads open.  
Enough gravel has been stockpiled at NVP to do all the sites once weather allows.  
Budget presentation next Thursday, Jan. 25<sup>th</sup>, at 9:30 a.m. in the Page room. Refigured budget with possible 7.5% pay raise (Per Board of Supervisor recommendations).  
Some vehicle issues with cold weather but nothing major (worst was purchase of new battery for patrol truck).

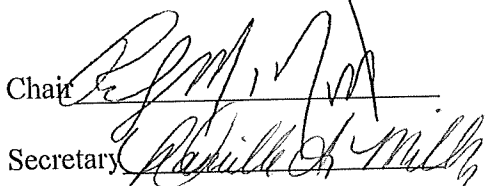
Board communication included a review by McNutt on the installation of water and electrical for the proposed additional campsites at Pioneer Park. Stimson showed a layout for a roadside park at the Essie Davison farm. She mentioned ideas that could be done in phases. Also mentioned were Christmas lights at Pioneer Park and a Halloween event at Nodaway – similar to the one held at Rapp Park. She presented a handout on the upcoming REAP Congress to be held in Des Moines.

**Motion to adjourn:** Stimson moved, second by Robertson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:15 p.m.

Approved: February 13, 2024

Chair

Secretary

The block contains two handwritten signatures. The first signature, for the Chair, is written over a horizontal line and appears to be 'R. J. M.'. The second signature, for the Secretary, is written over another horizontal line and is more cursive, appearing to be 'R. J. M. H. M. H.'.

The regular meeting of the Page County Conservation Board was held February 13, 2024 at the Board's office beginning at 6 p.m. The meeting was called to order by Board Chair, Randy McNutt.

Board Members present included Randy McNutt, Jane Stimson, Danielle Miller and Mark Marriott. Absent was Bill Robertson. Also present were staff, John Schwab and Charly Stevens.

Present as guests were Kathy Jordan, Michelle Jordan and Joyce Kruse.

**Approve Agenda:** Marriott moved, second by Miller, to approve the agenda for February 13, 2024. Motion carried.

**Approve Minutes:** Stimson had a question on previous budget concerns which was discussed. Stimson moved, Marriott second, to approve the Minutes from January 16, 2024. Motion carried.

**Approve Claims:** Claims from month-end January and mid-month February were reviewed. Marriott moved, Stimson second, to approve both set of claims. Motion carried.

Michelle Jordan voiced some concerns over there not being monies budgeted in the Pierce Creek line item as it would relate to the equestrian area. She also asked about the volunteer labor policy. As it stands right now there is no written policy available regarding volunteers. John read a statement from the local insurance representative and the county auditor on volunteers and the use of power tools. As it stands currently there will be no workdays with the use of power tools unless you provide proof of your own insurance. Recommendation from the Board was to visit with the Board of Supervisors and the County Auditor to discuss the volunteer policy.

The electrical wiring of the interior of the cabins were discussed, the initial electrical work is completed, and they'll be back to finish up. A private individual has donated to hire a contractor to finish the interior walls. Cabin furnishings were discussed in relation to beds, heater/ AC, mini-refrigerator as well as posting "No cooking inside" and a ramp to be installed to the cabins.

Park updates were then heard:

Nodaway Valley Park – playground equipment installed. Waiting on a quote for mulch from local distributor as normal distributor will not have wood chips until April/May. Cabin electrical wired, interior construction finished. Waiting on final electrical tasks (switch plates, outlet covers, etc.). New vents and screening on the shower house. Started cleaning/grinding floor for new paint.

Pioneer Park – Remodeling of vandalized bathroom to begin in the next couple of weeks by Richardson Construction.

Rapp Park – Flagpole for Veteran's Memorial has come in. Will be installed when the weather gets a bit warmer. VA is helping us to plan an official opening for the memorial for late May/early June. Large number of construction materials were found dumped at Rapp by a park patron. This was located about 150 yards down the trail by the river access. Investigation

conducted and turned over to Page County Sheriff's Office. Meeting with Grace's family later this week/early next week to finalize the location of the concrete work for the table near her memorial tree.

Pierce Creek – Open trapping will close at the end of the month. Good numbers early in the season but has dropped off. Total reported to the office was 7 beavers trapped. Playground equipment installed. Will landscape and border the new playground area once quotes are received for mulch.

Ross Park – 200-yard washout area on one of the back trails, should be able to fix with equipment rental and some fill dirt/gravel. Road going to back pond has developed large ruts. Will be addressed when trail washout is worked on.

General Updates – the project focuses for the coming month –  
Finish interior of cabins, landscaping cabin sites, rock and level Nodaway campsites, washout at Ross and road repair, playground area completion, flagpole installation and landscaping at Veteran's Memorial (possibly).

Joyce Kruse then talked about a workplan for 2024 which is dependent upon the volunteer policy at this point. She did have a list of items that needs to be done at the equestrian area including adding dirt into 2 horse pens, moving the porta pot in the non-electric site by the post, addition of 2 solar lights and the re-hanging of the ones already in place, needs posts by water hydrant and shut off valve, take plastic off trees, refurbish the latrine by the boat dock, add hooks in them to hang stuff from, paint shelter and add a picnic table, place benches on trail, add more power in the shelter by adding 3 outlets/bigger breaker.

Board Communication – Jane and Randy have been working on letters for requesting donations for pond project at Pioneer Park. Randy shared an example.

Road repair was discussed. It was recommended to make an appointment with JD to discuss the situation and then have a meeting with the Board of Supervisors and JD to iron out what needs to be done towards maintenance on the roads.

Jane brought up Christmas lights in Pioneer Park. She'll be working on gathering donations from local businesses. She would like this item on the March agenda. She also asked that the roadside park idea be placed on the March agenda.

**Motion to adjourn:** Stimson moved, Marriott second, to adjourn the meeting. Motion carried. Meeting then adjourned at 7:55 p.m.

Approved: March 12, 2024

Chair Jane Stimson

Secretary Phanille A. Miller

A special meeting of the Page County Conservation Board was held March 5<sup>th</sup> at the Board's office beginning at 6 p.m. The meeting was called to order by Vice-Chair Jane Stimson.

Board Members present included Jane Stimson, Bill Robertson, Danielle Miller and Mark Marriott. Absent was Randy McNutt. Also present were staff Schwab and Stevens.

Visitor present was Kathy Jordan.

**Approve Agenda:** Marriott moved, Robertson second, to approve the agenda for March 5, 2024. Motion carried.

The purpose of the special meeting was to gain approval for raises to Mike Wilson, a part-time permanent employee and Duncan Stull, an intern/seasonal employee. Mike is currently at \$14/hr. and would like to raise him to \$15/hr. Duncan is currently at \$10/hr. and would like to raise him to \$13.00 to be in line with the rate paid to other seasonal employees.

Other seasonal employees proposed increases are Jeff Kirk (\$14.00), Steve Wagoner (\$13.25), Garrett Clark (\$13.00) and 2 new hires starting at \$12.50 each. The new hires would be potentially bumped up after 45 days if a raise is warranted. Schwab ideally would like to pay the July rate beginning in April. These seasonal employees will be working April 1st thru October 31<sup>st</sup> and then terminated for the season. Board member Marriott discussed starting a baseline pay scale.

**MOTION:** Robertson moved, Marriott second, to approve the raises for Mike Wilson at \$15.00 and Duncan Stull at \$13.00 as presented. Motion carried.

Discussion on Director's authority for employee raises.

**MOTION:** Marriott moved to allow the Director the authority to evaluate and present to the Board the employees raises before they're given, second by Robertson. Motion carried.

Board Communication included items to be fixed at the equestrian campground, prioritize the projects and provide a timeline for completion of projects. John indicated that when he had full staff on board the projects would be done. Volunteer policy was briefly mentioned using "no heavy equipment" and proposing a volunteer job list in the parks.

**MOTION:** Marriott moved, Robertson second, to adjourn. Motion carried, and meeting adjourned at 6:45 p.m. Next meeting will be at 5 p.m. at the Pierce Creek equestrian campground.

APPROVED:

Chair Jane Stimson

Secretary Danielle Miller

The regular meeting of the Page County Conservation Board was held March 12, 2024 at the Pierce Creek equestrian campground beginning at 5 p.m. The meeting was called to order by Vice Chairman Jane Stimson.

Board members present included Jane Stimson, Bill Robertson, Danielle Miller and Mark Marriott. Absent was Randy McNutt. Also present were staff John Schwab and Charly Stevens.

Visitors present included Larry Locke, Connie Cade, Michelle Jordan, Joyce Kruse, Josh Binau and Kathy Jordan.

**Approve Agenda:** Marriott moved, second by Miller, to approve the Agenda for March 13, 2024. Motion carried.

**Approve Minutes:** Discussion on volunteer policy was reviewed; and that there have been no policy changes. Miller moved, Marriott second, to approve the Minutes from February 13<sup>th</sup> and March 5<sup>th</sup>. Motion carried.

**Approve Claims:** Claims from month-end February and mid-month March were reviewed. Marriott moved, Miller second, to approve both sets of claims. Motion carried.

Josh Binau brought up about arrows that were found around various areas at Pierce Creek, dead deer in the water, dogs without leashes (he wondered if more signage could be installed to control this better?). He also inquired about developing trails in the public hunting area and Schwab indicated potentially in the future to mow a trail. Kruse discussed the 100 acres of land that isn't available to users. Schwab indicated that there be no trail expansion and to maintain what we have. Michelle Jordan mentioned about a bent post and wire on the ground and additional electrical needs in the shelter to which Schwab responded that LePorte Electric has been contacted about the job.

Park updates were then given as follows:

NVP: Continuing work on cabin. Skirting is in place and painted. Started painting inside. All painting should be completed by end of the week. Had a few campers on the weekend for the gun show – no electric problems reported. Mulch has been ordered for playground. We had checked with local tree services, but no one had the amount of chips we were looking for. Ordered the chips from Twin Oaks, who will deliver it to Nodaway.

Pioneer: Initial trimming and some clean-up has been conducted. Will continue as time permits.

Rapp: Fish kill reported yesterday in the Nishnabotna. Investigated and report with photos were forwarded to the DNR. They are testing the water to see if it was due to the chemical spill in Red Oak (1,500 tons of liquid fertilizer). \$1,200 donation to purchase the remaining two flag poles for the veteran's memorial and shooting for mid-June for a ceremony.

Pierce Creek: Got some work completed around the hydrants in the day use equestrian area. Will need to bring in more dirt for the hydrants and pens.

Ross: Solid numbers for the first bow shoot of the year reported from the bow hunters club (around 65ish). No reported problem on the trails or in the park. They done some dirt work on a trail that was becoming washed out.

General information: Parks are getting a lot of day use.

