

Boone County Conservation Board regular meeting  
Tuesday, January 14, 2025  
Boone County Courthouse, 4<sup>th</sup> floor conference room

Members present: Randy Johnson, Jennifer Schieltz, Gary Nystrom, Pat Hagan, Lisa Kobernusz  
Members absent:

Employees present: Chelsie Minor, Chris Call, Cooper Sanor, Zach Stevens, Larry

Chair Nystrom officially called the meeting to order at 6:01 pm.

Schieltz made a motion to approve the agenda, seconded by Johnson. Motion passed.

Hagan motioned to approve the minutes of the previous meeting, seconded by Johnson. Passed.

The board opened the floor for any public comments. One audience member introduced himself to the new board member and said he is interested in updates on the golf course clubhouse.

New executive director Chelsie Minor presented the monthly bills totaling \$6,593.51. Bills this month included new tires for the Tahoe vehicle and new cutting edges for the snow plow. Schieltz made a motion to approve the monthly bills, seconded by Johnson. Passed.

Old Business:

2025 user fees discussion: the board reviewed proposed adjustments to user fees for golf, camping, and cabins for the 2025 season. Some modest increases to golf and cabin rates were made to keep up with increasing costs. Schieltz motioned to approve the new 2025 rates, seconded by Johnson. Passed.

Don Williams golf course management discussion: as discussed at last month's meeting, we know it is taking too much time from our current full-time staff to both manage the golf course and do law enforcement and other park work. The board reviewed a proposed job description for a new 15 hour a week seasonal position that would oversee the golf course from April to October. If approved today, this position will be posted for applications tomorrow and be open for one month. Kobernusz made a motion to approve posting this position, seconded by Schieltz. Motion passed.

Don Williams new clubhouse update: Members Nystrom and Hagan met with 10Fold architecture and had a productive conversation. They asked how much it would cost us to have 10 Fold put a bid package together and send it out for bid. The board reviewed a proposed contract from 10Fold. The cost would be \$32,500 for them to do this. Schieltz made a motion to move forward with a bid package from 10Fold. Johnson seconded. Passed.

Campground online reservation system: staff had a zoom meeting with the ICCS admin to get more information on using an online reservation system for camping, like we do for our cabin reservations. Our staff will also meet with Hamilton County Conservation soon to hear about their experience switching to online reservations last year. Ranger Call suggests starting with reservations for Swede Point and then possibly expanding to Don Williams. Member Nystrom

suggests doing both Swede Point and Don Williams campground A, so that the public can start to get accustomed to this process in Don Williams also. Schieltz motioned to approve moving forward with this, seconded by Johnson. Motion passed.

**New Business:**

Special event proposal discussion: someone from the Iowa Firefighters Association contacted Ex. Dir. Minor to ask about the possibility of having a tournament at the Don Williams golf course on September 2<sup>nd</sup> and 3<sup>rd</sup> for 60-70 golfers. The board noted that Tuesdays are men's league, so suggested asking this group if they could do Wed-Thurs instead.

Cash management discussion: staff met with the county treasurer recently to discuss how we have been managing cash and how she would like it to be handled going forward. They also had some questions about how the foundation account works. This needs further investigation about the correct tax form to be filed. Ex. Dir. Minor would like to set out a standard operating procedure with rules for how tournaments are run and the income from them managed. She will work on this and bring something back to the board at a future meeting.

Golf course operations: The board reviewed the rental lease agreement with Miller & Sons for golf cart rental through 2027 and a quote for an additional six carts for the full season. Per our contract, we pay \$136 per cart per month for 6 months for the 16 carts we normally rent each year. They would charge \$200 per cart per month for an additional six carts. The rate per cart goes up a lot if we only wanted the carts for three months instead of six. Ranger Sanor will ask a few more questions to Miller & Sons (such as if we can get the same rate per cart for only 3 additional carts instead of 6) and get back to us before we make a decision.

The treasurer has recommended we find some software to manage the golf course revenue that can run reports and better track funds. Ex. Dir. will start to look into this, but we likely will not be able to implement this until next year.

Other Board Discussion: returning board members welcomed new member Lisa Kobernusz and new Ex. Dir. Chelsie Minor.

The board agreed to move the next meeting up a week to Tuesday, February 11.

Ex. Dir. Minor asked for help putting together the budget proposal for this next fiscal year that will get presented to the supervisors. She will send out last year's budget to all the members by email so we can look it over and give notes for this coming year.

Johnson moved to adjourn, Schieltz seconded. Meeting adjourned at 7:57 pm.

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Pat Hagan, Acting Chair

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Jennifer Schieltz, Secretary

**Action Items**

- Gary contact 10Fold to move forward with bid package
- HR post new golf course manager position

- Staff meet with Hamilton County Conservation to get more info on online reservation system for camping
- Cooper: follow up with Miller & Sons about additional cart rental rates, let us know if we need to make a decision before our Feb 11 meeting
- Chelsie follow up with the group wanting to hold a golf tournament in Sept.
- Chelsie work on contract for clubhouse concessionaire for 2025
- Staff prepare to post and send out membership renewable letters with the updated 2025 user fee rates