

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

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

**Wednesday, May 20, 2020  
4:30 p.m.  
Environmental Education Center  
Kennekuk County Park  
Danville, IL**

A public hearing was conducted for the Budget and Appropriations Ordinance for Fiscal Year 2020-2021, Ordinance No. 154, at 4:30 p.m. *Due to IL Governor's Executive Order relating to COVID-19, any audience members may be required to be located in an adjacent room and listen and comment by speaker phone or enter meeting room to make comments, then returning to adjacent room. Comments may be submitted prior to the meeting by email or in writing. Comments may be made by phone call at meeting time if prearrangements were made. No one contacted the Executive Director regarding comments or questions.*

Executive Director Pasquale presented the final budget. He noted the following amendments from the tentative budget which was approved in March 2020 and placed on public display.

Cash Fund Balances were updated to reflect actual end of year balances. Cuts have been made due to the expected decrease in building and shelter revenue and camping revenue. It is a balanced budget – no deficit. Work will not be continued on the Gannett Center, due to the funds dedicated to the project previously. The District cash balance needs to be kept up.

Page one, Revenue: decreased by \$153,850, major line items affected: CPPRT, rental of shelter houses and other buildings, programs and summer camps, and Forest Glen Campgrounds/store/firewood.

Page two through eight, Estimated Expenses: decreased by \$388,049, major line items affected: Lake Vermilion and seasonal staff, Dedicated Fund expense, legal services, newsletter, building repair and construction, motor fuel, and Capital Improvements \$120,000.

Total revenue is \$2,097,135; estimated cash for expenditures is \$2,967,166; total estimated Corporate Fund Expenditures is \$2,097,135.

Trustee McLain stated that it is good that the District is proactive. All concurred.

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

President Schroeder asked for adoption of Budget and Appropriations Ordinance No. 154. *Trustee Arbuckle moved to adopt Ordinance No. 154 for Fiscal Year 2020-2021 as presented this date May 20, 2020. This was followed by a second from Trustee McLain.*

President Schroeder asked for a roll call vote.

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

The motion to adopt Ordinance No. 154 passed with a 5 – 0 vote.

This concluded the public hearing.

President Schroeder 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.

Agenda item number six, 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 Danzl and Gary Tyril.

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

President Schroeder asked for amendments to the agenda.

Executive Director Pasquale wished to add agenda item eleven b. under Specific Items of Business, Discussion of shelter and building rental policies and campground reopen plan due to COVID-19. *Note: COVID-19 is the coronavirus which is now a pandemic.*

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

Agenda item number eight. Approval of the Minutes from the March 18, 2020, Regular Meeting.

*With no corrections, Trustee Johnson moved to approve the March 19, 2020, Regular Meeting Minutes as presented. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried.*

Item number nine. Audience Comments. President Schroeder stated each person has a maximum of three minutes, total maximum of 30 minutes for all audience comments. No audience present.

Agenda item number ten, the Treasurer's Report. President Schroeder asked if there were any questions on items ten a through h. This included the bills, checks and journal entries for March and April 2020.

Trustee Johnson queried about Nextel and Call One service companies.

Executive Director Pasquale responded that Nextel was for cell service and Call One was for landline service.

Trustee McLain inquired about the large charge total to VISA on the April Manual Check Report.

Executive Director Pasquale explained that included tables and chairs for the Gannett Center, Forest Glen, and addressed a few other charges.

Trustee Johnson asked what the PCI compliance charge was for.

Associate Director of Administration and Personnel Fox responded it was to keep credit card charge information safe. The District accepts charges for all services and fees at four different locations. The amount is an annual fee.

*With no other questions or discussion, Trustee Johnson moved to approve the Current List of Bills from April 2020 in the amount of \$1,933.71, which included check #'s 40822 – 40827 and May 2020 in the amount of \$2,576.94, which included check #'s 40879 – 40890; the Manual Checks for April 2020 in the amount of \$65,564.71 which included check #'s 40746 – 40764, 40773, and 40788 – 40813; May 2020 in the amount of \$36,640.19 which included check #'s 40814 - 40821, 40828 – 40847 and 40849 - 40851; and the General Journal Entries for March 31 and April 30, 2020. This was followed by a second from Trustee Arbuckle.*

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

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee McLain	-	yes
Trustee Staske	-	yes
President Schroeder	-	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 that as of May 20, 2020, the NOW checking account balance is \$199,400; Illinois Funds Investment Pool balance is \$199,360, the Illinois Funds Money Market Fund totaled \$5,390. First Farmers Bank Money Market Passbook account balance is \$248,860; Central Illinois Bank Money Market passbook account balance is \$145,090. The Health Reimbursement Account (HRA) balance is \$1,225. First Saving Bank NOW account balance is \$98,635; the NOW account at Catlin Bank balance is \$50,055. The CD at Central Illinois Bank was reinvested for 3 mo. at .85% interest balance at \$103,410; 3 mo. CD [Whittaker Funds] at Iroquois Federal at .70% interest balance is \$103,460; the 3 mo. CD [Wagner Funds] at Iroquois Federal at .70% interest balance is \$100,170. The 3 mo. CD at Catlin Bank at .65%; insurance check for hail damage matured and the balance was transferred into the checking account.

