

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

December 16, 2015

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

Board members present: President Parish, Treasurer Jensen, 1st Vice-President Smithson, Secretary Murphy, and 2nd Vice-President Elliott.

Trustee Murphy MOVED to approve the Minutes of the November 18, 2015, Regular Public Meeting. Trustee Jensen 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 \$112,894.96 and additions to disbursements in the amount of \$22,694.10 as presented. Trustee Murphy SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; Trustee Parish, "AYE"; Trustee Elliott, "AYE"; and Trustee Murphy, "AYE". Motion carried.

Trustee Murphy commented on the good job of staying within the budget.

COMMENTS FROM AUDIENCE: No Comments.

PRIOR BUSINESS: No prior business.

NEW BUSINESS:

1. Campground Annual Report:

Shane Ravellette reviewed the Campground Report in the Board Packet and briefly explained that revenues were a little down due to the weather (rain) and the loss of long-term campers. Mobile home parks were now allowing the long-term campers to camp at their sites. Revenues were approximately \$26,000 with expenses being approximately \$33,800. There were no large project expenditures this year but Shane would like to change the process for projects and depreciate them over a number of years but thought it would make comparison difficult. Trustee Murphy suggested changing the process going forward while Trustee Parish suggested just making a foot note regarding the large expenditures. Shane did inform the board that he will be phasing out reporting the electric verses non-electric sites as well as reporting on residency as the data has not changed since 2008. Staff will continue to monitor but just not report. Staff has no recommended changes at this time. The Board had previously approved changing the requirements for group camp at a prior meeting. Trustee Murphy suggested that staff look into using more social media by using apps such as "yelp", "trip advisor", and "google" for marketing the campground.

2. 2016 HOLIDAY SCHEDULE APPROVAL:

Annually the Board approves the Holiday Schedule for the calendar year. Listed below is the recommended Holiday Schedule requiring Board approval:

**MACON COUNTY CONSERVATION DISTRICT
HOLIDAY SCHEDULE
2016**

FRIDAY	NEW YEAR'S DAY	JANUARY 1
MONDAY	MLK JR. DAY	JANUARY 18
MONDAY	PRESIDENT'S DAY	FEBRUARY 15
FRIDAY	GOOD FRIDAY	MARCH 25
MONDAY	MEMORIAL DAY	MAY 30
MONDAY	INDEPENDENCE DAY	JULY 4
MONDAY	LABOR DAY	SEPTEMBER 5
FRIDAY	VETERANS DAY	NOVEMBER 11
THURSDAY	THANKSGIVING DAY	NOVEMBER 24
FRIDAY	THANKSGIVING	NOVEMBER 25
FRIDAY (<i>observed</i>) (<i>Christmas Eve is Saturday, December 24</i>)	CHRISTMAS EVE	DECEMBER 23
MONDAY (<i>observed</i>) (<i>Christmas Day is Sunday, December 25</i>)	CHRISTMAS DAY	DECEMBER 26

Approved by the Macon County Conservation District Board of Trustees at their regular public meeting on December 16, 2015.

Trustee Smithson **MOVED** to approve the 2016 Holiday Schedule as presented. Trustee Jensen **SECONDED** the Motion. All members of the Board present voted, "AYE". Motion carried.

3. FRIENDS CREEK MAINTENANCE BUILDING ROOF BIDS:

Shane Ravellette reported that an invitation seeking bids for the Friends Creek shop roofing project was published in the local newspaper. Two bids were submitted from Top Quality Roofing and Martinsville Roofing Company. Shane reviewed the bids with the Board and recommended bid alternate #2 with Top Quality roofing for \$40,300.00. Alternate bid #2 includes insulation between the ribs of the metal roof with 1 ½ rigid insulated foam with an adhered waterproof membrane. His hopes are to begin this project this winter. Trustee Smithson inquired as to the size of the building. The Building is approximately 60 x 40 being close to the size of Rock Springs Conservation Shop but not as nice.

Trustee Jensen MOVED to approve acceptance of the bid for the Friends Creek Maintenance Building Roof from Top Quality Roofing in the amount of \$40,300 for bid alternative #2. Trustee Murphy SECONDED the motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; Trustee Parish, "AYE"; Trustee Elliott, "AYE"; and Trustee Murphy, "AYE". Motion carried.