Good fishing reported at Pierce and some caught at Pioneer as well.

Water levels continue to be very low. Rapp is continuing to lose water. Pioneer appears to be holding near its current level (which is quite low).

Been having a few campers at NVP and Rapp, most getting their campers ready and checked out for the upcoming season.

Weather permitting, we will start turning on water services come early April.

New hydrant and water work at Pierce will run around \$2,000 (JW). Previous estimates around the \$5,000 mark.

May have to start utilizing reserve funds to continue interior work/furnishings on cabins.

Partnering with Iowa State for a bug exhibit to be used for conservation programs.

Joyce Kruse went thru a checklist of items that need taken care in the campground including adding dirt to the pens, move porta pot to the hill, more picnic tables, downed fence in the timber, adding bigger breakers for the shelter, benches on the trails by lake side, constructing a shelter house in the north campground and solar lights. She asked about a scavenger hunt in the timber and identification of trees project. She was advised to visit with Lindsey Barney, District Forester and the Board thought it was a good idea.

Vice Chair Stimson distributed her handout on Christmas in the Park ideas that she received from Ringgold County. She also included other information from Ringgold County Director from several counties he had worked for. (Complete handout can be found attached to the Minutes)

Roadside park discussion was tabled.

NVP road update. Schwab has been in discussion with the County Engineer about the ½ mile of road that needs fixed. Engineer will have a contractor in the county for a two-year contract. Cost of fixing the road is approximately \$120,000. Some funding ideas are to borrow a loan from the county and pay it back, APRA funds, and local option sales tax monies. No action was taken.

Schwab has checked with several counties on their cabin reservations. Mycountyparks.com can handle the reservation but there are some concerns about the reservations versus paying the site if we're under the minimum number of reservations. Credit card/reader has been researched, one county takes the reservation manually by using a planner. We could talk to the BOS to see if the revenue received from the cabin could be kept in Conservation Reserve to pay for upkeep of the cabins. No action was taken.

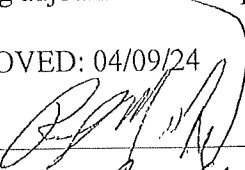
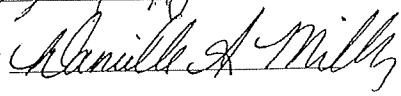
Board communication included Marriott and Miller talking about outdoor grill/ kitchenette with a brick face by the cabins and maybe the horse campground. Vice Chair Stimson said to draw up plans and bring it to the Board.

**MOTION TO ADJOURN:** Robertson moved, Miller second, to adjourn. Motion carried, and meeting adjourned at 6:15 p.m. followed by a tour of Pierce Creek.

APPROVED: 04/09/24

Chair

Secretary



The regular meeting of the Page County Conservation Board was held April 9, 2024 at the Board's office. The meeting was called to order by Chair, Randy McNutt.

Board members present included Randy McNutt, Bill Robertson, Jane Stimson, Danielle Miller and Mark Marriott. Also present were staff John Schwab and Charly Stevens.

Present as guests were Kathy Jordan and Michelle Jordan.

**Approve Agenda:** Robertson moved, seconded by Stimson, to approve the Agenda for April 9, 2024. Motion carried.

**Approve Minutes:** Stimson moved, seconded by Robertson, to approve the Minutes of March 12, 2024. Motion carried.

**Approve Claims:** Claims from month-end March and mid-month April were reviewed. Marriott moved, seconded by Miller to approve both sets of claims. Motion carried.

No public comments.

John gave park updates including the following:

All water services have been restored in all campgrounds apart from Rapp Park. Hoping to get Rapp up and running by mid-week next week (weather dependent). Pioneer Park NE bathrooms need some minor repairs. All other bathrooms/shower houses are open.

Playground at Nodaway Valley is completed and now open. Waiting on wood chips to be delivered to complete the one at Pierce Creek. We will be ordering some new swing seats and chains as they need to be replaced. Campsites at Nodaway Valley have also been worked on to level out and get some fresh gravel in place.

All seasonal positions have been filled. Finishing up on their physicals/drug tests over the next week. Seasonal employees have started to work on the trails and shoreline at Pierce Creek. They are also working on cleaning up the area and removing invasive species around the proposed location of the Johnson memorial. They have also started getting the other areas of the parks ready for the season and working on the current project list.

Was contacted by Pheasants Forever about possibly raising some money for stocking Walleye in Rapp Park again. I told them we would not be against the idea, and that it was already approved by DNR for the stocking. They are going to discuss it at their next meeting.

All furniture (minus the mini fridges) are in the cabins. 4-H group is going to make curtains for the inside of each cabin.

All flagpoles are in for the Veteran's memorial and will be installed before May 1st. Flagpole at the office is installed.

Docks at Pierce Creek will be installed once the shoreline is cleaned up at installation sites (one at the boat launch, the other near the dam across from the range entrance).

Primitive camping in the equestrian area: Pads have been widened with existing gravel and leveled out a bit. Also bladed the roads in the area to help remove some of the larger holes and depression areas. Posts around hydrants and shutoffs will be installed this month along with building up the dirt in the first two pens.

Dump truck is being tested out this week to make sure everything is good to go. Will be making an appointment (probably at Brown's) for new filters and a once over. If everything checks out, we will start running rock for the Ross Park jetty, primitive equestrian area, and other parks areas as identified.

#### RESERVE AND REAP ACCOUNTS (AS OF 03APR2024)

Conservation Reserve: \$15,066.78 unallocated (\$34,875.87 total, see printout).

REAP: \$39,866.17 (next deposit in Oct/Nov for anywhere between \$9,000 and \$11,000)

Discussion then started on NVP roads. Estimates from the entrance to the 4 way is about \$115,000.00. Avenues for funding included Clarinda Foundation, using REAP and Reserve monies, ARPA funds or loan from county. Discussion then switched to pulling monies from other projects at PC and PP to utilize toward the primitive campground to be located behind the office with the \$7,000 in grant monies. No action was taken. McNutt suggested that he and John meet with the County Engineer about the road at NVP. Randy also requested a copy of the large equipment inventory.

Cabin policies as discussed included:

Keypad entry, check in time at 4 p.m. with checkout time at 2 p.m., some recommendations on signage about cleaning cabin, no smoking, no cooking inside, leave cooler outside, (additions of foot scrapers to remove mud, installation of 4-5 ft. walkway/landscaping, gutters installed and add a grill for each cabin). Fees and deposits were discussed at length including a stay of 1 night minimum during the week, a minimum of 2 nights on a weekend, and 2 night minimum on a holiday at \$30/night. Stay limit of 14 days. Deposits include the following \$30.00 reservation/cleaning fee, - \$30 cleaning deposit, (refundable), and a \$30 pet deposit, (a non-refundable fee).

Board member Stimson revisited the roadside park project south of town. She has visited with Justin Dammann about his equipment, room for parking, and mowing for a picnic area. It was decided to wait until after the new jail facility is completed before pursuing any further.

Michelle Jordan visited with the Board about the schedule of rides planned at the equestrian campground, and a request to have the electrical at the shelter completed. There was a question about a grant that had been applied for thru the Rapp Foundation/Kay Anderson Foundation, those grants were \$2,500 each. Location of shelter houses were discussed.

**Motion:** Marriott moved, Robertson seconded, to table any further discussion until the May and June board meetings when Joyce can be present. Motion carried.

McNutt suggested to Michelle Jordan about the equestrian committee taking over projects and work on the trails and primitive area. Mark mentioned about knocking down small trees/weeds, spraying trails with one pass in and use the rotary mower. Randy felt there was no reason to open/ride trails in the public hunting area. Once again, the discussion was tabled until Joyce is present. A discussion on revisiting work at the campground including light at the porta pot, dirt in the pens, manure cleanup, wheelbarrows tires, fill in some holes on the terraces and posts set next to hydrants for hoses. Expenditure line item vs conservation reserve placement of monies for equestrian usage was discussed.

The Director distributed balance sheets for incoming/outgoing monies on the equestrian campground, board member Marriott would like to see a summary at every board meeting.

Board communication from McNutt included seeking ADA funds for the jetties at Pierce and Pioneer to make them more level and handicapped accessible.

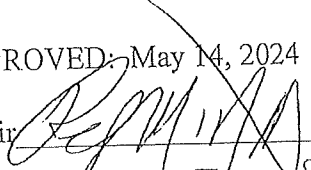
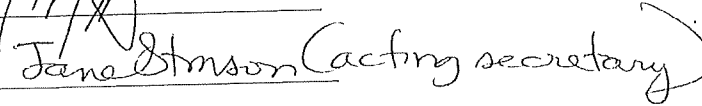
Next meeting is to be at the Pierce Creek maintenance building on May 14<sup>th</sup> beginning at 6:30 p.m.

**Motion:** Robertson moved, Marriott seconded, to adjourn the meeting. The meeting adjourned at 8:25 p.m.

APPROVED: May 14, 2024

Chair

Board Secretary

  
 Jane Stinson (acting secretary)

A special meeting of the Page County Conservation Board was held on April 23, 2024 at the Board's office. The meeting was called to order by Chair, Randy McNutt.

Board members present included Randy McNutt, Bill Robertson, Jane Stimson and Mark Marriott. Absent was Danielle Miller. Also present were staff John Schwab and Charly Stevens.

**Approve Agenda:** Marriott moved, Stimson seconded, to approve the Agenda for April 23, 2024. Motion carried.

Chair then asked about moving into closed session per Code 21.5(i). To evaluate the professional competency, performance or discharge is being considered when necessary and to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Director Schwab didn't feel it was necessary to go to closed session, so the meeting remained open for the disciplinary action item on the agenda. The action was noted that on March 12, 2024 meeting of the Page County Conservation Board at Pierce Creek, that Schwab had a non-county employee in the county truck as witnessed by two board members, which is a direct violation of the county policy.

**Motion:** Marriott moved, seconded by Stimson, to present a written and verbal reprimand, in addition to a 90-day probationary period beginning May 1st. Motion carried.

There was only one bid submitted for the shelter addition of three more outlets at the equestrian area. LePorte submitted a bid of \$2000.00, John indicated he would get a detailed copy of the bid. The project needs to be completed by May 1st and the project will be paid from REAP funds.

**Motion:** Marriott moved, Robertson seconded, to have the outlets spaced out on the poles to accommodate the users of the shelter and to use REAP funds. Motion carried.

Board Communication – Marriott indicated that he and Danielle was going to work on the cabin floor painting and epoxy on Wednesday.

McNutt shared about an obtaining a lift with pallet forks that might come in handy to take care of damaged trees and putting up lights.

Jane asked about areas that need replanted, John inquired about some ground cover by the modern art area at NVP and the prairie patch at the office was discussed.

