

**Journal of Proceedings**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**June 17, 2021, 6:00 pm**  
**Salt Fork Center, Homer Lake Forest Preserve, Homer, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, June 17, 2021 at the Salt Fork Center, Homer Lake Forest Preserve, Homer Illinois. Commissioner Kerins called the Regular Meeting to order at 6:02 p.m. Commissioner Hays called the roll. The following Commissioners were present: Goodman, Hays, Herakovich, Kerins, and Livesay.

**REMOTE ATTENDANCE** – None

**PUBLIC COMMENT** – None

**AGENDA MODIFICATIONS** – None

**APPROVAL OF CONSENT AGENDA**

- A. Minutes of Regular Meeting on May 20, 2021
- B. Minutes of Executive Session on May 20, 2021
- C. Minutes of Special Meeting on June 3, 2021
- D. Monthly Staff Reports

Commissioner Hays made a motion to approve the consent agenda. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

**COMMISSIONERS REPORT**

**A. Forest Preserve Friends Foundation**

Will Timmons, FPF president, thanked the previous president, Dan Noel, for his work noting the significant increase in donations during Noel’s time as president. He also thanked the Noel family for their financial contributions made to the foundation. Timmons noted accomplishments over the past year including the completion of the Rankin Collections Care Center and the peninsula project, the #yestoforest tree giveaway, and the committees that had been formed. Timmons also listed 2021 goals including: fundraising for the new nature center and a roof on the covered bridge, creation of a legacy society, and pursuit of additional grant opportunities. Foundation members present at the meeting included Matt Hausman, Dan Noel, and Will Timmons.

**B. Citizens Advisory Committee**

Marianne Lippi, CAC vice president, reported the group was able to continue with outreach, even during COVID. The CAC played a key role getting out the message of the #yestoforest campaign by talking to visitors at the preserves, creating videos, writing and soliciting letters to the editor in support of the referendum, and helping to distribute yard signs. Lippi also noted the group is still submitting letters quarterly to the editor to keep the community informed about District events, activities, and programs. Lippi reported the group has formed committees to work on projects, including the Hazen Bridge, Tomlinson Cemetery, and with staff on District

## **Regular Meeting**

**June 17, 2021**

**Page 2 of 5**

sustainability issues. CAC members present included Marianne Lippi, Fred Bunting, Katrina Kotowski, Steve Franke, Fred Newport, Greg Walburg, and Nancy Elliot. Livesay thanked the CAC for all their efforts, but particularly for the role they played in the successful referendum campaign. She also thanked Commissioner Hays for his work with the group.

### **C. Commissioner Comments**

Commissioners cited the following items from staff reports and observations:

- Lake of the Woods boat rentals
- Golf play numbers
- List of completed capital projects
- Campground attendance numbers
- River Bend road and trail improvements
- Interpretive Center resident animal enrichment
- Programs held at the interpretive center, museum, and golf course
- The increase in LOW peninsula usage
- Filling the Homer Lake full-time staff position

Commissioner Goodman thanked the District's finance staff for their work on the 2020 audit.

Commissioner Kerins thanked staff for handling the complaint regarding a museum exhibit piece, as presenting accurate history is the mission of the museum.

### **Executive Director Report**

**A. Announcements** – Executive director Wuellner noted that Matt Kuntz and the Middle Fork River Forest Preserve would be honored at the upcoming Toast to Tourism event hosted by Visit Champaign County. The award, which was submitted by Dave Leake, honors staff and the District for the Dark Sky Park designation at Middle Fork.

### **PRESENTATIONS**

#### **A. Kickapoo Rail Trail: Status Update**

Daab and Moen gave a visual presentation on the KRT trail, noting its history, status of construction, funding, amenities updates, development of a Friends group, and other trail news.

#### **B. 2020 Audit**

Hope Wheeler, representing CliftonLarsonAllen, gave a visual presentation on the District's 2020 audit that was conducted by the firm. Commissioners confirmed depreciation information and inquired about the adequacy of financial policies and staffing. Ms. Wheeler noted as the District is considered a small agency, its current staffing allows for adequate separation of duties. She also commended the District on the addition of a full-time assistant director position. Commissioners and Finance Director, John Baker, thanked Ms. Wheeler for CLA's work on the audit and for attending the meeting.

## **Regular Meeting**

**June 17, 2021**

**Page 3 of 5**

**OLD BUSINESS** - None

### **NEW BUSINESS**

#### **A. Disbursements for Approval**

Commissioner Goodman moved to approve the payment of \$220,050.43 in disbursements dated May 21, 2021 through June 17, 2021. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

#### **B. Treasurers Report - May**

Commissioner Goodman moved the Board approve the May 2021 Treasurer’s report. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

#### **C. Resolution 2021-07 Public Museum Capital Grant, Discovery Garden Green house**

Commissioner Hays moved the Board approve Resolution 2021-07, authorizing the application for a Public Museum Capital (PMC) grant administered through the Illinois Department of Natural Resources (IDNR) for replacement of the Discovery Garden Greenhouse. Commissioner Livesay seconded. Planning Coordinator, Bridgette Moen, gave an overview of the document that was included in the Board packet. Commissioners asked if some of the construction would be done by District staff. Moen noted with this type of grant, contracted prevailing wage entities would be used. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

#### **D. CAC Appointment**

Commissioner Hays moved the Board approve the appointment of Jon Hoekstra for a 6-month term (to fill a spot vacated by Tim Oravec) beginning immediately. Commissioner Goodman seconded. Commissioner Herakovich stated she was glad to see the seat filled without an absence. A voice vote was taken. Motion carried.

