

**MINUTES OF THE REGULAR PUBLIC MEETING OF THE BOARD OF TRUSTEES  
OF THE MACON COUNTY CONSERVATION DISTRICT**

**April 25, 2018**

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 5:30 p.m. by 1<sup>st</sup> Vice-President Norm Jensen, with the Pledge of Allegiance.

Board members present: 1<sup>st</sup> Vice-President Jensen, Secretary Elliott and 2<sup>nd</sup> Vice-President White

Board members absent: President Murphy, and Treasurer Johnson

Trustee White MOVED to approve the Minutes of the March 21, 2018, Regular Public Meeting as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee White MOVED to approve the Budget Study Session Minutes of March 21, 2018, as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Elliott MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$166,809.44 and additions to disbursements in the amount of \$8,337.09. Trustee White SECONDED the Motion. Roll call vote was as follows: Trustee White, Trustee Jensen, "AYE"; and Trustee Elliott, "AYE". Motion carried.

**COMMENTS FROM AUDIENCE:**

No comments from the audience.

**PRIOR BUSINESS:**

No prior business.

**NEW BUSINESS:**

**1. Approve the FY19 Budget and Appropriation Ordinance:**

Staff recommends approving the budget and appropriation ordinance as presented. No discussion followed.

Trustee White MOVED to approve the Fiscal Year 2019 Budget and Appropriation Ordinance as presented. Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee White, Trustee Jensen, "AYE"; and Trustee Elliott, "AYE". Motion carried.

**2. Nominating Committee Report:**

Karen Schneller’s application was presented to the Board. Karen had expressed an interest to Paul Marien about serving on the Board and submitted her application. The Nomination Committee met and discussed her application. Trustee Elliott reported that Karen has been actively involved in the Conservation District even as far back as the old visitor center and her kids have been active at the District. She is energetic and a good worker. She currently is the Decatur Memorial Hospital Foundation Director. All Board members were in agreement with the nomination. A letter from the President of the Board will be generated nominating Karen for the position and presented to the County Board at their May meeting.

Trustee Elliott MOVED to submit the nomination of Karen Schneller to the County Board for the Macon County Conservation District Trustee replacing Trustee Murphy. Trustee White SECONDED the motion. All members of the Board present voted, “AYE”. Motion carried.

**3. Master Plan:**

Paul Marien presented the master plan project schedule to the Board. Paul, Shane Ravellette and Richie Wolf met with the consultants for a kick-off meeting. Meetings with staff, stakeholders and the public are being scheduled for May 23<sup>rd</sup>. A room has been reserved at the Decatur Civic Center to hold the public meeting. On May 23<sup>rd</sup> at 10:00 am there is a leadership review meeting, which Trustees are invited to attend. Paul did emphasize that there won’t necessarily be a steering committee but there will be Board workshops for the Board members to attend. The consultants are holding a skype meeting next Tuesday with the administration team to review the website and survey questions that will be posted May 18<sup>th</sup>. Board members were invited to attend the 2:00 p.m. meeting at Rock Springs Nature Center. Trustee Elliott asked if the Board could see the survey questions prior to the meeting. Paul will contact the consultants and email the questions to the Board before Tuesday. Trustee Jensen questioned if Paul thought the consultants would have the plan completed in September as per the schedule. Paul had initially proposed having it completed by December so he didn’t express a concern about not meeting the September deadline.

**4. Annual Meeting Schedule:**

Staff proposed the following meeting schedule on the third Wednesday of each month at 5:30 p.m. with the exception of the April 2019 meeting being held on the fourth Wednesday to allow for budget to be on review for 30 days.

- 2018
- May 16, Wednesday
- June 20, Wednesday
- July 18, Wednesday
- August 15, Wednesday
- September 19, Wednesday
- October 17, Wednesday
- November 21, Wednesday
- December 19, Wednesday

2019  
January 16, Wednesday  
February 20, Wednesday  
March 20, Wednesday  
April 24, Wednesday  
(4<sup>th</sup> Wednesday to accommodate budget on review for 30 days)

Trustee Elliott asked if the November meeting could be changed to another date since November 21<sup>st</sup> was the day before Thanksgiving. The Board agreed to change the November meeting to November 14<sup>th</sup>.

