

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

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

**Wednesday, May 15, 2019  
4:30 p.m.  
Cellular One Classroom  
Environmental Education Center, Kennekuk County Park  
Danville, IL**

A public hearing was conducted for the Budget and Appropriations Ordinance for Fiscal Year 2019 -2020, Ordinance No. 151, at 4:30 p.m. Executive Director Pasquale presented the final budget. He noted the only amendments from the tentative budget which was approved in March 2019 and placed on public display.

Cash Fund Balances were updated to reflect actual end of year balances.

Page two, Administrative Expenses: the total of \$575,300 was correct, line item *surveying expense* \$3,500 had been omitted in the first draft.

Page seven, Other Expenses: the total of \$54,125 was correct, line item *soft drinks* was decreased from \$3,000 to \$2,900.

Total revenue is \$1,402,590; estimated cash for expenditures is \$2,135,000; total estimated Corporate Fund Expenditures is \$1,683,655.

Executive Director Pasquale noted that under Capital Improvements, General, a tractor is listed for \$20,085. The VCC Foundation bought the VCCD a tractor for around \$40,000 several years ago and now the VCCD is planning to trade that tractor for another, paying the difference.

President Myers commented that he appreciated the language clarifying the District's use of dedicated funds; this explains why the budget is not balanced when looking at the numbers, but is operationally.

There were no other comments or questions from the Trustees or the audience.

President Myers asked for adoption of Budget and Appropriations Ordinance No. 151. *Trustee Johnson moved to adopt Ordinance No. 151 for Fiscal Year 2019-2020 as presented this date. This was followed by a second from Trustee Staske.*

President Myers asked for a roll call vote.

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

The motion to adopt Ordinance No. 151 passed with a 5 – 0 vote.

This concluded the public hearing.

President Myers called the May 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.

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 was Executive Director Pasquale, Associate Director of Administration and Personnel Fox, and Amy Steeples, Recording Secretary.

Staff members present included: Cole Craft, Lara Darling, Mike Kotcher and Gary Tyrl.

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

President Myers asked for amendments to the agenda.

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

Agenda item number eight. Approval of the Minutes from the March 20, 2019, Regular Meeting.

*With no corrections, Trustee Johnson moved to approve the March 20, 2019, Regular Meeting Minutes as presented. This was followed by a second from Trustee Schroeder. All in favor by acclamation, motion carried.*

There was no meeting in April 2019; therefore no April minutes were presented for approval.

Item number nine. Audience Comments. President Myers stated each person has a maximum of three minutes, total maximum of 30 minutes for audience comments. There were none.

Agenda item number ten, the Treasurer's Report. President Myers asked if there were any questions on items ten a through h. This included the bills, checks, journal entries & budget reports for March 2019 and April 2019.

Trustee Johnson asked who White's Enterprises was.

Executive Director Pasquale responded that was the company that installed the poured floor at the Kennekuk Visitor's Center.

President Myers asked about the miter stand expense included in check #39665. He read in the education report one was donated.

Executive Director Pasquale answered that two were needed; one donated the other was purchased.

President Myers inquired about the computer purchase for \$1,608., included in check #39665.

Executive Director Pasquale answered that it was for his use and it required more memory and faster processing for Quickbooks software. It also had dual hard drives and a large screen.

Trustee Johnson asked about offsite storage and backup procedures.

Associate Director of Administration and Personnel Fox responded that the District is set to back up on an external hard drive on her computer that is switched out each week and locked in a fireproof safe. She also backs up files on a jump drive which she takes home.

*With no other questions or discussion, Trustee Johnson moved to approve the Current List of Bills from March 2019 in the amount of \$4,500.70, which included check #'s 39578 – 39589 and April 2019 in the amount of \$17,706.10, which included check #'s 39669 - 39687; the Manual Checks for March 2019 in the amount of \$86,151.16 which included check #'s 39546 - 39558, 39573 – 39577, 39590 – 39600, and 39615 – 39631; and April 2019 in the amount of \$61,506.54, which included check #'s 39647 – 39668, 39688, 39709 – 39728, and 39748 - 39752; the General Journal Entries for March 31, 2019, and April 30, 2019; and the March and April 2019 Budget Reports. 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 Staske	-	yes
Trustee McLain	-	yes
President Myers	-	yes

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

Agenda item number ten i. Report on Cash and Investments. Associate Director of Administration and Personnel Fox reported both the April and May reports were given to the Trustees. The May 15, 2019 report states that the NOW checking account balance is \$97,305; Illinois Funds Investment Pool totaled \$334,830, the Illinois Funds Money Market balance remains at \$5,200. The money market passbook account at First Farmers Bank balance is \$190,830; and Central Illinois Bank remains at \$48,600. The HRA has a balance of \$4,500. First Savings Bank NOW account balance is \$108,280. The 12 mo. CD at Central Illinois Bank at 2.25% interest balance is \$101,100. A new 3 mo. CD at Iroquois Federal at 2.34% interest has a balance of \$102,315 [Whittaker Funds]. The 3 mo. CD balance is \$140,592 at Iroquois Federal at 2.34% [Wagner Funds].

The grand total of cash and investments less bond funds remaining is \$1,058,338.79. This compares to \$697,326. in May of 2018.

President Myers commented that the bond funds need to be spent this year.

Trustee Staske asked for details regarding the Iroquois Federal CD which had matured on 4/28/19 and the First Financial CD maturing on 4/22/19.

