

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

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

**Wednesday, January 15, 2020
4:30 p.m.
Environmental Education Center, Cellular One Classroom
Kennekuk County Park
Danville, IL**

First Vice President Staske called the January 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
Doug R. Staske

Trustee(s) Absent: Charles B. Schroeder

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

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

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

First Vice President Staske 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 December 11, 2019, Regular Meeting.

With no corrections, Trustee Arbuckle moved to approve the December 11, 2019, 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. First Vice President Staske stated each person has a maximum of three minutes, total maximum of 30 minutes for audience comments.

Vermilion County Conservation District Foundation Chairman Rick Strebing was recognized and introduced himself as the newly elected Foundation Chairman. He stated that if there was anything that the VCCD needed from the Foundation, contact Executive Director Pasquale and he should contact the Foundation. They are always willing to work with the District.

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

Trustee McLain questioned check no #40623 to Menards, listed item for \$279.99 for a chest freezer. Executive Director Pasquale responded that two chest freezer had been purchased, this one for Lake Vermilion concession building. It was purchased with remaining funds from the Hegeler Foundation donation.

Trustee Johnson remarked regarding check no #40568 to VISA, listed item for \$2,325 for three automated external defibrillators. Executive Director Pasquale responded that \$1,400 of the cost was covered by a "safety grant" from the VCCD's Workman's Compensation provider. Training for the defibrillators, CPR and First Aid is set up for February 22, 2020.

With no other questions or discussion, *Trustee Johnson moved to approve the Current List of Bills from December 2019 in the amount of \$11,109.80, which included check #'s 40617 – 40630; the Manual Checks for December 2019 in the amount of \$62,940.63 which included check #'s 40504 - 40517, 40531 – 40534, 40559 – 40568, and 40580 - 40583; and the General Journal Entries for December 31, 2019. This was followed by a second from Trustee McLain.*

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Arbuckle	-	yes
First Vice President Staske	-	yes

The vote was 4 – 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 January 15, 2020, the NOW checking account balance is \$162,215; Illinois Funds Investment Pool balance is \$258,060, the Illinois Funds Money Market Fund totaled \$5,365. First Farmers Bank Money Market Passbook account balance is \$248,200; Central Illinois Bank Money Market passbook account balance is \$248,940. The Health Reimbursement Account (HRA) balance is \$6,100. First Saving Bank NOW account balance is \$148,535; the NOW account at Catlin Bank balance is \$150,025. The 7 mo. CD at Central Illinois Bank at 1.95% interest balance is \$102,740; 3 mo. CD [Whittaker Funds] at Iroquois Federal at .70% interest balance remains at \$102,919; the 3 mo. CD [Wagner Funds] at Iroquois Federal at .70% interest remains at \$141,420. The 3 mo. CD at Catlin Bank at .65%; insurance check for hail damage to the roofs remains at \$117,665.

The grand total of cash and investments for January 15, 2020: \$1,692,184. A reminder was given that all bond funds have been expended. This compares to \$1,223,556. in January of 2019.

First Vice President Staske asked if there were any questions regarding the Budget Reports for January 2020.

With no questions or comments, *Trustee Johnson moved to approve the Report on Cash and Investments as presented January 15, 2020. This was followed by a second from Trustee Arbuckle.*

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee McLain	-	yes
First Vice President Staske	-	yes

The vote was 4 – 0 in favor, motion carried.

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

Item eight a. Approve additional engineering fees for Kickapoo Rail Trail construction engineering. Executive Director Pasquale stated, “Exhibit A, Form of Statement of Work” is an agreement and also a bill to cover additional construction engineering for the KRT. He confirmed that the work stated was correct and the bill was owed to Farnsworth. The fees listed: \$35,800 (Cost plus fixed fee); \$1,200 (Hourly – approximately \$200 per visit including monthly report).

With no questions, *Trustee Johnson moved to approve Exhibit A, Form of Statement of Work from Farnsworth as presented. This was followed by a second from Trustee McLain.*

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Arbuckle	-	yes
First Vice President Staske	-	yes

The vote was 4 – 0 in favor, motion carried.

Item eight b. Approve updated VCCD sexual harassment policy. Executive Director Pasquale explained that this amendment to the existing policy was mandated by State of Illinois law. The VCCD attorney was consulted to write this resolution due to the fact he would be asked to defend the policy.

With no more discussion or comments, *Trustee Johnson to approve Resolution No. 20-1, Amendment to Ordinance #148 Adopting a Policy Prohibiting Sexual Harassment. This was followed by a second from Trustee McLain.*

First Vice President Staske questioned the ordinance date of December 5, 2018, stated on the resolution.

Executive Director Pasquale responded that was the date the original ordinance was approved.

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Arbuckle	-	yes
Fist Vice President Staske	-	yes

The vote was 4 – 0 in favor, motion carried.

Item eight c. Discuss/Approve purchase of New Kubota R530 wheel loader for Forest Glen. Executive Director Pasquale stated that the loader the District has now works but is 21 years old. The quoted price from Birkey’s is \$62,968.71, with trade-ins of a New Holland 5450 for \$7,000, and John Deere 5100E tractor for \$30,000, the net selling price is \$25,968.71.

