

**Journal of Proceedings**  
**SPECIAL MEETING – BOARD OF COMMISSIONERS**  
**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT**  
**Thursday, October 18, 2007**  
**Golf Course Clubhouse**  
**Lake of the Woods Forest Preserve, Mahomet, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Special Meeting on Thursday, October 18, 2007 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois. President Wene called the Special Meeting to order at 5:50 p.m. and asked the Secretary, Commissioner Toalson, to call the roll. Roll was taken with the following commissioners present: Herricks, Molano-Flores, Toalson, Wene and Zehr.

**ADOPTION OF THE CCFPD ANNUAL TENTATIVE TAX LEVY ORDINANCE #07-5**

Commissioner Herricks moved to pass the 2007 Annual Tentative Tax Levy Ordinance #07-5 of the Champaign County Forest Preserve District, in the County of Champaign, of the State of Illinois, in the aggregate sum of \$2,510,833.00, for the 2007 taxes due in 2008. Commissioner Toalson seconded. A voice vote was taken. Motion carried.

**ADJOURNMENT**

Commissioner Herricks made a motion to adjourn the Special Meeting. Commissioner Zehr seconded. A voice vote was taken. Motion carried. Meeting adjourned at 5:53 p.m.

---

Robert Toalson, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District

**Journal of Proceedings**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT**  
**Thursday, October 18, 2007**  
**Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting, Thursday, October 18, 2007 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois. President Wene called the Regular Meeting to order at 6:00 p.m. and asked the Secretary, Commissioner Toalson, to call the roll. Roll was taken with the following commissioners present: Herricks, Molano-Flores, Toalson, Wene and Zehr.

**REMOTE ATTENDANCE** – None

**AGENDA MODIFICATIONS**

Commissioner Toalson asked to strike Item B – Acceptance of Executive Session Meeting minutes of September 20, 2007 from the Secretary Report.

**SECRETARY REPORT**

Commissioner Toalson moved for approval of the Regular Meeting minutes of September 20, 2007. Commissioner Zehr seconded. A voice vote was taken. Motion carried.

**TREASURER REPORT**

Commissioner Zehr moved that the Board approve payment of checks #81867 through #82210 dated September 15, 2007 through October 12, 2007 for a total amount of \$361,507.02 with wire transfers for payment of FED/FICA/state and sales taxes excepting from that void checks #80405, #80818, #81747 and #81768. Commissioner Herricks seconded. A voice vote was taken. Motion carried.

Commissioner Zehr gave the Treasurer's Report for September 2007. The outstanding bonds were \$97,000. As of September 30, 2007, the investments of the District totaled \$3,725,719.48 with ending cash available totaling \$113,118.66. Income for the month totaled \$983,122.01 and expenses totaled \$316,290.57. Commissioner Zehr moved to accept the Treasurer's Report for September 2007. Commissioner Toalson seconded. A voice vote was taken. Motion carried.

**AUDIENCE REMARKS AND/OR INPUT** - None

**COMMISSIONERS' REMARKS AND/OR INPUT**

The following are highlights. The Board:

- complimented the nomination and award of Phil Hult and Gail Snowdon as Outstanding Citizen Volunteers of the Year by the Illinois Association of Park Districts.
- welcomed John Baker as the new Director of Business, Finance and Human Resources.
- complimented the impressive level of activity noted in the concise staff reports.
- appreciated the opportunity to attend the NRPA (National Recreation and Parks Association) Annual Congress and commented on the many District-related educational sessions offered.

**STAFF REPORT**

The following are highlights from the Report of the Staff:

- Executive Director Jerry Pagac and Planning Director Sally Prunty gave an OSLAD grant presentation in Springfield and noted the grant recipients would be announced in January 2008.
- Early American Museum program, which was partnered with WILL, on World War II featuring local survivors of the USS Indianapolis was very well attended.
- Plant stock in the Botanical Garden has been reevaluated to reduce need of renting greenhouse space throughout the winter.
- All District outhouses have been sold on eBay.
- Public reception of the newly-painted Covered Bridge has been overwhelmingly positive.

## **Regular Meeting Minutes**

**October 18, 2007**

**Page 2 of 3**

### **REPORT OF THE STAFF (cont.)**

In addition to written reports included in the Board packets, staff provided activity summaries for the following departments: 1. Planning; 2. Construction; 3. Natural Resources and Forestry; 4. Botanical Garden; 5. Early American Museum; 6. Environmental Education; 7. Public Relations; 8. Volunteers; 9. Administration; 10. Golf Course; 11. Lake of the Woods/River Bend Forest Preserves; 12. Middle Fork River Forest Preserve and 13. Homer Lake Forest Preserve. Commissioner Molano-Flores moved to accept the staff reports. Commissioner Zehr seconded. A voice vote was taken. Motion carried. These reports are available in their entirety at District Headquarters and on the District website at [www.ccfpd.org](http://www.ccfpd.org).

