LINN COUNTY, IOWA, CONSERVATION BOARD

MINUTES OF THE THURSDAY, JANUARY 24, 2019, BOARD MEETING

The following is a true copy of the minutes of the meeting of the Linn County, Iowa, Conservation Board held on January 24, 2019, at the Wickiup Hill Learning Center, 10260 Morris Hills Rd, Toddville, IA 52341.

Board Members Present
Hillary Hughes, John Hanson, Steve Emerson, Cindy Burke and George Kanz
Hughes joined the meeting at 3:34 PM.

Board Members Absent
Cindy Burke

Staff Present
Dennis Goemaat, Director; Daniel Gibbins, Deputy Director; Randy Burke, Planner; Ryan Schlader, Community Outreach;

Others Present
Brent Oleson, Linn County Supervisor

Call To Order
Conservation Board Vice-President Emerson called the meeting to order at 3:31 PM.

Emerson was administered the oath of office by Kanz.

Public Comment
None.

ITEM R1. Approve Consent Agenda

Motion by Hanson, second by Kanz

To approve the consent agenda.

Vote: aye; all present
nay; none
absent: Hughes, Burke

The consent agenda was approved and involved the following items:

ITEM C1. Approve the December 17, 2018 Regular Monthly Meeting Minutes

ITEM C2. Approve claims list and expenditures — Claims List #2019-7,
Claims and Transfer list #2019-7 involving claim #7-350 through claim #7-397


ITEM C4. Receive and place on file the December 2018 activity report.
ITEM C5. **Acceptance of gifts:**

2. Gift #18-2019 – Dan & Carol Fox, two mounted juvenile bald eagles.
3. Gift #19-2019 – Marilyn Andersen, monetary donation ($20,000) to assist with paving the Cedar Valley Nature Trail north of Center Point.
4. Gift #20-2019 – Karla & Gordon Gibson, monetary donation ($300) for two Legacy Trees to be planted at Morgan Creek Park in honor of Jaxon Ray Jewell.
5. Gift #21-2019 – Iowa master Naturalists, monetary donation ($100) for use at Wickiup Hill.

---

**REGULAR AGENDA:**

ITEM R2. **Discuss and decide on 2019 Conservation Board Annual Agenda.**

The Board reviewed the annual agenda.

**Motion** by Kanz, second by Hanson

To approve the annual agenda as presented.

**Vote:**

- aye; all present
- nay; none
- absent: Hughes, Burke

President Hughes arrived at this point in the meeting.
BOARD MEETING MINUTES
1/24/2019

ITEM R3. Discuss and decide on award of contract for a playground for the Riverside area at Pinicon Ridge Park, Project #38-18 and authorize the Executive Director to sign and execute a contract with the selected contractor.
Randy Burke reported on plans and cost estimates received through the RFQ process for the Riverside day use area playground project. After a lengthy review process, staff recommends choosing the concept submitted by National Playground/Themed Concepts as the preferred option.

Concept estimates received were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Concept Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscape Structures</td>
<td>$298,641.00</td>
</tr>
<tr>
<td>ABCreative</td>
<td>$327,261.00</td>
</tr>
<tr>
<td>National Playground/Themed Concepts</td>
<td>$345,799.00</td>
</tr>
<tr>
<td>Playworld Systems</td>
<td>$350,308.00</td>
</tr>
</tbody>
</table>

Motion by Kanz, second by Hughes

To authorize the Executive Director to sign and execute a contract with National Playground/Themed Concepts for project #38-18.

Vote: aye; all present
nay; none
absent: Burke

ITEM R4. Discuss and decide regarding Resolution 2019-1 authorizing staff to submit application to the Metropolitan Planning Organization for funding Segment 4 of the Highway 100 Trail retroactive to January 14th, 2019.
Randy Burke reviewed details for the application to the Metropolitan Planning Organization for funding Segment 4 of the Highway 100 Trail.

Motion by Emerson, second by Kanz

To approve and adopt Resolution #2019-1 authorizing staff to submit an application, retroactive to January 14th, 2019, to the Corridor Metropolitan Planning Organization for funding assistance for Segment 4 of the Highway 100 Trail.

Vote: aye; all present
nay; none
absent: Burke
BOARD MEETING MINUTES
1/24/2019

ITEM R5. Discuss and decide regarding Squaw Creek Park residence rental agreement.

Gibbins reviewed the proposed increased rental rate for the Squaw Creek Park residence and the associated rental agreement.

Motion by Emerson, second by Kanz

To approve the rental rate increase for the Squaw Creek Park residence to $500 per month beginning February 1, 2019 and authorize the Director to sign the agreement.

Vote: aye; all present
nay; none
absent: Burke

ITEM R6. Discuss and decide on the FY 2018 Annual Report and authorize publication.

Schlader reviewed the draft of the Linn County Conservation Annual Report for fiscal year 2018. Hughes discussed revisions due to rescheduled Conservation Partners meeting.

Motion by Kanz, second by Emerson

To approve the FY 2018 Annual Report and authorize publication.

Vote: aye; all present
nay; none
absent: Burke

ITEM R7. Discuss and decide regarding Resolution 2019-2 designating Paris Bridge Natural Area as open to bow hunting and trapping – no firearms.

Gibbins reviewed Resolution 2019-2 proposing the designating Paris Bridge Natural Area as open to bow hunting and trapping – no firearms, due to the proximity to YMCA Camp Wapsie and safety concerns.

Motion by Hanson, second by Kanz

To approve Resolution 2019-2 designating Paris Bridge Natural Area as open to bow hunting and trapping – no firearms.

