

**Vermilion County Conservation District  
Headquarters: Kennekuk County Park  
Danville, IL**

**RECORD OF PROCEEDINGS  
REGULAR MONTHLY MEETING OF THE  
BOARD OF TRUSTEES**

**Wednesday, July 18, 2018  
4:30 p.m.  
Environmental Education Center, Cellular One Classroom  
Kennekuk County Park  
Danville, IL**

President Myers called the July Regular Meeting of the Vermilion County Conservation District Board of Trustees to order and opened the meeting with the Pledge of Allegiance to the American Flag.

President Myers welcomed Doug Staske to the Vermilion County Conservation District Board of Trustees. Doug recently retired from the highway department and has always appreciated the Vermilion County Parks. He is happy to serve.

Roll call showed the following to be present.

Trustees Present: Randy A. Johnson  
Shelley K. McLain  
Jonathan A. Myers  
Charles B. Schroeder  
Doug R. Staske

Trustee(s) Absent: None

In attendance were Interim Executive Director Pasquale and Amy Steeples, Recording Secretary.

Staff members present included: Lara Darling, Nick Jeurissen, Mike Kotcher, Jeff Lete, and Charlie Rhoden.

First order of business, agenda item number four, was the Adoption of, or Amendments to the Agenda.

President Myers asked for amendments to the agenda. The order of agenda items 8 h. through 8 k. needed to be reconfigured. Item 8 k. will become 8 i.; thus 8 i will now be 8 j.; 8 j. will now be 8 k.

*Trustee Schroeder moved to approve the agenda as amended. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried.*

Agenda item number five. Approval of the Minutes from the June 20, 2018, Regular Meeting.

With no corrections, *Trustee Schroeder moved to approve the June 20, 2018, Regular Meeting Minutes as presented. This was followed by a second from Trustee Johnson. All in favor by acclamation, motion carried.*

Item number six. Audience Comments. President Myers stated each person has a maximum of three minutes, total maximum of 30 minutes for audience comments.

President Myers recognized Suzanne Smith, President of the Middlefork Audubon Society. Suzanne is in charge of the bluebird nesting box project, located at each park and explained a little about that project that has been going on for many, many years. Currently, the Middlefork Chapter has been working with Nick Jeurissen on the renovation of the Beech Grove Trail. Forest Glen Preserve in conjunction with the Middlefork Chapter on the re-pavement of the trail as a memorial to Marilyn Campbell. There is a project write up as well as fundraising plans. She wanted the Board to be aware of the plans and would like feedback regarding fundraising.

President Myers suggested contacting the VCC Foundation as well.

Agenda item number seven, the Treasurer's Report. President Myers asked if there were any questions on items seven a through d.

President Myers questioned check #38597 for soil evaluation at the Lorna Konsis Visitor Center. Interim Executive Director Pasquale answered that a new leech field is needed there and a soil test must be performed. The estimated project cost is less than \$1,000.

Check #38740 for fuel to Heritage Petroleum was for park use, as fuel for resale at Lake Vermilion is usually coded with a purchase order beginning with an AD and marked as Lake Vermilion.

Trustee McLain wanted clarification for a Visa charge for a "waste removal cover, freeze proof water tower" for \$2,154.32. Interim Executive Director Pasquale answered that was to be used at the Forest Glen campground dump station and water station so that cross contamination does not occur.

Trustee McLain asked about the purchase of four kayaks. Nick Jeurissen responded that he purchased them in hopes of having kayak camps for kids and families. Mark Pittman had canoe camps for kids & adults in past years and he hopes to use those programs as a guide. Kayaks are much easier to use than canoes. Trustee McLain agreed, adding that was a good price.

With no questions or comments, *Trustee Johnson moved to approve the Current List of Bills from June 2018 in the amount of \$13,849.65, which included check #'s 38732 -38749; the Manual Checks for June 2018 in the amount of \$34,430.40 which included check #'s 38588 – 38598, 38632 – 38640, and 38669 – 38672; the General Journal Entries for June 30, 2018; and the June 2018 Budget Report. This was followed by a second from Trustee Schroeder.*

President Myers requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Schroeder	-	yes
Trustee McLain	-	yes
Trustee Staske	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Agenda item number seven e. Interim Executive Director Pasquale reported that the NOW checking account balance is \$470,000.00; Illinois Funds Investment Pool totaled \$156,790.00; the Illinois Funds Money Market balance is \$5,190.00. First Farmers Bank balance is \$247,540.00; and Central Illinois Bank has a balance of \$248,270.00. The HRA has a balance of \$8,570.00. First Savings Bank account balance is at \$248,000.00. The balance remaining of the \$1M Bond Fund is \$147,000.00.

