

The Mahaska County Conservation Board (MCCB) held its regular monthly meeting on Wednesday, July 15, 2024, at the Environmental Learning Center (ELC) at Caldwell Park. Board Chair Steve Dixon called the meeting to order at 6:00 p.m. Other members of the Board present at the meeting were Curt Jager, Linda Fox, Chuck Webb and Jennifer Peterson. The members of the staff present were Director Chris Clingan and Naturalist Laura DeCook. Present from the public were Mark Sullivan, Friends of Mahaska County Conservation and Marlis DeBoef.

Board Chair Dixon asked if there were any changes to the agenda. Clingan stated there were no changes. Webb made a motion to approve the agenda as presented. Jager seconded this motion. The motion passed unanimously.

The Minutes were discussed.

- I. Fox made a motion to approve the Minutes of the June 17, 2024, regular board meeting as presented with the correction in on page 2 under Tourism Video, item F to read “the old Eveland Bridge”. Jager seconded the motion. The motion was approved unanimously.
- II. Jager made a motion to approve the Minutes of the June 25, 2024, special board meeting as presented. Webb seconded the motion, and the motion carried unanimously.

The Expenditures were reviewed.

- I. Clingan discussed a few items on the expenditures listing.
- II. Jager made a motion to approve the expenditures as presented. Webb seconded this motion and the motion passed unanimously.

Administrative Assistant job description update and replacement

- I. Clingan updated the Board on a few changes with the job description. He would like this person to work more with the Naturalist on educational programs, social media, volunteer coordinating, and have the ability to work with varying schedule within a 40-hour week.
- II. Jager made a motion to approve the Administrative Assistant job description with the updated wording as discussed. Webb seconded the motion and the motion carried unanimously.
- III. Clingan discussed posting the Administrative Assistant job description on our website, the county website, and on social media right away.
- IV. Peterson made a motion to post the job description as discussed. Fox seconded the motion and the motion passed unanimously.

Residency Requirements

- I. Clingan discussed changing the board policy to provide a clear description of residency requirements for future employees. He shared the idea of using a mileage radius from the location of where the employees will report. He also stated that the park rangers can drive a county vehicle home if they are on patrol.
- II. Jager made a motion to approve the board policy change to state that an employee must live within a 30-mile radius from their reporting assignment. Fox seconded the motion and the motion passed unanimously.

Future Hiring Procedures

- I. Clingan discussed that if an employee resigned from an existing position, he would like to be able to go ahead and post the position for advertising. Employee terminations will be recommended to the Board.
- II. Webb made a motion to allow the Director to post a job description if an employee resigns. Peterson seconded the motion and the motion passed unanimously.
- III. Clingan shared that interviews will be held on July 23 for the vacant Park Ranger position. The Board discussed having a special meeting at 4:00 pm on July 26th to approve the hire if the position was offered to one of the interviewees.

Other Business:

- I. The Board viewed the Home Away From Home promotional video. Clingan discussed how money from the Iowa Tourism grant will help publicize the video out of state in February or March 2025.

II. Clingan shared that we received a couple grants for the nature playscape. George Daily Trust awarded us \$100,000.00. He added that this source is also willing to match any other funds collected up to \$40,000.00. Prairie Meadows has also awarded us a \$10,000.00 grant.

IV. Public Comments:

- I. Mark Sullivan shared that he will be picking up the traveling monarch exhibit on July 23.
- II. Marlis DeBoef shared that she would like to see a splash pad in our community.

Jager made a motion to adjourn the meeting. Webb seconded the motion. The motion was approved unanimously. The meeting was adjourned at 6:57 p.m.

Chairman _____

Secretary _____

Date _____

Date _____