

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

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

**Wednesday, December 11, 2019
4:30 p.m.
Environmental Education Center, Cellular One Classroom
Kennekuk County Park
Danville, IL**

President Schroeder called the December 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.

Agenda item number three, Roll Call showed the following to be present.

Trustees Present: Michael P. Arbuckle
Randy A. Johnson
Shelley K. McLain
Charles B. Schroeder
Doug R. Staske

Trustee(s) Absent: None

In attendance were Executive Director Jamie Pasquale, Associate Director of Administration and Personnel Kim Fox, and Recording Secretary Amy Steeples.

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

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

President Schroeder 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 five. Approval of the Minutes from the November 20, 2019, Regular Meeting.

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

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

There were no comments.

Agenda item number seven, the Treasurer's Report. President Schroeder asked if there were any questions on items seven a through d. This included the bills, checks and journal entries for November 2019.

Trustee Arbuckle questioned check no #40523 for \$404.78 to Kirby Risk for 50 amp main breakers. Superintendent Kotcher clarified that it was for a box for 10 breakers for the campgrounds.

With no other questions or discussion, *Trustee Staske moved to approve the Current List of Bills from November 2019 in the amount of \$7,824.38, which included check #'s 40518 – 40530; the Manual Checks for November 2019 in the amount of \$80,990.02 which included check #'s 40425 - 40437, 40454 – 40455, 40473 – 40485, and 40500 - 40503; and the General Journal Entries for November 30, 2019. This was followed by a second from Trustee Johnson.*

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

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

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

Agenda item number seven e. Report on Cash and Investments. Associate Director of Administration and Personnel Fox reported that as of December 11, 2019, the NOW checking account balance is \$180,140; Illinois Funds Investment Pool balance is \$248,090, the Illinois Funds Money Market Fund totaled \$5,360. First Farmers Bank Money Market Passbook account balance is \$247,940; Central Illinois Bank Money Market passbook account balance is \$248,895. The Health Reimbursement Account (HRA) balance is \$6,715. First Saving Bank NOW account balance is \$148,500; the NOW account at Catlin Bank remains at \$150,000. The 7 mo. CD at Central Illinois Bank at 1.95% interest balance remains at \$102,250; 3 mo. CD [Whittaker Funds] at Iroquois Federal at .70% interest balance is \$102,919; the 3 mo. CD [Wagner Funds] at Iroquois Federal at .70% interest has a balance of \$141,420. The 3 mo. CD at Catlin Bank at .65%; insurance check for hail damage to the roofs has a balance of \$117,665.

The grand total of cash and investments for December 11, 2019: \$1,699,894. All the bond funds are expended. This compares to \$1,364,486. in December of 2018.

President Schroeder asked if there were any questions regarding the Budget Reports for December 2019. There were none.

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

Item eight a. Discuss/Approve employee holiday bonuses. President Schroeder asked if any Trustee wished to go into executive session. The Trustees were in agreement to remain in open session.

Trustee McLain stated that she had reviewed the budget and profit and loss performance reports and she would like to suggest Christmas bonuses for full and part-time employees.

Trustee McLain asked if the District had a Christmas party for the employees. Executive Director Pasquale stated that the District will provide a lunch for the employees for around \$200 - \$300 at the Kennekuk Education Center this year.

Trustee McLain continued, affirming the employees have been asked to pay more toward health insurance. The budget will support bonuses and she thinks a holiday bonus would be appropriate in the amount of \$200 net for full time; \$75 net for part-time employees. This will amount to an estimated \$3,400. She added that the reports show the VCCD is approximately \$5,000 under budget in salaries.

Trustee Johnson concurred, declaring that the employees are what make the District work so well.

With no further comments or discussion, Trustee McLain moved to approve a \$200 net bonus to each full time employee and \$75 net bonus to each part time employee of the Vermilion County Conservation District for Christmas. This was followed by a second from Trustee Johnson.

President Schroeder concurred, stating that the employees are the heart and soul of this District.