John discussed with the Board about the road work at NVP regarding grinding of the road. A quote of \$10,000 was given. McNutt indicated he will talk to JD again. Put it all into a forward motion to put it in place and have it on the May agenda for more discussion.

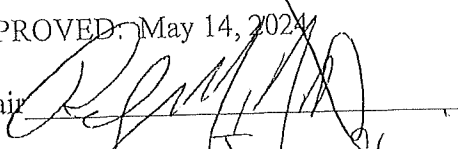
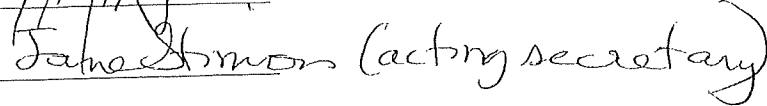
**Motion:** Marriott moved, Stimson seconded, to adjourn. Meeting then adjourned at 7:50 p.m.

May 14, 2024 meeting will be at 6:30 p.m. at the maintenance building at Pierce Creek.

APPROVED: May 14, 2024

Chair

Board Secretary

  
 (acting secretary)

The regular meeting of the Page County Conservation Board was held on May 14, 2024 at the Board's office. The meeting was called to order by Chair, Randy McNutt at 6:55 p.m.

Board members present included Randy McNutt, Jane Stimson and Mark Marriott. Also present were John Schwab and Charly Stevens. Absent were Bill Robertson and Danielle Miller.

Visitors present included Kathy Jordan, Deb Ratliff, Judy Clark, Joyce Kruse, Merrill Kruse, Larry Locke, Michelle Jordan and Todd Maher.

**Approve Agenda:** Marriott moved, Stimson seconded, to revise the Agenda to include a public comment section and park updates and to approve as amended. Motion carried unanimously.

**Approve Minutes:** Board member Stimson questioned an item from the April 9, 2024 Minutes regarding waiting on the new jail facility before working on a roadside park. Discussion was held regarding that statement. Stimson moved, Marriott seconded, to approve both sets of Minutes from April 9 and 23, 2024. Motion carried unanimously.

**Approve Claims:** Claims from month-end April and mid-month May were then reviewed with explanation on the larger claims. Marriott moved, Stimson seconded, to approve both sets of claims. Motion carried unanimously.

Public comment – Kathy Jordan then read a summary about the roads at NVP. *“I would like to say a few things about the road to Nodaway Park. The people who camp at Nodaway have probably asked about the road getting repaired for maybe 10 years. The board was in agreement that something needed to be done, the repair was always out of the price range they could manage. This spring, an opportunity came up, which would possibly be affordable to get it fixed “right”. But sadly, that was not chosen to do. I’m guessing the campers were disappointed also. Nodaway usually has been one of the higher revenue makers, and time will tell if this continues or if the campers who have been patiently waiting, decide to go elsewhere to spend their weekends.”*

McNutt asked what programs she was talking about for this spring. John referred to grants. Marriott explained the earlier proposed plan of action, time line and cost and said that the seal coating would not work.

Discuss/Action on the roads at NVP. Chair McNutt talked with Engineer JD King about grinding up the road, with an estimated cost of \$8,000, which was a possibility for late July/1<sup>st</sup> part of August. Schwab stated he had talked with Jeff Sherlock (Secondary Road dept) who said King's plan would not work and suggested a different process with an estimated cost of \$42,000 to double seal coat, which included contractor cost and work by secondary roads. McNutt mentioned he, Schwab and King should meet onsite to discuss this more.

**Motion:** Marriott moved, Stimson seconded, to table all action on Nodaway Valley Park road until further recommendations have been reviewed. Motion carried unanimously.

Discuss/Action on the disabled camp sites policy. Schwab mentioned that some campers were upset that disabled camp sites were not able to be used by non-disabled because of board policy. The Board felt it was best to leave the sites in place and promote that we have handicapped accessible sites in the parks. Marriott and McNutt asked if any advertising or promotion had been done for these campsites, letting people know they are available. Schwab answered nothing had been advertised. Marriott moved that we advertise on social media and the county website that we have handicapped sites available, encouraging handicapped individuals to use the parks, and monitoring the usage this season. If necessary, revisions may be made after this season, seconded by Stimson. Motion carried unanimously.

Michelle Jordan then distributed handouts to the board and staff regarding Pierce Creek corrections and clarifications. *Equestrian Advisory Committee - This committee was formed to advise on projects not to be work detail. You can't afford pay me do to your maintenance. We volunteer for projects that go above and beyond the normal regular park upkeep and maintenance. Each of the members have raised our own children and taught them to clean up after themselves. Don't expect us to clean up yours because it won't happen without some sort of blowback.*

*Public Hunt Area is not the same as Wildlife Management Area. The regulation quoted by the former board member as a reason to deny access to horses to certain areas does not pertain to Pierce Creek or Ross Park or any other area controlled by Page County Conservation. Do your own research. It was petty retaliation to the making of the Equestrian Area open to horse campers only.*

*I am the one who wanted outlets in the shelter; I am the one who asked for the electric to be put in. I did not ask for one outlet. It was stated that it could be done like the other shelters. Joyce was later told, directly after the installation, that the project was completed just like all the other shelters, with one outlet, I also brought this up at a board meeting in February, asking for more outlets. It was again stated that the project was just like all the other shelters, but that the electrician would be contacted to add more outlets in the shelter at the same time they were finishing on the cabin at the lower campground. Again, in March, I asked about the electric and when it would be done. I was told the electrician would be out to take care of it, once again being told that the shelter electric equaled what was in all the shelters in the conservation parks. In April, I brought it up, again, this time Joyce was blamed for asking specially for one outlet and two lights. I call BS on this because I know better and have been told differently several times. Also, in a KMA interview, it was stated that the shelter was wired that way because it was done like all the PCC shelters. One trip to the other shelters will show this to be wrong. Only one shelter has one outlet. The others have either four or six. I went and checked. I have pictures.*

*The extra \$3,000.00 that Joyce has been asking about that was supposed to be put into the Pierce Creek Project, along with the \$5,000.00 grant has been inquired about and denied several times. However, KMA has a record of it. It was stated that \$3,000.00-\$4,000.00 would be added to the project from REAP funds. It was also stated in the minutes the conservation would get to work on the remainder of the projects in the spring of 2023. My real take-away here is that it made Joyce look foolish or that she had made the additional funds up.*

*So much gets left out of the minutes, and sometimes there are mistakes that don't get caught. Most of the time it probably doesn't matter which person from the horse committee brought up an item, but if it makes one person look like a less than trustworthy source, it becomes a problem.*

*From what I can gather looking at the old minutes, the shelter at Pierce Creek went up in 2014 and was built and paid for by volunteers. But everything else was too. So, why do we get punished by being the only group singled out to have to pay for the electric in a shelter? The conservation even paid for the electric lines to be run to the bow hunters building that is locked to the public. Yes, they built the building and keep up the trails, but they also impose a fee to make money on everyone that uses it. They are a private group that is only open to the public once a month for a \$20 fee. I have absolutely nothing against them, but again, why we get punished when we have built something that is open to the public and makes the county money?*

*If you want to talk about low usage and revenue from the equestrian area, let's discuss the website. It along with the general feeling of being unwelcome, is probably a major source of your problem. Not very many people will take off with a trailer full of livestock not knowing where they are going or what they will find. Take a look at the Pierce Creek area of the website. You won't find an equestrian campground, much less an arena, obstacle course, pens, hitching rails, or now a shelter and lights. It only lists 8 miles of trails, but you stated that there were over 13 at the last meeting. This is a severe handicap if you want to attract campers. That campground is only known to horse people through Joyce Kruse's Facebook page. So many attempts have been made to turn people away. If there is any real interest in promoting that campground, an inviting description that highlights the amenities needs to be put in place along with good clear pictures. Stating the close proximity of the new cabin and the shower house would be a good idea as well. I would be happy to write up that description and take the pictures. Additionally, signage at the parks is not the same as what you have listed on the website. The website lists North Campground and West Campground. Driving along the road I won't find a sign that says either.*

*The conservation board approved the Back-Country Horsemen's Trail in 2017. That was a different director, so I understand why you may not know about what into making that trail. But stating that the group brought in "a few weed eaters and the conservation had to do the rest" is beyond offensive and needs to be fixed.*

*Making light of a wish list from Joyce is another example of what I would hope is a simple disconnect. Reading through the minutes I find numerous requests that have been ignored. This county and the horsemen and women that use Pierce Creek Equestrian Area are beyond lucky to have her still fighting for this park and the trails. However, yelling at her and Judy over requests that they have made is out of line. The two times that I have heard yelled at were at meeting where they brought up trail issues. What no one seems to understand is that trail length is very important. With the price of diesel fuel and the work that goes into packing up horses and equipment for a camping trip, people don't go places if trails keep getting shorter. Or maybe you do know this. It often seems like it's just one more way to deter riders from using the parks.*



*Another question comes to mind, why in the world would you consider building two more parks...? Ever? If the staff can't keep up the current ones, how do you expect to maintain more? Take that surplus money you were counting from each park and invest it in trail maintenance, signage, paint, anything that makes what you already have look better and attract more people. Invest in some weed control of other invasive species like some of the autumn olive and especially the thorny locust tree. Those things are taking over and need to be taken back. Make the most of what you have and make it more user friendly. We work really hard to keep the equestrian campground looking good. It shouldn't have to be a fight to make improvements and keep the maintenance up. We shouldn't be taken advantage of and we shouldn't be looked at as work detail.*

*I know the volunteer policy has been cleared up, but it shouldn't have been an issue in the first place. Nothing changed. You told me you spoke to Jared in Montgomery County about it, but I worked with him the following week and he said he couldn't remember such conversation. I was sent on a mission to talk to the board of supervisors and to the auditor who seemed just as confused by the statement volunteers couldn't use power tools.*

*So, here we are at the beginning of camping season and volunteers are painting, mowing, trimming, and spraying weeds so the park looks good. How many other parks have a volunteer work force? Are those parks allowed to get overgrown? The wheelbarrows were purchased in 2016 and have been junk for the past 3 years. You can't expect anyone to clean pens and use a wheelbarrow with flat tires and rusted out bottoms. I have mentioned this numerous time; the last time at the March meeting. Solar lights still aren't up. Campsites pads need work.*

*The best time to do trail maintenance is before the new growth in the spring. Any time after the leaves have fallen is the time to get in there and do the hard pruning and trimming. Now, you fight the bugs, the spring rains, the rapid growth and weeds. Most parks do this, I just don't understand why it doesn't get done here.*

Joyce Kruse reviewed the accomplishments of activities completed on the workday of May 8<sup>th</sup>. They took care of the weeds around the pens, painting of the shelter, the need to paint the camping posts and add new numbers, need more clips, will probably install another mounting block out in the primitive area. Kruse asked about moving the porta potty and Schwab indicated it is on the list to get moved. She stated the solar lights are still not up. Schwab indicated they need a more stable type of clips. He will look at ordering different clips to install the solar lights. She reminded those present that the NATRIC ride is scheduled for May 18<sup>th</sup>. This is a national ride. This is the third year they have come to Page County and ridden at Pierce Creek.

