

MACON COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES -- REGULAR PUBLIC MEETING AGENDA

April 20, 2011 7:00 p.m.

ROCK SPRINGS NATURE CENTER – DECATUR, ILLINOIS

- I. PUBLIC HEARING-ANNUAL BUDGET**
- II. CALL TO ORDER REGULAR MEETING**
- III. SECRETARY’S REPORT**
 - 1. Approval of the Minutes of the March 16th Budget Study Session and Regular Public Meeting.**
- IV. TREASURER’S REPORT AND MONTHLY DISBURSEMENTS**
 - 1. Approval of Treasurer’s Report for April, 2011**
 - 2. Approval of April disbursements including additions**
- V. COMMENTS FROM AUDIENCE**

The Board will receive public comments concerning items on the agenda, as well as communications, petitions, reports from citizens or representatives of other agencies. Such comments should not include discussion of personnel matters, which should be brought directly to the attention of the administration.
- VI. PRIOR BUSINESS**
 - 1. Sheriff Department Proposal**
- VII. NEW BUSINESS**
 - 1. Adopt the Budget and Appropriation Ordinance**
 - 2. Authorization to Dispose of Old Records**
 - 3. Appointment of Nominating Committee**
 - 4. Adopt Annual Meeting Schedule**
 - 5. Approve Depository Designation & Signatories**
 - 6. Approval of Truck Purchase**
 - 7. Payout for the Addendum to the Master Plan**
 - 8. Contract with CMS for rental of Office Space**
 - 9. Intergovernmental Agreement and Contract for Summer School Camps**
 - 10. Final Payout Campground Electrical**
 - 11. Engagement Letter-Annual Audit**
 - 12. Other**
- VIII. COMMENTS FROM TRUSTEES**

IX. EXECUTIVE SESSION-Review of Minutes of previous Executive Sessions and the compensation and performance of specific employees of the public body.

X. ADJOURNMENT

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

April 20, 2011

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 7:05 p.m. by President Matthews, with the Pledge of Allegiance.

Board members present: President Matthews, 1st Vice-President Washburn, Secretary Elliott, Treasurer Horn and 2nd Vice-President Leonard.

Trustee Elliott MOVED to approve the Minutes of the March 16th Budget Study Session and Regular Public Meeting. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Horn MOVED to approve the Treasurer's Report and Monthly Disbursements with additions to the General Corporate Fund totaling, \$15,127.64. Trustee Washburn SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; Trustee Leonard, "AYE". Motion carried.

COMMENTS FROM AUDIENCE:

President Matthews called for comments from the audience. There were none.

PRIOR BUSINESS:

1. Sheriff Department Proposal
Sgt. Auten was present and discussed the proposal for the Grove Branch Area with Trustees. Director Merner stated that she and Paul Marien had walked the site to assess the potential impact on each area identified in the Sheriff Department's proposal. A report on their findings was given to the Board. Trustees asked the Sheriff's Department when they would be closing the current gun range. After discussion it was agreed that the staff would put together some figures as to the cost of restoring the land and prepare criteria the District uses to evaluate land for acquisition.

NEW BUSINESS:

1. Adopt the Budget and Appropriation Ordinance
The Board received a copy of the Budget and Appropriation Ordinance. Staff recommendation was to adopt the Ordinance. Trustee Horn MOVED to adopt the Ordinance for fiscal year April 1, 2011 – March 31, 2012. Trustee Washburn SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

2. Authorization to Dispose of Old Records
A copy of the Records Disposal Certificate from the Illinois State Archives was given to the Board showing permission from the State to dispose of records and files that no longer need to be saved. The files will be shredded on site at a cost of approximately \$300.00. Staff is requesting Board authorization to dispose of these records. Trustee Horn MOVED to dispose of the records as stated above. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.
3. Appointment of Nominating Committee
Mark Stahl has been nominated to serve as Trustee. Trustee Leonard MOVED to approve the nomination of Mark Stahl and recommend him to the Macon County Board Chairman. Trustee Washburn SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.
4. Adopt Annual Meeting Schedule
Trustee Horn MOVED to approve the following meeting schedule, as presented.

MEETING DATES
MAY 2011 – APRIL 2012

All meetings will be held the third Wednesday of the month at the Rock Springs Nature Center at 7:00 p.m. unless otherwise specified or notified.

2011

May 18, Wednesday

June 15, Wednesday

July 20, Wednesday

August 17, Wednesday

September 21, Wednesday

October 19, Wednesday

November 16, Wednesday

December 21, Wednesday

2012

January 18, Wednesday

February 15, Wednesday

March 21, Wednesday

April 25, Wednesday

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

5. Approve Depository Designation and Signatories
Trustee Horn MOVED to approve the following list of depositories and the signatories resolution.

