

## CLAYTON COUNTY CONSERVATION BOARD

### Minutes

January 10, 2012

The regular meeting of the Clayton County Conservation Board was held at the Osborne Visitors Center, Tuesday, January 10, 2012. The meeting was called to order at 5:55 PM by Chair Jim Langhus with Board Members Liz Jaster, Joe Ihm, Larry Stone and Deanna Krambeer present. Tim Engelhardt, Executive Director, and Harry Luster, Office Manager, were present. Ron McCartney, Clayton County Supervisor, and Dennis Freitag, Clayton County Auditor, joined the meeting later.

### **AGENDA**

Joe Ihm moved to accept the agenda as printed. Liz Jaster seconded. Motion carried.

### **MINUTES**

Liz Jaster moved to approve the minutes of the December 13, 2011 meeting. Joe Ihm seconded. Motion carried.

### **CLAIMS**

Claims were reviewed. Deanna Krambeer made the motion to approve all claims. Joe Ihm seconded. Motion carried.

### **ELECTION OF OFFICERS**

After brief discussion, Larry Stone moved to keep the present officers: Jim Langhus, Chair, Joe Ihm, Vice Chair, and Deanna Krambeer, Secretary. Liz Jaster seconded. Motion carried. Ron McCartney arrived during this discussion.

The next item on the agenda, Budget 2013, was tabled awaiting the arrival of Dennis Freitag, Auditor.

### **COUNTY TRAIL SYSTEM**

Tim Engelhardt reviewed the map of the proposed regional trail system. Discussion followed on potential benefits and issues with trails. Ron McCartney encouraged the CCCB to actively solidify the need for trails. The Board noted the priority of completing the proposed trail system of the TRRC, including the potential section from Elkader to Motor Mill. The bridge replacement at Motor Mill is a strong component to facilitate completion of that trail. The route for the proposed TRRC trail from Elgin to Elkader is not finalized. Funding for trails is likely very limited for several years due to budget constraints.

### **IDOT STATE REC TRAIL CONTRACT**

The Clayton County Conservation Board has received a grant of \$250,000 to complete the trail from Motor Mill to Elkader as part of the (TRRC). A contract regarding this trail grant must be signed and returned to the Iowa DOT. Liz Jaster made the motion to approve the signing and return of the contract to the Iowa DOT. Joe Ihm seconded. Motion carried.

## CLAYTON COUNTY CONSERVATION BOARD

Minutes

January 10, 2012

### **CLAYTON COUNTY FOUNDATION FOR THE FUTURE GRANT**

Susie Nehls-Blair contacted Tim Engelhardt about writing and submitting a grant for \$1,000.00 to the Clayton County Foundation for the Future to cover field trip costs of schools using the Osborne Outdoor Education Program. Naturalist Brian Gibbs will assist in writing the grant. The grant will be submitted under the name of the Clayton County Conservation Board. Deanna Krambeer made the motion to approve the grant application. Larry Stone seconded. Motion carried.

Susi Nehls-Blair and Roy Blair may submit a second grant under their name requesting funds for the Osborne Partners for Education Endowment Fund they established.

### **DIRECTOR'S EVALUATION**

Jim Langhus reported that he compiled evaluations done by the Board and shared the result with Tim Engelhardt, Executive Director. Jim Langhus reported the evaluations were positive and the written comments were helpful.

### **ANNUAL REPORTS**

The Summary of Activities of the Clayton County Conservation Board, 2011, was reviewed. The 24-page report is a comprehensive overview of all aspects of the CCCB during 2012. Please see the report for more detailed information. Ron McCartney suggested sending information about the activities to the local media.

The Summary of Activities, 2011, Motor Mill Foundation of Clayton County, was reviewed. Appreciation was expressed for the extensive work done by volunteers inside the Mill as well as all the other volunteer activities.

### **BUDGET 2013**

Dennis Freitag phoned to say he was on his way to the meeting so Tim Engelhardt began the review of the budget. Budget sheets include line items with a comparison of budgeted and actual expenditures from 2009 and 2010, with proposed budget numbers for 2111, 2012 and 2013. Most increases in the 2013 budget are reflected in the salaries and benefits, with some increase for capital improvements; a new mower, freezers and a vehicle. Most other budget items remain the same as last year. Please see the proposed budget for specifics.

As suggested last month, Tim Engelhardt has prepared a list of larger expenditures that might be met over multiple budgets if money could be carried over from year to year. These items include a new maintenance shop at the Osborne Center, a dually pick-up with dump box, metal siding on the Osborne Visitor's Center, paving the parking lot at Osborne, completing the third floor of the Osborne Center, and construction of six rental cabins near the pond. Due to time constraints, budget estimates for these items are not current. Ron McCartney stated that the 2008 estimate for the shop of \$150,000 seems too large and expects a current estimate would be smaller.

## CLAYTON COUNTY CONSERVATION BOARD

### Minutes

January 10, 2012

Dennis Freitag arrived at approximately 8:05 PM. He explained the 0% Based Budget and Decision Packaging concept. Most of any proposed budget is 'fixed' amounts needed to provide services, with only a portion of the budget used for other items on which priority decisions must be made. The supervisors would be involved in the decisions on the priority items. Line items in the budget should justify the total expenditures. In the past, money not spent at the end of the fiscal year was returned to the general fund, and the next year's budget would likely be reduced by the amount not spent. This practice encouraged spending at the end of the fiscal year on non-priority items to protect the next year's budget. With 0% Based Budgeting and Decision Packaging, this practice would stop and unspent funds could be banked for larger expenditures. Discussions continue to move Clayton County into this type of budgeting process with realistic budgets reflecting department needs. No part of this plan has officially been adopted by the supervisors.