Discussion then moved to trail maintenance and the need for more trails. Equestrian users have lost 100 acres due to no maintenance. There is a low water crossing that needs addressed. Schwab mentioned he knows about the water crossing and might have a different option. Trails in the hunting area - other than turkey and deer hunting, additional hunting could be monitored. The Board discussed opening 25 acres of trail. McNutt indicated that Cody Norris could help with the removal of the brush; Schwab should contact him and get an estimate.

Board Chair McNutt then read the Director's job description (section by section), which was in place when Schwab was hired five (5) years ago.

Job purpose: The Director serves as the chief advisor to the Board and is responsible for developing the Board's strategic plan. Under general supervision of the County Conservation Board, the director is responsible for programs, parks, wildlife areas and all staff. Responsible for all administrative activities of the Conservation Board program including budget preparation, annual reports, personnel, equipment, property, prepare for monthly Board meetings, financial record keeping, purchasing, maintain Conservation Board office and record keeping. Supervise and work with field staff in the maintenance of duties of the Conservation Board parks and wildlife areas. Provide information to the public and prepare and present public relations programs. Responsible for all law enforcement activities in the County parks and Conservation Board areas; responsible for Park Officer and conduct routine patrol and storm watch.

Duties and responsibilities: The following duties are normal for this position. These duties are not be construed as exclusive or inclusive. Other duties may be required and assigned.

- Administer Conservation Board activities, including budgets, grants, agendas, financial record keeping, planning, purchases, equipment and property.
- Maintain 6 park and wildlife areas.
- Perform diverse tasks associated with planning, development, and maintenance of the county's parks, trails, wildlife life areas and equipment.
- Responsible for recreational programs and the enhancement of wildlife habitat for public lands.
- Present educational programs to various groups both students and adults on wildlife and wildlife conservation and other subjects associated with parks, trail, and land conservation.
- Search for grants and grant writing.
- Maintain County Conservation Office.
- Plan supervise and coordinate work with all staff in maintenance and construction.
- Inform Board of all county, city, state and federal policies and statutes and ensure compliance and represent Conservation Board and act as a liaison between Board members and various agencies.
- Follow Iowa Code, Chapter 350, dealing with County Conservation Boards.
- Some weekend, evening, and holiday work may be required

Qualifications: Must comply with minimum requirements established by the Iowa Enforcement Academy and Chapter 80 of the Iowa Code for Peace Officers, Bachelor of Science degree in Natural Resources field from an accredited college or university or a 2-year degree in a Natural Resources field plus 2 years of experience and must be pesticide application certified or be able to attain within 6 months.

John was then asked if he was ILEA qualified, John's answer was no. McNutt asked if he was certified applicator approved, John said no, but he's working on it. McNutt said that is his standard reply when they ask him. Schwab stated he would not work on it at home. McNutt then asked why not in the winter months? McNutt asked how long Schwab had been employed and Schwab's answer was five years. McNutt asked him to read the last sentence "and must be

pesticide application certified or be able to attain within 6 months.” Discussion of his law enforcement duties, McNutt would like to see those duties rescinded until such time Schwab can obtain his ILEA certification. Schwab’s rebuttal was the prior board made a decision not to send him to the Academy, nor getting a CDL or the pesticide certification. Has there been any issues with him carrying out Chapter 350? Marriott responded that there were some concerns about him carrying his gun. McNutt talked with the Sheriff about the permit to carry; the Sheriff was with the understanding that it was approved for one year based on the premise that Schwab would be attending the law enforcement academy. Supervisor Clark asked when the ILEA attendance was discussed with the BOS, Schwab referred to his notes indicating around 2020/2021 during the time with a pay raise request. Supervisor Clark spoke about a citizen complaint about Schwab carrying a firearm and thought it was intimidating. Schwab asked why it being brought up five years after he was approved to enforce Chapter 350 and that rescinding his law enforcement duties hinders his ability to enforce park regulations. McNutt expressed that they’ve asked him numerous times about obtaining his pesticide applicator license. McNutt indicated he would still concur to rescind Schwab’s law enforcement duties. Marriott was concerned about the legal aspect of Schwab not being certified law enforcement status and putting board and county at risk.

Larry Locke then spoke about his experiences working with the DNR for 34 years and law enforcement side of his job and forming partnerships with other agencies.

**Motion:** Marriott moved, seconded by Stimson, to rescind Schwab’s law enforcement duties until he attends and becomes ILEA certified but is capable of enforcing Chapter 350. He can still write citations under park regulations however. He can no longer carry a gun. Motion carried. Roll call – aye McNutt, aye Stimson and aye Marriott--unanimous.

Meeting was redirected back to job description.

Specialized Knowledge, Skills and Abilities: Knowledge in –

- Administrative skills
  - Financial recordkeeping
  - Public relations
  - Operation of maintenance equipment and maintenance techniques (McNutt asked if Schwab can operate all the equipment). Schwab said yes.
  - Natural resource management in areas of wildlife, fisheries, forestry, parks
  - Capacity to operate and maintain a wide variety of vehicles, and equipment in the work in board conservation areas. (McNutt asked about his CDL license)
  - Interpersonal skills used in monitoring, evaluating, responding to issues with law enforcement and emergency situations.
- . CDL and pesticide spraying was discussed as a requirement of his employment. McNutt asked if Schwab could drive the old black truck? No, need CDL. McNutt asked about getting his CDL and Schwab replied “It’s not on my list”.

**Motion:** Stimson moved, Marriott seconded, to require that Schwab obtain his CDL certification within 90 days. Motion carried unanimously.

**Motion:** Marriott moved, Stimson seconded, to require that Schwab obtain his commercial pesticide applicator license within 30 days. Motion carried unanimously.

Discussion about motion to send Schwab to ILEA and Schwab said they would need to rescind the motion made on September 10, 2019 to not send him to ILEA. **(Further review of the minutes after the meeting found that there was no actual motion made, it simply stated—"the Board will not be sending him to the ILEA".**

**Motion:** Marriott moved, Stimson seconded, to rescind previous motions of September 10, 2019 that were made concerning not obtaining the CDL and pesticide license. Schwab told them they couldn't do this because it was not on the agenda so therefore will be placed on June agenda for action. Action was tabled due to Schwab's comment.

Moving on with the Job Description,  
Working Conditions

The work environment will vary with duties that require both indoor/outdoor work. Work outdoors can be expected at various times of the year under a variety of different weather situations including inclement weather as well as hot, cold, wet, dusty, dirty, noisy, fummy, snow conditions. Indoor work is in a typical office setting and involves various office equipment including 10-key calculator, copy machine, fax, and computer literacy. Irregular hours including weekend, holidays, and special events with the subject to call 24 hours/day are the norm.

Physical Requirements

Works in the office in normal office environment with extensive time at park sites where uneven surfaces are encountered, Operating hand tools and other equipment which may involve ascending and descending ladders, using large mowers, trimmers, and other maintenance and construction equipment. Frequently moves and positions materials weighing up to 75 pounds. Frequently must position self to accomplish variety of outdoor tasks. This position requires a person to be able to stand, sit, walk, use hands, fingers, handle, and feel. It requires a person to be able to reach with hands and arms, climb and balance, and stoop, knee, crouch, and crawl. This person must be able to work in common weather conditions such as heat, cold and inclement weather.

Direct reports – Office Manager and Seasonal Help.

Schwab then voiced his concerns with the Board, including the Board not allowing him to do his job daily as stated in Chapter 350. Example included the rental of a skid steer to work on a job instead of using a tractor. The Board questioned why we didn't use our equipment to do that job. The board felt that expenditures were their concerns. The board wants to provide the equipment, the training to do the job, if he's willing to accept the training. In April, he was given a verbal reprimand on having a non-county employee in the county truck, he wanted to know why he was written up, he felt that he was rendering aid by giving the person a ride back to her vehicle. What should he have done if he has another incident like that? McNutt reminded him that policy is policy.

John's next rebuttal was the electrical at Pierce Creek--he thought it was misconduct on the part of the board member stopping the project once a motion had already been made to proceed with

the project. McNutt defended the statement by adding that he didn't stop it, he wanted to meet at the site to see if the contractor would reduce the price. Schwab stated the public is upset by the Board's objective to expand the parks but not using the monies to fix what we have now. Schwab should be bringing complaints to the board including Pioneer Park expansion, and playground equipment and the handicapped areas. Why are we expanding instead of maintaining what we have? The board didn't feel they were hampering any of Schwab's job descriptions. Schwab commented that the public doesn't feel like we're acting in their best interests. Supervisor Clark said she had been asked about the dredge sitting at Pioneer Park for over a year. Supervisor Maher inquired about having comment cards that park users can fill out with their concerns. Stimson felt it was good that Schwab was relaying the public's concerns about the parks. The 4-way intersection versus replanting of the turnarounds were discussed.

McNutt asked if John was happy with his job, John replied that he was until the Board became so nit-picking about everything, hampering his ability to do projects and prioritizing those projects.

Park updates were then given:

- Pierce, Rapp and Ross all have significant road damage due to storms, most of the time this month has been put towards clearing trails and dealing with damage in the park.
- Storm damage to our tarp shed at Pierce Creek. Will be contacting ICAP for a claim to see if it can be repaired.
- Pioneer's pond is full! Fishing derby will be at Pioneer Park on June 15, 2024. 8-11 a.m. this is the same day as the Veterans Memorial function at Rapp. Dredging will hold off until after the derby because the water level will drop significantly.
- Working on clearing trails for the ride this weekend at Pierce Creek. Schwab has widened about the northern 1/3 of the back-country horseman's trail about a foot or so on each side. Equipment got stuck so could go no further. Will hope to finish it up Thursday weather dependent.
- Couple of good camping weekends at Rapp and Pioneer but numbers are down significantly. Minimal campers at Nodaway and Pierce.
- First cabin reservation is for NVP for memorial weekend
- Water hydrant is dead at PC cabin site. No leaks but does not turn on. Will probably have to be replaced if the valve at the base has broken off. Gravel work on that cabin has paused in case we have to dig up the hydrant.
- PC playground equipment has been mulched. Still have some left so we are going to spread it around the other equipment at PC.
- Still finishing up on work on the Veteran's memorial and the Johnson memorial at Rapp Park.
- Docks should be installed at Pierce Creek in the next couple of weeks (weather permitting).