The grand total of cash and investments for May 20, 2020: \$1,255,055. This compares to \$1,058,340. in May of 2019.

President Schroeder asked if there were any questions regarding the Cash and Investment Report for May 2020.

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

Item eleven a. Approval of Resolution #20-2 amended LPA agreement for Kickapoo Rail Trail. This is a resolution to execute a local agency agreement with the Illinois Department of Transportation for construction of the Kickapoo Trail in Vermilion County.

Executive Director Pasquale stated that this resolution mainly addressed the increase in funding that was approved for ITEP and the total local agency allotment. It is similar to the resolution the District was asked to approve in 2019, with stated amendments.

Executive Director Pasquale reported that the state is continuing with plans and bidding out the parking lot for the trail, restroom facility, etc.

President Schroeder and the Trustees expressed concern regarding the reimbursement of monies from the state with the current situation.

Executive Director Pasquale stated that he is not too concerned about reimbursement, but how quickly the reimbursement will occur.

With no further questions or discussion, *Trustee Staske moved to approve Resolution #20-2, To execute a local agency agreement with the Illinois Department of Transportation for construction of the Kickapoo Rail Trail in Vermilion County. This was followed by a second from Trustee Johnson.*

Trustee Staske questioned the date of July 22, 2019, on the second page of Resolution #20-2.

Executive Director Pasquale stated that was the date that Resolution 19-1 was amended.

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.

Item eleven b. Discuss shelter and building rental refund policy due to COVID-19. Executive Director Pasquale reported that IL Governor Pritzker along with the CDC is recommending that no groups of larger than 10 people be allowed to gather due to COVID-19 concerns. He would like to know the Board's thoughts on upcoming June rentals that have been paid, as well as future rentals. Some of the larger events, such as weddings need to plan ahead.

Trustee Staske asked the dollar amount involved; the report had been left at the office and was not immediately available.

Discussion ensued regarding June paid rentals, future paid rentals, refunding and credits for 2021.

No motions were made. Executive Director Pasquale thanked the Trustees for their input. June rentals will have to be cancelled and offered a refund or credit for one year.

Executive Director Pasquale reported that he had left a message with the Illinois Department of Public Health regarding information on reopening the campgrounds but has not heard back. Illinois Association of Park Districts has distributed information that campgrounds may only be open for those with the campgrounds as a primary residence. The Illinois Department of Public Health issues the permit for the campgrounds, so we are waiting to hear from them for guidance on reopening; the main concern is the shower house.

Executive Director Pasquale also reported that fishing tournaments have been cancelled, much to the disappointment of those involved. There have been many complaints regarding this, but since groups are limited to 10 persons or less this cannot happen.

Trustee Staske asked if the District charges for the tournament.

Associate Director of Administration and Personnel responded that there is no charge, but the District requires they have purchased a boat decal.

There was nothing for Executive Session.

Agenda item twelve a. Report from the Executive Director. Executive Director Pasquale reported that full time staff is now required to work 32 hours per week, part-time staff have been required to work 2 days per week. As of June 1, 2020, all staff will be required to work their regular hours.

Lake passes (boat decals) are selling well and there have been lots of people at the lake. Both Visitor Centers have walk-up windows now for sales and information. Park visitation seems to be increased. There have been very few issues regarding park litter and vandalism during the shelter in place orders, it has not really increased.

Concrete work has begun at Lake Vermilion to eliminate washout at a culvert. An older culvert has collapsed and will be filled in and replaced with a newer one.

The next VCCD Board of Trustees Meeting will be Wednesday, June 17, 4:30 p.m.; Forest Glen Preserve.

Agenda item thirteen. President's and Trustee's Comments.

President Schroeder reported that he saw in the newspaper that the VCCF had cancelled "Cheeseburgers & Fun" for this year.

Amy Steeples responded that the Board did not feel that it was right to ask for sponsorships from businesses since they have been struggling with the pandemic closures, cost of beef may be high, and a large gathering may not be safely allowed. Fortunately, the deposit paid to Captain Rat and the Blind Rivets was refundable. In addition, the profit from the Sportsman's Banquet was close to \$20,000; the Foundation was fortunate to host that event before the COVID-19 shutdown.

Trustee Staske thanked the staff for working under these tough conditions.

Trustee Johnson agreed.

Trustee Arbuckle had no comment.

Trustee McLain had no comment.

With no further discussion and all business transacted, *Trustee Staske moved to adjourn the meeting at 5:20 p.m. This was followed by a second from Trustee Johnson. All in favor by acclamation.*

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Shelley McLain  
Secretary  
VCCD Board of Trustees