LINN COUNTY, IOWA, CONSERVATION BOARD

MINUTES OF THE MONDAY, MARCH 25, 2019, BOARD MEETING

The following is a true copy of the minutes of the meeting of the Linn County, Iowa, Conservation Board held on March 25, 2019, at the Wickiup Hill Learning Center, 10260 Morris Hills Rd, Toddville, IA 52341.

Board Members Present
Steve Emerson, Cindy Burke, Hillary Hughes, and George Kanz
Hughes joined the meeting by phone.

Board Members Absent
John Hanson

Staff Present
Dennis Goemaat, Director; Daniel Gibbins, Deputy Director; Randy Burke, Planner; Ryan Schlader, Community Outreach; Dana Kellogg, Natural Resources Manager; Aaron Batchelder, Natural Resources Manager; Jenny Corbett, Lead Conservation Education Specialist; and Sarah Wendt Conservation Education Specialist

Others Present
Brent Oleson, Linn County Supervisor; Rob Peck, Design Dynamics; Todd Happel, Anderson Bogert Engineering; Mike Heller, JEO;

Call To Order
Conservation Board President Emerson called the meeting to order at 12:00 PM. Board President Emerson appointed member Kanz as acting Secretary.

Public Comment
None.

ITEM R1. Approve Consent Agenda

Motion by Kanz, second by Hughes

To approve the consent agenda.

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

The consent agenda was approved and involved the following items:

ITEM C1. Approve the February 25, 2019 Regular Monthly Meeting Minutes

Claims and Transfer list #2019-9 involving claim #9-468 through claim #9-540


ITEM C5. Acceptance of gifts: None this month
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ITEM C6.  Capital Improvement Program updates report

REGULAR AGENDA:

ITEM R2.  **Public hearing regarding the plans and specifications, form of contract and estimated construction costs for the Pinicon Ridge Park Overlook Shelter, Project #4-19.**

12:00 PM. The Conservation Board conducted a public hearing in accordance with Iowa law regarding the proposed plans, specifications, form of contract and estimated costs for the Overlook Shelter in Pinicon Ridge Park, Project #4-19. The published notice of the public hearing was presented. No written or oral comments or objections were received.

**MOTION** by Kanz second by Hughes

To close the public hearing.

**VOTE:** aye; all present

nay; none

absent: Hanson, Burke

ITEM R3.  **Discuss and decide on Resolution #2019-5, approval of the plans and specifications, form of contract and estimated construction costs concerning the Pinicon Ridge Park Overlook Shelter, Project #4-19.**

R. Burke and Rob Peck reviewed the plans and specifications, form of contract and estimated construction costs concerning the Pinicon Ridge Park Overlook Shelter, Project #4-19. Todd Happel addressed minor design changes for parking lot, entry drive and walkways. Kanz asked about budget status and noted he favors concrete on the roadway if the budget allows when bids are received.

**Motion** by Kanz, second by Hughes

To adopt Resolution #2019-5 indicating that a public hearing was held and approving the plans, specifications, form of contract and estimated costs for Pinicon Ridge Park Overlook Shelter, Project #4-19, and to authorize staff to receive and open bids.

**Vote:** aye; all present

nay; none

absent: Hanson, Burke

Vice-President Burke arrived at this point in the meeting.
ITEM R4.  **Discuss and decide regarding awarding a contract for a wetland development at Matsell Bridge Natural Area – Project #14-19.**

Kellogg reviewed bid results for wetland development at Matsell Bridge Natural Area, Project #14-19. Apparent low bid is Jerry McElmeel Excavating and Grading with a bid of $17,193.25.

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borst Bros Construction</td>
<td>$57,272.50</td>
</tr>
<tr>
<td>Boomerang Corp.</td>
<td>$52,665.00</td>
</tr>
<tr>
<td>Jerry McElmeel Excavating and Grading</td>
<td>$17,193.25</td>
</tr>
</tbody>
</table>

**Motion** by Kanz, second by Burke

Authorize the Executive Director to award and execute a contract with Jerry McElmeel Excavating and Grading for the low bid of $17,193.25.

**Vote:**  
*aye; all present*  
*nay; none*  
*absent: Hanson*
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ITEM R5. **Discuss and decide regarding awarding a contract(s) for wetland design work for wetlands on county-owned properties.**

Kellogg reviewed cost proposal results for wetland design work for wetlands on county-owned properties. Apparent low bid is Snyder and Associates for both wetland packages with a combined proposal cost of $69,735+.

