

**Journal of Proceedings
SPECIAL MEETING
BOARD OF COMMISSIONERS - FACILITIES COMMITTEE
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Tuesday, February 10, 2009– 5:30 p.m.
Hays Center, 1311 W. Church Street, Champaign, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Facilities Committee Meeting, Tuesday, February 10, 2009 at the Hays Center, 1311 W. Church Street., Champaign, Illinois. Commissioner Zehr called the Facilities Committee Meeting to order at 5:30 p.m. Present were: Facilities Members: Commissioner Herricks, Commissioner Zehr. Staff members present: Matt Kuntz, Brian Taylor, Sarah Elm, John Baker and Mary Beck. Other Commissioners Present: Commissioners Molano-Flores and Toalson.

PURCHASE OF EQUIPMENT

1. Mowers (HL & MF)

Commissioner Herricks moved to approve the purchase of two (2) Kubota finish mowers from Birkey's Farm Store using the state bid contract for a price of \$14,942.38 per mower with a total price of \$29,884.76, noting the mowers will be used at Homer Lake and Middle Fork.. Commissioner Zehr seconded. Commissioner Zehr asked if these were replacement mowers. Site Superintendent Brian Taylor advised the mower at Homer Lake would be an additional mower. Site Superintendent Matt Kuntz stated the mower at Middle Fork would be a replacement, and the old mower would be sold on eBay. A voice vote was taken. Motion carried.

2. RTV (HL)

Commissioner Zehr moved to approve the purchase of one new 2009 Kubota RTV 900 from Niemeyer Kubota of Humbolt for the price of \$11,495. Commissioner Herricks seconded. Commissioner Herricks stated the bid amount was under the budgeted amount. A voice vote was taken. Motion carried.

3. Campground Grills (MF)

Commissioner Herricks moved to approve the purchase of 65 campground grills from Pilot Rock Manufacturing for the total price of \$11,082.00. Commissioner Zehr seconded. Commissioner Herricks stated two of the bids were catalog pricing, and catalog pricing is an acceptable pricing source. A voice vote was taken. Motion carried.

4. Campground Host Cabin (MF)

Commissioner Zehr moved to approve the purchase of a pre-built cabin for the campground host office from Pinebrook Log Cabins for the price of \$14,825.00. Commissioner Herricks seconded. Commissioner Zehr inquired if the building would be set on a foundation. Middle Fork Site Superintendent, Matt Kuntz, stated the building would not be set on a foundation at this time, due to the location of the site may change in the near future. Commissioner Herricks asked if termite or material rot could possibly happen. Mr. Kuntz stated the building is on skids, and sits off the ground, thus, can also be easily moved. Commissioner Herricks stated the bid came in below budget. Mr. Kuntz commented the manufacturing location was located close to Middle Fork, so shipping cost were minimal. Commissioner Zehr stated a good base for the building would be large rock with a road pack on top. A voice vote was taken. Motion carried.

NEW BUSINESS

MEETING ADJOURNMENT

Commissioner Zehr moved to adjourn at 5:44 p.m. Commissioner Herricks seconded. A voice vote was taken. Motion carried.

Ed Herricks, Chair
Board of Commissioners – Facilities Committee
Champaign County Forest Preserve District

Journal of Proceedings
SPECIAL MEETING
BOARD OF COMMISSIONERS - PERSONNEL COMMITTEE
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Tuesday, February 10, 2009– 5:45 p.m.
Hays Center, 1311 W. Church Street, Champaign, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Personnel Committee Meeting, Tuesday, February 10, 2009 at the Hays Center, 1311 W. Church Street., Champaign, Illinois. Commissioner Zehr called the Facilities Meeting to order at 5:45 p.m. Present were: Personnel Committee Members: Commissioner Molano-Flores, Commissioner Toalson. Staff members present: Matt Kuntz, Brian Taylor, Sarah Elm, John Baker and Mary Beck. Other Commissioners Present: Commissioners Herricks, Zehr and Wene.

GOLF PRIVLEDGES

Commissioner Molano-Flores moved to approve standardizing the golf use policy to allow discounted play for full-time and permanent part-time staff in all departments and to update the fees for the use. Commissioner Toalson seconded. Business Director, John Baker, stated the only change since originally brought to the committee, was a change of 40% discount for the part-time. A voice vote was taken. Motion carried.