Interim Executive Director Pasquale noted that tax allocation dollars have already been received which are not usually given until August, and were deposited into the NOW account. Dollars will be moved to other accounts soon. Already received is the July allocation of CPPRT funding, which is about \$32,000.

The grand total of cash and investments less bond funds is \$1,237,360. This compares to \$624,125. in June of 2017.

President Myers asked if there were any questions from the Trustees regarding any of the accounts or investments.

Interim Executive Director Pasquale reported that Kim Fox called banks one week ago for CD interest rates, which he reported on the three, six, and twelve month rates for \$250,000. Typically, the District has not invested long term.

Discussion ensued.

Trustee Staske asked if there was a policy or goal regarding the retention of 50% of annual operating expenses in reserve.

Interim Executive Director Pasquale answered, there is not a set amount; the District does not want to trend too high, but keep enough as reserve.

Agenda item number eight, Specific Items of Business to be Transacted.

Item eight a. Trustee Elections. President Myers opened nominations for the officers.

*Trustee Schroeder nominated Jonathan Myers for the office of President, second by Trustee Johnson. There were no others. Trustee Johnson moved to close nominations for President, second by Trustee Staske; all in favor by acclamation. All in favor by acclamation for Jonathan Myers, as VCCD Board President, motion carried*

*President Myers nominated Chuck Schroeder for the office of 1<sup>st</sup> Vice President, second by Trustee Johnson. There were no others. Trustee Schroeder moved to close*

*nominations for 1<sup>st</sup> Vice President, second by Trustee McLain; all in favor by acclamation to close nominations. All in favor by acclamation for Trustee Schroeder as VCCD Board 1<sup>st</sup> Vice President, motion carried.*

*Trustee Johnson nominated Doug Staske for the office of 2<sup>nd</sup> Vice President, second by Trustee McLain. There were no others. Trustee Schroeder moved to close nominations for 2<sup>nd</sup> Vice President, second by Trustee McLain; all in favor by acclamation. All in favor by acclamation for Doug Staske, as VCCD Board 2<sup>nd</sup> Vice President, motion carried.*

*Trustee Johnson nominated Shelley McLain for the office of Secretary, second by Trustee Schroeder. There were no others. Trustee Schroeder moved to close nominations for Secretary, second by Trustee Johnson; all in favor by acclamation. All in favor by acclamation for Shelley McLain, as VCCD Board Secretary, motion carried.*

*Trustee McLain nominated Randy Johnson for the office of Treasurer, second by Trustee Staske. There were no others. Trustee McLain moved to close nominations for Treasurer, second by Trustee Staske; all in favor by acclamation. All in favor by acclamation for Randy Johnson, as VCCD Board Treasurer, motion carried.*

Item eight b. Discussion of 2018 Tax Levy. Filing of the levy does not have to be done until the second week of December.

Interim Executive Director Pasquale presented the Trustees with the tax computation report and Conservation District settlement sheet for Vermilion County. He explained the District is limited to 10¢ on the corporate fund, currently at 8.7¢. The other funds, with the exception of the audit fund, have no tax limit.

President Myers reported that for eight years, there were *no* tax increases. Three years ago, the District levied 5%, and two years ago 10% with a truth in taxation hearing. This was done in preparation for the bond issue.

Interim Executive Director Pasquale offered that if the board decided to levy just under the 5% allowable amount, based on this year's valuation, it would amount to \$57,000. across all funds.

President Myers is concerned with staff and replacement and therefore covering their salaries.

Discussion ensued.

Once an executive director is in place, perhaps a staff evaluation could be done to see the need. This could help determine the level of tax to levy.

Interim Executive Director Pasquale added that staffing would be dependent on the course the District will be taking under the new executive director.

No action taken.

Item eight c. Approve Resolution No. 18-3, increase the bid limit for supplies, material or work. President Myers stated that currently the limits stand at \$20,000 for bidding; \$25,000 for supplies, material and work. This resolution will increase both to \$25,000.

The Conservation District Act allows up to \$25,000; State of Illinois is set at \$25,000 as well.

Trustee Staske asked for an example when this would be helpful.

Interim Executive Director Pasquale answered that road projects would be the main reason.

With no further questions, *Trustee Johnson moved to approve Resolution No 18-3, authorizing the District to increase the bid limit of the Vermillion County Conservation District to the amount of \$25,000. This was followed by a second from Trustee Staske.*

President Myers requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Staske	-	yes
Trustee Schroeder	-	yes
Trustee McLain	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Item eight d. Approve Ordinance No. 147, regulating political activities and the solicitation and acceptance of gifts by District Officers and Employees pursuant to the Illinois State Officials and Employees Ethics Act. President Myers stated that the Ordinance has to be at least as restrictive as the Act. As a board trustee, he is concerned with the verbiage regarding an “officer” doing anything with or for any political candidate. It is not even clear if the District is ruled under this ordinance. The District’s Attorney John Beardsley drafted this document.