### **FOUNDATION BOARD REPORT**

President Wene said the next meeting was scheduled for November 8<sup>th</sup> at 7:30 a.m. at Jim Gould Restaurant, Champaign.

### **CITIZENS ADVISORY COMMITTEE REPORT**

Planning Director Sally Prunty advised the committee was seeking member applicants.

### **OLD BUSINESS** – None

### **NEW BUSINESS**

#### **A. Facilities Committee** – None

#### **B. Personnel Committee**

##### **1. Personnel Policy Revision Discussion – Sick Time** – None

##### **2. Purchasing Guidelines**

Commissioner Toalson moved to approve the Purchasing Guidelines. Commissioner Herricks seconded. This topic was presented to and recommended by the Personnel Committee. A voice vote was taken. Motion carried.

#### **C. Resolution for Authorization of Illinois Municipal Retirement Fund (IMRF) Authorized Agent**

Commissioner Zehr moved to approve the resolution appointing John Baker as the IMRF Authorized Agent for the Champaign County Forest Preserve District. Commissioner Toalson seconded. A voice vote was taken. Motion carried.

#### **D. IAPD/IPRA Credentials Certificate and Delegate Selection**

Commissioner Toalson moved the Board approve the Credentials Certificate, which designates a representative of the District to serve as a delegate to the Annual Business Meeting of the Illinois Association of Park Districts. The certificate includes the names of three representatives, Ruth Wene as the delegate, Vern Zehr as the first alternate, Brenda Molano-Flores as the second alternate and Ed Herricks as the third alternate. Commissioner Herricks seconded. Motion carried.

#### **E. Renaming of Outdoor Recreation Center (HL)**

Commissioner Herricks moved to remove Renaming of Outdoor Recreation Center from the table. Commissioner Zehr seconded. A voice vote was taken. Motion carried.

Commissioner Herricks moved the Board approve changing the name of the Outdoor Recreation Center to the Salt Fork Center. Commissioner Toalson seconded. Staff recommended the center be renamed to better represent it as a building rather than an outdoor facility as well as tying it to the area (Salt Fork River). A voice vote was taken. Motion carried.

#### **F. Volunteer Herbicide Policy (NR)**

Commissioner Zehr moved to approve the Volunteer Herbicide Policy. Commissioner Toalson seconded. The following highlight the discussion:

- Would the volunteer sign a waiver? Yes.
- Does the District Risk Management Provider PDRMA approve of the policy? Yes. They required that the volunteers must be licensed by the state and attend specific training.

## **Regular Meeting Minutes**

**October 18, 2007**

**Page 3 of 3**

### **NEW BUSINESS (cont.)**

#### **F. Volunteer Herbicide Policy (NR) (cont.)**

- Item #2 – Volunteer applicators must attend a short training session on herbicide application given by the Champaign County Forest Preserve District staff or volunteers. The Board generally agreed this should be amended to make clear that the training could be given by CCFPD staff or a “licensed” volunteer.

Commissioner Zehr moved to approve the Volunteer Herbicide Policy with the amendment of Item #2 to read ... Champaign County Forest Preserve District staff or “licensed” volunteer. Commissioner Toalson seconded. A voice vote was taken. Motion carried.

#### **G. Replacement Entry Doors for Pavilions (CN)**

Commissioner Herricks moved to approve the purchase of 12 entry doors for Elks Lake Pavilion and Lake of the Woods Pavilion from Odman-Hecker & Company, for a total amount of \$11,100.00. Commissioner Zehr seconded. A voice vote was taken. Motion carried.

### **OTHER BUSINESS**

#### **A. Schedule Special Meeting – Budget**

The Board scheduled a Special Meeting to discuss the 2008 Budget on Tuesday, November 13, 2007 at 5:30 p.m. in Champaign.

### **EXECUTIVE SESSION**

Commissioner Toalson made a motion at 6:55 p.m. to convene into Executive Session under the Illinois Open Meetings Act, specifically sections 2(c)(1) for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity and 2(c)(5) for discussion of the purchase or lease of real property for the use of the public body. Commissioner Zehr seconded. A roll call vote was taken. The following commissioners voted “yes”: Herricks, Molano-Flores, Toalson, Wene and Zehr. Motion carried. Legal Counsel Matt Deering was also present.

Commissioner Herricks made a motion at 7:13 p.m. to go back into the Regular Meeting. Commissioner Zehr seconded. A voice vote was taken. Motion carried.

**OPEN SESSION** – None.

### **MEETING ADJOURNMENT**

Commissioner Zehr made a motion to adjourn the Regular Meeting. Commissioner Herricks seconded. Motion carried unanimously. Meeting adjourned at 7:14 p.m.

---

Robert Toalson, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District