MEETING ADJOURNMENT

Commissioner Toalson moved to adjourn at 5:47 p.m. Commissioner Molano-Flores seconded. A voice vote was taken. Motion carried.

Robert Toalson, Chair
Board of Commissioners – Personnel Committee
Champaign County Forest Preserve District

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Tuesday, February 10, 2009
Hays Center, 1311 W. Church Street, Champaign, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting, Tuesday, February 10, 2009 at the Hays Center, 1311 W. Church Street., Champaign, 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.

AGENDA MODIFICATIONS/REMOTE ATTENDANCE – None.

SECRETARY REPORT

Commissioner Toalson moved for approval of the Public Hearing Minutes of January 15, 2009. Commissioner Herricks seconded. A voice vote was taken. Motion carried.

Commissioner Toalson moved for approval of the Regular Meeting Minutes of January 15, 2009. Commissioner Zehr seconded. A voice vote was taken. Motion carried.

TREASURER REPORT

Commissioner Zehr moved that the Board approve payment of checks #87306 through #87554 dated January 10, 2009 through February 5, 2009, including wire transfers for payment of FED/FICA/state & sales taxes, Life Insurance for a total amount of \$292,100.14. There were no void checks. Commissioner Toalson seconded. A voice vote was taken. Motion carried.

Commissioner Zehr gave the Treasurer's Report for January 2009. Commissioner Zehr moved to accept the Treasurer's Report for January 2009. Commissioner Herricks seconded. A voice vote was taken. Motion carried.

AUDIENCE REMARKS AND/OR INPUT - None.

COMMISSIONERS REMARKS AND/OR INPUT

Commissioner Herricks thanked staff for their reports and noted the amount of media coverage the District has received. Commissioner Herricks also acknowledged the Environmental Education Department and the programming they offer. Commissioner Wene stated she had attended the IPRA/IAPD Conference in Chicago, and commented that it had been another very successful event regarding information obtained. Commissioner Wene also advised there would not be a CAC Meeting in the Month of February, but there would be a meeting in March.

STAFF REPORT

- Executive Director Jerry Pagac stated a proposed U of I class project consisting of an inventory of facilities, would not be completed this spring. Director Pagac also commented on new windows being installed in Lake of the Woods Pavilion, advising the new windows, and added insulation, will make the building more energy efficient. In addition, Director Pagac informed the Board the District had received a \$1,500 check from PDRMA for another year of accreditation.
- Homer Lake Site Superintendent Brian Taylor, in regard to the Commissioners questions on ice fishing, stated ice activity is at your own risk, and the District has signage posted. Mr. Taylor also advised ice safety equipment is located near by if any emergency should arise.
- Middle Fork Site Superintendent Matt Kuntz, in response to Commissioner Toalson's question on what type of picnic tables will be built, Mr. Kuntz reported they purchase frame packages and then buy the lumber locally to be used for the tops and seats. Commission Molano-Flores asked about the proposed MF playground. Mr. Kuntz stated at the current time it is in the design stages, and once a design is approved, the design would be bid out.

Regular Meeting Minutes

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- In regard to the NR staff report, Commissioner Herricks noted a special thank you to the donor of prairie seed. Commissioner Molano-Flores asked staff about Geo Catching in the District. Staff responded specifications and requirements for Geo Catching had been recently added to the Districts Ordinances. Commissioner Toalson asked about the percentage of seed that will come up once planted. Assistant NR Director, Mike Daab, stated the results are normally very favorable.
- Early American Museum Director, Cheryl Kennedy, stated staff had been very busy in preparation for the Lincoln Birthday celebration. She thanked Barb Garvey, Museum Curator, for all her efforts of acquiring many Lincoln Exhibit loans. Ms. Kennedy also updated the commissioners on the Court House Lincoln Exhibit.
- Pam Leiter, Environmental Education Coordinator, introduced the EE staff that was in attendance.
- Finance Director, John Baker, noted that he had been checking into options for Certificate of Deposits for District investments. Mr. Baker also reported the annual CCFPD employee training day will be held Friday, February 27th at the golf course clubhouse.
- In regard to the Planning Staff Report, Executive Director Pagac reported the District had been in contact with C-Deck regarding the new floating dock system installation at River Bend Forest Preserve.

