

Boone County Conservation Board regular meeting
Tuesday, October 14, 2025
Boone County Courthouse, 4th floor conference room

Members present: Jennifer Schieltz, Pat Hagan, Gary Nystrom,
Members absent: Lisa Kobernusz, Brian Bales
Employees present: Ex. Dir. Chelsie Wilson

Chair Nystrom officially called the meeting to order at 6:06 pm.

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

Schieltz motioned to approve the minutes of the previous meeting with minor corrections, seconded by Nystrom. Passed.

The board opened the floor for any public comments. There were none.

Executive director Wilson presented the monthly bills totaling \$17,955.24. Bills this month included payment for tasers, ranger trainings, our yearly water license fee to the Iowa DNR to be able to pull water out of Don Williams lake for irrigation, sand for the golf course, an emergency septic issue at Swede Point, ATV repairs, and a new fertilizer spreader. The second payment to Burkett construction for the new Don Williams clubhouse construction was also made in the amount of \$113,645.50. Hagan made a motion to approve the monthly bills, seconded by Schieltz. Passed.

Old Business:

Don Williams new clubhouse update: Tomorrow is the last day of the season and the current clubhouse will close at the end of the day tomorrow. Ex. Dir. Wilson reported that the two people we hired to finish out the season after the concessionaire gave notice did a fantastic job. She is getting some estimates on extending the patio to have an uncovered portion as well. Chair Nystrom commended Ex. Dir. Wilson on her work overseeing this construction project. The board also talked about potentially wanting to put surveillance cameras into the new building and discussed if it would be best to do wiring for that now before interior walls are complete.

New Business:

South boat ramp: the Boone County Conservation Foundation has agreed to pay for a new south boat ramp. At the end of this season we will take out the old south dock and not put in a new one until the spring so there is not any winter damage.

Swede Point trail grant resolution: we recently applied for a recreation trail grant from the Iowa DNR that required inclusion of a resolution saying we will maintain the trail for at least 20 years if awarded the funds. Because this was time-sensitive, Ex. Dir. Wilson asked for a vote by email to approve this resolution last week. Schieltz made a motion to reaffirm the email vote at this meeting, seconded by Hagan. Motion passed.

Golf course member conduct: over the last four years, there have been numerous documented incidents with a particular golf course member, including harassment of staff. As a result, this person's membership has now been revoked and they will be prohibited from using the Don Williams golf course going forward. The county attorney is supportive of this action. A certified letter is being sent to inform them. We will be requiring all members to sign a membership agreement starting next year, indicating that they have read and are aware of our rules and expected standards of conduct.

Other Discussion: member Hagan's term is expiring at the end of this year. Member Nystrom asked whether he is willing to renew. Hagan said he might be willing to continue for another year, but not a full three year term.


Ex. Dir. Wilson will be on vacation (out of the office and out of the country) November 17-24. Chair Nystrom talked about doing a standard yearly review with Ex. Dir. Wilson, as was initially discussed at her hiring. That year is coming up soon, so the board discussed doing this review in a closed session in December. Ex. Dir. Wilson has already implemented reviews by her of the other county employees with a standard rubric to set expectations and track progress.

Ex. Dir. Wilson mentioned that she would like to discuss employee salary data at the next meeting.

The next meeting was scheduled to be on November 11, but that is a holiday (Veterans Day). Therefore, the board agreed to **move next month's meeting** one day earlier to **Monday, November 10**, still at 6pm.

Member Nystrom asked Ex. Dir. Wilson how things are going in the campgrounds since moving to online reservations for part of the park. She reported several benefits: more out of state reservations than ever before, cutting down on employee work, not having to deal with cash, and positive feedback from customers about being able to plan in advance better. All of campground C will be moving to first-come, first served extended stay to avoid confusion with having different rules for different portions.

Schieltz moved to adjourn, Hagan seconded. Meeting adjourned at 7:11 pm.



Gary Nystrom, Chair



Jennifer Schieltz, Secretary

Action Items

- Chelsie/ Gary continue to explore cameras for Don Williams. Decide if wiring needs done now
- Chelsie get estimates on patio extension
- Chelsie work on revising clubhouse concessionaire agreement for next year and get county attorney to look over. Think about a process for evaluating applicants to the concessionaire position when there is more than one who apply.
- For next meeting: prepare for employee salary discussion, discussion of golf course operations/ staff for next year, thoughts on potential changes/additions to the budget proposal that will go to the county supervisors in Jan,
- Board figure out a time for one-year review of Ex. Dir. Wilson