

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

January 18, 2017

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, Secretary Jensen, and 2nd Vice-President Johnson

Board members absent: 1st Vice President Murphy and Treasurer Elliott

Trustee Jensen MOVED to approve the Minutes of the December 21, 2016, Regular Public Meeting as presented. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Jensen MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$142,330.82 and additions to disbursements in the amount of \$35,281.33. Trustee Johnson SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

COMMENTS FROM AUDIENCE: None.

PRIOR BUSINESS:

1. None

NEW BUSINESS:

1. Nature Center Energy Report:

Shane Ravellette highlighted a few key factors from the energy report given to Board members in their packets. The savings may have bottomed out without making major changes, which will be costly. There are few places where we can tighten up such as caulking and replacing heating and air conditioning units, which may generate a 1% efficiency increase. Over time, older window replacement will be more cost efficient. Shane reported the District saw the first uptick in kilowatts in ten years. Trustee Parish related that to seasonal variances. A new roof is being budgeted for next fiscal year which may generate some energy savings. Shane reminded the Board that in looking at improvements you also have to consider when will the return happen. Staff will continue to monitor the utilities, which is one of the largest expenses for the building.

2. Credit Card Use Restriction Policy:

One of the recommendations from the auditor was to have a detailed credit card policy. Paul Marien reviewed the proposed draft included in the Board packet. The draft details as to what expenses staff are not allowed to expend on the District's credit card and

includes instructions for lost or stolen credit cards. The credit card policy aligns with the purchasing policy that is already established. Trust Parish inquired as to who has a District credit card. Three administrators including Shane Ravellette, Richie Wolf, and Paul Marien have a District credit card.

Trustee Jensen MOVED to approve the Credit Card Use Restriction Policy as presented. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

3. Staff Reports:

Richie Wolf reported that the quilters held their annual gathering and reported that approximately 15 of them meet on a weekly basis to quilt at the Center. The 50th anniversary came to an end with the exhibit being taken down and a new Audubon display was being erected in the exhibit hall. The Audubon exhibit will open on Monday. Carpet was replaced in the multi-purpose room and the volunteer coordinator's office. The next remodeling project will be a new countertop for the information desk. Richie briefly explained the Monarch Mural contest being partnered with Sue Scherer. The District provided a mural (32 pieces) to fourth grade classes to complete and return to the District for judging. The winning class would receive a free trip, including bus transportation, to the Nature Center for a program. Sixteen classes requested a mural with six returning completed murals. Parsons Elementary School was the winner. All participants will receive a free program at their school.

Shane Ravellette reported December was a quiet month for the operations department. The automated front door was installed, the Masseys vacated the property, Friends Creek residence had new flooring installed, and electrical issues were handled at the Oglesby Mansion.

Paul Marien highlighted administrative events for the month including the removal of the cell tower on the new acquired Massey property. After removal, the ground was seeded and straw placed down. A plaque was ordered for the new automatic front doors, which was a memorial gift from a volunteer in honor of his wife. He is waiting on plans from the architect for a new roof so it can be built into the new fiscal year budget. Currently looking at 50-year asphalt shingles but have not completely ruled out metal roof, though that may be cost prohibitive. Paul announced that the legislative breakfast will be held hosted by the Decatur Park District on March 24th with it tentatively scheduled to be held at the Scovill Zoo.

Pam Smith reported that the District had received their final tax levy distribution for a total of \$1,839,042.87 received as well as a Nearing Trust distribution of \$105,588.38. She reported the Foundation year-end ask raised \$19,280.00. Employee W-2s were distributed with the January 13, 2017 paycheck. A second user had been added to the Sage accounting software to streamline office procedures.

4. Other:

No other business.

COMMENTS FROM TRUSTEES:

No comments from the Trustees.

EXECUTIVE SESSION:

Trustee Jensen MOVED to go into Executive Session at 6:04 p.m. for

1. The purchase or lease of real property for the use of the public body (5 ILCS 120/2(c) (5).

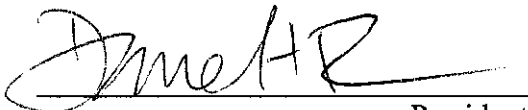
Trustee Johnson SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish, "AYE". Motion carried.

Trustee Johnson MOVED to return to the Regular Public Meeting at 6:24 p.m. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish, "AYE". Motion carried.

Trustee Jensen MOVED to approve the Executive Session Minutes of January 18, 2017. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

ADJOURNMENT:

There being no further business, Trustee Jensen MOVED to adjourn the Regular Public Meeting at 6:26 p.m. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.



President

ATTEST:



Secretary