

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE MACON COUNTY CONSERVATION DISTRICT
October 20, 2021**

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

Board members present: President Schneller, 1st Vice-President Bendsen, Secretary Beckhart, and 2nd Vice-President Allen, Treasurer Castor
Board Members absent: None

Trustee Bendsen MOVED to approve the Minutes of the September 15, 2021, Public Meeting. Trustee Beckhart SECONDED the Motion. Roll call vote was as follows: Trustee Schneller, "AYE"; Trustee Beckhart, "AYE"; Trustee Allen, "AYE"; Trustee Castor; "AYE"; and Trustee Bendsen, "AYE". Motion carried.

Trustee Beckhart MOVED to approve the Treasurer's Report and disbursements in the amount of \$135,593.47 and additions to disbursements in the amount of \$67,812.38 as presented. Trustee Bendsen SECONDED the Motion. Roll call vote was as follows: Trustee Castor, "AYE"; Trustee Allen, "AYE"; Trustee Beckhart, "AYE"; Trustee Bendsen, "AYE"; and Trustee Schneller, "AYE". Motion carried.

COMMENTS FROM AUDIENCE:

Debbie Collins, Decatur, Illinois, represented a group of campers from the Friends Creek Campground. Previously at the June Board Meeting a group of campers came to the meeting to voice their concerns regarding some issues at the campground. Debbie and others present voiced the thankfulness of the campers on the major improvements they had seen made this summer. The work on the shower house, new lighting and the clean-up work that had been done did not go unnoticed. President Schneller expressed to the campers that the Board does not know what they need until they voice their concerns and they are ambassadors to the community. Karen thanked them for coming and expressing their thanks. Don Jones, another camper, did express concern if the west side of the campground was cleared another ten yards, it would accommodate the average size camper. Karen said their concerned would be brought to the attention of the staff.

PRIOR BUSINESS:

1. Wolf Memorial Update

The memorial bench and rock with plaque was all completed for the memorial service. Trustee Castor commended President Schneller for the nice presentation. All were pleased with the good turnout at the memorial service. President Schneller congratulated Alysia Callison for being selected for the Riche Wolf Memorial Scholarship and stated that the family was pleased. President Schneller thanked everyone that was involved with the memorial.

NEW BUSINESS:

1. Fall Control Burn Schedule:

Ethan Snively, Natural Resource Supervisor, presented the fall control burn schedule and shared a presentation on how burns are managed. Fall burns are based upon the weather. He used the last burn from the wetland as an example how to conduct a burn and walked them through a burn using his presentation. He stated that it's a race with the wind but the goal is to not rely on water but try to use as little as possible. Diesel and gas is used to start the fire. Research shows that an established field should be burned every year. There was concern expressed about the animal life but Ethan assured the Board that the majority of wildlife escapes the fire. Burns are always published notifying the public of the prescribed burn. Ethan presented maps detailing the prescribed burns at Rock Springs, Griswold, Sand Creek, Fort Daniel, Willow Branch II, Friends Creek Conservation areas. There are also plans to work with the Decatur Park District burning 33 acres at Red Tail Run Golf Course and to burn 7 acres proposed by the City of Decatur. He invited any Board member that wanted to experience a burn to contact him.

2. Summer Camp Report:

Alysia Callison reviewed the Summer Camp Report that was submitted to the Board in their Board Packet. The camp was very successful with just a minor COVID issue at the end of camp. She reviewed that there were four summer camps: Earth Adventures running Monday through Thursday from 9:00 – 4:00 for nine weeks; Adventure Club that was held Tuesday mornings from 9:00 – 12:00 which normally joined Earth Adventures but due to COVID was held separately this year; X-treme camp for ages 10-15 typically for more extreme activities but was modified this year due to COVID, and lastly the Mini-Camp for children ages 1-5. Alysia reviewed the enrollments with the Board with Earth Adventures having 194, Adventure Club 222, X-treme Camp 41, and Mini Camp 146 (the highest since 2019). The net profit for the 2021 year was \$7,733.76 which was down slightly from pre-COVID. Alysia recommended that a new position be created for a Lead Summer Camp Counselor instead of using the Senior Program Naturalist freeing that position to help with summer programs. A second recommendation was that there was no need for three full-time counselors but to hire two full-time and one part time position. Due to the decrease in the usage of before and after care, she recommended reducing the before and after care fee from \$25.00 to \$15.00 to see if it made a difference. The fee had previously been increased from \$10.00 to \$25.00. President Schneller recommended working with Millikin in search of an intern for the Summer Camp Program. Ethan Snively recommended reaching out to SIU and developing a relationship with them as they may also help with developing the curriculum. All Board were in agreement with the recommendations. No formal action was taken.