Trustee White MOVED to approve the Fiscal Year 2019 meeting schedule with the exception of changing the November 21<sup>st</sup> date to November 14<sup>th</sup>. Trustee Elliott SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

**5. Bank Depository Approval:**

Annually the Board must authorize the banking institutions for conducting the District's business. Staff recommends the following institutions:

Hickory Point Bank  
Gerber State Bank  
Regions Financial Company  
PNC Bank  
Busey Bank  
Scott State Bank  
Soy Capital Bank  
The Illinois Funds  
Town & Country Bank  
First Mid-Illinois Bank and Trust  
Prairie State Bank & Trust  
Buena Vista National Bank  
Peoples Bank of Macon  
First National Bank of Pana

Trustee Jensen inquired as to which banks were not currently being used by the District. As of the time of the meeting, the District was not conducting business with Busey Bank, Regions, and the Peoples Bank of Macon, though in the past they have.

Trustee White MOVED to approve the list of depositories for the Macon County Conservation District as presented. Trustee Elliott SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

**6. Trustee signatory Approval:**

Annually the Board of Trustees must approve the signatories' resolution giving the Board members authority to sign checks and conduct business with the authorized banks. President Lucy will be coming off the resolution and Trustee White

will be added. The new Trustee that begins in July will be added to next year's resolution.

**MACON COUNTY CONSERVATION DISTRICT  
SIGNATORIES RESOLUTION  
Fiscal Year April 1, 2018 - March 31, 2019**

BE IT RESOLVED by the Board of Trustees of the Macon County Conservation District that Norm Jensen, 1<sup>st</sup> Vice-President; Anne Elliot, Secretary; Doug Johnson, Treasurer; David White, 2<sup>nd</sup> Vice-President; and Paul Marien, Executive Director, be authorized to endorse all checks and depositories for the Macon County Conservation District for all the District funds at all applicable banks, effective April 26, 2018.

Trustee White MOVED to approve the 2018-2019 signatories as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

**7. Records Disposal:**

A copy of the Records Disposal Certificate from the Illinois State Archives was given to the Board showing permission from the State to dispose of records and files that no longer needed to be saved. Staff is requesting Board authorization to dispose of these records. Trustee White asked about the length of time required to hold time sheets and time-off requests. The state requires that they only be held for two years but Pam Smith reported that she typically holds them at least a year longer than the requirement.

Trustee Elliott MOVED to dispose of the records presented as approved by the State of Illinois. Trustee White SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

**8. Decatur Public Schools Camp Connection Agreement**

Richie Wolf reported that the Decatur Public Schools would once again be holding their summer camp for 2<sup>nd</sup> through 8<sup>th</sup> graders for four weeks beginning June 4<sup>th</sup> and running through June 29<sup>th</sup>. The school district will be invoiced for \$1,500.00. No board action was required.

**9. Staff Reports**

Pam Smith reported that March was spent putting together the Budget book and filing quarterly payroll reports. The District received preliminary notice that the IMRF employer rate will decrease from 7.66% in calendar year 2018 to 5.03% in 2019. The Foundation added President Mark McAfee to their bank accounts as well as the Fidelity Investment account. Year-end processes had begun in anticipation of the upcoming audit.

Shane Ravellette reported that over 500 acres had been burned over a four-day time span. The bike trail and river trail at Rock Springs had been temporarily closed due to flooding as well as the Sand Creek trails. All summer seasonal staff are on board with the camping season opening April 27<sup>th</sup>.

Richie Wolf reported that he was in the process of purchasing the new canoes and trailer with the donation from the Power Squadron. The canoes will be light weight hard plastic canoes. Illinois Stories will be at the Rock Springs Center on Monday to do a story on the Macon County Bicentennial exhibit in the exhibit hall. Approximately 115 volunteers and staff attended the Volunteer Recognition Dinner at the Decatur Conference Center. The Festival of Spring was a huge success with a record participation. Seventy-nine individuals signed up for the river cleanup and 188 participated in canoeing on the pond. Summer Camp begins June 4<sup>th</sup>.

Paul Marien gave an update on the progress of the Master Plan. He and Shane Ravellette met with the US Department of Agriculture Plant Protection Service as they were looking for a site to conduct a study of the Emerald Ash Borer. Two new tenants had been selected to farm Willow Branch II and the Auer Property. Pistorius will farm the Willow Branch property and Noland will farm the Auer Property.

#### **10. Other**

No other business or comments.

#### **COMMENTS FROM TRUSTEES:**

Trustee Elliott commended the staff on the good job Saturday with the playground ceremony and Trustee White complimented the good press coverage of the event.

#### **EXECUTIVE SESSION:**

Trustee Elliott MOVED to go into Executive Session at 6:15 p.m. for the purpose of

1. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Trustee White SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee White MOVED to return to the Regular Public Meeting at 6:18 p.m. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee White MOVED to approve the Executive Session Minutes of April 25, 2018. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

#### **ADJOURNMENT:**

There being no further business, Trustee White MOVED to adjourn the Regular Public Meeting at 6:19 p.m.

Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

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President

ATTEST:

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Secretary