

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

December 20, 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 Murphy, with the Pledge of Allegiance.

Board members present: President Murphy, Treasurer Johnson, Secretary Elliott, 2<sup>nd</sup> Vice-President White and 1<sup>st</sup> Vice-President Jensen

Board member absent: None

Trustee Jensen MOVED to approve the Minutes of the November 15, 2017, Regular Public Meeting as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee White MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$153,915.03 and additions to disbursements in the amount of \$20,567.84. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott. Motion carried.

**COMMENTS FROM AUDIENCE:**

Ryan Zelhart, 364 Rustic Road, Maroa, Illinois 61756, with the Macon County Farm Bureau was present observing the meeting.

**PRIOR BUSINESS:**

1. None:

**NEW BUSINESS:**

1. **Playground Payout#1:**

Paul Marien reported that the seat wall completion and a 10% retainage still has to be paid. Trustee Elliott asked if the remaining fee was for labor only and the response was "no". There is still some seat wall material left to be paid.

Trustee Jensen MOVED to approve first payout to Kinney Contractors in the amount of \$90,506.34. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott. Motion carried.

2. **Campground Report:**

Shane Ravellette reviewed the campground report summarizing that the campground had an amazing year with nearly \$37,000.00 in revenue generated. All the staff's hard work was paying off. He reported that staff salaries were removed from the report since they work other areas in addition to the campground. August had the highest number of unit nights. The data indicated that individuals are staying

longer than before and lots of feedback was received on social media this year. Trustee Murphy asked if the marketing for the campground had stayed the same or was it different this past year. She recommended going on the Brian Byers' radio show to promote the campground as well as placing new ads in Thrive and the Decatur Magazine.

**3. Master Plan Update Consultant Selection Team**

The RFQ's (Request for Qualification) have been mailed. Paul Marien asked the Trustees to think about being a part of the interview process. Paul stated that Trustees will be given opportunity to rank the consultants based on their qualifications submittals.

**4. Foundation Appointments:**

Paul Marien reviewed the biographies from the two candidates being nominated to serve on the Macon County Conservation Foundation Board of Directors.

Trustee White MOVED to approve the appointment of Dr. Paul Fregeau and Joseph Morelli for three-year terms beginning January 2018 on the Macon County Conservation Foundation Board of Directors.

Trustee Elliott SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

**5. Employee Assistance Program Contract:**

The annual contract for the Employee Assistance Program is due for renewal for the calendar year beginning January 1, 2018, and ending December 31, 2018. The annual fee remains at \$1,000.00 and no changes were made to the contract. Staff recommends renewing the contract for another year.

Trustee Johnson MOVED to approve the one-year agreement with Chestnut Global partners for \$1,000.00 for January 2018 thru December 2018. Trustee Elliott SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy "AYE"; and Trustee Elliott, "AYE". Motion carried.

**6. Work Place Harassment Resolution**

Paul Marien informed the Board that a new public law was enacted in November requiring local governments to adopt a resolution approving the Conservation District's workplace harassment policy. Revisions were made to the policy per the District's attorney. Board approval is required for adopting the resolution.

Trustee Jensen MOVED to approve Workplace Harassment Resolution as presented. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy "AYE"; and Trustee Elliott, "AYE". Motion carried.

## **7. Engineer's Agreement for Sand Creek Trail Crossing**

Shane Ravellette reviewed the proposal submitted by Massie Massie + Associates to perform an analysis of potential trail crossing sites at Sand Creek Conservation Area. Trustee Murphy questioned if the contractor will be aware of horseback riders' needs and preferences. Both Paul Marien and Shane said yes they would take it into consideration. Trustee Elliott asked if existing trails will remain the same and Paul replied "yes".

Trustee Johnson MOVED to approve using the Services of Massie, Massie + Associates to perform an analysis of potential trail crossing sites at Sand Creek Conservation Area with the fee not to exceed the amount of \$5,320.00.

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

## **8. Staff Reports:**

Paul Marien gave highlights for the Administration Office in Pam Smith's absence. He reported that investments were being evaluated and that Pam had been busy with budget preparation.

Paul Marien reported that the District had received a FOIA request from a watchdog group in Paris, Illinois, and with the assistance of the attorney, he responded to the request. Paul reported that over \$53,000.00 had been raised for the new playground.

Richie Wolf reported that 350 students attended the DIVE-IN program. WAND-TV reported on two events that were held. The volunteer Holiday part was well received with almost 115 in attendance. Richie reported that Paul Marien will be speaking to the Conservation Foundation in regards to funding bussing for the school field trips.

Shane Ravellette reported that the deer management program has been good with harvest numbers. Timber stand improvement was done at Fort Daniel Conservation Area and a burn was conducted on December 20<sup>th</sup> at Fort Daniel.

## **9. Other:**

The January Board meeting will be held in the East Conference Room. Two of the Trustees will be absent at the January meeting.

## **COMMENTS FROM TRUSTEES:**

Trustee White inquired if the District had a safety policy. Paul Marien stated that the District does have a safety policy as well as a safety committee. Trustee White mentioned about a firm he knows that does "security type trainings." Paul reported that the District does have a crisis management manual for employees.

**ADJOURNMENT:**

There being no further business, Trustee Johnson MOVED to adjourn the Regular Public Meeting at 6:28 p.m.

Trustee Jenson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

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President

ATTEST:

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Secretary