<table>
<thead>
<tr>
<th>County Wetlands</th>
<th>AES</th>
<th>JEO</th>
<th>Snyder</th>
<th>whks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrologic Analysis</td>
<td>$4,630 included</td>
<td>TBD</td>
<td>TBD</td>
<td>included</td>
</tr>
<tr>
<td>Wetland Determination</td>
<td>$15,450 included</td>
<td>TBD</td>
<td>$4,000 - $6,000</td>
<td>$6,536</td>
</tr>
<tr>
<td>Topo Survey</td>
<td>$8,622 included</td>
<td>TBD</td>
<td>$2,000 for 2 sites</td>
<td>$14,400 included</td>
</tr>
<tr>
<td>Permitting</td>
<td>$8,932 included</td>
<td>TBD</td>
<td>$2,075 included</td>
<td>$10,700 included</td>
</tr>
<tr>
<td>Total</td>
<td>$169,638</td>
<td>$45,269</td>
<td>$27,745</td>
<td>$99,342</td>
</tr>
<tr>
<td>Apparent Grand Total</td>
<td>$169,638</td>
<td>TBD</td>
<td>$35,745+</td>
<td>$105,878</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Squaw Creek Wetlands</th>
<th>AES</th>
<th>JEO</th>
<th>Snyder</th>
<th>whks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrologic Analysis</td>
<td>$3,995 included</td>
<td>TBD</td>
<td>TBD</td>
<td>included</td>
</tr>
<tr>
<td>Wetland Determination</td>
<td>$6,975 included</td>
<td>TBD</td>
<td>$4,000 - $6,000</td>
<td>$6,536</td>
</tr>
<tr>
<td>Topo Survey</td>
<td>$7,262 included</td>
<td>TBD</td>
<td>$2,000 for 2 sites</td>
<td>$9,700 included</td>
</tr>
<tr>
<td>Permitting</td>
<td>$10,772 included</td>
<td>TBD</td>
<td>$1,640 included</td>
<td>$5,050 included</td>
</tr>
<tr>
<td>Total</td>
<td>$142,289</td>
<td>$47,045</td>
<td>$25,990</td>
<td>$81,500</td>
</tr>
<tr>
<td>Apparent Grand Total</td>
<td>$142,289</td>
<td>TBD</td>
<td>$33,990+</td>
<td>$88,036</td>
</tr>
</tbody>
</table>

**Motion** by Burke second by Kanz

Authorize the Executive Director to award and execute a contract with Snyder and Associates for both wetland development packages for a combined cost proposal of $69,735+.

**Vote:**
- aye; all present
- nay; none
- absent: Hanson
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ITEM R6. Discuss and decide regarding awarding a contract(s) for management plans for Pinicon Ridge and Squaw Creek County Parks.

Kellogg reviewed RFP results for natural resource management plans for Pinicon Ridge and Squaw Creek County Parks. Apparent low bid is Stantec Consulting Services for both management plans with a combined cost proposal of $107,300.

<table>
<thead>
<tr>
<th>Company</th>
<th>Squaw Creek</th>
<th>Pinicon Ridge</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Ecological</td>
<td>$96,800</td>
<td>$102,500</td>
<td>$179,370</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stantec Consulting</td>
<td>$70,595</td>
<td>$52,935</td>
<td>$107,300</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion by Kanz second by Burke

Approve the Executive Director to execute and sign a contract with Stantec Consulting Services to develop both management plans for a combined cost of $107,300.

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

ITEM R7. Discuss and decide regarding executing an annual agricultural lease for 230-acres of land on the Linn Learning Farm to Rex Miller.

Kellogg reviewed proposed agricultural lease for 230-acres of land on the Linn Learning Farm to Rex Miller.

Motion by Kanz second by Burke

Approve the Executive Director to execute and sign a one year lease with Rex Miller for agricultural production.

Vote: aye; all present
nay; none
absent: Hanson
ITEM R8. **Discuss and decide regarding purchase of six shotguns to be issued to Conservation Board law enforcement staff and authorize disposal of current shotgun inventory.**

Goemaat reviewed proposed acquisition and issuance of 6 law enforcement shotguns and requested Board feedback on issuance of AR style rifles to Conservation law enforcement staff. Hughes suggested looking at Polk County best practices and look into possible use of body camera as a best practice. Goemaat and Batchelder discussed use of truck-mounted cameras and their capabilities.

**Motion** by Kanz second by Burke

To concur with the Director’s recommendation to dispose of 3 old shotguns and purchase and issue 6 new law enforcement shotguns.

**Vote:**
- aye; all present
- nay; none
- absent: Hanson

ITEM R9. **Discuss and decide regarding awarding a contract to the Institute for Conservation Leadership for conducting Conservation Board strategic planning.**

Gibbins reviewed the revised scope of services proposal from the Institute for Conservation Leadership (ICL) for conducting Conservation Board strategic planning. Hughes suggested initial individual calls to each Board member from ICL for the early planning for efficiency and also to get key dates on Board calendars, so the Board can be committed and prepared for the process. Goemaat noted the interaction also with the Board of Supervisors and community thought leaders. Burke noted she will be traveling in May and September.

**Motion** by Burke second by Hughes

Approve Executive Director to award and execute a contract with the Institute for Conservation Leadership for conducting strategic planning services.

**Vote:**
- aye; all present
- nay; none
- absent: Hanson
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ITEM R10. Board Member and Staff Reports  

1) Community Outreach/Marketing  
   a. Ryan Schlader updated the Board on the upcoming Conservation Partners meeting, Oak Hickory Newsletter, selfie station at Pinicon Ridge Park for the 99 Parks in 99 Counties tourism program, and Bear Week at Wickiup Hill Learning Center. Jenny Corbett and Sarah Wendt reported on the 1600 attendees for the spring break “Bear Week” programs.

2) Update regarding preparing request for proposals for professional services:  
   a. Pinicon Ridge Dam modification – R. Burke updated the Board on the RFP process with upcoming proposals due on April 4th.

3) Legislative Update  
   a. Goemaat reported on efforts to educate State legislators concerning recent legislation efforts that would be detrimental to conservation, outdoor recreation, and water quality. Goemaat also discussed communications toward future IWILL legislation efforts.

ITEM R11. Public comment  

Brent Oleson commented on the MPO Board policy meeting. Oleson discussed MPO Board action on various levels of funding for FY24-29 including 30% allocated to trails projects and 5% funding for Safe Routes to Schools being allocated from the roadway and transportation funding portions.
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ITEM R12. Adjourn

Motion by Burke, second by Kanz

To adjourn the meeting at 12:47 PM.

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

Amanda Bieber typed the above minutes.

[Signatures]
Recording Secretary

Board Secretary