DEPOSITORIES FOR FISCAL YEAR APRIL 1, 2011 – MARCH 31, 2012

Hickory Point Bank
Central Illinois Bank
Gerber State Bank
Regions Financial Company
PNC Bank
Busey Bank
State Bank of Niantic
Soy Capital Bank
The Illinois Funds
Town & Country Bank
First Mid-Illinois Bank and Trust
Prairie State Bank & Trust
Buena Vista National Bank
Maroa Forsyth Community Bank
Peoples Bank of Macon
State Bank of Blue Mound

SIGNATORIES RESOLUTION

Fiscal Year April 1, 2011 - March 31, 2012

BE IT RESOLVED by the Board of Trustees of the Macon County Conservation District that Kathleen Merner, Executive Director; Susan Matthews, Board President; Rod Washburn, Board 1st Vice-President; Anne Elliott, Board Secretary; and David Horn, Board Treasurer; be authorized to endorse all checks for the Macon County Conservation District for all the District funds at all applicable banks, effective April 21, 2011.

Trustee Horn MOVED to approve the above Resolution as presented. Trustee Washburn SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

6. Approval of Truck Purchase
 Authorization is requested to purchase the following vehicles from the State of Illinois' list of vehicles through their joint purchase program. Following is the list of vehicles and trade in amounts.

Ford Escape Hybrid (replaces 1997 Jeep Cherokee)	State Bid Price Less trade	\$28,628.00 <u>-2,000.00</u> \$26,628.00
Ford F150 Truck regular cab (replaces 1996 F150 Truck)	State Bid Price Less trade	\$19,037.00 <u>-1,000.00</u> \$18,037.00
Ford F250 Truck super cab (Replaces 1997 F 250 Truck)	State Bid Price Less trade	\$23,308.00 <u>-2,000.00</u> \$21,308.00

Trustee Horn MOVED to approve the truck purchases as stated above. Trustee Washburn SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; Trustee Leonard, "AYE". Motion carried.

7. Payout for addendum to the Master Plan
 The final plans for the Wright Banton Audubon site and for the Lieby Hall Conservation area have been completed by Kaskaskia Engineering at a cost of \$2,240.00. Trustee Horn MOVED to authorize payment as stated above. Trustee Leonard SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; Trustee Leonard, "AYE". Motion carried.
8. Contract with CMS for Office Space
 The Board received a copy of the agreement between Illinois Department of Central Management Services and the Macon County Conservation District for Office Space at the Rock Springs Nature Center. This contract is for five years with monthly rent starting at \$150.00 per month and ending September 30th, 2016, at \$156.00 per month. Trustee Leonard MOVED to approve the contract with CMS as modified. Trustee Horn SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; Trustee Leonard, "AYE". Motion carried.
9. Intergovernmental Agreement and Contract for Summer School
 The Conservation District will partner with the Decatur Area Education Coalition, the Decatur Park District and the Decatur School District to offer Kindergarten Camp again this summer. The Decatur Area Education Coalition will reimburse the District for the salary costs of the two counselors who will

work directly with the camp children for Kindergarten Camp. Trustee Horn Moved to approve the agreement as presented. Trustee Washburn SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

The Conservation District will serve as an excursion site for Camp Connections which is a summer camp opportunity for 1st through 6th grade students being offered by the Decatur School District. The Conservation District will hire two camp counselors to provide the environmental education activities and will supply equipment and supplies needed for the activities. The District will receive \$10,000 for participating which will be used as reimbursement for the salary expenses and the costs of equipment and supplies.

Trustee Horn MOVED to approve the contract with the Decatur School District as presented. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

10. Final Payout Campground Electrical
Staff recommended board approval for the final payout to Bodine Electric for work completed at the Friends Creek Conservation Area campground. Final payment is in the amount of \$46,210.00. Trustee Horn MOVED to authorize final payment as stated above. Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; and Trustee Leonard, "AYE". Motion carried.
11. Engagement Letter Annual Audit
Trustees received a copy of the engagement letter from May, Cocagne & King, P.C. stating that their gross fee including expenses will not exceed \$9,450.00 for the audit and \$1,100 for the preparation of the Foundation's tax forms. Trustee Leonard MOVED to approve the engagement letter as stated above. Trustee Horn SECONDED the Motion. Roll call vote was as follows: Trustee Washburn, "AYE"; Trustee Elliott, "AYE"; Trustee Matthews, "AYE"; Trustee Horn, "AYE"; Trustee Leonard, "AYE". Motion carried.

COMMENTS FROM TRUSTEES:

Trustee Washburn commented that he had attended the Volunteer Recognition Dinner and that it was a great time and excellent food and entertainment.

EXECUTIVE SESSION:

Trustee Leonard MOVED to go into Executive Session at 7:55 p.m. for the purpose of review of previous Executive Sessions and the compensation and performance of specific employees of the public body. Trustee Horn SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Elliott MOVED to return to the Regular Public Meeting at 10 p.m. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Elliott MOVED to approve the Executive Session Minutes of April 20, 2011. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

There being no further business, Trustee Elliott MOVED to adjourn the Regular Public Meeting at 10:02 p.m. Trustee Leonard SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

President

ATTEST:

Secretary