

Journal of Proceedings
STUDY SESSION – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Monday, December 5, 2016
Headquarters, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Study Session, Monday, December 5, 2016 at Headquarters, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Study Session to order at 7:00 p.m. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Goodman, Herakovich, Kerins and Livesay. It was noted Commissioner Hult would be late.

REMOTE ATTENDANCE – None

PUBLIC COMMENT – None

OLD BUSINESS - None

NEW BUSINESS

A. FY 2017 Budget

Executive Director, Dan Olson, gave an overview of the updates in the 2017 draft budget. Commissioners commented on health care cost, proposed compensation increases, capital projects, proposed new positions and risk management funds.

Commissioner Herakovich expressed that she would like to see wages for the trades positions at the District go up, as positions are currently unable to be filled due to low wages being offered.

Commissioners agreed the 3 proposed position requests (NR Specialist- upgrade, Administrative Assistant-900 hour and KRT maintenance position- 500 hour) should be added. It was noted the Administrative Assistant position would also have Forest Preserve Friends Foundation duties, so half of those wages would come from the foundation.

Commissioners agreed that higher pay increases should be prioritized over the District paying for 100% of employee health care. It was agreed the healthcare cost should be shared by the employee. Commissioners consented that employees covered by the District Health Insurance Plan should share the monthly premium cost for 2017. For 2017, employees that have health care coverage will pay \$24 per month, or \$12.00 per pay period for 24 pay periods annually. Commissioners also agreed to maintain the P20 threshold for determining employee annual increases. Commissioners thanked the compensation committee for their work.

EXECUTIVE SESSION

Commissioner Herakovich made a motion at 9:16 p.m. to convene into Executive Session under the Illinois Open Meetings Act, specifically section 2 (c) 1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Commissioner Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

Commissioner Kerins closed Executive Session at 10:15 pm and opened the Regular Session.

REGULAR SESSION

Commissioners met with Director Olson to cover the timeline information on his upcoming Employee Evaluation. Commissioners directed him to give the Board a verbal overview of his 2016 work at the December Board meeting; during the month of January an internal survey would be distributed to selected staff to gather comment; and in February an external survey would be distributed to entities that the District works with including local mayors, parks/forest preserves, farm bureau and other such entities. The final review will be addressed with Olson at the February Board Meeting.

NEW BUSINESS - None

ADJOURNMENT

Commissioner Goodman moved adjournment at 10:17 pm. Commissioner Hult seconded. A voice vote was taken. Motion carried

Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
STUDY SESSION – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

Thursday, December 15, 2016

Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Study Session, Monday, December 5, 2016 at Headquarters, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Study Session to order at 5:37 p.m. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Herakovich, Hult, Kerins and Livesay. Commissioner Goodman arrived at 5:40 pm

REMOTE ATTENDANCE – None

PUBLIC COMMENT – None

NEW BUSINESS

A. FY 2017 Budget

Commissioners confirmed with staff the 3-month reserve dollar amount that is shown on page 8 of the working document. Commissioners also asked Mr. Baker about benefits of paying debts off early. Mr. Baker advised he would check on options and report back. Commissioner Livesay commented on Staffing request and the funding source for the positions. Staff noted the funds for the positions would be as follows: Natural Resources Specialist upgrade from Farm Fund/Habitat Fund, Administrative Assistant to be shared between Administration and FPFF, and Homer Lake/Kickapoo Rail Trail Worker will be funded from KRT Lease payments. Staff also noted that this final draft also has HVAC items that were not shown in the earlier version and also commented on Board travel funds, noting the budget reflects 2 commissioners attending IPRA/IAPD annual conference and also the annual NRPA Conference. Commissioners commended staff for the budget showing things such as the HVAC issues, program support and possible granting options. Commissioner Herakovich asked if a tax support pie chart broken down by department could be shared with Commissioners. Commissioners thanked staff for all their work on the document.

ADJOURNMENT

Commissioner Herakovich moved adjournment at 6:08 pm. Commissioner Livesay seconded. A voice vote was taken. Motion carried.

Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
PUBLIC HEARING – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Thursday, December 15, 2016

Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Study Session, Thursday, December 15, 2016 at the Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Public Hearing to order at 6:09 p.m. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Goodman, Herakovich, Hult, Kerins and Livesay.

REMOTE ATTENDANCE – None

PUBLIC COMMENT

PUBLIC HEARING –TO REVIEW, DISCUSS, AMEND AS NECESSARY AND ADOPT THE FINAL APPROPRIATIONS ORDINANCE #16-4 – No public comment.

ADJOURNMENT

President Kerins closed the Public Hearing at 6:10 p.m.

Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

Thursday, December 15, 2016

Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting, Thursday, December 15, 2016 at the Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Regular Meeting to order at 6:11 pm. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Goodman, Herakovich, Hult, Livesay and Kerins.

REMOTE ATTENDANCE – None

PUBLIC COMMENT – Bradley Nelson, speaking as a District employee, spoke on New Business item *I. Employee Contributions to Health Insurance Premium*, noting he was not in favor of the proposal.

AGENDA MODIFICATION - None

APPROVAL OF CONSENT AGENDA

- A. Minutes of Study Session on November 10, 2016
- B. Minutes of the Special Meeting (Public Hearing) on November 10, 2016
- C. Minutes of Regular Meeting on November 10, 2016
- D. Minutes of Special Meeting (Retreat) on November 14, 2016
- E. Monthly Staff Reports
- F. Kickapoo Rail Trail Report
- G. Citizens Advisory Committee Report

Commissioner Herakovich moved approval of the consent agenda. Commissioner Hult seconded. A voice vote was taken. Motion carried.