4. GRISWOLD MAINTENANCE BUILDING:

The Board was given a floor plan for the proposed construction of the Griswold Maintenance Building. Trustee Jensen inquired into the use of the building. The building is used for staff to work out of with a work bench and storing mower and it's used as cold storage in the winter. The building is not heated. This newly constructed building will replace the existing building and will be located just in front of the current building. Trustee Parish stated that it was a good plan to get started but suggested looking at a standard package when going out to bid. No action is required from the Board at this time.

5. Chestnut Agreement:

Director Marien reported that the District has been with the Chestnut Employee Assistance Program (EAP) for one year now. The Board had previously approved this plan as an added benefit to employees. Staff feel that the plan is beneficial and recommends renewing the agreement for another year (January 2016 – December 2016) for \$1,000.00 covering all regular full-time and part-time employees. Though employees have not used the service for individual consulting it has provided a great resource for employee training.

Trustee Murphy MOVED to approve the one-year agreement with Chestnut Global partners for \$1,000 for January 2016 thru December 2016. Trustee Jensen SECONDED the motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; Trustee Parish, "AYE"; Trustee Elliott, "AYE"; and Trustee Murphy, "AYE". Motion carried.

6. Foot Bridges at Sandcreek

At the last Board Meeting, Trustee Murphy inquired into the process of getting a project implemented. Director Marien proceeded to explain the normal process. First, the District operates from the Master Plan, secondly projects are staff driven from seeing a need from public use, and thirdly public demand drives projects. As far as Director Marien knows, there has not been a large demand for footbridges but that does not mean that this is not a workable project. He did emphasize that dealing with current structure repair takes precedence. The project is doable and the staff has looked at location possibilities. A map was shared with the Board showing a proposed loop (approximately 2 miles). The strategy is to have low impact, reduce negative effects, and protect resources. In approaching the project, the District must adhere to the adopted ADA policy, seek approval from IDNR, Illinois EPA and Corp of Engineers (since the bridges will cross water), build bridges that will sustain flooding, weather, and public use, and finding funding assistance such as a grant.

There is no reason why the planning process cannot begin. Shane Ravellette and Director Marien investigated a bridge project at Spittler Woods that would be a good fit. They shared informational material with the Board concerning this specific type of fiberglass bridge. They felt it was substantial, light weight, and just a small amount of concrete used for footings. It shouldn't require a lot of equipment. Trustee Murphy commended the staff on the work and thanked them for such a wonderful response to her question. She asked the other Board members if they were in agreement to explore the idea of adding foot bridges in Sand Creek. All members were in agreement to begin to explore the possibility. Director Marien reported that there was a meeting with IDNR (Illinois Department of Natural Resources) and IACD (Illinois Association of Conservation Districts) in April and grants were on the agenda.

7. Staff Reports

Shane Ravellette reviewed the Operations Monthly report highlighting that the deer herd management program numbers were down this year and that the District is losing their Natural Resource Specialist to another position with the Sequoia Foundation.

Richie Wolf reviewed the Program Services report highlighting the successful Candlelight Tour and the attendance of over 100 volunteers attending the Volunteer Holiday Party. Upcoming events are the 8th Grade Career Fair at Richland Community College, and the January 18th Hunter Safety Class.

Pam Smith reviewed the Office Administration Report highlighting that Wi-Fi had been installed in the Rock Springs Nature Center for public access and that employees final pay will be paid on Thursday, December 31, 2015, instead of the usual bi-weekly pay date of January 1, 2016.

Director Marien reviewed the Director's report highlighting the 50th Anniversary Celebration with the confirmation of Richard Louv's speaking engagement on October 6, 2016. He updated the Board on his conversation with Ameren/IP regarding the new transmission line running south of Willow Branch Conservation Area and his concern for the Bald Eagles that have been sighted there. Ameren will install bird diverters on the highline south of Willow Branch One. He also reviewed the employee recognition plan as well as the development of a succession plan for staffing.

5. Other

The January 20, 2016, Board meeting will be held in the East Conference Room instead of the Auditorium.

COMMENTS FROM TRUSTEES:

No further comments from the trustees.

ADJOURNMENT:

There being no further business, Trustee Smithson MOVED to adjourn the Regular Public Meeting at 6:50 p.m. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

President

ATTEST:

Secretary