Board communications:

Mark asked about the county website – send updates to Solutions. Michelle agreed to write one up for Pierce Creek. John will take pictures of cabins and ADA camp sites for the website.

Board again mentioned contacting Cody Norris about an estimate of widening the trails at Pierce Creek.

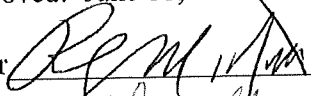
Advertise for conservation volunteers – Coach Jauron, Essex, bring in and help do projects.

Talk to Auditor Melissa about using \$200 for insurance to cover volunteers @ \$10 per volunteer.  
Will check with IMWCA page. Will only insure 20 people and fill out the required liability form.

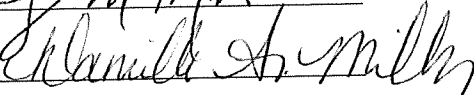
**Motion:** Marriott moved, Stimson seconded, to adjourn the meeting, passed unanimously.  
Meeting adjourned at 9:20 p.m.

Approved: June 11, 2024

Chair



Secretary



A special meeting was held on May 23, 2024 at the Board's office. Meeting was called to order by Chair, Randy McNutt at 7 p.m.

Those present included Randy McNutt, Danielle Miller and Mark Marriott. Board members absent included Bill Robertson and Jane Stimson. Also present was Charly Stevens.

**Approve Agenda:** Marriott moved, Miller seconded, to approve the Agenda for May 23, 2024. Motion carried unanimously.

Discuss/Action on approval of Charly's hours for the Memorial weekend. Charly told the Board that isn't fair to the campers not to have an employee go thru the campgrounds and check on bathrooms and to gather receipts. The Board was receptive, but she must take off an alternate day. Linda will be covering on Sunday. Marriott and Miller both mentioned that they could be available if needed.

**Motion:** Marriott moved, Miller seconded, to approve Charly working on Saturday and Sunday will be covered by another employee. Motion carried unanimously.

Discuss/Action on applying gravel to road at Rapp Park. The Board figured 3 to 4 tons to be applied on the curve past the railroad tracks. Have Mike contact Mark about setting the chains on the dump truck.

**Motion:** Marriott moved, Miller seconded, to start hauling gravel for Rapp Park. Motion passed unanimously.

Board communication included items for the next board meeting were:

Discuss/Action on NVP road

Discuss/Action of camping rules (to amend them – once 14 days are up the camper must move to a different park)

Discuss/Action on ads for volunteers needed, handicapped sites and cabins.

Discuss/Action on waste concrete and asphalt – grind it into road rock.

Discuss/Action on general condition of the parks (2 items per park)

Discuss/Action on brush cutter with Cody Norris

Randy noted that there are approximately 30 (thirty) dead trees at NVP that needs addressed. Board mentioned about getting bid sheets ready in advance; he also indicated that he would like to inventory the shop and gun range. Randy brought up the volunteer sheets and then mentioned about him and Terry cleaning up around the turnarounds. Marriott discussed getting the rotary mower to NVP for some work on the turnaround areas; he also indicated about checking back side of the dam at Pioneer. Trails at Pierce taking in a side by side to do maintenance having signage – flip type - on the gate or on the equipment stating equipment in use. Handicapped signage needs to be moved at NVP and PC as approved earlier. Miller brought up doing seed bombs. Marriott brought up volunteers for fishing day.

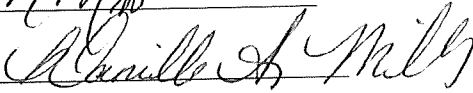
**Motion:** Marriott moved, Miller seconded, to adjourn the meeting. The meeting adjourned at 8:15 p.m. Motion carried unanimously.

Approved: June 11, 2024

Chair



Board Secretary





The regular meeting of the Page County Conservation Board was held on June 11, 2024 at the Board's office. The meeting was called to order by Chair, Randy McNutt at 6:30 p.m.

Board members present included Randy McNutt, Mark Marriott, Danielle Miller and Jane Stimson. Also present was Charly Stevens. Absent was Bill Robertson.

Visitors present included Kathy Jordan, Joyce Kruse, Judith Blay, Larry Locke and Chelsey Juarez

**Approve Agenda:** Marriott moved, Miller seconded, to approve the Agenda as presented. Motion carried unanimously.

**Approve Minutes:** Marriott moved, Miller seconded, to approve the Minutes of May 14, 2024 and May 23, 2024.

**Approve Claims:** Claims were month end May and mid-month June were reviewed with explanation on the larger claims. Marriott moved, Miller seconded, to approve both sets of claims. Motion carried unanimously.

No public comments were heard.

Joyce Kruse inquired about the fencing by the road that needs pulled up and placing caps on the steel posts. McNutt suggested taking the fence down, but Kruse said that wasn't an option as it would also remove the bushes that act as a dust barrier. A split rail fence was also discussed but no action was taken. Kruse also mentioned about spraying pigweeds or weed whip around the pens and campsites, grading of the pads and mowing of the pens. She also indicated she has a grant for the shelter floor she would like to see applied for and left the applications. Marriott indicated it would be better to wait until we have a director who is certified pesticide applicator and work under their direction.

Nodaway Valley Park roads were discussed. Engineer JD King indicated that the crew could begin last of July first part of August and hire Secondary Roads to do the grading for \$10,000.00 and we do the rock hauling.

**MOTION:** Marriott moved, Miller seconded, to proceed with the plan for the road at NVP as outlined. Motion carried unanimously.

Camping regulations were reviewed and one section needs to be amended under Section 2, Paragraph D – “no camping party, camping unit, or cabin unit shall be permitted to camp for a period longer than that designated by the Board, and no longer than for a period of 14 consecutive days – shall be amended to read and to change parks.”

**MOTION:** Marriott moved, Miller seconded, to proceed with the amendment of the camping rule as it pertains to Section 2, Paragraph D. This will be published for a two-week period then posted in the parks. Motion passed unanimously.

Advertising for volunteers, handicapped accessible sites in the parks and cabins was discussed at length. Michelle Jordon, in a previous meeting, volunteered to assist with a write up for the equestrian area at Pierce Creek. Chelsey Juarez, who works at marketing, volunteered to help with advertising of the cabins, volunteer help needed and design a brochure to help with the advertising of the Page County Conservation Board.

**MOTION:** Marriott moved, seconded by Miller to accept Ms. Juarez's assistance to help with the advertising of the board's needs. Motion passed unanimously.

Discussion on the grinding of the waste concrete at Rapp Park into road rock. Marriott mentioned that the cost may be \$15/ton to grind on site and the timeline of the product being produced late in the season.

**MOTION:** Stimson moved, Marriott seconded, to table any decision on the grinding of the waste concrete. Motion passed unanimously.

McNutt discussed the general condition of the parks starting with the trees at NVP. He has eight trees that will need to come down and he will mark the trees with a red X. Charly will send bid invitations to RC Tree Service, Green Tree Company and Clark Tree Service. Charly will talk to the district forester about the removal of the dead material for firewood in the event they are ash trees.

**MOTION:** Stimson moved, Marriott seconded, to have McNutt mark the trees for contractors. Motion carried unanimously.

Park updates included memorial weekend with full parks.

Ross Park – road was rocked going down to the hill to fill in trench. Drainage ditch is blocked on north side of the road and excess water won't drain. (It was suggested to have JW Excavation meet with Mike to look at the problem).

Pioneer Park sites 1&2 need more gravel as currently they are mudholes.

Other park discussion included a shelter being placed by the boat ramp at Pierce Creek, cement floor at the equestrian shelter, signage on trails or placed on equipment maintaining the trails, Marriott described what was needed. Charly will contact Circle C and get the signage done.

Discussion on trails at Pierce Creek. They will need a map of the trails in question to bring to the next meeting. McNutt proposed to talk to Cody Norris about the removal of brush and trees. No action was taken.

Flagpoles are done at Rapp Park for VA Memorial just waiting on POW flag. Dedication is scheduled for 10 a.m. on June 15<sup>th</sup>.

Accident at Pierce Creek with equestrian rider. No further details were available.

Pond at Pioneer is 90% moss covered and would like to move the fishing derby to Rapp Park for the following Saturday. DNR checked the pond and treated Pierce Creek.

Board Communication – Chair McNutt presented four applications for the position of the Director. He suggested that the board members take them home, go thru them and interviews will be set up. McNutt will talk to Deputy McCalla on pre-qualified testing that may be needed.

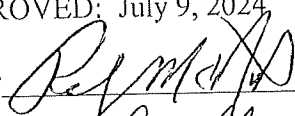
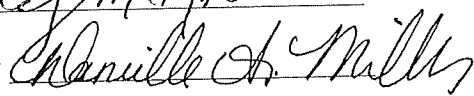
**MOTION:** Marriott moved, Miller seconded, to have closed sessions to discuss the candidates. The next meeting is scheduled for Thursday, June 13, 2024 at 6:30 p.m. for discussion and then interviews with the candidates at 5 p.m. on Tuesday, June 18 at 5 p.m.

**MOTION:** Marriott moved, seconded by Stimson to adjourn. Motion was unanimous.

APPROVED: July 9, 2024

Chair

Secretary

The regular meeting of the Page County Conservation Board was held July 9, 2024 at the Board's office. The meeting was called to order by Chair, Randy McNutt at 6:35 p.m.

Board members present included Randy McNutt, Danielle Miller and Mark Marriott. Absent were Bill Robertson and Jane Stimson. Also present were Charly Stevens along with newly hired Director, Michelle Spunaugle.

Visitors present included Kathy Jordan, Connie Cade, Larry Locke, Joyce Kruse, Judith Blay and Chelsey Juarez.

**APPROVE AGENDA:** Marriott moved, to amend the agenda to add discuss/action on new business items, seconded by Miller. Motion passed unanimously.

**APPROVE MINUTES:** Marriot moved, Miller seconded, to approve the Minutes of June 11, 2024. Motion passed unanimously.

**APPROVE CLAIMS:** Claims from month-end June and mid-month July were reviewed with explanation on larger claims. Marriott moved, Miller seconded, to approve both sets of claims. Motion passed unanimously.

Public Comment – Joyce Kruse commented she would like to apply for a couple of grants to provide a cement floor in the shelter house and provide more trees in the camping area at the equestrian campground. She indicated the trails need widen more and needs gravel at the campsites. She discussed opening the other trails per map that was distributed which was tabled per it being further down on the agenda. She inquired about having insurance on trail rides once the trails are up to par, this will be checked into with the County Auditor.

Judith Blay commented on the trails at Nodaway, the one south of the road and overall conditions of the trails.

Connie Cade introduced herself as a liaison for the Back Country Horseman of Iowa. She reviewed what the group can do with volunteers as far as trail work and cleanup and indicated they will look at Nodaway and see if they could help.