3. Purchasing Policy Update:

Jerry Culp explained that this updated purchasing policy will help streamline the process and make it more efficient for the employees. More responsibility will be placed on staff to get the proper paperwork completed and to the accounts payable clerk. This new policy will set spending limits on staff and a purchase order will be required for any spending over their limit. Executive Director's spending limit is \$15,000 per item, \$5000.00 limit per department head, \$500.00 limit per full-time staff and \$25.00 for part-time and seasonal staff. When a purchase order is required,

employees are to attach three competitive price quotes with the purchase order designating the most economical proposal for approval. This will enable staff to make small purchases without having to get a purchase order making better use of their time. He reviewed the purchasing requirement for District credit cards, as well as the Kroger and Sam's Club Credit card. The Board were in agreement with the policy asking Jerry to make a few minor changes related to titles.

Trustee Beckhart MOVED to approve the Purchasing Policy with the minor change in titles as recommended. Trustee Castor SECONDED the Motion. Roll call vote was as follows: Trustee Schneller, "AYE"; Trustee Bendsen, "AYE"; Trustee Castor, "AYE"; Trustee Beckhart, "AYE"; and Trustee Allen, "AYE". Motion carried

4. Personnel Policy Update:

From time to time policy updates are needed to accommodate new and changing trends. Jerry Culp outlined the policies and procedures manuals that are in need of updating as well as making additions to them including 1) Board Policy and Procedures, 2) Administrative Services Procedures Manual, and 3) Operations Procedures Manual. Jerry explained that the Administrative Services Procedures is for all staff. Jerry's goal is to give an outline of the manuals and update the manuals a little at a time for Board approval. He asked for the Board's approval to accept the outlines so that he and staff could move forward in updating the manuals. Changes can always be made during the completion of the manuals as needed. Both hard copy and electronic copies will be available for staff.

Trustee Bendsen MOVED to approve moving forward with updating the three manuals mentioned above as outlined. Trustee Castor SECONDED the Motion. Roll call vote was as follows: Trustee Bendsen, "AYE"; Trustee Beckhart, "AYE"; Trustee Castor, "AYE"; Trustee Allen, "AYE"; and Trustee Schneller, "AYE"; Motion carried

5. Vehicle Purchase Approval:

Shane Ravellette presented a purchasing request to replace the 2008 Honda Odyssey Van with a new 2022 Toyota Sienna van with a budgeted amount of \$35,000 plus trade/auction value through the National Auto Fleet Group contract with Sourcewell cooperative purchasing. The 2008 Honda has been a good vehicle and is running well but due to age is needing replaced. It was originally going to be replaced in Fiscal year 2020/2021 but was determined to hold off another year. Staff is proposing to auction off the 2008 Honda through the Decatur Auto Auction to recover some of the replacement cost. The current van is used mostly by Program Services staff for programs and running errands. The Transit Vans are not conducive for running errands.

Trustee Castor MOVED to approve purchasing the 2022 Toyota Sienna to replace the 2008 Honda as well as auctioning off the 2008 Honda Odyssey Van. Trustee Allen SECONDED the Motion. Roll call vote was as follows: Trustee Castor, "AYE"; Trustee Bendsen, "AYE"; Trustee Allen, "AYE"; Trustee Schneller, "AYE"; and Trustee Beckhart, "AYE". Motion carried.

6. Appoint Delegate(s) to the IAPD Annual Business Meeting:

Jerry Culp explained that each member district of the Illinois Association of Park Districts (IAPD) needs a delegate and alternative delegate for representation at the annual Business meetings. The Board needs to approve both a delegate and alternative/s delegates. The meetings are held annually in January at the IAPD annual conference. Board members recommended Jerry as the Delegate and President Schneller as the alternate.

Trustee Bendsen MOVED to approve appointing Executive Director, Jerry Culp as delegate and President Karen Schneller as alternate delegate to the IAPD Annual Business Meeting. Trustee Beckhart SECONDED the Motion. Roll call vote was as follows: Trustee Beckhart, "AYE"; Trustee Bendsen, "AYE"; Trustee Castor, "AYE"; Trustee Allen, "AYE"; Trustee Schneller, "AYE"; and. Motion carried.

7. Staff Reports

Jerry Culp attended his first Prairie Pedal Fundraising event and had a blast. The event went very well and was a beautiful day for the event and he enjoyed meeting many of the riders. Jerry met with several Millikin University professors and discussed how partnering with the District would be part of the planning process. He attended his first Environmental Council Meeting. Jerry attended the Oglesby Board meeting and they appointed Carol Pelz as the new president. A meeting was held with the Decatur City Manager to discuss partnering on projects in the future. He was the guest speaker for the Romeo (Retired Old Men Eating Out) breakfast. Jerry announced that Katherine Unruh, Marketing Specialist, had resigned and accepted the position as Director for the Hieronymus Mueller Museum in Decatur. The position is currently being advertised and interviewing will begin soon.