After some discussion, *Trustee Johnson moved to table Ordinance No. 147 until more information could be obtained. This was followed by a second from Trustee Schroeder. All in favor by acclamation, motion carried.*

Item eight e. Discuss/Amend/Approve updated personnel policy. This first draft of this document was not expected to be approved tonight. President Myers accepted Trustee McLain’s offer to review.

Trustee Staske commented that Section 905, bid limit, should now be updated.

President Myers dictated that the District’s policy on park vehicles should be thought about & discussed due to the liability the District assumes with employee’s taking home park vehicles. In the attorney’s opinion, no employee should do so. This should be addressed in the personnel policy.

With no other comments, *Trustee Schroeder moved to postpone approval of the VCCD Personnel Policies and Procedures Manual. This was followed by a second from Trustee Staske. All in favor by acclamation, motion carried.*

Amy Steeples commented that if the board wished to have input from employees, they would be willing to assist.

Item eight f. Discuss/Approval of legal action against former cash rent farmer. President Myers and Interim Executive Director Pasquale explained the past history and why the District may be seeking restitution. The cost to proceed with legal action may exceed the benefits gained, but to do nothing may be wrong as well.

Discussion ensued.

With no further discussion, *Trustee McLain moved to authorize President Myers to contact the VCCD Attorney regarding legal action against the previous cash rent farmer, up to and including placing a lien on the Seaton personal property. This was followed by a second from Trustee Johnson. All in favor by acclamation, motion carried.*

The Trustees were in agreement that future contracts should be worded in order to protect the District. Interim Executive Director Pasquale responded that, from now on prepayment will be required. That is a normal method.

Item eight g. Review executive session minutes from January 17, 2018; March 21, 2018; April 18, 2018; May 8, 2018; May 23, 2018; for release or hold. These minutes were included in the Trustee's packets for review.

After brief discussion, *Trustee Schroeder moved to release March 21, 2018 only; January 17, 2018; April 18, 2018; May 8, 2018 and May 23, 2018 remain closed. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried.*

Item eight h. Approve out of county residency for current employee. President Myers stated that the current personnel and policy manual states that all employees maintain Vermilion County residency, unless approved by the VCCD Board of Trustees. When current employee Nick Jeurissen was hired, no request was made to approve his residency in Champaign County. This is now requested.

This should be a consideration in the updated personnel policy. Many organizations require only the highest administration comply with residency requirement.

With no further discussion, *Trustee Johnson moved to suspense in county residency for current employee Nick Jeurissen. This was followed by a second from Trustee Schroeder. All in favor by acclamation, motion carried.*

Item eight i. Approve Resolution 18 – 4, bequest of funds. Interim Executive Director Pasquale stated that Gary Whittiker, former VCCD volunteer had a bequest of funds to the Vermilion County Conservation Distract, Kennekuk County Park. With this, at the request of their request, an account needs to be opened with William C. Burnside & Company, Inc. to receive this transfer of funds.

With no discussion, *Trustee Schroeder moved to approve Resolution No. 18-4, the creation of an account with William C. Burnside & Company in order to receive a transfer of funds from a bequest of Gary Whittaker to the Vermilion County Conservation District. This was followed by a second from Trustee Johnson.*

President Myers requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Schroeder	-	yes
Trustee Staske	-	yes
Trustee McLain	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Trustee McLain requested a letter of thanks be sent. Lara Darling had already sent a letter to the family. Interim Executive Director Pasquale and another staff member attended the visitation.

Trustee Staske asked if this was a unique situation. Interim Executive Director Pasquale responded that some gifts of this amount go through the Foundation (501 (C) 3 tax exempt) but this one came directly to the District.

President Myers commented that this gift along with an estimated \$140,000 dedicated to the Kennekuk Education Center Phases II and III can be used toward architectural plan cost and will be greatly valued. He went on to clarify that the Vermilion County Conservation *District* Foundation was formed in conjunction with the Conservation District Act and under the authority of the VCCD Board of Trustees. The Act allowed the Foundation to received gifts in a charitable manner. Since audit requirements were such that they could not afford to be audited under the VCCD, the Foundation chose to form their own conservation foundation (VCCF). They remain closely tied to the District, but can choose other conservation avenues as well. It would be proper to receive donations through the VCCF, allowing the donor a charitable deduction.

Item eight j. Approve VCCD Education Supervisor salary.  
Item eight k. Executive Director Search Committee update.