Under Old Business - Chair McNutt indicated he had spoken with the County Engineer and we are still on track for late July/early August for work to begin at Nodaway on the road.

Tree bids have been sent out to several contractors and the bids are due Monday, August 12<sup>th</sup> by 4 p.m.

Discussion on the development of a brochure hi-lighting our parks and cabins was distributed by Chesley Juarez, she'll be in contact with Michelle with any proposed changes. The Board indicated they would like to have them available during the fair.

New Business - attendance at the county fair where they would like to introduce Michelle to the public thru a meet and greet. An agenda will be sent out once a date during those 3 days are available. Also plans are to have volunteer sign-up sheets and brochures available.

Discuss and Action on designating the equestrian campground as equestrian only.

**MOTION:** Marriott moved to designate at Pierce Creek the equestrian campground as equestrian only and as long as it's legal to do so based on the safety of the park user and animals present, seconded by Miller. Motion passed unanimously. Signage will need to be posted at the entrance to the equestrian campground.

The usage of a drone to do some trail mapping was discussed at length. Kruse provided a map showing some additional trails that have since grown over and not usable. The project was tabled until fall.

Park updates included the following:

July 4<sup>th</sup> – NVP had 3, Pioneer had 2 but Rapp was full, and Pierce was full except for primitive sites and 1 electric.

2 educational programs done latter part of June.

Fishing derby had low turnout but there were close to 40 kids participating.

Mike is hauling/stockpiling rock in several parks. His wife is having several surgeries so his hours for this week and next will be limited.

Trimming of branches along sides of roads at Nodaway & Pioneer.

Jeff & Garrett taking care of mowing at Rapp and Pioneer.

Steve & Alex @ Pierce – should be working on the list of items to be done.

Had SO place tow tags on campsite @ Rapp and on a camper @ Nodaway – get them places cleaned up.

Correctional facility using the range July 16 & 17<sup>th</sup> from 7-3.

Board Communication included a review of Jane's board meeting notes and inform Jane and Bill about the fair booth.

**MOTION:** Marriott moved, Miller seconded, to adjourn. Motion was unanimous. Meeting then adjourned at 7:58 p.m.

APPROVED: August 13, 2024

Chair

Secretary

*Jane Stinson*

The regular meeting of the Page County Conservation Board was held August 13, 2024 at the board's office. The meeting was called to order by Chair, Randy McNutt at 6:40 p.m.

Board members present included Randy McNutt, Bill Robertson, Jane Stimson and Mark Marriott. Absent was Danielle Miller. Also present were staff Spunaugle and Stevens.

Visitors present included Connie Cade, Kathy Jordan, Judith Blay and Larry Locke.

**APPROVE AGENDA:** Stimson moved, Robertson seconded, to approve the Agenda of August 13, 2024. Motion passed unanimously.

**APPROVE MINUTES:** Robertson moved, Stimson seconded, to approve the Minutes of July 9, 2024. Motion passed unanimously.

**APPROVE CLAIMS:** Claims from month-end July and mid-month August were reviewed with explanation on claims. Robertson moved, Stimson seconded, to approve both sets of claims. Motion passed unanimously.

No public comment was received.

In Old Business, the road repair at Nodaway was updated. Michelle has been in contact with J.D. King and he'll get back with her on a specific start date, so the public can be notified, and the road shut down to work on for several days.

Fair booth report, Spunaugle indicated we had good turnouts on Thursday and Friday with lots of children coming thru.

New Business included tree bids with one bid received from RC Tree Service in the amount of \$11,235.00 to remove fourteen Ash trees, grind stumps, clean up and haul off. Discussion then ensued about burn piles, smoke issues and modification of work on the bid. Spunaugle with visit with IA DNR on any burn permits that may be needed.

**MOTION:** Marriott moved, Robertson seconded, to table the bid until next meeting on tree removal until more information is obtained on what to do with the trees. Motion passed unanimously.

Insurance inspection on hoop building at Pierce Creek is pending until adjuster looks at hail damages. Grant to work on campsites behind the office building was mentioned, Charly was advised to contact the grantor about amending the grant to use for providing a building to house equipment and vehicles at the office location.

**MOTION:** Stimson moved, Robertson seconded, to table the insurance on the hail damaged hoop building until more information is obtained.

Board Chair McNutt shared an email regarding comp hours for the Director from Ann Smisek from Ahlers and Cooney which stated the following: "I think you could consider the position exempt under a couple of options as a department head.

Under the FLSA, you MUST pay overtime or comp time for non-exempt employees. The Conservation Board CAN (BUT DOES NOT HAVE TO) allow overtime or comp time for exempt employees.

However, I will tell you that I dealt with another county that was allowing a conservation director overtime and comp time and it was severely abused and when they took it away, the employee sued, and it was a HUGE MESS! Honestly, I believe the lawsuit is still going on years later.

I would STRONGLY recommend the conservation board NOT give overtime or comp time to the conservation director position."

Chair McNutt would not recommend overtime or comp time for the Director. Spunaugle indicated that she couldn't effectively do her job in the time allotted and would not abuse the system and needs more hours than 40 hours a week to handle park and law enforcement duties. McNutt indicated he was at fault for assuming she would get comp time. Hiring additional employees was mentioned. Stimson indicated that a second opinion should be sought to get more information. McNutt said that the salaried employees in the courthouse offices work average 45-48 hours per week, the Director indicated she wanted documentation of those hours requiring her to work the 45-48 hours on a salaried position. Stimson wondered if there were other clear options available when talking with Melissa, Ann or the county attorney. McNutt and Stimson are willing to visit with Melissa about salaried employees and expectations.

**MOTION:** Stimson moved, Marriott seconded, to table until more information is obtained. Motion carried unanimously.

Grants have been written to the Kay Anderson Foundation and Cy Rapp Trust in obtaining funds in the amount of \$7,444.57 for trees and to concrete the floor of the shelter house at the equestrian campground. Kruse and Stevens will meet with Mr. Lashier on the prospective grants.

**MOTION:** Marriott moved, Stimson seconded, to accept the grant applications and to proceed with securing funds for the equestrian shelter house. All in favor and motion carried.

Joyce Kruse then thanked the Board for having the obstacle course and the arena cleared of weeds. She then asked about the widening of the trails and was informed that the work on the trails will be bid out so refrain from trimming at this time. She asked about directional signage in the timber due to riders getting lost, Director informed Kruse she would handle the signage although not immediately. Kruse asked about setting up workdays, the Director then indicated she'd rather not have any workdays scheduled unless she has okayed them and is available to supervise those activities. Kruse inquired about a large group of people who had parked in the sites and had activities in the equestrian area. Parking of vehicles was her main concern, McNutt

informed her that could be done without paying for the site until they were there for the night for camping.

Park updates were then given with mostly mowing and weed whipping and getting familiar with each park and plumbing issues fixed.

Kruse also indicated that she would visit with having rides this fall with Tim Bowers and the Pony Express.

Board communication from McNutt inquiring about instructions for the floating docks, looking at tractor attachments and going to TSC to look at the teeth for the box blade.

Stimson asked about the cabin rentals.

Marriott asked about the Facebook page being set up.

Stimson brought up about the Schenck's lake development and discussion on the county involvement. Expansion of the area will require extra manpower and possibly equipment, the consensus ending with no county involvement due to expense and to bring questions to the board.

Next meeting to be held on Tuesday, September 10<sup>th</sup>.

**MOTION:** Marriott moved, seconded, by Robertson to adjourn. Meeting then adjourned at 7:50 p.m.

Approved: September 10, 2024

Chair Jane Stimson

Secretary Danielle Miller



The regular meeting of the Page County Conservation Board was held September 10, 2024 at the Board's office. The meeting was called to order by Vice-Chair Jane Stimson at 6:30 p.m.

Board members present included Bill Robertson, Jane Stimson, Mark Marriott and Danielle Miller via phone. Also present were Spunaugle and Stevens.

Visitors present were Larry Locke, Judith Blay, Connie Cade, Joyce Kruse and Kathy Jordan.

**Approve Agenda:** Marriott moved, Robertson seconded, to approve the Agenda for September 10, 2024. Motion passed unanimously.

**Approve Minutes:** Marriott moved, Robertson seconded, to accept the Minutes of August 13, 2024. Motion passed unanimously.

**Approve Claims:** Claims from end of month August and mid-month September were reviewed with explanation on claims. Robertson moved, Marriott seconded, to approve both sets of claims. Motion passed unanimously.

No public comment was received.

Old Business included the road at NVP. The county engineer's best estimate was the 2<sup>nd</sup> week of September, the road was closed, and notice sent to the public. Construction work did not take place. Spunaugle will be in touch with the contractor and get a better estimate and how much of the road system will be completed. Right now, it may not be until mid-October. She will keep the Board informed.

Tree bid was discussed, and contact made with Riley tree service concerning the work and it will not be what we'll be doing. Further work on the bid will be discussed in New Business.

Hail damage to the hoop building has been determined by the adjuster that it was not hail damage. No further discussion on repairs to the building were discussed at this time.

Comp hours for the Director – Jane has been calling several other county conservation boards in the district (Adams, Ringgold and Guthrie) to see what their policy entails for comp hours. Danielle and Jane agree that the Director should have comp hours. An employee policy needs to be written specifically for the Conservation department along with a law enforcement policy. Spunaugle indicated that she could summarize hours worked and where she stands on comp hours. Jane and Michelle will work on creating a policy.

The cargo container at Rapp Park needs something done with it; a suggestion as a possible donation to the SW IA Bowhunters for their storage use as an option. It was installed with the idea it would be used as a storm shelter which was reinforced on the inside. Marriott expressed concerns about the storm shelter since it was reinforced and making it difficult to move without destruction. He advised Spunaugle to check with the County Attorney on the legality of having

a storm shelter and see if there are any adoption of plans on the county level. It was noted that none of the other county parks have a storm shelter on the premises.

**Motion:** Marriott moved, Robertson seconded, to table the item until October meeting until more information is obtained. Motion passed.

Discussion on the changing of the meeting time from the 2<sup>nd</sup> Tuesday to the 1st Wednesday. The resignation letter from McNutt indicated that Tuesdays were his grandson's ball game nights and Danielle also has the same issues with her children in sports activities. Marriott suggested 1st Wednesday to free it up for attendance at the meetings. Stevens mentioned that administratively it wouldn't work due to the way the billing schedule is done with claims due the second week of the month. Marriott didn't see an issue with the claims as we could get hold of the Board on large expenditures if necessary or call a special meeting. Monday's was mentioned along with different meeting time.

**Motion:** Marriott moved to change the meeting date to the 1st Wednesday of the month. Motion died for lack of a 2<sup>nd</sup> motion. Item was tabled until October meeting.