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

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

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

Item eight b. Discuss/Approve Outdoor Educator salary – new hire. Executive Director Pasquale suggested the trustees review the salary schedule provided to them. His recommendation would be to offer \$34,000 starting salary.

Trustee Johnson was concerned about hiring someone capable at this salary. Executive Director Pasquale stated that it was comparable to educators in Vermilion County. Lara Darling was in agreement regarding the salary amount; the position will require a four-year degree.

Discussion ensued.

With no more discussion or comments, Trustee Johnson moved to approve the posting of an environmental educator hiring at a salary of \$34,000. This was followed by a second from Trustee Staske.

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

Trustee Johnson	-	yes
Trustee Staske	-	yes

Trustee Arbuckle	-	yes
Trustee McLain	-	yes
President Schroeder	-	yes

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

Agenda item nine a. VCCF Report. Amy Steeples reported that the Foundation appointed new directors from the pool of associate directors, approved new associate directors, and elected new officers at the December 6, 2019 meeting. All directors were present. New associate directors are Emily Briggs, Nick Vinson, and Russ Hiatt. Resignations of current directors Bob Schifo, Heather Wheaton, and Gordon Thoennes were accepted. Appointments of associate directors to fill these vacant terms were: Julie Colby, Chris Crawford, and Emily Briggs.

Election of officers: Rick Strebing, Chairman; Park Arnholt, Vice Chairman; Mike Puhr, Treasurer; and Mike Courson, Secretary.

The next meeting will be Friday, February 14, 2020, 9 a.m.; Kennekuk Education Center.

This concluded the VCCF report.

Agenda item nine b. VCCD Education, Maintenance and Land Management Report. There were no reports given since it had only been three weeks. The activities for November through December will be added to next month's report.

Trustee Staske inquired about a pay estimate on Halverson Construction's work on the KRT.

Executive Director Pasquale responded, "No, we are not even getting weekly reports." He will reach out to them regarding this issue.

This concluded VCCD Education, Maintenance and Land Management Reports.

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

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported the first section of the KRT is officially open. IDOT, Cross Construction, Gary Tyril and he did a walk through and the \$2M project meets all specs. An announcement regarding the completion of the first section was sent to the media and there are photos from the public that are on Facebook now. Halverson Construction has been working on the IDNR section.

Executive Director Pasquale reported that the road project in Kickapoo is moving forward. He has been in contact with Kickapoo Site Superintendent, Tim Edison. Tim is requesting equipment that will help maintain the connecting trail and general park maintenance.

Remodeling at the Visitor Center continues. The large conference room and executive director office is now one open area which will be sectioned into three offices and one small

conference room. Currently, Executive Director Pasquale's office has been moved to the Education Center. Nick Jeurissen is experienced in construction and will be completing most of the work, framing hanging and finishing drywall, and painting. New ductwork will need to be installed as well.

Trustee Johnson asked about roof replacement bids from the hail damage.

Executive Director Pasquale answered there have been several inquiries, to his knowledge only B & B Roofing has been out to measure.

The next VCCD Board of Trustees Meeting will be Wednesday, January 15, 4:30 p.m.; Kennekuk County Park.

Agenda item ten a. Report from the Director of Administration and Personnel. Associate Director of Administration and Personnel Fox will be working on end of year payroll and has been updating the VCCD website with new information for 2020. She will be off from December 23 through January 2, but will be checking in the office periodically. The first day of shelter reservations is January 2, 2020.

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

President Schroeder wished everyone a Merry Christmas and Happy New Year.

Trustee Johnson wanted to know if anyone showed interested in the train car.

Executive Director Pasquale responded that he had not made time to contact anyone.

Trustee McLain had no comment.

Trustee Staske commented that the lights look nice in the park and the BHHA.

Trustee Arbuckle had no comment.

With no further discussion and all business transacted, *Trustee Johnson moved to adjourn the meeting at 4:58 p.m. This was followed by a second from Trustee McLain. All in favor by acclamation.*

Shelley McLain
Secretary
VCCD Board of Trustees