

**Journal of Proceedings**  
**SPECIAL MEETING – BOARD OF COMMISSIONERS**  
**June 3, 2021, 6:00 pm**  
**Headquarters, Lake of the Woods Forest Preserve, Mahomet, Illinois**  
Via Zoom meetings ([www.zoom.us](http://www.zoom.us)) | Meeting ID: 841 0004 0630

The Champaign County Forest Preserve District Board of Commissioners met at a Special Meeting on Thursday, June 3, 2021 via Zoom due to the Illinois Governor’s Executive Order 2020-10. Commissioner Kerins called the Special Meeting to order at 6:01 p.m. Commissioner Hays called the roll. The following Commissioners were in attendance by both audio and video: Goodman, Hays, Herakovich, and Kerins. Livesay was absent with notice.

**REMOTE ATTENDANCE** – All commissioners attended via Zoom. The executive director, assistant finance director, and HR generalist were present at the meeting location.

**PUBLIC COMMENT** – None

**NEW BUSINESS**

**A. Full-Time Position for Headquarters**

Commissioner Hays moved the Board approve the creation of a new, full-time position: Fundraising & Finance Assistant. Commissioner Goodman seconded. Commissioners confirmed that the position would offer support to staff and the foundation, and that it is primarily administrative in nature. Although he or she would have contact with donors as needed to accurately record gifts, he or she will not be directly involved in fundraising. Commissioners also confirmed the salary would be shared with the foundation based on actual time devoted to tasks. Edgington noted that we expect several internal candidates to apply, thus staff is recommending an internal posting exclusively. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, and Kerins. Motion carried.

**B. Ameren Easement on KRT**

Commissioner Hays moved the Board approve an easement with Ameren Illinois to bore beneath the Kickapoo Rail trail to grant power access to a new ballfield development west of St. Joseph. Commissioner Goodman seconded. Daab gave an overview of the document supplied in the Board packet. Commissioners present confirmed IDNR regulations on the easement regarding granting ordinances. Staff noted they had checked and IDNR prefers boring under as compared to having lines above. Commissioners also agreed an overhead line should be avoided. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, and Kerins. Motion carried.

**OTHER**

Commissioner Kerins noted they had asked Wuellner to forward her thoughts on skills and abilities recommended for the next executive director. Commissioners thanked Wuellner for forwarding the information to them, as it will be helpful as they continue the process.

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**MEETING ADJOURNMENT**

Commissioner Hays moved to adjourn the Regular Meeting at 6:24 pm. Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, and Kerins. Motion carried.

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

**Journal of Proceedings**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**May 20, 2021, 6:00 pm**  
**Rotary Hill Shelter, Lake of the Woods Forest Preserve, Mahomet, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, May 20, 2021 at Rotary Hill Shelter, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Regular Meeting to order at 6:07 p.m. Commissioner Hays called the roll. The following Commissioners were in attendance: Goodman, Hays, Kerins, and Livesay. Commissioner Herakovich was absent with notice.

**REMOTE ATTENDANCE** – None

**PUBLIC COMMENT** – None

**AGENDA MODIFICATIONS** – None

**APPROVAL OF CONSENT AGENDA**

- A. Minutes of Regular Meeting on April 15, 2021
- B. Minutes of Executive Session on April 15, 2021
- C. Minutes of Special Meeting on May 4, 2021
- D. Monthly Staff Reports

Commissioner Livesay made a motion to approve the consent agenda. Commissioner Goodman seconded. A voice vote was taken. Motion carried.

**COMMISSIONERS REPORT**

**A. Forest Preserve Friends Foundation**

Commissioner Livesay reported the group met earlier in the month and toured the Rankin Care Center, and then conducted their meeting at the peninsula's new Lakeview Shelter. The meeting agenda included approval of a Confidentiality Policy, the 2021 Foundation budget, and a Clean Energy Foundation grant agreement. Livesay also noted that staff have been working on creating more electronic donation methods to expand Foundation donor options. Goodman asked if any questions have been fielded by Foundation members regarding the need for donations in light of the recently passed referendum. Wuellner and Livesay both reported they had not heard of any comments or concerns from donors.

