

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

May 18, 2016

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 3:00 p.m. by President Parish, with the Pledge of Allegiance.

Board members present: President Parish, Treasurer Jensen, and 1st Vice- President Smithson

Board member absent: 2nd Vice-President Elliott and Secretary Murphy

Trustee Jensen MOVED to approve the Minutes of the April 20, 2016, Regular Public Meeting, the April 20, 2016, Public Hearing, and the May 3, 2016, Special Meeting as presented. Trustee Smithson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Smithson MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$124,684.68 and additions to disbursements in the amount of \$37,200.36. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

COMMENTS FROM AUDIENCE: There were none.

PRIOR BUSINESS: No prior business.

NEW BUSINESS:

1. Archery Deer Herd Management Program:

Ethan Snively reviewed the Deer Herd Management Report that was contained in the Board packet and asked if there were any questions before he began his summary. Trustee Smithson wanted to know the acreage available for hunting in each area. Director Marien assisted Ethan in answering that question as follows:

Rock Springs Conservation Area – approximately 400 acres

Ft. Daniel Conservation Area – approximately 200 acres

Sand Creek Conservation Area – approximately 700 acres

Friends Creek Conservation Area – approximately 100 acres.

Trustee Smithson also inquired into the hunter/deer density ratio and Ethan said he would have to look into that and add that information to future reporting.

Ethan reported that there had not been any incidents reported this year and that it was an eight-week program. At the request of Trustee Jensen, Ethan reviewed the process with the board: First a press release goes out in July and then there is an application process whereby the hunters can chose which sites they want to hunt, and the applications are put into a drawing (hunters must have an IL Hunting License to participate). If the hunter is drawn, they must purchase a permit in order to hunt. In order to participate in the weekly drawings, a permit must

be purchase prior to the drawing. Ethan did report that a majority of the hunters are repeat users of the program. This past year hunters were on their honor to self-check-in and there didn't appear to be any problems with this process. The hunters still had to call into the state for a confirmation number after killing a deer.

Staff recommends continuing the program with a few minor changes:

1. Increase the out of County fees from \$40 to \$50 and the out of state fees from \$75 to \$90
2. Require hunters to use fall-arrest systems (FAS) when using tree stands
3. Increase hunters' awareness of Chronic Wasting Disease (CWD). Trustee Parish suggested that the District post a link to a YouTube video educating them about CWD.
4. Changing the type of stand tags to more of a decal/sticker and requiring them to be posted in a specific location

Trustee Smithson MOVED to approve continuance of the District's Deer Herd Management Program with recommended changes as presented. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

2. Friends Creek Maintenance Building Roof Payout:

Shane Ravellette reported that the roof replacement for Friends Creek Conservation Area maintenance shed had been completed and was very pleased with it. Staff had already noticed a difference in heating the building. The engineer gave final approval and the material manufacturer approved the installation. Top Quality issued their one-year warranty and have submitted all necessary paperwork. Staff recommends payment of \$40,300.00 be made to Top Quality Roofing.

Trustee Jensen MOVED to approve the payout of \$40,300.00 to Top Quality roofing for the completion of the Friends Creek roof project. Trustee Smithson SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

3. Architect Scope of Work Approval – Nature Center Roof:

Shane Ravellette and Paul Marien met with architect Dave Leonatti with Mellott, Morse, Leonatti, Parker, LTD. (MMLP), to determine the scope of replacing the roof on the Rock Springs Nature Center. Staff are looking at replacing roof with asphalt shingles or possibly a metal roof. MMLP's work would include developing the project program, construction drawings and documents, bidding assistance and construction administration and observation. Paul Marien reported that staff would like to make a slight modification to the front entry way overhang. The plan would be to make it more of a grand entrance into the building. Their fee would be \$8,900 based on the scope of the project and \$3,000.00 to \$3,700.00 for administrative services. Staff needs Board approval to contract with MMLP to begin design work for this fiscal year and the bidding and cost of the roof to be expensed in the next fiscal year. Trustee Parish questioned why the District was not using BWC for this project. Paul stated that the difference was that BWC was more engaged in pre-engineered and metal while Dave Leonatti had a flair for style. Dave was also providing some consulting work for the Children's Awareness Room. Trustee Jensen asked if the staff had considered installing skylights. Paul said that they would definitely look at the cost benefit ratio of installing them as well as adding insulation. Trustee Parish mentioned

that there had been talk about adding windows and doors to the auditorium and Paul reminded him those projects were already included in this fiscal year's budget.

