

**1. Call to Order**

Stacey Rector, Chair, called the regular meeting of the Des Moines County Conservation Board to order at 5:30 p.m. at the Des Moines County Conservation Administration Building.

**Those Members Present:** Stacey Rector, Cathy Ziglar, James Steer, Jim Garnjobst and LaVon Worley

**Those Members Absent:** None

**Others Present:** Supervisor Beck, Katherine Brakeville, Director Lee and Joel Behne

**2. Additions and Deletions to Agenda:**

- a. None

**3. Delegations/Public Input: None**

**4. a. Approval of Minutes:**

**#56.** Motion by Jim Steer, seconded by Jim Garnjobst, to approve the minutes of the July 10, 2013 Board Meeting. Motion passed unanimously by those members present.

**5. Approval of Report of Activities for July 2013:**

**#57.** a. Motion by LaVon Worley, seconded by Cathy Ziglar, to approve the reports of activity for July 2013. Motion passed unanimously by those members present. —

**6. Approval of Claims for July 2013:**

**#58.** a. Motion by LaVon Worley, seconded by Jim Garnjobst, to approve the claims for July 2013. Motion passed unanimously by those members present.

**7. Acceptance of Donations:**

- a. James E. Steer. \$25.00 for Big Hollow

**8. Committee Reports:**

- a. **Shooting Range:** Jim Steer. No report.
- b. **Flint River Trails:** Jim Garnjobst. The trail is toward completion. Rains this spring caused some washouts that are in the process of being repaired. There are still some fencing projects to complete. All contracted work should be completed in the next few weeks. A September Grand Opening is now being contemplated.
- c. **Observatory:** Cathy Ziglar. No report.
- d. **REAP:** Director Lee reported that the REAP County Committee meeting will be held on Thursday August 08, 2013. Grant applications from those organizations within Des Moines County will be reviewed at this meeting. That meeting will be held at the DMC Conservation Administration office starting at Noon.

**9. Project Updates:**

Director Lee:

- The Conservation website has partnered with Des Moines County GIS to link a new feature. When our citizens view the website they may click on links that appear as “Take Me There” and they are then given a GIS view of that park on the county GIS mapping.
- Member Worley asked about the cabin floor and the existing problem. Director explained that when they applied an epoxy product to protect the floor that it would not adhere correctly. As it was applied it went on in only several places while the remainder of the floor remained untreated. It then had to be removed from the area’s where it did adhere. The floor will now be painted and that will need to be reapplied on a yearly basis. The cabin will be ready for reservations soon.

**10. Old Business:**

**a. Strategic Planning.**

Based upon prior work session. See New Business.

**11. New Business:**

**a. REAP Grant Applications.** SEIRPC has two completed REAP grant applications. These will be presented for review by the REAP committee at their meeting on August 08, 2013.

1. Baker property. Grant submission in the amount of \$250,000. This grant would complete the purchase of this property.
2. Flint River Trail (FRT) This grant request is for \$423,000 and has been requested to complete the SCP&P portion of the trail.

2 resolutions have been prepared. One (1) for each grant application.

Chairwoman Rector read both resolutions for the record. Chairwoman Rector signed both application requests on behalf of the Des Moines County Conservation Board.

**#59. a.** Motion by Cathy Ziglar, seconded by LaVon Worley, to approve both grant application request for REAP Funding. Motion passed unanimously by all members present.

**b.** Employee Handbook. Director Lee presented the final copy of the updated Employee Handbook. Members had previously reviewed a draft copy and provided input to this handbook prior to this meetings presentation.

**#60. a.** Motion by Jim Steer, seconded by Cathy Ziglar, to approve Employee Handbook as presented. Motion passed unanimously by all members present. Chairwoman Rector signed this document.

**c.** Annual Report

Director Lee presented the Annual Report to the board. In previous years the different portions of the annual report were presented individually. Director Lee has combined the effort into a single report. This will be handled in this manner in the future.

The board complimented Director Lee on his report. This report will be presented to the Des Moines County Board of Supervisors at their meeting on August 13<sup>th</sup>, 2013.

**d.** Directors Evaluation. An evaluation for Director Lee was conducted with him during the work session prior to this meeting.


**#61. a.** Motion by Jim Garnjobst, seconded by Jim Steer, to approve the completion of probation for Director Lee. His salary will be set a \$49,980 per year as previously agreed upon when Director Lee was promoted to his current position. Motion passed unanimously by all members present. Chairwoman Rector signed this document.

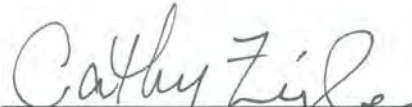
12. **Informational Items/Correspondence/Board Comments:**

- a. **Army Surplus**  
Jim Garnjobst has indicated that there is possibly some Army Surplus that may be available to county conservation. Jim has volunteered to research and report back on his findings.
- b. **FEMA.** The 2008 FEMA audit by the State has been completed. We are awaiting a final report. Early indications are that Des Moines County Conservation records have been correctly verified.
- c. **EAB.** Emerald Ash Borer has been found in Des Moines and Jefferson Counties. DM Conservation is and will continue with our firewood policy. Quarantine regulations are currently being promulgated by the State and will be presented when they become available.
- d. **Camping Fees.** BH camping users and fees continue to go up. The previous weekend brought in right at \$700.00 on its own.

13. **Adjournment:**

- #62. a. A motion by LaVon Worley, seconded by Cathy Ziglar, to adjourn the August 07, 2013 board meeting. Motion passed unanimously by all members present. Meeting adjourned at 6:20 p.m. Next meeting will be held at the Des Moines County Administration Office at 13700 Washington Road in West Burlington, IA. The meeting will be held at 5:30 p.m. on September 11<sup>th</sup>, 2013. The public is welcome.

  
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Stacey Rector, Chair

  
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Cathy Ziglar, Secretary/Treasurer