

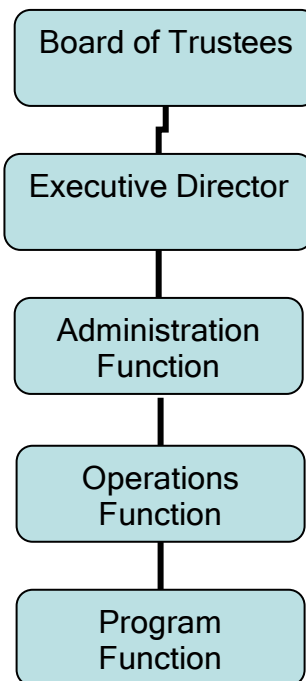
**Illinois Freedom of Information Act (5ILCS 140/4)
Required Postings**

1. Brief description of the Macon County Conservation District, hereinafter called the District, is as follows:

A. Purpose: The purpose of the District is set forth in the Conservation District Act (70 ILCS 410/1-410/19).

The mission of the District is to promote the conservation of natural and cultural resources by acquiring, maintaining and restoring native ecosystems and cultural sites so as to leave them unimpaired for future generations.

B. Functional Subdivisions:



C. Budget: The total amount of the FY 2012 budget of the District is \$3,320,437.00

D. The administrative offices of the District are located at:
3939 Nearing Lane, Decatur, IL 62521
217-423-7708
www.maconcountyconservation.org

Rock Springs Maintenance Building
3740 Banton Lane
Decatur, IL 62521

Sand Creek Maintenance Building
946 Elwin Road
Decatur, IL 62521

Friends Creek Maintenance Building
13723 Friends Creek Park Road
Cisco, IL 1830

E. Employees: The District employees approximately 15 full-time and 25 part-time employees.

F. Board and Officers: The identification and membership of the board which operates in an advisory capacity relative to the operation of the District or which exercises control over its policies or procedures, or to which the District is required to report and be answerable for its operations are as follows:

1. The governing board is the five member Board of Trustees, which consists of the following members:

Susan Matthews, President (Term expires June 2011)
Rodney B. Washburn, 1st Vice-President (Term expires June 2012)
Anne Elliott, Secretary (Term expires June 2013)
David Horn, Treasurer (Term expires June 2014)
Edward Leonard, Jr., 2nd Vice-President (Term expires June 2015)

2. The Executive Director of the District is:

Kathleen Merner

3. The Freedom of Information Officers are:

Kathleen Merner, Paul Marien, Sharon Belue

II. Categories of Records Maintained by the District: The categories of Records under the control of the District include the following:

Agreements and contracts
Bid Documents
Board of Trustees meeting agendas and minutes
Board Resolutions and Ordinances
Correspondence
Educational Program Records
Equipment Maintenance Records

Financial reports: purchase requisitions, disbursement reports, annual audit reports, annual Treasurer's reports, proposals and bids.

Grant files

Incident reports

Maps

Newsletters

Permits: picnic and special use

Personnel records

Photographs

Plans and specifications

Procedures and policies of the District

Real estate records for property owned by the District

Restoration records