



# MUSCATINE COUNTY CONSERVATION BOARD

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March 17, 2025  
Regular Meeting

## OFFICIAL MINUTES OF THE MUSCATINE COUNTY CONSERVATION BOARD

The Muscatine County Conservation Board held its monthly meeting on Monday, March 17, 2025 at the Environmental Learning Center. Vice-Chairperson, Mike Schulte called the meeting to order at 6:01 P.M.

Members present: Sherry Seright, Dakoatah Jacobs, Mike Schulte.

Members absent: Karen Hartman, Julie Jindrich.

Also present: Katie Hammond, Lori Dietrich, Scott Sauer, Josh Johnson, James Woepking, Alex Jones, and Emily Naylor (via Teams).

### Meeting Minutes

Sherry Seright made a motion to approve the minutes from the February 17, 2025 meeting and the March 3, 2025 special meeting. Dakoatah Jacobs seconded. Voting aye: Sherry Seright, Dakoatah Jacobs, Mike Schulte. Voting nay: none.

### Public Participation

James Woepking gave an update on the fundraising they are doing for the Disc Golf course that is being planned for Deep Lakes Park. Josh Johnson from North Liberty Diventures brought a Special Events permit application for a Deep Lakes cleanup project. The application will be addressed for approval at the next Board meeting on April 21, 2025. No action was taken.

### Special Events Applications

Applications were presented to the Board for approval for the Iowa State Extension and Master Gardeners, Iris & Daylily Plant sale on May 10, 2025, and the Muscatine Symphony Orchestra Book and Puzzle sale on May 24, 2025. Both parties have already paid the shelter rental fee and provided proof of insurance. Sherry Seright made a motion to approve both Special Events permit applications. Mike Schulte seconded. Voting aye: Sherry Seright, Dakoatah Jacobs & Mike Schulte. Voting nay: none.

Update on Projects – Updates given later throughout meeting. No action was taken.

#### Discussion and possible action on the Deep Lakes Park Campground

Katie Hammond and Emily Naylor gave information to the Board, explained the Change Order 001 for the 6 additional camp sites, concrete pads for all 22 sites, and design engineering at the DLP campground. Emily Naylor will send the Change Order documents from Bolton & Menk. Sherry Seright made a motion to approve the Change Order 001 not to exceed the amount of \$332,522.50. Dakoatah seconded. Voting aye: Sherry Seright, Mike Schulte & Dakoatah Jacobs. Katie Hammond reported that the clearing and grubbing was done and the grading will be started at the end of this week or next week. The well might be placed late next week, as the well construction permit was received today.

#### Discussion and possible action on Deep Lakes Park Maintenance Building

The Board discussed possibilities for a maintenance building at Deep Lakes Park. Staff will continue to look at options and plans. No action was taken.

#### Discussion and possible action on the Online Reservation process

The Director updated the Board for the online reservation process. An account with CBI has been opened for Muscatine County Conservation Reservations. Elavon is the company that will be the merchant account and Authorize.net would be a secure processing company to use for accepting credit cards and electronic check payments online. Sherry Seright made a motion to move forward with using Elavon and Authorize.net for the Muscatine County Conservation Online reservations. Dakoatah Jacobs seconded. Voting aye: Sherry Seright, Mike Schulte and Dakoatah Jacobs. Voting nay: none.

#### Discussion and possible action on rental rates, and environmental education fees

The Board discussed raising rental rates on Cabins & Saulsbury Lodge to go along with the taxes and fees that we will be paying with online reservations. Mike Schulte made a motion to raise the rates on all cabins by \$24.00 per night and the Saulsbury Lodge rate increased by \$20.00 per day. Sherry Seright seconded. Voting aye: Sherry Seright, Mike Schulte and Dakoatah Jacobs. Voting nay: none. No decision to increase Environmental Education fees or shelters was made at this time.

#### Discussion and possible action on seasonal employees

The Board discussed the hiring of a campground host for Saulsbury and two seasonal employees. Sherry Seright made a motion to approve the hiring of Doug Bunn for a Saulsbury campground host, and two seasonal part-time summer workers, Brayden VanAuken and Alyssa Skriloff. Mike seconded. Voting aye: Sherry Seright, Mike Schulte and Dakoatah Jacobs. Voting nay: none.

#### Discussion and possible action on equipment purchases

The Board discussed purchasing forks for Ryne's tractor at approximately \$1,500. Sherry Seright stated that if it was a budgeted expense item, no approval was needed for the purchase. The Board also discussed a replacement vehicle for Kristin Neeld's 2017 Chevy Tahoe. Sherry Seright approved soliciting bids from state and local dealers and proceed with a trade-in.

The Director gave the Environmental Education report as provided by Naturalist, Michelle Berns. 544 kids & 193 adults, for a total of 737 people were served during 38 programs since the last

meeting.

The Director gave the Operations Report written by Kent Kaufman. At Saulsbury, firewood was split, trees were pruned, and hazard trees in the campground were removed. All tractors, mowers and golf cart were serviced. The sink and faucet were replaced in the aquarium room at the Learning Center. The Fire Cache equipment was painted and labeled. Staff was present at meetings regarding the fish tanks, campground construction, and the Deep Lakes Park maintenance building. Staff also attended 2 chemical applicator CE classes, the CCPOA spring workshop, Hunter education workshop and met with an Eagle Scout about a sign project.

#### Other Items from the Director

The Director provided a quote for \$3,424.00 from Brockhouse Well & Pump to replace one of the pumps in the basement that has not been working. The Board directed her to have the pump replaced as it was a necessary maintenance item. There are 17 stumps that need ground at Saulsbury and staff thinks they can get a rate of \$50.00 per stump for a total of \$850.00. The Board directed to go ahead with the stump grinding. The Director informed the Board that staff wanted to plant some trees at Saulsbury to replace several green ash trees that have been removed. Thursday, March 20<sup>th</sup> is Iowa's Outdoors Day at the Capital and anyone who wants attend is invited. The Director is working on quotes for power at the main entrance to Deep Lakes Park.

Items from the Board – None.

#### Claims

Sherry Seright made a motion to approve all claims in the amount of \$46,306.19. Dakoatah Jacobs seconded. Voting aye: Sherry Seright, Mike Schulte and Dakoatah Jacobs. Voting nay: none.

#### Adjournment

Vice-chairperson, Mike Schulte adjourned the meeting at 7:58 P.M.

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Katie Hammond, Director  
Muscatine County Conservation Board