Trustee Jensen MOVED to approve the agreement with Mellotte, Morse, Leonatti, Parker, LTD (MMLP), for determining the scope of work in replacing the Nature Center roof for an approximate total of \$12,600.00. Trustee Smithson SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

4. MCK Technology Services Contract Renewal:

Pam Smith reminded the Board that May, Cocagne, & King, (MCK) had been the District's IT Consultants for many years and that staff have been happy with their service. Annually before May 1st, staff must determine the approximate number of hours that will be required for their services in signing a contract with them. Each year staff consult with Helen Ferguson and she has recommended 51 hours at the cost of \$110.00 an hour. Without a contract, the cost for service would be \$130.00 an hour. MCK's IT manager has agreed to bill us for the contracted amount of \$110.00/hour if we were to exceed the 51 hours. Any hours not used can be rolled over to the next contractual year. Staff recommends approving the contract with May, Cocagne, & King for May 2016 through April 2017 for 51 hours at the rate of \$110.00 an hour.

Trustee Smithson MOVED to approve the technology services contract with May, Cocagne, & King, P.C. (MCK) for \$110.00 an hour for 51 hours for May 1, 2016 through April 30, 2017. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

5. Emergency Management Agency Debris Management Survey:

Paul Marien informed the Board that the Macon County Emergency Management Agency had formed a committee to develop a debris plan in case of an emergency. The Conservation District was on their list to survey the possibility of storing debris on District property. Paul told the Board that there are several issues to consider such as the type of debris that could be stored on our property and where to store it. Trustee Parish also questioned how long the debris would be stored on District property. Trustee Smithson suggested that Paul conduct a legal review of the plan. Paul will keep the board apprised of the situation.

6. Skid Steer Purchase Approval:

Shane Ravellette updated the Board on the need for the District to purchase a new Bobcat T-770 used primarily by Natural Resources department for restoration work. The current ASV was purchased in 2006 and has served its purpose. Staff spends more time repairing the ASV than they do using it. The new Bobcat will be purchased from National Joint Powers Alliance for a net cost of \$82,537.35 after a trade in value of the ASV for \$12,250.00. The Bobcat will be stored at Rock Springs Conservation Area and transported to other sites when needed. The Macon County Conservation Foundation has pledged to fund 50% of the cost of this equipment. Trustee Parish asked if there needed to be a bidding process and staff reassured him that purchasing through National Joint Powers eliminates the District from the bidding process as the bidding has already taken place through National Joint Powers. The District's attorney did conduct some research on the subject and gave approval of this process.

Trustee Smithson MOVED to approve the purchase of a new Bobcat T-270 compact track loader with a new forestry mower head through the National Joint Powers Alliance for the net amount of \$82,537.35. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Smithson, "AYE"; Trustee Jensen, "AYE"; and Trustee Parish "AYE". Motion carried.

7. Staff Reports

Richie Wolf reported on the beautiful day for the Festival of Spring. A record number of individuals attended – 750 was estimated to have attended. He reminded the Board that summer camp begins June 6th and was fully staffed. Training will begin the first week of June.

Shane Ravellette reported that the staff had been busy mowing and that the bike trail came close to flooding. The Children Awareness Room project is wrapping up and the collection room move is next. The contract to build the new Griswold Conservation Area maintenance shed was signed and should begin construction next week. Friends Creek camping opened up and renovations to the comfort station has been completed. Shane reported that the Sand Creek Conservation Area supervisor has returned to work after being out with health issues. He also reported that there was not a great loss of seed at the Willow Branch property after the heavy rains we experienced immediately following the planting of the prairie grasses.

Pam Smith reported that the auditor was here May 4th and 5th and that everything went very well. He will present the Audit at the August meeting.

Paul Marien reported that the IACD (Illinois Association of Conservation Districts) meeting with IDNR went very well.

8. Other:

Paul informed the Board that he had just received notice after the agenda was printed that there was a grant available to apply for assistance with bike path improvements. The Board members agreed Paul should proceed with the grant application.

COMMENTS FROM TRUSTEES: No comments.

ADJOURNMENT:

There being no further business, Trustee Smithson MOVED to adjourn the Regular Public Meeting at 4:40 p.m. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

President

ATTEST:

Secretary