Discussion continued on the overall needs of the county and the budgeting process. Dennis Freitag stated that under current Iowa law, funds not spent from the CCCB budget at the end of the fiscal year could be transferred to the Conservation Reserve Fund, with the approval of the Clayton County Board of Supervisors.

Ron McCartney requested a specific estimate for the proposed maintenance shop at Osborne be presented to the supervisors. He requests the CCCB prioritize the items on the list of larger expenditures for capital improvements. He also noted that a maintenance shop of the secondary roads department is in very poor shape and needs replacing. A different County Office building has been approved by voters.

Concerns about the possibility of the siding on the Visitor's Center suddenly leaking and becoming the priority were expressed. It was noted there is a County emergency fund for help with some expenditures such as this. The question was asked if the CCCB should increase their proposed budget to provide funds to carry over for the larger expenditures. Ron McCartney noted there was already approximately \$50,000 in the budget for capital improvements.

The CCCB thanked Ron McCartney and Dennis Freitag for their input. They left the meeting at approximately 9:05 PM.

### **BUDGET 2013**

After a review of the proposed FY2013 budget, the board took the following actions:

#### SALARIES:

Director: \$47,157.28

Operations Supervisor: \$46,207.71

Office Manager: \$36,808.65

Naturalist I: \$33,195.84

Naturalist II: \$33,859.77

CLAYTON COUNTY CONSERVATION BOARD

Minutes

January 10, 2012

Ranger/Special Projects: \$35,227.71

Maintenance Technician: \$20,432.24

Secretary/Receptionist: \$20,559.40

SALARIES – Larry Stone moved to approve. Joe Ihm seconded. Carried.

REVENUE:

General Basic - \$36,600 Liz Jaster moved to approve. Joe Ihm seconded. Carried.

REAP - \$12,715 Liz Jaster moved to approve. Larry Stone seconded. Carried.

Conservation Reserve - \$1,920,000 Larry Stone moved to approve. Liz Jaster seconded. Carried.

TOTAL REVENUE:

\$1,969,315 Deanna Krambeer moved to approve. Joe Ihm seconded. Carried.

EXPENDITURES:

General Basic Administration - \$118,465 Liz Jaster moved to approve. Larry Stone seconded. Carried.

General Basic Operations & Maintenance - \$443,534 Larry Stone moved to approve. Joe Ihm seconded. Carried.

General Supplemental Administration - \$14,550 Joe Ihm moved to approve. Liz Jaster seconded. Carried.

General Supplemental Operations & Maintenance - \$36,300 Liz Jaster moved to approve. Joe Ihm seconded. Carried.

REAP EXPENDITURES:

\$100,000 Larry Stone moved to approve. Joe Ihm seconded. Carried.

CONSERVATION RESERVE EXPENDITURES:

\$1,920,000 Liz Jaster moved to approve. Joe Ihm seconded. Carried.

TOTAL EXPENDITURES:

\$2,632,849 Larry Stone moved to approve. Joe Ihm seconded. Carried.

**UPDATES**

Mulford and Engelhardt met with Board of Supervisor Ron McCartney at Osborne to look at the buildings, discuss the shop issue and discuss long range planning of the facility.

The law enforcement radios have been ordered.

CLAYTON COUNTY CONSERVATION BOARD

Minutes

January 10, 2012

The Bald Eagle in the Wildlife Exhibit has died. Body had to be shipped to Colorado.

Staff has been working on the Clayton County Conservation Board Annual Report and the Motor Mill Foundation Annual Report.

Most of the staff has been able to take some time off during the Holiday.

Clayton County hosted the Northeast Iowa Naturalists Swap on December 16.

The Holiday Walk on December 3 had a total of 112 people participate in the annual event.

Naturalists have been conducting classroom programs.

Harkrader is starting to set up Public Programs calendar for 2012.

The outhouse at Buck Creek Park is getting a facelift this winter.

With no snow yet, extra trail work and brush cutting has been able to be done.

The Welcome Center served 180 guests in December. For the year, the number of registered guests was 8,063 which was down by 4.8% from last year.

Staff continues to work on Budget '13 and are starting the review and planning for rest of budget '12.

Gibbs completed three Christmas Bird Counts.

Don Dunbar of Volga will be awarded the IAN/ICEC Volunteer of the Year Award. He will be receiving his award at this year's Winterfest in Waterloo.

After reviewing solar panel information, it is not practical to proceed. The cost is over \$26,000 and the best produced would be just over \$1,000 worth of electricity in one year.

Took three private water samples, all came back good. Will be submitting our next quarterly sample this week.

The Law Enforcement radios are scheduled to be installed on January 19.

**ADJOURNMENT**

Larry Stone made the motion to adjourn at approximately 9:20 PM. Joe Ihm seconded. Motion carried.

Respectfully submitted,  
Deanna Krambeer, Secretary