COMMISSIONERS' REPORT

- A. Forest Preserve Friends Foundation Report** – Commissioner Livesay reported at the last meeting the committee approved extending the FPPF Strategic Plan, noting much has been completed. The group discussed 2017 goals including the Botanical Garden, KRT and increasing their donor base. At the meeting Jon Hasselbring presented a general concept for the Botanical Gardens waterfall/pond, and shared associated costs. Livesay noted the group asked that Mr. Hasselbring present the information to the CCFPD Board in January. Commissioners thanked the FPPF for their work on fundraising. Commissioner Goodman asked if donor information was available. Staff noted a year end annual report will be prepared sharing donor name by giving levels.
- B. Accreditation**
Executive Director, Dan Olson, noted that originally striving for IPRA Accreditation for the District in 2017 was recommended by the Board. Olson confirmed with the Board if the District should continue striving for the certification. Board members noted that best practices has been the District's goal with policy updates in 2016, such as the District financial policies. They recommend continuing to work towards best practices. Further, the Board noted that since the District doesn't fit the Accreditation guidelines in terms of recreation components, that striving for accreditation would not ultimately be the best for the District at this time.

COMMISSIONERS REPORT cont'd

- C. **Community Engagement Group** – Commissioners Goodman and Herakovich stated they had interviewed one chair candidate and noted that individual had advised that another possible candidate had shown interest in co-chairing with him. Commissioners agreed to have Goodman and Herakovich contact that individual and also follow up with another possible candidate.

EXECUTIVE DIRECTOR REPORT

- A. **Pay for Performance Recommendations** – Olson gave an overview of information that was in the monthly packet. Commissioners agreed with Olson recommendations.

OLD BUSINESS

A. 2017 Working Budget

Commissioner Herakovich moved approval of the attached 2017 Working Budget. Commissioner Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

NEW BUSINESS

A. Disbursements for approval

Commissioner Hult moved approval of Disbursements for November 11, 2016 through December 15, 2016 for a total of \$184,637.29. Commissioner Livesay seconded. Commissioner Hult thanked staff for including the P-Card information from last month in the packet. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Goodman and Livesay. Motion carried.

B. November Treasures Report

Commissioner Herakovich moved the Board approve the November Treasures Report. Commissioner Hult seconded. A voice vote was taken. Motion carried.

C. Ordinance #16-4 Annual Appropriation Ordinance for RY 2016 Pay 2017

Commissioner Herakovich moved the Board approve Ordinance #16-4 Annual Appropriations for 2017. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

D. Resolution #R-2016-14 Purchasing Policy

Commissioner Herakovich moved the Board adopt Resolution R-2016-14 Purchasing Policy. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

E. Resolution #R2016-15 Travel Expense Policy

Commissioner Hult moved the Board adopt the attached Resolution R-2016-15 Travel Expense Policy. Commissioner Herakovich seconded. Commissioner Hult noted wording in the document under Lodging, that the addition of “in large cities” needed to be added to the maximum allowable cost for lodging of \$300 per night. It was also noted that as pricing could change annually, that review of this policy would be done as staff determines. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

F. Resolution #R2016 Policy on Grants Management

Commissioner Hult moved the Board adopt Resolution #R-2016-16, the Policy on Grants Management. Commissioner Livesay seconded. Commissioners commended staff on the writing of the policy. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

Regular Meeting Minutes

December 15, 2016

Page 3 of 4

G. Resolution #R2016 Appropriations Transfers

Commissioner Herakovich moved the Board approve the Resolution #R-2016-17 on the Transfer of 2016 Appropriations. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

H. 2017 Employee Benefits

Commissioner Hult moved the Board approve the renewal of the following employee benefits for 2017: Health Alliance HMO 5000 for the District health insurance plan, Benefit Planning Consultants for the Health Reimbursement Arrangement and Lincoln Financial for the District dental insurance plan. Commissioner Herakovich seconded. A voice vote was taken. Motion carried.

I. Employee Contributions to Health Insurance Premium

Commissioner Hult moved the Board approve the attached pay schedule for employee contributions towards health insurance premiums in 2017. Commissioner Livesay seconded. A voice vote was taken. Motion carried.

J. 2017 Compensation Plan and Policy

Commissioner Herakovich moved the Board approve the proposed compensation policy, the proposed 2017 Compensation Plan (which includes the proposed 2017 Pay Scale), and a 2017 compensation pool of \$77,524. Commissioner Goodman seconded. Commissioners thanked the committee for their work, particularly the much needed increase to the trade positions wages. A voice vote was taken. Motion carried.

K. 2016 YE Illinois Municipal Retirement Fund – Additional Contribution

Commissioner Herakovich moved the Board approve a \$25,000 additional contribution for employee pensions to the IMRF. Commissioner Hult seconded. Commissioners thanked District Finance Director, John Baker, on working to keep the fund balanced. A voice vote was taken. Motion carried.

EXECUTIVE SESSION

Commissioner Herakovich made a motion at 7:24 p.m. to convene into Executive Session under the Illinois Open Meetings Act, specifically section 2 (c) 1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Commissioner Livesay seconded. Commissioner Herakovich also moved to include section 2 (c) 5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

Commissioner Kerins closed Executive Session at 10:03 pm and opened the Regular Meeting.

REGULAR SESSION

Executive Director Olson updated the Commissioners on a broken drainage tile on the KRT.

OLD BUSINESS - None

NEW BUSINESS – None

Regular Meeting Minutes

December 15, 2016

Page 4 of 4

MEETING ADJOURNMENT

Commissioner Herakovich moved adjournment of the Regular Meeting at 10:05 p.m. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins and Livesay. Motion carried.

Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District