

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

December 19, 2018

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 5:30 p.m. by President Jensen with the Pledge of Allegiance.

Board members present: President Jensen, 1st Vice President Elliott, Treasurer White, and 2nd Vice-President Schneller.

Board members absent: Secretary Johnson

Trustee White MOVED to approve the Minutes of the November 28, 2018, Rescheduled Public Meeting as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Schneller MOVED to approve the Treasurer's Report as presented. Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

Trustee White MOVED to approve the monthly Disbursements in the amount of \$186,157.18 and additions to disbursements in the amount of \$29,886.26. Trustee Schneller SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

COMMENTS FROM AUDIENCE: None

PRIOR BUSINESS: None

NEW BUSINESS:

1. Adopt Master Plan

Paul Marien reported that the Master Plan was still in the draft stage but 99.9% complete. The consultant is still working on a few minor changes such as typos, wrong logo, Board terms, tables on page 70-71 missing bottom row, phone number inside cover wrong, survey charts on page 167 color coded wrong, etc. The final copy will be spiral bound but will request a few three-ring binders for administrative staff. Paul stated that an update would be made to the acknowledgements to include the Ulrich Foundation for the small grant awarded to the District for the "connect phase" of the project. Trustee Schneller commented that the document appears to be user friendly. In response to Trustee Jensen's question regarding the use of the document, Paul replied that it is used as support in applying for grants. The Illinois Department of Natural Resources (IDNR) requires a Master Plan to be updated every five years. The Master Plan also serves as a guideline for budgeting purposes. Trustee White questioned the relationship with Oglesby Mansion since it was included in the Master Plan. The Oglesby Mansion

building is owned by the District. The Oglesby Mansion Inc., has a Board that runs the programs. The District has always strived to maintain a good relationship with the Board. Trustee Jensen asked if the plan needed to be adopted today. Paul stated it was up to the Board whether they wanted to accept the draft with minor changes to be made. A final copy will be printed and a digital copy given to each Board Member.

Trustee Schneller MOVED to approve the adoption of the Master Plan as presented. Trustee White SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

2. Approve Auditor Engagement:

Pam Smith reviewed the request for proposal (RFP) process. A total of eight firms were solicited with a response from four of the firms including May, Cocagne, & King, Striegel, Knobloch & Company, Kemper Group, and Martin Hood, LLC. No response was received from Feller & Kuester, and Kerber, Eck and Braeckel. Sulaski and Web were purchased by May, Cocagne, and King so no RFP was received from their firm. After reviewing the proposals and fees, staff recommends awarding the audit engagement to May, Cocagne, & King. Trustee White agreed with the recommendation stating that they were a local firm with a good reputation in the Community. He also announced that Knutte & Associates, the former auditor, had been purchased by Sikich, thus the reason they did not mention anything about submitting another proposal. No questions were asked.

Trustee Elliott MOVED to award the annual audit for Fiscal Years ending 2019, 2020, and 2021, for both the District and the Foundation to May, Cocagne, & King. Trustee Schneller SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

3. Payout Retainage to Christy-Foltz:

Paul Marien stated that Christy-Foltz was a good contractor and the majority of the payout had been made in November, holding back a 10% retainage fee of \$4,937.40 that needed to be paid. All paperwork required to finalize the project was submitted by Christy-Foltz and the architect signed off on paying the retainage fee. Board approval is needed to pay the remaining amount of \$4,937.40 to Christy-Foltz, Inc.

