

Boone County Conservation Board regular meeting  
Tuesday, February 11, 2025  
Boone County Courthouse, 1<sup>st</sup> floor conference room

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

Members absent: Lisa Kobernusz

Employees present: Chelsie Wilson, Chris Call, Cooper Sanor, Zach Stevens,

Chair Nystrom officially called the meeting to order at 6:00 pm.

Hagan 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. There were none.

Executive director Wilson presented the monthly bills totaling \$6,995.40. Bills this month included conference attendance by several employees and furnace repair at Swede Point. This furnace will need to be replaced within the next few years. Schieltz made a motion to approve the monthly bills, seconded by Johnson. Passed.

Old Business:

Don Williams new clubhouse update: Member Nystrom shared a revised design from 10fold architecture for a new clubhouse measuring 1,287 square feet of indoor space (not including the patio). The board discussed modifications we might want them to make and how many outlets we need. The board also discussed moving forward with having a new septic system design drawn up for this new clubhouse. Member Nystrom will ask for a price quote on this.

Golf tournaments update: Ex. Dir. Wilson shared a draft "2025 Golf Outing Contract" that we would have event sponsors sign when hosting golf tournaments. She will run this by the county attorney. The board discussed what the payment deadline should be and suggested requiring 50% down 10 days in advance and then the remaining due the day of the event.

Ex. Dir. Wilson also noted that the board of supervisors is on board with us ordering six additional golf carts for this upcoming season.

New Business:

Approving clubhouse lease: Ex. Dir. Wilson shared a draft 2025 clubhouse concession agreement. She updated the address and dates and included wording about hours of operation. The concessionaire will have the option for modified/shortened hours from April 15 through May 14 and from September 2 through November 15 of 7:30am to 7:30pm. Normal hours (7am to 9pm) will stay in effect May 15 – September 1.

Meeting safety requirements: the wiring in the shop is not up to par. It needs replaced sooner rather than later. Ex. Dir. Wilson got a rough quote and we have the money in our capital assets this year to do it, so they will move forward with this.

We also need to get a secondary containment unit for used oil and will be replacing plastic cans with metal ones, per OSHA requirements. The board also talked about ongoing safety concerns with the boat docks and possible plans to try to replace bad sections a few at a time, given current budget constraints.

Boone county foundation update: the foundation board is planning a meeting in March. Their last meeting was before covid. We need to get a copy of the bylaws to see what expenses are allowable from this fund and then can suggest projects. Ex. Dir Wilson also did submit the tax forms for this year to get us back in compliance.

New volunteer landscaping positions: Ex. Dir. Wilson is proposing to look for two landscape volunteers who will work 10 hours a week in exchange for a 50-amp RV camping spot at Don Williams from April 10 until October 17, 2025. Duties would include mowing, weeding around buildings, trimming bushes, and watering plants. The board supports moving forward with this.

Other Discussion: The golf course manager position is posted and applications are coming in. Staff met with Hamilton County Conservation and looked at how they use their online camping reservation system. Our staff will be implementing online advanced reservations at Swede Point and at Don Williams Campground A for this year. They hope to have this go live online by the end of February, so that campers can begin making reservations. Signs will also be posted at Don Williams informing the public that campgrounds B and C will move to online reservations as well in 2026.

Ex. Dir Wilson requested approval to adjust the cabin rates by 25 cents each to make the taxes come out to whole numbers. The board wholeheartedly approved.

There is currently nothing in our rules about a clothing allowance for PRN employees. Full-time employees get a \$300 allowance, but PRNs are not mentioned. The board voted to approve a \$200 clothing allowance for PRNs.

A special event permit application has been received for the Boone County Hospital Foundation 16<sup>th</sup> annual Trestle Hustle on June 21, 6am-Noon. The board approved this permit.

The board agreed to move the March meeting one week earlier to March 11.

Schieltz moved to adjourn, Johnson seconded. Meeting adjourned at 8:30 pm.

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Gary Nystrom, Acting Chair

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Jennifer Schieltz, Secretary

#### Action Items

- Gary follow up with 10Fold
- Chelsie have county attorney review golf event and clubhouse concessionaire contracts
- Review bylaws for Boone County Foundation
- Establish a process/procedure for checking golf carts for damage regularly
- Once the new golf course manager is hired, re-visit rules/signage for making sure everyone signs in when they come to golf
- Cooper research how we have planned for purchasing new vehicles in past