Vote: aye; all present
nay; none
absent: Burke
ITEM R8. **Discuss and decide regarding a contract with Tritle Consulting to prepare a grant application to the Iowa Community Attraction and Tourism program for development of Morgan Creek Park, Project #3-19A.**

Goemaat and Gibbins reviewed proposed contract with Tritle Consulting to prepare a grant application to the Iowa Community Attraction and Tourism (CAT) program for development of Morgan Creek Park, Project #3-19A.

**Motion** by Emerson, second by Hanson

To approve the contract with Tritle Consulting and authorize the Executive Director to sign and execute the contract.

**Vote:** aye; all present
nay; none
absent: Burke

ITEM R9. **Discuss and decide on the Memorandum of Understanding (MOU) between the Conservation Board and the Iowa Department of Natural Resources regarding the spring 2019 Operation Tree ReLeaf program and authorize the Director to sign the MOU.**

Gibbins updated the Board concerning the spring operation ReLeaf tree distribution program and the associated memorandum of understanding.

**Motion** by Kanz, second by Emerson

To approve the memorandum of understanding with the Iowa Department of Natural Resources regarding the spring Operation ReLeaf program and authorize the Executive Director to sign on behalf of the Board.

**Vote:** aye; all present
nay; none
absent: Burke
BOARD MEETING MINUTES
1/24/2019

ITEM R10. Discuss and decide regarding contracts with selected contractors for work on Prairie Oak Lodge at Squaw Creek Park and authorize the Director to sign the contracts.

1. **Air conditioning**
2. **Electrical**
3. **Carpentry (window replacement, kitchen remodel, countertops)**
4. **Tile installation**

Randy Burke reviewed quotes received for the Prairie Oak Lodge renovation project.

Quotes received include the following:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Company</th>
<th>Quote Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>Connerley Const.</td>
<td>$45,688.60</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Wagner Const.</td>
<td>Not Complete</td>
</tr>
<tr>
<td>HVAC System</td>
<td>Winger</td>
<td>$51,450.00</td>
</tr>
<tr>
<td>Tiling</td>
<td>Appleby and Horn</td>
<td>$20,700.00</td>
</tr>
<tr>
<td>Electric</td>
<td>Streff</td>
<td>$17,900.00</td>
</tr>
<tr>
<td>Electric</td>
<td>Paulsons</td>
<td>$57,132.00</td>
</tr>
</tbody>
</table>

**Motion** by Kanz, second by Emerson

To approve the quotes and authorize the Executive Director to sign and execute contracts with the selected contractors.

**Vote:** aye; all present
nay; none
absent: Burke

ITEM R11. Discuss and decide regarding grant agreement (LHDP Project #19-01) with the Iowa Department of Natural Resources for a low-head dam safety cost share program grant for the Pinicon Ridge Park dam and authorize the Director to sign the agreement.

Gibbins reviewed the proposed agreement with the Iowa Department of Natural Resources (IDNR) for a low-head dam safety cost share program grant for the Pinicon Ridge Park Dam.

**Motion** by Emerson, second by Hanson

To authorize the Executive Director to sign the Low-head Dam Safety Cost Share agreement with the IDNR for Project #19-01.

**Vote:** aye; all present
nay; none
absent: Burke
BOARD MEETING MINUTES
1/24/2019

ITEM R12. Discuss and decide regarding updating current Board policies – Series 2 Executive Limitations: 2-9 Executive – Comprehensive Plans.

Goemaat reviewed the draft policy with the Board. Hughes asked about the definition of ‘linear park’ referring to trails. Goemaat explained this definition designates trails as parks in order to apply management rules applicable to parks such as no hunting, active recreation, etc.

Motion by Kanz, second by Hanson

To approve Policy No. 2-9 for immediate implementation with subsequent readings waived.

Vote: aye; all present
nay; none
absent: Burke

ITEM R13. Board Member and Staff Reports

1) Community Outreach/Marketing

   a. Ryan Schlader updated the Board on the annual report, recent winter recreation communications and other marketing efforts using virtual tours.

2) Updates

   a. Federal Recreation Trail Grant application - $650,000 awarded - Randy Burke reviewed the Federal Recreation Trail Grant award for the Cedar Valley Nature Trail hard surfacing project.

   b. Morgan Creek Watershed Partnership - Gibbins updated the Board on a partnership and potential grant opportunities with the City of Cedar Rapids, The Nature Conservancy, the IDNR, the NRCS and Linn County Conservation intend to continue assessment of the Morgan Creek watershed within Cedar Rapids and Linn County.

   c. Request for proposals for professional services:
      i. Pinicon Ridge Park dam modification – Randy Burke updated the Board on an RFP being drafted to solicit design and project management proposals for this upcoming project. The RFP is currently being reviewed by project partners.

      ii. Wetland planning services for wetland development – Gibbins updated the Board on the wetland RFQ process next steps for the Linn County wetlands design project. A meeting is planned with consultants to request price proposals.
BOARD MEETING MINUTES
1/24/2019

ITEM R14. Election of Officers for 2019 (Conservation Board)
1. Board President
2. Board Vice-President
3. Board Secretary

The Board discussed the slate of officers for 2019. Emerson suggested rotation based appointments. Kanz declined the Secretary position and suggested moving Hanson to be in line for Secretary. Hanson accepted this suggestion.

Motion by Kanz, second by Hanson

To waive current policy and elect a slate of officers including Emerson as President, Burke as Vice-President and Hanson as Secretary.

Vote: aye; all present
nay: none
absent: Burke

ITEM R15. Public comment

None.

ITEM R16. Adjourn

Motion by Kanz, second by Hanson

To adjourn the meeting at 4:12 PM.

Vote: aye; all present
nay: none
absent: Burke

Amanda Bieber typed the above minutes.

[Signatures]
Recording Secretary
Board Secretary