

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

November 28, 2018

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

Board members present: President Jensen, 1st Vice President Elliott, Secretary Johnson, and 2nd Vice-President Schneller.

Board members absent: Treasurer White

Trustee Johnson MOVED to approve the Minutes of the October 17, 2018, Regular Public Meeting as presented. Trustee Schneller SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Elliott MOVED to approve the Treasurer's Report as presented. Trustee Schneller SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

Trustee Schneller MOVED to approve the monthly Disbursements in the amount of \$112,468.03 and additions to disbursements in the amount of \$19,573.59. Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

COMMENTS FROM AUDIENCE: No comments

PRIOR BUSINESS:

1. Master Plan:

Paul Marien gave an update on the status of the Master Plan. Administrative staff had reviewed a rough draft of the plan and made corrections. The marked up copy of the draft will be reviewed with Hitchcock Design during an online meeting on Monday afternoon. The goal is to have the corrections made and a final copy back to staff for review and final draft to the Board by December 13th to include in the December Board packet for adoption at the December 19th meeting.

2. Bike Trail Grant Update

The Bike Trail Grant award was announced in a press release to the public and the grant agreement has been officially signed by the Department of Natural Resources (DNR). The bike trail will be a \$226,000.00 project with 80% of it being provided by DNR at \$180,000.00. District staff will be used for clearing the access lanes and charged back to the grant. Staff will hopefully be meeting with Chastain (the engineers) next week and have an agreement to present to the Board at the

December or January Board meeting. The schedule is to have the design phase done by spring and to accept bids in spring and begin the construction sometime in the summer. The bike trail will have to be closed but at this time there is no prediction of when or how long. Priorities of the project include re-decking of all bridges, armoring approaches, and rebuilding Stevens Creek approach. The bike trail was opened in 1996 and the District is responsible for the trail up to the Main Street Bridge.

NEW BUSINESS:

1. Adopt Tax Levy

Each year the District must adopt the Tax Levy Ordinance and file it with the County Clerk by the last Tuesday in December. The levy is based on the most current equalized assessed value (EAV) received. This year's tax levy is a 1% increase over last year's levy. The District is requesting the maximum amount for the General Corporate fund but the overall request can be up to 5% over the previous year without a taxation hearing. Board approval is needed and staff recommends accepting the Tax Levy Ordinance as presented.

Trustee Elliot MOVED to approve the adoption of the Tax Levy Ordinance as presented. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

2. Health Insurance Renewal:

The District's broker, Shannon Garrett with JL Hubbard Insurance, sent out bids for plan proposals similar to the District's current plan. The results were included in the Board packet. The premium for a plan similar to the District's current plan with the same deductible will have a higher premium than renewing the current plan. In order to lower the premium, the District would have to go with a higher deductible and out of pocket premium. The current plan will renew with a 9% increase and is non ACA (Affordable Care Act) compliant. Trustee Schneller asked if staff were happy with the plan. Paul Marien replied that the plan seems to work well and he has not received any complaints. Staff is recommending staying with the current plan. The overall consensus of the Board was to stay with the plan that is working.

Trustee Johnson MOVED to renew the current employee Health Insurance Plan with United Healthcare for the benefit year from January 1, 2019 – December 31, 2019, as presented. Trustee Schneller SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

3. Payout to Christy-Foltz:

Shane Ravellette reported that the Trobaugh-Good House foundation project was finished and Christy-Foltz was requesting a payout of \$44,436.60, which did not include \$4,937.40 held in retainage to be paid later. Staff are satisfied with the work completed. A copy of the architect's payout recommendation was included in the Board packet. Board approval is required to make this payment.

Trustee Elliott MOVED to approve the payout to Christy-Foltz, Inc., for a total of \$44,436.60 for repairs to the Trobaugh-Good House. Trustee Schneller SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

4. ECO-Center Upgrades and Taylor Studios Proposal:

Taylor Studios' proposal to upgrade the ECO-Center were included in the Board packet. Taylor Studios was asked to provide a quote for the schematic design of the project. This design phase will take anywhere from four to six months to complete. Paul Marien asked Taylor Studios to include upgrade to the Gift Shop space (now the East Conference room) in the proposal. Trustee Jensen commented that he had visited other nature centers that housed gift shops. Paul stated that a former auditor recommended getting out of the gift shop business since it lost money so it was closed years ago. The current center piece in the ECO Center will remain with a few modifications but it is the peripheral edge and Bluestem room that desperately need an upgrade. This will be a sizeable project and will take a while to complete and would be a good fundraising project for the Macon County Conservation Foundation to undertake. Other vendors turned down submitting a proposal, but Paul was able to obtain an average price per square foot for the remodel with a low end of \$250 and a high end of \$585 per square foot. The exhibit had originally been installed between the years of 2000 and 2001. Staff are more interested in hands-on displays rather than hi-tech displays. Trustee Elliott asked if Paul had an estimate of the square foot involved in the project. Paul said he was estimating 1400 square foot making it about a \$300,000.00 project. Board approval is needed to move forward with the project.