All commissioners were in agreement of accepting the staff reports. Commissioner Zehr Moved approval, commissioner Molano-Flores seconded. Motioned carried.

CCFPD FOUNDATION BOARD REPORT – None.

CITIZENS ADVISORY COMMITTEE REPORT - None

OLD BUSINESS –

A. Environmental Assessment Report Update

Assistant Natural Resources Director, Mike Daab, reported the District's Environmental Assessment Report would soon be available on-line on the District's website for staff to review for comment.

NEW BUSINESS

A. Facilities Committee

1. Mowers (HL&MF)

Commissioner Herricks moved to approve the purchase of two (2) Kubota finish mowers from Birkey's Farm Store using the state bid contract for a price of \$14,942.38 per mower with a total price of \$29,884.76, noting the mowers will be used at Homer Lake and Middle Fork. Commissioner Zehr seconded. Commissioner Herricks stated the recommendation for the purchase was made earlier by the Facilities Committee. A voice vote was taken. Motion carried.

2. RTV (HL)

Commissioner Zehr moved to approve the purchase of one new 2009 Kubota RTV 900 from Niemeyer Kubota of Humbolt for the price of \$11,495. Commissioner Herricks seconded. Commissioner Wene noted three bids were received, and the lowest bid was accepted. A voice vote was taken. Motion carried.

3. Campground grills (MF)

Commissioner Zehr moved to approve the purchase of 65 campground grills from Pilot Rock Manufacturing for the total price of \$11,082.00. Commissioner Herricks seconded. Commissioner Herricks stated two of the bids were catalog pricing, an official pricing source. Commissioner Zehr noted the current grills were being replaced for patron safety. A voice vote was taken. Motion carried.

4. Campground Host Cabin (MF)

Commissioner Zehr moved to approve the purchase of a pre-built cabin for the campground host office from Pinebrook Log Cabins for the price of \$14,825.00. Commissioner Herricks seconded. Commissioner Wene inquired on the square footage. Middle Fork Site Superintendent, Matt Kuntz, stated it had a square footage of 224 feet, and would be used for the camp host office, campstore and office space for the Middle Fork Naturalist. A voice vote was taken. Motion carried.

B. Personnel Committee –
1. Golf Privileges

Commissioner Molano-Flores moved to approve standardizing the golf use policy to allow discounted play for full-time and permanent part-time staff in all departments and to update the fees for the use. Commissioner Toalson seconded. Finance Director John Baker stated this policy had been brought to the Personnel Committee at an earlier date, and no additional changes had been made to the policy. A voice vote was taken. Motion carried.

C. Sale of Surplus Property

Commissioner Herricks moved to approve a resolution allowing staff to sell District surplus items on eBay (per the attached list). Commissioner Zehr seconded. A voice vote was taken. Motion carried.

D. Ordinance #09-1 Authorizing the Issuance of General Obligation Bonds for 2009

Commissioner Zehr moved to approve Ordinance #09-1 An Ordinance Authorizing the Issuance of General Obligation Development Bonds, Series 2009. Commissioner Toalson seconded. A Roll Call vote was taken. Motion carried.

E. Pavilion Rental Rates for 2010

Commissioner Zehr moved to approve the attached fee increases for 2010 pavilion rentals. Commissioner Molano-Flores seconded. Finance Director, John Baker, stated on the attached pricing list there was a correction on the 2009 group camp rates/non-electric pricing of \$5 less. Commissioner Herricks confirmed with Mr. Baker the pricing reflected a 3% rounding. Mr. Baker stated it was approximately 3% as previous years.

OTHER BUSINESS

Commissioner Wene, in regard to setting a Commissioners retreat, asked for input on dates in April to verify with IAPD on the availability of a facilitator. The dates of April 21st, 22nd, 28th and 29th were given. Commissioner Wene will verify with IAPD on their availability and report back to the Board.

EXECUTIVE SESSION

None

MEETING ADJOURNMENT

Commissioner Toalson made the motion to adjourn the Regular Meeting. Commissioner Zehr seconded. A voice vote was taken. Motion carried. Meeting adjourned at 7:08 p.m.