Trustee White MOVED to approve the retainage payout to Christy-Foltz, Inc., for a total of \$4,937.40 for completion of the Trobaugh-Good House project. Trustee Elliott SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

4. Campground Report:

Shane Ravellette reviewed the Campground Report in the Board packet stating that they are seeing the same trends year after year. The District was just a little short of reaching its budgeted revenue but this could have been due to the fact that Farm Progress was not held in Decatur this year and the campground was closed for ten days in July. The campground is not operated for profit but as a service to the public. Revenues have increased since 2010. As mentioned last year, the full-time staff salaries have been omitted from the campground operational expenses since the full-time would be paid regardless of the campground. The two seasonal employees manage the upkeep at the campground including one of them being the camp host. Several big capital projects were completed at the campground to include replacing the comfort station roof and oil and chipping the roads at the campground. If the large capital items are removed from the graph, the operating expenses have held steady for the past few years. Shane explained that there is the possibility of having 35 unit nights per day for a total of 6500 possible for the year. The total unit nights for 2018 were 2,312. Most of the campers are repeat campers with 90% being in county residents. Staff will be reviewing utilities bills as there has been an increase in utilities. This may warrant an increase in fees in the near future. Staff recommends keeping the fee structure the same for now and recommends purchasing an online reservation system whereby campers can select their own campsite and make reservations online. This will require training staff as well as the public. No further changes recommended at this time.

5. Staff Reports

Pam Smith reported that for the first time in a few years the District is beginning to earn some interest on their funds. The certificate with Commerce Bank is earning approximately \$433.00 monthly. The "Illinois Funds" current interest is 2.29% earning over \$3,700.00 in the past year. Pam reported that the new Workers Compensation premium for calendar year 2019 decreased by 4%. The Illinois State Unemployment rate decreased from .525% this year to .475% for 2019. Staff were busy in November with the Foundation's year-end ask letter with approximately 1800 letters being mailed out to donors.

Shane Ravellette that staff took time to work on small engine and chainsaw repairs. Natural Resources completed timber stand improvement on the eastern side of Rock Springs in Spring Valley (east side of Dipper Lane). He explained that this was a high bluff with some good quality hard wood. The deer herd management program ended with 71 deer being harvested.

Richie Wolf highlighted the Program Services monthly report. He reported that the Decatur Power Squadron donated \$15,000.00 to the Foundation for program use. The Candle Light Tour saw 48 in attendance, which was good attendance given that a train had blocked Rock Springs Road at Route 48 for quite some time. Ninety-one volunteers attended the Volunteer Holiday luncheon. The Volunteer Recognition dinner has been scheduled for April 9, 2019, at 5:30 pm.

Paul Marien reported that he has moved forward with Taylor Studios on remodeling the Eco Center. A draft of the agreement has been sent to the District's attorney. Paul gave an update on the Oglesby Mansion greenhouse project. Originally the Oglesby Board had approved helping with the cost of the renovation

but at the last Board meeting, they had decided not to assist with the funding of the project. A lengthy discussion followed concerning the Oglesby Mansion and why it was purchased and who has the responsibility of the maintenance and repairs of the building. The plans were to remove the greenhouse but provide space for storage for the Mansion Board. After some discussion, the Board members were in consensus that unless the Oglesby Board wanted to help with the funding, the District should just do what was necessary to bring the house back to its original state. Trustee White led the discussion with the remaining Board agreeing that it's not necessary to spend some \$50,000.00 to remove the greenhouse and add space for storage. The money could be better spent on maintaining the house in order to keep it in its historic state. The Board advised Paul to go back to the Oglesby Board and negotiate a deal. Paul also reported that he had worked with the attorney to update the employee handbook and will present it to the Board at the January meeting. He informed the Board that the Foundation is needing to replace three Board members. Paul included a letter to the Governor-elect of Illinois in the Board packet asking the Governor-elect to place someone with a conservation background to lead the Illinois Department of Natural Resources.

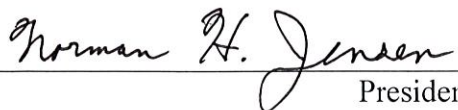
6. **Other:** No other business.

COMMENTS FROM TRUSTEES:

Trustee Schneller commented how wonderful it was that the Conservation District's staff helped out with the cleanup after the tornado went through Taylorville.

ADJOURNMENT:

There being no further business, Trustee Elliott MOVED to adjourn the Regular Public Meeting at 6:30 p.m. Trustee Schneller SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.



President

ATTEST:



Secretary