



**O'Brien County
Conservation Board**

**4931 Yellow Ave
Peterson, IA 51047**

712-295-7200 
occb@obriencounty.iowa.gov 
prairieheritagecenter.org 

OCCB Monthly Meeting Minutes

**Wednesday, July 12, 2023 - 3:00 PM
Prairie Heritage Center**

The O'Brien County Conservation Board met in regular session at the Prairie Heritage Center on July 12, 2023. The meeting was called to order at 3:01 PM.

Board members present: Tom Konz, Dan Verrips, Greg Burmakow, Jack Wallinga and Kathy Luedke. Board members absent: none. Staff present: Mark Wilson and Lindsay Kleinhesselink.

There were 8 visitors from the public.

Motion to approve the agenda as presented by Luedke, seconded by Wallinga. Motion carried, unanimous.

Motion to approve Kathy Luedke as OCCB Chair for FY2024 presented by Verrips, seconded by Wallinga. Motion carried, unanimous.

Motion to approve Dan Verrips as OCCB Vice – Chair for FY2024 presented by Wallinga, seconded by Konz. Motion carried, unanimous.

Motion to approve June 14, 2023 meeting minutes presented by Verrips, seconded by Burmakow. Motion carried, unanimous.

Motion to approve June 28, 2023 meeting minutes presented by Wallinga, seconded by Verrips. Motion carried, unanimous.

Motion to approve July 2023 Claims and Expenditures presented by Verrips, seconded by Burmakow. Motion carried, unanimous.

Brief review of status of HR Policy Manual conducted. More discussion at upcoming meetings.

Review of O'Brien CCB By-Laws. Board members discussed each article as needed. Amendments will be made and presented to the board for approval at the next regular meeting.

Motion to approve the Director position description presented by Konz, seconded by Verrips. Motion carried, unanimous.



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Motion to approve salary range for the Director position at \$56,000 - \$68,000 depending upon experience presented by Konz, seconded by Burmakow. Motion carried, unanimous.

Motion to approve 3.5% increase to fulltime staff base salaries for FY 2024 as staff become eligible (Wilson and Fiddelke after reverting back to original salaries once a Director is hired, Kleinhesselink and Davison after satisfactorily 6 month performance review, Feekes to receive backdated to July 1, 2023), presented by Konz, seconded by Verrips. Motion carried unanimous.

Discussion of Tjossem Park Renovation; Wilson provided status updates and answered questions from the board member.

Discussion of potential projects for Mill Creek Park; Wilson spoke on advice he had received to have OCCB submit more project funding requests to the County ARPA committee. Potential projects include an all-season bathroom and connection of some or all of the park septic systems to the City of Paullina's sewer system.

Motion to approve the quarterly report (April 1, 2023 – June 30, 2023) presented by Burmakow, seconded by Wallinga. Motion carried, unanimous.

Motion to move to a closed session pursuant to Iowa Code 21.5(1)(j); to discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price governmental body would have to pay for that property or reduce the price the governmental body would receive for that property presented by Konz, seconded by Wallinga. Motion carried, unanimous.

Closed session roll call: Mark Wilson, Lindsay Kleinhesselink, Kathy Luedke, Tom Konz, Jack Wallinga, Dan Verrips, Greg Burmakow, Katie Morgan (via phone).

Motion to return to open session presented by Burmakow, seconded by Konz. Motion carried, unanimous.

Motion to offer the following proposal to DAD Farms LLC., for fixing the Douma Park boundaries:

1. The "new" boundaries would be generally consistent with the fence lines as shown on the attached, preliminary survey. O'Brien County Conservation Board will pay for the survey costs to obtain the final plat of survey.

2. The O'Brien County Conservation Board will fix the posts and fence on the north side of the park so that vehicles can only access the park through the designated entrance.



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3. *The O'Brien County Attorney's Office would draft the deeds, etc. necessary to effectuate the boundary "clean-up."*

As presented by Luedke, seconded by Verrips. Motion carried, unanimous.

Director Remarks

- ICCS Fall Conference – September 19-21, 2023 at Council Bluffs, IA; deadline to register is September 1, 2023
- Set August Meeting to 3:00PM August 9, 2023 at Tjossem Park
- Staff activity update – continuous mowing and upkeep of parks and facilities; installation of new playgrounds, Tjossem park punch list items, staff meeting held on July 10th. Managing Hannibal Waterman Wildlife area as it was before; limited recreational activities allowed with permission outside of hunting seasons.
- Naturalist and PHC activity report – summer programming well underway including summer camps and 'come and go' programs at the PHC. Updated exhibits and activities in the PHC basement. 54 programs and 2014 participants in the past quarter.

Public Comments

Motion to adjourn presented by Verrips, seconded by Burmakow. Motion carried, unanimous.

Meeting adjourned at 5:04 PM.

X

Kathy Luedke
Board Chair