



# LEE COUNTY CONSERVATION BOARD

P.O. Box 218, 2652 Highway 61 Montrose, Iowa 52639  
Phone: 319-463-7673 Fax: 319-463-5013

email: [conservation@leecounty.org](mailto:conservation@leecounty.org).

web site: [leecounty.org / mycountyparks.com](http://leecounty.org/mycountyparks.com)

## MINUTES OF THE DECEMBER 14, 2010 MEETING OF THE LEE COUNTY CONSERVATION BOARD

**BOARD MEMBERS PRESENT:** William Mullan, Larry Dusanek, Rodger Whitaker

**BOARD MEMBERS ABSENT:** Chris Lindner, Gary Johnson

**EMPLOYEES PRESENT:** Tom Buckley, Diana VerDught, Clint Oldfield, John Pawling

**CALL TO ORDER:** The meeting was called to order by Vice Chair, William Mullan at 2:05 pm in the Board's Office at Heron Bend Conservation Area, 2652 Highway 61, Montrose, Iowa 52639

**EMPLOYEES PRESENT:** Tom Buckley, Diana VerDught, Clint Oldfield, John Pawling, Karen Johlas Szalkowski

### APPROVAL OF PREVIOUS MINUTES:

**MOTION:** Dusanek/Whitaker  
Accept minutes of the November meeting as presented.

Aye: Mullan, Dusanek, Whitaker

### APPROVAL OF BILLS:

**MOTION:** Dusanek/Whitaker  
Approve bills as presented.

Aye: Mullan, Dusanek, Whitaker

**MOTION:** Dusanek/Whitaker  
To move item #16 to 6.5

Aye: Mullan, Dusanek, Whitaker

**APPROVAL OF FINANCIAL/REVENUE:** Buckley told the Board that after LCCB is reimbursed for the Cabin expenses at Wilson Lake and the Shoreline Improvements and fishing jetty at Pollmiller the budget will be back in line.

**PARKS REPORT:** Buckley passed around pictures of the cabins at Wilson Lake and explained to the Board that when the budget is back in line, we will need to have silt and sediment removed from the boat ramps, replace rock in some areas. A lengthy discussion continued.

**RECOGNITION OF STAFF FOR OUTSTANDING SERVICE:** The Board and Buckley presented 2 Certificates of Outstanding Service to Johlas-Szalkowski for obtaining grants for Adventure Camp and a Certificate of Outstanding Service to Oldfield for obtaining a grant for trees at Wilson Lake and a Certificate of Outstanding Service to Pawling for his work on the cabin projects at Wilson Lake. The Board thanked the employees for all their help and hard work.

**FOUNDATION UPDATE:** Buckley informed the Board of the donations received from the Decembers 1<sup>st</sup> mailing

**REVIEW/APROVE BID FOR VAULT TOILET PUMPING:** The Board reviewed the bids and Buckley recommended that Meyers be awarded the bid for the next 3 years.

MOTION: Dusanek/Whitaker  
Accept bid from Meyers

Aye: Mullan, Dusanek, Whitaker

**REVIEW/APROVE BID FOR PORTABLE RESTROOM FACALITIES:** The Board reviewed the bids and Buckley recommended that Meyers be awarded the bid for the next 3 years.

MOTION: Dusanek/Whitaker  
Accept bid from Meyers

Aye: Mullan, Dusanek, Whitaker

**REVIEW/APROVE BID FOR CONTRACT MOWING:** The Board reviewed the

bids and Buckley recommended that Flex Deck, Inc. be awarded the bid for the next 3 years.

MOTION: Dusanek/Whitaker  
Accept bid from Flex Deck

Aye: Mullan, Dusanek, Whitaker

**ELECTION OF OFFICERS FOR 2011:** Buckley asked the Board if they wanted to wait for the next meeting, a discussion continued.

MOTION: Dusanek/Whitaker  
To table election of officers

Aye: Mullan, Dusanek, Whitaker

**DESIGNATION OF PERSON IN CHARGE IN DIRECTORS ABSENCE:** Buckley stated that rather than have a specific person in charge while he is absent for 3 consecutive days he would like to appoint someone.

MOTION: Dusanek/Whitaker  
Allow Director to designate someone to be in charge in his absence of 3 consecutive days

Aye: Mullan, Dusanek, Whitaker

A formal policy change will be added to the January 2011 agenda

**APPROVE STEP INCREASE FOR ASSISTANT NATURALIST:** Buckley told the Board that Assistant Naturalist, Annette White has had her performance review and has completed satisfactory.

MOTION: Dusanek/Whitaker  
To approve step increase for Annette White from class 4, step 1 @ 14.59 per hour to class 4, step 2 @ 15.02 per hour, retro-active 12/1/2010

Aye: Mullan, Dusanek, Whitaker

**REVIEW OF PRELIMINARY 2011/2012 BUDGET:** A lengthy discussion took place between the Board and the Director.

**CHANGE PERSONNEL POLICY TO FOLLOW TO FOLLOW THE LONGVITY  
PAY AND PAY CHANGES ACCORDING TO THE ADMINISTRATIVE**

**CONTRACT:** Buckley told the Board that he is more convinced that LCCB needs its own personal policy. A lengthy discussion followed.

**MOTION:** Dusanek/Whitaker  
It is moved that LCCB employ longevity pay and pay changes such as cost of living or other changes in accordance with the Administrative Contract.

Aye: Mullan, Dusanek, Whitaker

**CABIN PROGRESS:** Buckley told the Board that they are working on the roof of the second cabin, putting the doors and windows on the first cabin.

**PROJECT REPORTS AND UPDATES:** Buckley told the Board that Eagle Days are approaching, the Naturalists are doing programs in the schools, Maintenance is working on the cabins, and Wildlife Department is performing frost seeding.

**NEXT MEETING:** January 11, 2011 at 2:00 PM.

**ADJOURN:**

**MOTION:** Dusanek/Whitaker  
To adjourn 3:25 pm

Aye: Mullan, Dusanek, Whitaker



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William Mullan  
LCCB Vice President



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Gary Johnson  
LCCB Secretary