

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE MACON COUNTY CONSERVATION DISTRICT
February 16, 2022**

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, Treasurer Castor, and 2nd Vice-President Allen
Board Members absent: None.

Trustee Bendsen MOVED to approve the Minutes of the January 19, 2022, Public Meeting. Trustee Allen 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 \$111,323.97 and additions to disbursements in the amount of \$43,135.91 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: No audience.

NEW BUSINESS:

1. FY 2023 Tentative Budget & Appropriation Ordinance Approval:

Jerry Culp explained that the Board was required to approve the Tentative Budget & Appropriation Ordinance previously discussed in the Budget Study Session. Pam Smith explained that the budget will be on display for 30 days at the Rock Springs Nature Center with notice being printed in the Herald and Review.

Trustee Bendsen MOVED to approve the Tentative Budget and Appropriation Ordinance as presented. Trustee Castor SECONDED the motion. Roll call vote was as follows: Trustee Castor, "Aye"; Trustee Schneller, "AYE"; Trustee Beckhart, "AYE"; Trustee Allen, "AYE"; and Trustee Bendsen, "AYE". Motion carried.

2. Set hearing date for FY2023 Budget & Appropriation Ordinance:

The Trustees agreed to hold the Public Hearing on the FY 2023 Budget and Appropriation Ordinance on Wednesday, March 23, 2022, at 5:25 p.m. before the regular scheduled meeting.

3. Approval of Electrical Cable Change Order:

Shane Ravellette explained to the Board that their approval was needed for a change order for the electrical project at Friends Creek Conservation Area. Due to an error in the drawings and staff estimation of lineal feet of cable was short, the footages for wire were incorrect. More material is needed to complete the project. The extra wire needed totals to \$24,977.61. Staff recommended the Board approve the change order.

Trustee Bendsen MOVED to approve the electrical cable change order at Friends Creek in the amount of \$24,977.61. Trustee Beckhart 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.

4. Fund Balance Policy:

Jerry Culp explained that a Fund Balance Policy was created to set a minimum balance for each fund account with the General Fund account being 50% and all other fund balances being at 25% of annual expenditures. This will enable long term planning for capital funds. The District's Auditor and Legal Counsel reviewed the new policy. Staff recommends approving the new Fund Balance Policy.

Trustee Castor MOVED to approve the Fund Balance Policy as presented. Trustee Bendsen 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. Approval to apply for Recreation Trail Program (RTP) Grant:

To apply for the Recreation Trails Program, requires Board approval. The grant is for improvements to the Fort Daniel Conservation Area. The concept plan would include a new trail head parking area, two miles of trails, an interpretive signage, and a waterless restroom. Staff estimates the project to cost \$250,000.00 of which \$200,000.00 will be reimbursed through the grant. The \$250,000.00 is included in the Capital Fund Account. Staff recommends a motion to approve applying for the Recreation Trail Grant.

Trustee Bendsen MOVED for approval to apply for a Recreational Trail Program Grant for Fort Daniel Conservation Area. Trustee Beckhart 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.

6. Staff Reports:

Jerry Culp gave a summary of the activities for the month including working with staff on the budgets and making small adjustments to the layout to show a balanced budget. The Foundation's "Wine in the Pines" Fundraiser has been postponed to allow adequate time to prepare for the event. The Rock Springs 5K Ramble is well underway. Jerry attended the Illinois Parks and Recreation Association Conference as well as the Annual Illinois Association of Park District business and election meeting. He has been working with staff on possible acquisition of properties adjacent to the Conservation District property.

Pam Smith spent much of her time combining budget sheets and finalizing the materials for the Budget Study Session. She reported that the new online giving through Arreva was up and running but will still require some edits to be made to the giving page. Pam along with Joy Potter and Shane Ravellette attended online training for the new Campground reservation system. Pam will also be working with Jerry Culp on creating a new emergency closing policy for employees.

Shane Ravellette reported that Operations were short staff in February with planned vacations and COVID concerns. Despite the short staff, Operations Staff worked hard to keep the parking lots and sidewalks free of snow during the recent heavy snowfall. Several Natural Resource projects were worked on including removal of black locust on the east side of the Rock Springs along Dipper Lane. The other project was removal of downed red pines along the Pine Forest, which had suffered considerable damage in the drought a decade ago. Staff also worked on moving the library into the office space near the Information Island.

Susie Ryan worked on advertising and promotions with the Prairie Islander being completed and a press release being sent out for the Mini Camp Nature kits and posted seasonal jobs. She reported that the District's Social Media presence has been growing. She hosted a Community Outreach Boothe at the Argenta Ice Festival featuring glacial periods and the animals that lived during that time period. Susie will be speaking at the Early Bird Kiwanis club on February 24th. She also attended the IPRA Conference in Chicago late January and will be attending the IACD Conference in February.

Alysia Callison and Program Services staff were busy prepping for spring programming including Festival of Spring. At this time, staff are still planning a modified event for the Spring Festival but will be bigger than last year. The new exhibit called the Marvelous Milky Way is now on display in the exhibit hall. Alysia commended Jenny for the fantastic job on her January Mini Camp kits, which sold twenty-two out of twenty-four. Program Services have been taking several requests for summer library programs, which is encouraging.

COMMENTS FROM TRUSTEES: No comments.

EXECUTIVE SESSION:

Trustee Allen MOVED to go into Executive Session at 5:46 p.m. for the purpose of

- 1. Section 2(1)(c) ((5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.**

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

Trustee Bendsen MOVED to return to the Regular Public Meeting at 5:57 p.m. Trustee Castor 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 Bendsen MOVED to approve the Executive Session Minutes of February 16, 2022. Trustee Allen 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.


Adoption of the contract and resolution for purchase of real property with the Xanders:

The contract and resolution for purchase of the Xander property was presented to the Board in executive session and requires a Board motion to accept the contract and resolution to move forward with the purchase of the property.

Trustee Bendsen MOVED to approve the Contract and resolution for the purchase of real property with the Xanders. 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.

ADJOURNMENT:

There being no further business, Trustee Bendsen MOVED to adjourn the Public Meeting at 6:00 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.


Vice-President


Treasurer