**Motion:** Marriott moved to table Randy McNutt's resignation letter until a determination is made on a change in meeting date, second by Miller. Roll call - Marriott - aye; Miller - aye and Robertson - nay. Item was tabled until October meeting.

Revision of alternate grant request to spend \$7,176 on campsites at the office and turn in the alternate request to use the grant on NVP road structure was discussed.

**Motion:** Marriott moved, Robertson seconded, to check in with SW IA Community Foundation and request alternate use of funding towards the road structure at Nodaway Valley Park. Motion passed unanimously. Stevens will send in the request.

The yearly Halloween event at Rapp Park has been asked about. October 19<sup>th</sup> date will work. A park user wanted to have it scarier for the older kids, but it was declined for this year. Connie Cade offered to visit with the Back-Country Horseman group to see if she could get some volunteers to man a table.

**Motion:** Marriott moved, second by Robertson, to go ahead with the Halloween event at Rapp Park on October 19<sup>th</sup>. Motion carried.

Spunaugle talked with the Board about the original tree bid with the trees at NVP and is waiting on a call back from the District Forester but would like to change the bid. Spunaugle mentioned that MCCB would be willing to come down and help with the trees at NVP in exchange for PCCB to work on a MCCB project. Marriott indicated he would like to see a 28E agreement drawn up to cover both counties. There are issues with some trees at the office and MidAmerican Energy provides electricity to the pole, but any maintenance is ours. The trees in question needs trimmed up. A suggestion was to obtain some estimates on the electrical work with the poles.

**Motion:** Marriott moved, seconded by Miller, to get estimates on moving the pole, possibly install a power line underground or keep the pole for lighting or install some solar lights. Motion passed.

Mower bids were discussed with the need to trade in three John Deere's and sell two to switch to zero turn mowers. Marriott mentioned to check on the M series mowers.

**Motion:** Marriott moved, Robertson seconded, to proceed with getting bids for mid-deck zero turn mowers. Motion passed.

Joyce Kruse was present to discuss scheduling of equestrian events at Pierce Creek. The dates for a workday or rides are as follows; October 5<sup>th</sup> (ride sponsored by Pony Express) with a rain date of October 12, 2024, Nov 2<sup>nd</sup> (BCHM ride) rain date of Nov 9<sup>th</sup>, May 3rd workday and rain date of May 10<sup>th</sup> (for BCHM) and a NATRIC ride on May 18 and 19th, 2025. She also indicated that there was a tree/branch down on the timber trail, manure pen needs work, solar light is missing as well as a garden hose, and needing to have the porta pot moved.

Spunaugle then provided a handout of park updates from July 15<sup>th</sup> thru September 13<sup>th</sup> with many repairs being done on equipment. She also distributed a summary of a 5-year plan for the parks.

There was no board communication.

Connie Cade asked to speak regarding BCHM events at Pierce Creek to clarify with Joyce Kruse on the dates and insurance.

**Motion:** Marriott moved, Robertson seconded, to adjourn. Meeting then adjourned at 8:10 p.m.

Approved: October 8, 2024

Chair Jane Strimoz

Secretary Alan Miller

The regular meeting of the Page County Conservation Board was held October 8, 2024 at the Board's office. The meeting was called to order at 6:30 p.m. by Vice-Chair Jane Stimson.

Board members present included Jane Stimson, Bill Robertson, Danielle Miller and Mark Marriott. Also present were Spunaugle and Stevens.

Visitors present included Larry Locke, Judith Blay, Connie Cade, Liz Skillern, Joyce Kruse and Kathy Jordan.

**Approve Agenda:** Marriott moved, Miller seconded, to approve the Agenda for October 8, 2024. Motion passed unanimously.

**Approve Minutes:** Marriott moved, Robertson seconded, to approve the Minutes of September 10, 2024. Motion passed unanimously.

**Approve Claims:** Claims from month end September and mid-month October were reviewed with explanations on claims if needed. Robertson moved, Marriott seconded, to approve the Claims as submitted. Motion passed unanimously.

Public comment period the Board heard from Larry Locke regarding the posting of the rules and regulations on check in and check out times in the parks.

Old Business included change of meeting date, discussion ensued on changing the meeting date to the 1st Wednesday of each month and leave starting time the same. Robertson commented that he had made sacrifices to attend board meetings and didn't think a change was necessary or fair with the season of sports to other board members. He commented that board members sign on for this position knowing there may be conflicts involved with the scheduling of monthly meetings.

**Motion:** Marriott moved, Miller seconded, to change the meeting date to the 1st Wednesday of the month with a starting time of 6:30 p.m. Motion passed. Robertson then left the meeting.

Discuss and Action on acceptance of the Board Chair's letter of resignation. **Motion:** Marriott moved, Miller seconded, to not accept Randy McNutt's letter of resignation. Motion passed unanimously.

Discuss and Action on update with roads at Nodaway Valley Park. The Director presented two plans of action from Manatt's Inc. Option 1 – main roadway from the end of the concrete to the north end also including the parking lot, haul and spread 500 ton of Class D stone to fill low areas and rebuild crown, tear and relay, recompact and blade shape to finish for a total of \$52,983.40. Option 1A main roadway from the end of the concrete to the north end also including the parking lot, apply a double sealcoat application of 3/8" limestone chips and asphalt oil for \$44,254.00. Option 1 and 1A are for the main entrance road going through the 4-way intersection and down the hill to the end of the parking lot (north and south sections). Option 2/Option 2A east and west roadway and camping loop with the haul and spread 130 tons of Class

D stone to fill low areas and rebuild crown, tear up, relay, compact and blade shape to finish for \$27,883.34 each option for a total of \$55,766.68.

Board felt that the \$52,983.40 was the option to take. Total amount to finish the whole park would be \$153,000. The Director was instructed to contact other companies for additional estimates and to seek grants for road construction.

Connie Cade gave an update on a meeting with the Back-Country Horseman group about activities they have done or have activities planned. She talked about the "Share the Trail" initiative at 3 Fires state park. She brought up the manure containment area at Pierce using volunteer labor to reconfigure the structure. They will also have a workday May 3<sup>rd</sup> or rain date of May 10<sup>th</sup> at Pierce Creek and will coordinate with the Director. They will volunteer to have a table at the Halloween event at Rapp Park advertising BCHM. Stimson inquired about the equestrian campground designation which had been approved several months back.

Joyce Kruse reiterated the work days on May 3<sup>rd</sup> or May 10<sup>th</sup>. NATRIC ride is scheduled for May 18<sup>th</sup> and 19<sup>th</sup> at Pierce Creek. She also indicated that Pony Express may have 2-4 rides for next year, but that request would be coming from Pony Express spokesperson Tim Bowers.

Discuss and Action on the Johnson memorial at Pierce Creek. A previous location for the memorial was down by the dam. Mrs. Johnson and the Director then looked at a 2<sup>nd</sup> location at the boat ramp area (see drawing) but have it closer to the water. Mrs. Johnson indicated she had contractors available to work on the project; the picnic tables ordered previously are still at Miller Lumber.

**Motion:** Marriott moved, Miller seconded, to approve the placement of the Johnson memorial at the proposed location.

Discuss and Action on a water leak at the Conservation office. JW Excavation's scope of work to be done includes looking for the leak by meter pit and building, if not found, they will replace the entire line with 1-inch poly – 200 psi poly line at an estimate of \$2,235.00.

**Motion:** Marriott moved, Miller seconded, to locate and follow recommendations from the contractor to put in whatever the economically necessary option is needed. Motion passed unanimously.

Discuss and Action on mower bids. The Director distributed 3 mower bids for various models of mowers to replace the JD 1550 – 60-inch mower. Bids were from JD/Agrivison - \$8,825.00 for a Z950 R Track, \$6,775.00 for a JD Z950 M Track and \$10,165.00 for a JDZ970 R Track.

**Motion:** Miller moved, Marriott seconded, to approve the purchase of the Z 950M Ztrack with tweek tires for \$6,775.00. Motion passed unanimously.

Discuss and Action on the relocation of the cargo container from Rapp Park to Ross Park. The Director checked with the county attorney and there are no ordinances on the books regarding storm shelters in Page County.

**Motion:** Miller moved, Marriott seconded, to relocate the cargo container via the SW IA Bowhunters from Rapp Park to Ross Area.

Discuss and Action on the adoption of the law enforcement policy handbook that was presented to the board by email.

**Motion:** Marriott moved, and Miller seconded, to accept the law enforcement policy handbook as submitted. Motion passed unanimously. Marriott inquired about the hiring of any additional law enforcement officers in the future and the hiring approval process.

Director then gave some updates, she indicated that the north side of the dam has been cleared and the south side is pending. Timber on the trails at Pierce Creek have been cut and trails widened. She's been working on mapping and re-routing some trails by removing some of the loops. She explained the mapping process and less trails at NVP due to safety reasons.

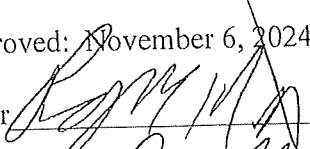
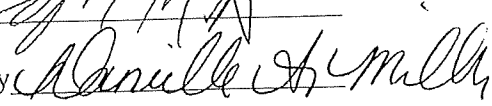
Board communication from Stimson regarding developing a 5-year plan by the 1st of the year for budgetary purposes. She would also like to go over the board member handbook. Other discussion from sources indicated to look at tourism dollars, SWIPCO, and Golden Hills RC&D as grant sources.

**Motion:** Marriott moved, Miller seconded, to adjourn. Meeting then adjourned at 8:00 p.m.

Approved: November 6, 2024

Chair

Secretary

The regular meeting of the Page County Conservation Board was held November 6, 2024 at the Board's office. The meeting was called to order at 6:30 p.m. by Chair, Randy McNutt.

Board members present included Randy McNutt, Jane Stimson, Danielle Miller and Mark Marriott. Also present were staff; Spunaugle and Stevens. Absent was Bill Robertson.

Visitors present included Larry Locke, Judith Blay and Joyce Kruse.

**Approve Agenda:** Marriott moved, Stimson seconded, to approve the Agenda for November 6, 2024. Motion passed unanimously.

**Approve Minutes:** McNutt inquired about the law enforcement policy handbook and the change in the meeting date with the submission of claims. Stimson inquired about the status of the mower, cargo container and the water leak. Stimson moved, Miller seconded, to approve the Minutes of October 8, 2024. Motion passed unanimously.

**Approve Claims:** Claims from month end October were reviewed with explanations on claims. Marriott moved, Stimson seconded, to approve the Claims as submitted.

Public comment period. Judith Blay mentioned about the Halloween event at Rapp Park, saying there was a good turn out of parents and kids and they would volunteer next year.