Items eight j. and eight k. discussed in Executive Session.

*Trustee McLain moved to retire to executive session in conjunction with Illinois Open Meeting Act 5 ILCS 120/2 (C)(1) as stated. This was followed by a second from Trustee Johnson.*

President Myers requested a roll call vote. The results as follows:

Trustee McLain	-	yes
Trustee Johnson	-	yes
Trustee Staske	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, retired to executive session at 6:05 p.m. No action was taken in executive session.

The Board returned from executive session at 6:09 p.m.

*Trustee Johnson moved to approve the Education Supervisor salary in the amount of \$41,500 per year. This was followed by a second from Trustee McLain.*

President Myers requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Staske	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

The Board took no action on agenda item eight k. Executive Director Search Committee update.

Agenda item nine a: VCCF Report. Amy Steeples, Recording Secretary for the VCCF reported the next meeting is Friday, July 27, 9 a.m., Kennekuk Education Center. The main agenda item will be the Cheeseburgers & Fun event, scheduled for August 11, 8 a.m. – 10 p.m. with the cheeseburger cookout beginning at 3 p.m.

This concluded the VCCF Report.

Agenda item nine b; VCCD Education Report. The Trustees were provided with this report in their packets. President Myers inquired as to what “animal calls” were.

Lara Darling responded that the District receives calls from the public regarding injured and nuisance wildlife. Advice is given.

Trustee McLain requested information regarding wildlife calls. Amy Steeples will email some Wildlife Information Resource contact information to Trustee McLain.

Agenda item nine c: VCCD Maintenance and Land Management Report. The Trustees were provided with these reports in the mail.

Agenda item nine d: Appoint Kennekuk Environmental Education Center Phase II and III Feasibility Committee. President Myers has spoken with Trustee Staske regarding this and it is their recommendation for this to be tabled until the new executive director is hired.

Agenda item nine e. Appoint Kennekuk Environmental Education Center Phase II and III Construction Committee. President Myers has spoken with Trustee Johnson regarding this and it is their recommendation for this to be tabled until the new executive director is hired.

This concluded Representative Reports.



Agenda item ten: Report from the Interim Executive Director. Interim Executive Director Pasquale began with the work at Lake Vermilion. The entrance drive repair has begun and some asphalt work will be done. There are drainage issues there that need to be addressed before more work can be done.

Interim Executive Director Pasquale attended a KRT preconstruction meeting with IDOT in Paris. Cross Construction will begin as soon as tree removal can be done after October due to possible Indiana bat habitat. ITEP funding/grant dollars were returned then regained due to Illinois State budget restrictions. Since the original plan for the trestle bridge along the trail was designed, IDOT has changed the plan to totally redo the bridge by tearing off and reconstructing the path. While this will take longer and will be more expensive, the good news is that the bridge is owned by IDNR. The City of Urbana received a grant for a feasibility study to expand the trail by Carle Hospital and City of Danville is working toward connecting the trail to their proposed Riverwalk area. Nick Jeurissen, Cole Craft and he attended a KRT operations and maintenance meeting in Champaign to learn about care and vandalism on the trail.

Upcoming events: Summer Camps include Creek Stomping on July 14; Kids Cooking on July 24 and 25. Most camps were full, having to schedule additional sessions! IACD Quarterly Meeting on July 26 that Nick Jeurissen and he will be attending. A Forest Glen public hayride will be held on August 4; a public display at the Georgetown Fair August 4 – 10; Cheeseburgers & Fun on August 11.

The next VCCD Board Meeting will be Wednesday, August 15, 2018; 4:30 p.m., Environmental Education Center, Kennekuk County Park.

There were no comments or questions.

This concluded the Report of the Interim Executive Director.

Agenda item eleven: President's and Trustee's Comments.

President Myers stated that the Health Insurance Committee will be reinstated chaired by a trustee along with employees. The committee's goal is to find a plan that will be mutually beneficial to both the taxpayer and the employee. This will be under representative reports for the next regular meeting.

A special board meeting was scheduled for Wednesday, August 1, 2018, 4:30 p.m. to announce the selection of the new VCCD Executive Director. President Myers thanked the Search Committee for all their hard work with the selection.

Trustee Schroeder commented that he had learned a lot during the selection process.

Trustee Staske commented that he appreciated all the work involved with the Search Committee.

Trustee McLain had no comment.

Trustee Johnson had no comment.

With no further discussion and all business transacted, *Trustee Johnson moved to adjourn the meeting at 6:26 p.m. This was followed by a second from Trustee Staske. All in favor by acclamation.*

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Shelley McLain  
Secretary  
VCCD Board of Trustees