#### **E. Request to Acquire Artifacts**

Commissioner Livesay moved the Board approve the request to acquire items listed below, including the Beck, Espeseth, Snyder, Garvey-Leigh, McCollum, Dorward, Bergfield, and Fink offers for the inclusion in the museum’s permanent collection. Commissioner Herakovich seconded. Herakovich thanked the museum advisory committee and staff for their work. A voice vote was taken. Motion carried.

#### **F. District -Generated Collections**

It was noted that no Board accession action is needed, as the items listed on the Board report were found on District property and thus belong to the District. Information on the items was shared for the Board.

## **Regular Meeting**

**June 17, 2021**

**Page 4 of 5**

### **G. Request to Accept 2020 Audit**

Commissioner Goodman moved the Board accept the 2020 District Annual Financial Report. Commissioner Herakovich seconded. Commissioners thanked staff and the CliftonLarsonAllen audit team for their work. A voice vote was taken. Motion carried.

### **H. Elks Lake Pavilion Roof Replacement**

Commissioner Livesay moved the Board approve the bid for Elks Lake Pavilion roof replacement (Material and Installation) at Lake of the Woods Forest Preserve from Otto's Construction LLP of Humboldt, Illinois, for Sixty-One Thousand Six Hundred Fifty and 00/100 (\$61,650.00). Commissioner Herakovich seconded. Commissioners asked staff if they knew why there were not many bids submitted. Moen noted the bid announcement was advertised in the newspaper, sent locally to roofing contractors and local union shops, and listed on the District website. Moen said many roofers are extremely busy right now with roofing work caused by hail damage, resulting in the fewer than usual number of bids. Commissioners commended the specification calling for a more sustainable metal roofing product. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

### **I. Kingfisher Kayak License Agreement**

Commissioner Hays moved the Board authorized the Executive Director, Mary Ellen Wuellner to execute the license agreement with Kingfisher Kayaking regarding kayak and canoe excursions. Commissioner Livesay seconded. Daab gave an overview of the information that was included in the packet and noted a representative from Kingfisher was present if additional information is needed. Hays noted he was glad to see ways of getting more users on the area rivers. Commissioners questioned the locations for the drop offs/pickups and parking. It was noted the places that are currently being used under the special use permit for pick up/drop off including a private residence. Commissioner concerns included: adequate parking at Collins Pond, slope erosion at Collins Pond put in spot, form of the agreement between Kingfisher and the private property owner for take out on the Salt Fork, adequate safety information and training provided to kayakers prior to rental, written notice to patrons that Kingfisher Kayaking is a separate entity from the CCFPD, and staff time and other costs involved in readying areas for use.

Livesay noted she is not comfortable at the current time with the Salt Fork River being used, as the parking lot at Collins Pond is not adequate to accommodate current visitors plus the new kayak use. The board's consensus allows for the Executive Director to execute an agreement with Kingfisher only for the Sangamon River. In the meantime, the board directed staff to evaluate the areas to be used for put in/take out locations, review industry safety standards for patron training on boat usage, getting a written copy of the agreement and insurance information for private property take out areas, and considering the first year a pilot program. Board members agreed that the maximum use of the Collins Pond parking area should be limited to

**Regular Meeting**

**June 17, 2021**

**Page 5 of 5**

three spots for kayak renters. Commissioner Goodman stated he would like to see an annual usage report.

**J. Lunatic Kayak Rental Proposal**

Daab reviewed the information that was included in the packet, noting currently this is for review and staff would like direction regarding a formal agreement that would be brought back to a future meeting for approval. Commissioners voiced concern on allowing paddle board usage. Other questions included where the concession would be located at Homer Lake, hours of operations, and again, staff hours and any other financial impact on the District in readying the site or overseeing the operation. Issues of safety instruction and training for boat renters, as well as clear distinction between the concessionaire and the District should be written into the agreement and waivers, as was noted under the discussion of I. above.

**K. Mid-year Capital Project Updates**

Commissioners thanked staff for the report that was included in the Board packet.

**L. Executive Director Recruitment**

Commissioner Herakovich suggested posting the job advertisement in the Women in Parks and Rec group on Facebook.

**EXECUTIVE SESSION** - None

**MEETING ADJOURNMENT**

Commissioner Hays made a motion to adjourn the Regular Meeting at 8:51 pm. Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

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Scott Hays, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District