Trustee Schneller MOVED to approve the staff's recommendation of using Taylor Studios for the design work for the upgrades to the ECO-Center. Trustee Elliott SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Schneller, "AYE"; and Trustee Elliott, "AYE". Motion carried.

5. Holiday Schedule Approval:

2019 HOLIDAY SCHEDULE

TUESDAY	NEW YEAR'S DAY	JANUARY 1
MONDAY	MLK JR. DAY	JANUARY 21
MONDAY	PRESIDENT'S DAY	FEBRUARY 18
FRIDAY	GOOD FRIDAY	APRIL 19
MONDAY	MEMORIAL DAY	MAY 27
THURSDAY	INDEPENDENCE DAY	JULY 4
MONDAY	LABOR DAY	SEPTEMBER 2
MONDAY	VETERANS DAY	NOVEMBER 11
THURSDAY	THANKSGIVING DAY	NOVEMBER 28
FRIDAY	THANKSGIVING	NOVEMBER 29
TUESDAY	CHRISTMAS EVE	DECEMBER 24
WEDNESDAY	CHRISTMAS DAY	DECEMBER 25
WEDNESDAY	NEW YEARS DAY	JANUARY 1, 2020

Paul Marien presented the recommended 2019 Holiday Schedule with no further discussion.

Trustee Johnson MOVED to approve the Holiday Schedule for January 1, 2019, through January 1, 2020, as presented. Trustee Schneller SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

6. Volunteer Holiday Luncheon Reminder:

Paul Marien reminded the Board members that they should have received an invitation for the Holiday Volunteer Luncheon being held on Thursday, December 13, 2018. Trustee Schneller and Trustee Jensen both replied that they would be attending and to add them to the list.

7. Other:

Paul Marien informed the Board that he was working with the District's attorney to make a few updates to the employee's handbook. A discussion followed concerning the use of marijuana and how to handle when it becomes legalized in Illinois.

COMMENTS FROM TRUSTEES:

Trustees asked to hear the staff reports since they were erroneously excluded from the agenda.

Since Richie Wolf was absent from the meeting, Paul Marien asked if anyone had questions concerning his report included in the packet. No questions were asked.

Shane Ravellette reported for the Operations Department. He reported that the remodel of the Sand Creek Conservation Area residence was nearly completed. Gage Elder and his family did move into the house before it was completely done. During all this remodel, staff have still been able to train the new site technician, Mitch Molzen. Natural Resources began the deer archery program with fewer hunters than in the past but with a good number of deer still being harvested. Friends Creek Campground was closed. The total revenue collected just barely fell short of the projected revenue for the year. Shane Ravellette did state that could be partially due to the fact that the campground was closed for two weeks during the summer.

Pam Smith reported that request for proposals (RFPs) had been mailed to a list of seven CPA firms with a deadline of November 30, 2018 for submittal. To date one proposal had been received. She reported that the certificate of deposit with Hickory Point bank that had been earning .40% was renewed for a 15 month term at 2.45%. The Unclaimed Property report to the State was submitted by November 1st as a negative report.

Paul Marien reported that he and Shane Ravellette attended the Illinois Association of Conservation District's quarterly meeting held at Bryon Forest Preserve. It was an all day trip but was worth seeing their newly renovated Jarrett Prairie Center and visit restoration efforts at one of their newest sites. Shane and Paul met with the Oglesby Mansion Board greenhouse committee and architect to discuss the south porch renovations. They came up with a resolution to remove the greenhouse and still provide storage for the Mansion's board. The project will cost between \$25,000.00 and \$35,000.00 to complete and Paul hopes to have a bid in January to present to the Board. The Foundation's year-end appeal letter was

approved by the Foundation Board president, Mark McAfee and staff were able to get the mailing out before giving Tuesday.

Trustee Jensen asked if any progress had been made with the city in providing public bus transportation to the Rock Springs Conservation Area. Paul Marien stated that he was waiting to hear back from the City.

Trustee Schneller apologized for having to miss the scheduled November 14, 2018 Board meeting. All Board members were supportive and totally understood.

ADJOURNMENT:

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

President

ATTEST:

Secretary