Alysia Callison gave a Program Services update for September. September was not as busy as usual. The Monarch Madness held in conjunction with the University of Illinois Extension office was held on September 12th. She reported that approximately 400-500 people attended the Annual Fall Festival. Allison Schuessler was hired as the new Weekend Naturalist. Allison has an archaeology background. Also the part-time animal care naturalist, Chuck Hirst, retired after being with the District six years.

Shane Ravellette reported that work began on the Friends Creek Shop addition. The picnic loop lighting project was finished with positive responses from the Campers. Shane met with Ron Copsy to review his concerns at Fort Daniel and possible solutions. Demolition was completed at Rock Springs Nature Center and framing completed for the museum grant project. Staff will work with the contractor to finish up the District's responsibilities and then it will be ready for Taylor Studios to install the new features. Natural Resources completed another burn, making it the third burn this season. A good start to the fall schedule. The Deer Herd Management Program is underway with good numbers and a solid interest.

Pam Smith reported that the financials and audit had been completed for the Grant Accountability and Transparency Act (GATA) making the District in good standing. Much time was spent planning and assisting with the Richie Wolf Memorial. Budget sheets were passed out to department heads and supervisors. Department heads are to finalize their budgets with staff by December 6th. Pam implemented a new change in receiving funds into the accounting software. Instead of journalizing the receipts they are now entered into the system as receipts and used to

record the deposit, streamlining the process and eliminating the need for more journal entries to be signed by the Director. The District has now received at least 81% of the requested tax levy amount. Pam and her staff are still on schedule to update the online registration software by November 1st. Prairie Pedal had a total of 187 riders registered for the ride, and saw a net profit of \$19,480.64, which is the highest net profit since 2018.

8. Other:

No other business.

COMMENTS FROM TRUSTEES:

No comments from the Trustees.

EXECUTIVE SESSION:

Trustee Bendsen MOVED to go into Executive Session at 6:52 p.m. for the purpose of

- 1. The selection of a person to fill a public office, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2 (c) (3)**

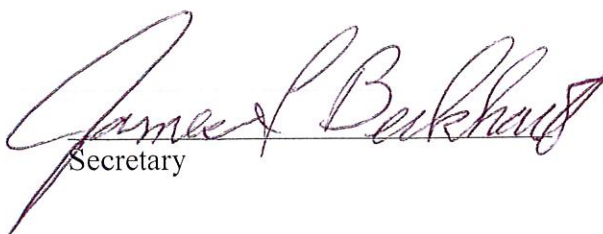
Trustee Allen SECONDED the Motion. Roll call vote was as follows: Trustee Castor, "AYE"; Trustee Schneller, "AYE"; Trustee Bendsen, "AYE"; Trustee Allen, "AYE"; and Trustee Beckhart, "AYE". Motion carried.

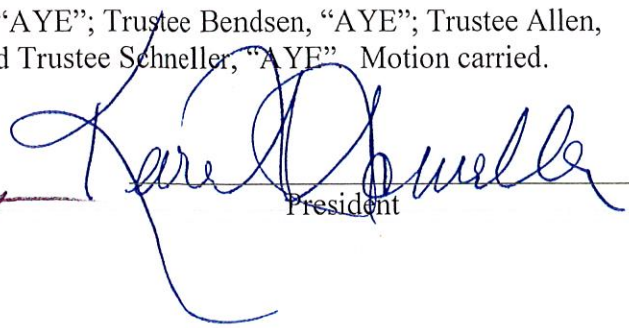
Trustee Bendsen MOVED to return to the Regular Public Meeting at 6:54 p.m. Trustee Schneller SECONDED the Motion. Roll call vote was as follows: Trustee Schneller, "AYE"; Trustee Allen, "AYE"; Trustee Bendsen, "AYE"; Trustee Beckhart, "AYE"; and Trustee Castor, "AYE". Motion carried.

Trustee Allen MOVED to approve the Executive Session Minutes of October 20, 2021. Trustee Bendsen SECONDED the Motion. Roll call vote was as follows: Trustee Bendsen, "AYE"; Trustee Beckhart, "AYE"; Trustee Castor, "AYE"; Trustee Johnson, "AYE"; and Trustee Schneller, "AYE". Motion carried.

ADJOURNMENT:

There being no further business, Trustee Beckhart MOVED to adjourn the Public Meeting at 6:55 p.m. Trustee Allen SECONDED the Motion. Roll call vote was as follows: Trustee Beckhart, "AYE"; Trustee Bendsen, "AYE"; Trustee Allen, "AYE"; Trustee Castor "AYE"; and Trustee Schneller, "AYE". Motion carried.


Secretary


President