Joyce Kruse inquired about the 100 acres along a fencerow that was trails. She indicated that Back Country Horsemen could come in and clean out the area. Marriott indicated the project could be reviewed next spring and Michelle indicated that it would be a 2026 project. Other projects completed at Pierce Creek included 8 trees planted, arena painted, and concrete has been completed in the shelter.

New Business was the amending of the Rules and Regulations as follows:

Section 1 DEFINITIONS – The term “camping unit” shall mean either a single tent but not larger than 140 square feet in size at its base, pickup camper, motor home or converted bus, recreation trailer, or a motor vehicle for a camp by a camping party except for those shelters used exclusively for dining purposes plus at the option of said camping party, a second tent or traditional tent no larger than 140 square feet in size at its base, if the same is used and occupied by members of that camping party. Sub-section H will be amended to delete the following language “except for those shelters used exclusively for dining purposes, plus at the option of said camping party, a second tent or an additional tent no larger than 140 square feet in size at its base, if the same is used and occupied by members of the camping party”. Motion by Miller, to amend Sub-Section H, seconded by Marriott. Motion carried.

Section 2 CAMPING – Any person or persons camping in an Area under the jurisdiction of the Board shall be required to register his or her name, and to pay the appropriate fee schedule of the Board. All camping areas under the jurisdiction of the Board shall be self-registration. Motion by Marriott, seconded by Stimson, to amend Sub-Section B to read, “Registration of

walk-in campsites will be a first-come, first-served basis and will be handled by self-registration. Registration forms will be provided by the department. Campers shall within one-half hour of arrival at the campground, complete the registration form completely, place the appropriate fee in the envelope and place the envelope in the depository provided by the department. The top copy of the registration must be placed in the campsite holder. Camping registration must be in the name of the person 18 years or older who will be occupying the campsite for the full term of the registration.” Motion carried.

Sub-section C - When any campground is open and in a usable condition all charges and fees shall be in effect and shall be enforced. Marriott moved, seconded by Stimson, to add amendment stating, “all campgrounds will be closed to camping on November 1<sup>st</sup> each year (unless this date falls on a Saturday or Sunday then it will be the preceding weekday, Friday). Camping may resume by April 15<sup>th</sup> the following year.” Motion carried.

Sub-section D – No camping party, camping unit, or cabin unit shall be permitted to camp for a period longer than that designated by the Board, and no longer than for a period of 14 consecutive days and then change parks unless written permission is obtained from the Board or Director. Stimson moved, Marriott seconded, to amend to “14 consecutive nights unless written permission is obtained from the Director. After the 14<sup>th</sup> night, by 4:00 p.m. the following day all members of the camping party and the camping unit(s) may not return to that park until a minimum of 3 nights have passed.” Motion carried.

Sub-section E - #3 – The campsite is occupied by placing a camping unit, i.e. tent, pickup camper, pop up camper, motor home, covered bus, recreational trailer. No exceptions. Marriott moved, Stimson seconded, to amend by deleting the following language “Camping unit on it. i.e.” and adding the following language after recreational trailer: “or motor vehicle on it”. No exceptions. Motion carried.

Section 7 CHAINSAWS – “Except by written permission from the Director, chainsaw use is prohibited in all Areas. This provision is not applicable to Page County Conservation employees.” Motion by Stimson, seconded by Miller, to amend to add a new section. Motion carried.

Section 8 TRAFFIC – Section 8 will be amended to adding a new sub-Section E as follows, “It shall be unlawful to operate any heavy equipment, snowmobile, air sled, swamp buggy, or all-terrain vehicle in or on any Area unless this vehicle is being used by a Page County Conservation employee or the operator has written permission from the Director.” Motion by Stimson, seconded by Marriott, to amend this section. Motion carried.

Section 14 PETS – No privately-owned animal shall be allowed to run at large in any Area except where permitted under Section 15. Every such animal shall be deemed as running at large unless the owner carries such animal; or leads it by leash or chain not to exceed six (6) feet in length; or keeps it confined in a vehicle; or chains it to a man-made object. No leashes or chains shall be attached to any tree or shrub. Owners are responsible for maintaining the areas occupied by pets. Owners are responsible for their pets creating any excessive noise at all times.” Miller



moved, Stimson seconded, to amend to add the following language: "Pets shall not be left unattended in any Area." Motion carried.

Section 16 – USE OF HORSES RESTRICTED – Stimson moved, Marriott seconded, to amend to delete Section 19 USE OF HORSES RESTRICTED and use following new language: SECTION 16 USE OF HORSES RESTRICTED: "The use of horses, mules, and other equine animals is restricted to roadways or trails designated for use. Animals should be hitched to trailers for short periods of time for grooming and saddling. Animals must be stabled inside trailer, at a hitch rail, or in stalls or corrals, if provided." Motion carried.

Section 20 – ATV'S AND SNOWMOBILES – "It shall be unlawful to operate any snowmobile, air sled, swamp buggy, all-terrain vehicle or any land conveyance that runs on wheels, tracks or runners in or on any Area." Motion by Marriott, seconded by Miller, to amend former Section 20 ATV'S AND SNOWMOBILES by removing it. Motion carried.

Section 20 – EXCESSIVE NOISE (was Section 18). "It shall be unlawful to operate or use any radio, television, stereo, musical instrument, electric generating plants, power saws, or any similar equipment in or on an Area in such a manner as to create excessive noise and/or disturb other persons. Pet owners shall be responsible for excessive noise or disturbance cause by barking dog." Motion by Stimson, seconded by Marriott, to amend to add the following language, "Noise that can be heard at a distance of 120 feet or 3 campsites shall be considered unreasonable." Motion carried.

Section 21 – OPEN PUBLIC SHELTERS – Stimson moved, Miller seconded, to amend to add a new section. "All shelters under the jurisdiction of the Board are considered first-come first-served unless reserved. Shelters can be reserved up to 6 months in advance and must be in the name of a person 18 years of age or older who will be present for the full term of the reservation." Motion carried.

Stimson moved, Miller seconded, to amend grammar errors throughout the rules and regulations where it is "his" and change the language to "their" and change the numerical order to fit the changes made on November 6<sup>th</sup>, 2024. Motion carried.

Section 28 – EFFECTIVE DATE – The above Rules and Amendments to the Rules have been adopted on the 6<sup>th</sup> day of November 2024, under the authority of Chapter 250.5 of the 2017 Code of Iowa as Amended and shall be declared effective November 6<sup>th</sup> following publication and posting as required by law. Motion by Stimson, seconded by Marriott, to amend to read Nov 6<sup>th</sup>, 2024. Motion carried.

Director notes then followed including a discussion on unused handicapped sites on holiday weekends. We have been telling campers that it could be used after 4 p.m. that Friday and was considered an open site. This can be reviewed at another meeting. Director was advised to check on ADA accessibility site guidelines. ARPA funding whereas the Director had been to the Board of Supervisors meetings regarding funding road repair at Nodaway Valley Park and was advised to come up with a list of projects, the Conservation Board mentioned about adding a skid loader to that list. She took the mower into JD for the trade in and is still waiting to hear

when the new mower will be arriving because it's a new 2025 model. Created a burn pit site at NVP across from the shop. Got a few loads of dirt and is stored at Rapp Park. Water leak has been fixed at the office. Montana tractor is down again so is back in the shop at Shenandoah. Have shut down the water at all the parks. Planted 8 trees with Joyce using grant monies. – 5 at the campground and 3 in the fishing area at the dam. NRCS was at the dam to inspect the spillway concrete structure.

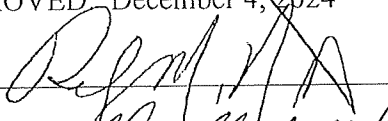

Board Communication from Jane Stimson included writing a letter of support for funding the project at NVP and present it to the Board of Supervisors.

**Motion:** Stimson moved, Miller seconded to adjourn. Motion carried. Meeting then adjourned at 8:15 p.m.

APPROVED: December 4, 2024

Chair

Secretary

The regular meeting of the Page County Conservation Board was held December 4, 2024 at the Board's office. The meeting was called to order at 6:45 p.m. by Chair, Randy McNutt.

Board members present included Randy McNutt, Jane Stimson and Danielle Miller. Also present were staff Spunaugle and Stevens. Absent were Mark Marriott and Bill Robertson.

**Approve Agenda:** Miller moved, Stimson seconded, to approve the Agenda for December 4, 2024. Motion passed unanimously.

Pledge of Allegiance was then recited.

**Approve Minutes:** Stimson moved, Miller seconded, to approve the Minutes of November 6, 2024 as submitted. Motion passed unanimously.

**Approve Claims:** Claims from mid-month November and month-end November were presented for review. McNutt had a question about the work completed on the light poles at the office. Stimson inquired about the fees from Don's Johns porta pot servicing and pit toilets were discussed in general. Stimson moved, Miller seconded, to approve the Claims as submitted. Motion passed unanimously.

There was no public comment.

Old Business were bids for the road repair at Nodaway Valley Park. Bid from Manatt's was \$116,400.80 and the bid from Blacktop Services was \$619,200.00. Discussion ensued about talking to the Board of Supervisors on the monies to be received from ARPA funding, and the work to be done by the contractor.

**Motion:** Stimson moved that the Board approve and proceed with Manatt's bid for \$116,400.80 for road repair at Nodaway Valley Park. McNutt inquired about the mobilization fee on the bid and having a signed contract. Miller seconded. Motion passed unanimously. Bid sheet was signed by the three board members present.

There was some general discussion on shower buildings, latrines, perc tests, hearing back from contractors and insurance question on hoop building.

News Business included bids for window replacements at the conservation office. Bids received were Hoskins Siding & Windows for \$6,996.00 and Grantz Elite Exteriors for \$7,623.41.

**Motion:** Miller moved, seconded by Stimson to approve the bid from Hoskins Siding and Windows in the amount of \$6,996.00. Motion passed unanimously.

The Director's notes included the following highlights

- Would like to adopt a logo change
- Studying for pesticide tests

- Got our rules and regulations booklets printed for next season (McNutt questioned the section on alcohol use in the parks)
- Had security lights installed at the office
- Still cleaning and organizing Pierce Creek shop
- Called trash services to get those shut off for the winter which will save us about \$3,150
- Turned off electricity at the campgrounds and put up campground closed signs
- Moved our phone from Chat to Verizon and will hopefully be saving about \$50 a month with their government plan
- Started working on new website and plan to start working on new Facebook page next week
- They should have gotten the concrete poured for the Johnson memorial today

Board communication involved a general discussion on potential list of projects.

**Motion:** Stimson moved, Miller seconded to adjourn. Motion carried. The meeting then adjourned at 8:05 p.m.

APPROVED: January 8, 2025

Chair Mark McNutt

Secretary Jane Stimson