Discussion ensued regarding bid source and service agreement.

With no further questions or discussion, *Trustee Johnson moved to approve the purchase of a new Kubota R530R43 as presented for the price of \$25,968.71. This was followed by a second from Trustee Arbuckle.*

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee McLain	-	yes
Fist Vice President Staske	-	yes

The vote was 4 – 0 in favor, motion carried.

Item eight d. Open and approve/reject roofing project bids. Executive Director Pasquale stated that two bids were received: Filotto Construction (Chicago) and Moreman & Sons (Danville). Each building was bid separately. The results:

	Filotto Const.	Moreman & Sons
Ranger Station	\$17,670	\$ 7,795
Maintenance	10,560	23,530
Edgewood Center	12,600	5,700
LJK Visitor Center	47,150	14,500 / 4,150 porch
Water Treatment	11,000	2,290
Shower House	16,450	5,950
Urbas Classroom	15,000	4,280
Nature Center	16,600	5,700 / 1,200 porch
Maple Grove Lodge	27,550	13,140
Visitor Center	41,300	17,320
Hideaway	26,400	9,570

Total cost for Filotto Construction: \$242,780; total cost for Moreman & Sons \$115,125. The amount to be covered by insurance was \$117,665, plus recoverable depreciation.

Upon closer review, it was discovered that Filotto Construction's bid included materials, which had been specifically excluded in the bid specifications provided to each contractor.

Discussion ensued.

With no more discussion, *Trustee Johnson moved to table the approval of roofing project bids pending review and negotiation with the insurance company. This was followed by a second from Trustee McLain.*

First Vice President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Arbuckle	-	yes
Fist Vice President Staske	-	yes

The vote was 4 – 0 in favor, motion to table roofing bids carried.

There was nothing for Executive Session.

Agenda item nine a. VCCF Report. VCCF Chairman Rick Strebing was recognized. VCCF Chairman Strebing reported that the Foundation recently trimmed away much of the account payables and are in pretty good shape financially. Accounts have been reclassified according to auditing guidelines.

Chairman Strebing invited the Trustees to the upcoming fundraising event, the Sportsman's Banquet, set for Saturday, March 14 at Sleepy Creek Vineyards.

First Vice President Staske asked about the Foundation's standing with board members.

Chairman Strebing responded that the Foundation is looking for Associate Directors; three were newly appointed to the board at the last meeting so the current board is at twelve directors now.

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported the Kennekuk Visitor Center remodel is underway. The wall between his office and the conference room was demolished so that three offices and a smaller conference room could be built in the larger space. This has been accomplished in-house with Nick Jeurissen overseeing the project. The drywall is hung and finishing has begun. The floor is scheduled to be poured next week. Executive Director Pasquale performed some ductwork removal and repositioning; attempting to receive quotes from Kuchefski Heating & Air, Wright's, Lanz, and Blackie's. None of the companies were willing to respond, so CU HVC a Champaign County business was contacted and after receiving a quote, completed the work.

Lara Darling is working on a new design for the Kennekuk Visitor Center Display Room. Vinyl plank flooring will be installed there and behind the counter in the office area. This and the Sycamore Hollow Nature Center (Forest Glen) remodel is funded by an anonymous private donor. The major portion of the donation will be used at Forest Glen.

Remodeling will begin at the Gannett Outdoor Education Center very soon. The Gannett Classroom Project includes rebuilding the back classroom, construction of a new additional classroom, install new vinyl plank flooring, new lighting, geothermal unit, teacher/staff bathrooms, relocate hot water heater, and possibly expand kitchen. This will be funded with the Wagner Fund, currently \$141,420 and the VCCF pledge of \$75,000. This will be accomplished in phases, most construction done in-house.

First Vice President Staske asked for an update for the Heron Park tower.

Executive Director Pasquale answered that Trustee Johnson and Cole Craft have been involved with repairs on the tower.

Cole Craft stated that Trillium Dell Timber Framers sent a quote for replacement of one beam of the tower, but actually two beams and a floor joist needed replaced. We are waiting for a new quote.

Executive Director Pasquale added that Trustee Johnson gave the VCCD information about the Sportsman's Union Alliance Grant for \$10,000, which was awarded to us last year.

Trustee Johnson stated that when the work on the tower and boardwalk repair is ready to begin, he has people ready to work and donate equipment needed. *Trustee Johnson was one of the timber framers who worked on constructing the Eagle View Tower in 2003.*

Executive Director Pasquale reported that Cole has been researching materials for the boardwalk repair. He explained what needed to be repaired and how it will be done in detail.

The next VCCD Board of Trustees Meeting will be Wednesday, February 19, 4:30 p.m.; Kennekuk County Park.

Agenda item ten a. Report from the Associate Director of Administration and Personnel. Associate Director of Administration and Personnel Fox had no report.

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

First Vice President Staske had no comment.

Trustee Johnson wanted to thank the staff for all they do.

Trustee McLain had no comment.

Trustee Arbuckle had no comment.

With no further discussion and all business transacted, *Trustee McLain moved to adjourn the meeting at 5:16 p.m. This was followed by a second from Trustee Johnson. All in favor by acclamation.*

Shelley McLain
Secretary
VCCD Board of Trustees