Associate Director of Administration and Personnel Fox responded that the Iroquois Federal CD was deposited into the District checking account, and then divided into the two Iroquois Federal CD's leaving approximately \$7,000 in the checking account. The First Financial CD was deposited into the District checking account since the busy recreational season has begun.

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

Item eleven a. Approve Specifications for Road Seal Coating. Executive Director Pasquale explained that the specifications should be amended to add aggregate and list it as C816 crushed gravel, meeting IDOT material specs and the hypo-polymer HFP oil at 0.3 gallon per square yard as per Trustee Staske recommendations.

With no other questions or comments, *Trustee Johnson moved to approve the specifications for road seal coating as amended. This was followed by a second from Trustee Staske. All in favor by acclamation. Motion carried.*

*Trustee Staske moved to retire to Executive Session pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (C) (11) as stated. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried. The Board retired to executive session at 4:55 p.m.*

*The Board returned from executive session at 4:59 p.m. No action was taken in executive session.*

Agenda item twelve a. VCCF Report. Amy Steeples reported that Mark Pittman resigned as a Foundation Director on April 26, 2019 due to moving out of state. There are currently four VCCF Associate Directors, who are non-voting members of the Board who may be considered for directorship should there be an opening. Associate Director Mike Van De Walker was appointed and voted in to serve the remaining term of Mark Pittman. Amy gave the Trustees a copy of the current Foundation Directors and Associates.

Cheeseburgers and Fun event will be August 10<sup>th</sup> and grilled burgers will be served this year. The next VCCF meeting will be June 14, 9 a.m., Kennekuk Education Center.

This concluded the VCCF Report.

Agenda item twelve b. VCCD Education, Maintenance and Land Management Report. The reports were included with the Trustee's packets.

President Myers was interested to hear about the lost & found mushroom hunters.

Executive Director Pasquale reported that they were older ladies, not really lost only about 50 yards from a roadway.

President Myers was complimentary regarding the VCCD Summer Camps near full enrollment.

Lara Darling thanked President Myers for attending Conservation Olympics, helping with the Obstacle Course event and handing out medals.

This concluded VCCD Education, Maintenance and Land Management Reports.

Agenda item twelve c. Kennekuk Environmental Education Center Phase II and III Feasibility Study Committee. Trustee Staske had no report.

This concluded Representative Reports.

Agenda item thirteen: Report from the Executive Director. Executive Director Pasquale reported that with all the rain, it has been difficult to get the parks ready for the big start to the summer season. The concrete has been poured for the base of the new Lake Vermilion Concession Stand, and it is hoped to be in use for Memorial Day weekend. This building is courtesy of Julius Hegeler.

Building and shelter rentals have been busy – taking reservations, cleaning, opening and closing. The spring session of Outdoor School will conclude this week.

Projects planned:

- Repair Heron County Boardwalk. We hope to come up with a long-term plan here for longevity since this is a very popular area.
- Willow Creek Pond erosion problem. In 2015, it was estimated that a complete fix by professionals would cost \$400,000. The District cannot afford that, so he is hoping to come up with another way to save the pond that can be done in-house.
- Laury Barn Roof replacement. The material is purchased and will be done by our staff.
- Preparation for road resurfacing. The only job the road coat crew performs is “brooming”, so we are responsible to fill potholes. The District has the Durapatch machine to accomplish this prep work.

Trustee Johnson commented that Kickapoo State Park’s shelters and roads are in bad shape. He is pleased to hear the VCCD plans improvements.

Trustee Johnson asked if the District had received word regarding the Sportsman’s Alliance grant.

Lara Darling had applied for the grant; responded that she had not heard anything.

Trustee Johnson encouraged her to apply each year.

Executive Director Pasquale reported that there had been no more activity on the KRT since the trees were cut and removed by the deadline. He were pleased with the number of trees remaining. The entire project is to be completed in eighty work days, so it should be completed before Labor Day.

IDNR has completed the revised plan for the trestle bridge. They submitted the plan to IDOT for approval. It is hoped that there will be an August bid-letting with a spring of 2020 construction date.

Brief discussion regarding the trail progress and ongoing plan ensued. No action was taken.

There were no other comments or questions.

This concluded the Report of the Executive Director.

Agenda item thirteen a. Report from the Director of Administration and Personnel. Associate Director of Administration and Personnel Fox reported that the Visitor Center remodel is done. The auditors will be in house beginning Monday, May 20, usually spending one week to complete their work here.

There were no other comments or questions.

This concluded the Report of the Associate Director of Administration and Personnel.

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

President Myers had asked that each Trustee receive a copy of the unused compensation time for each employee for the previous few years. This is really dollars staff has donated back to the park by not taking time off that was earned by working more than the forty hours per week. Showing as we already know, the dedication of this staff.

Executive Director Pasquale stated that some time can be converted toward IMRF, but four employees have already maxxed out on that.

Trustee Johnson stated that he is amazed with what gets done here, thanking everyone.

Trustee Staske commented that he supports cancelling any VCCD Board Meeting when there is no pertinent business.

Executive Director Pasquale stated that some bills must be paid timely, thus without board approval. The Board concurred.

Trustee Schroeder had no comment.

Trustee McLain had no comment.

With no further discussion and all business transacted, *Trustee Johnson moved to adjourn the meeting at 5:22 p.m. This was followed by a second from Trustee Schroeder. All in favor by acclamation.*

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Shelley McLain  
Secretary  
VCCD Board of Trustees