**B. Citizens Advisory Committee**

Commissioner Hays noted that the group met again this month on Zoom with good attendance and good discussion. Museum & education's assistant director Pam Leiter gave a presentation on the department's draft strategic plan that was very well received. Hays noted that the group is continuing with positive messaging about District activities via letters to the editor in the News Gazette, albeit with less frequency than they did during the referendum campaign. The CAC hopes to resume in-person outreach efforts very soon.

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### **C. Commissioner Comments**

Commissioners cited the following items from staff reports and observations:

- New split rail fencing additions around the District
- #yestoforest tree giveaway
- Golf play numbers
- Public outreach initiatives
- Ogden KRT public meeting
- Spring flora and natural areas in all preserves
- Sharing of the video showing the fox kits playing at SRFP

Commissioner Livesay reported that FPFF member, Meredith Mills, had commended Pam Leiter for her acceptance into the 2021 Leadership Illinois Fellows Program.

Commissioners also commended Pam on the Fellows Program and Tammy Bruehl for her recent completion of the Leadership, Innovation, Teamwork Workshop for Recreation & Event Professionals workshop.

Commissioner Kerins noted the referendum research team, which also consists of faculty from UIUC and SUNY Brockport, will hold its first meeting next Monday.

## **EXECUTIVE DIRECTOR REPORT**

**A. Announcements** – Wuellner noted with the CDC and Governor Pritzker’s recent announcement of the bridge phase, a sense of normalcy is beginning to return. Wuellner also shared camping numbers, noting that so far this year the campground is seeing a record number of reservations compared to past years and the season has only begun. Lastly, Wuellner noted a recent volunteer clean-up event for the KRT had more than 30 participants.

## **DISCUSSION ITEMS**

### **A. Creation of a Finance Committee**

Finance Director John Baker reviewed information that was shared at the last meeting regarding the creation of a finance committee, and gave an overview of the board’s history with finance committees. Commissioners present were in concurrence that the creation of such a committee would be best to wait until the new Executive Director was in place.

**OLD BUSINESS** – None

## **NEW BUSINESS**

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

Commissioner Goodman moved to approve the payment of \$481,921.68 in disbursements dated April 16, 2021 through May 20, 2021. Commissioner Hay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Kerins and Livesay. Motion carried.

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### **B. Treasurers Report - April**

Commissioner Goodman moved the Board approve the April 2021 Treasurer's report. Commissioner Livesay seconded. Commissioners confirmed information on the County EAV numbers. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Kerins and Livesay. Motion carried.

### **C. Resolution 2021-04, Sale of Surplus Goods**

Commissioner Livesay moved the Board approve Resolution 2021-04 designating certain items as surplus and authorizing the sale of those items on eBay (listed in packet). Commissioner Hays seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Kerins and Livesay. Motion carried.

### **D. Resolution 2021-05, Budget Amendment: Willow Pond Restoration and Elks Lake Pavilion Roof**

Commissioner Hays moved the Board approve Resolution 2020-05 to budget \$584,902 for Willow Pond Restoration Project and \$68,000 for Elks Lake Pavilion Reroof Project. Commissioner Goodman seconded. Commissioners confirmed cost, funding and timelines. Regarding funding, Commissioners agreed that farm funds should be used only if needed in regard to the Willow Pond restoration work. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Kerins and Livesay. Motion carried.

### **E. Resolution 2021-06, Kickapoo Rail Trail Amenities Construction and Construction Engineering**

Commissioner Hays moved the Board approve Resolution 2021-06 approving a local public agency agreement for the construction engineering and construction of amenities on the Kickapoo Rail Trail, from Main Street to Urbana to Seventh Street in St. Joseph, with a local match commitment of \$50,120.00. Commissioner Goodman seconded. District Planning Coordinator, Bridgette Moen, gave an overview of the project. Livesay asked the timeline for completion. Moen noted the project would begin in the fall and could be completed as soon as the following spring. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Kerins and Livesay. Motion carried.

### **F. ADA Procedures and Program Statement**

Commissioner Livesay moved the Board approve and publicly post the revised grievance procedure, new self-evaluation procedure, and revised Americans with Disabilities Act program statement. Commissioner Hays seconded. It was asked that an annual update be shared with the Board; Moen noted she would do that. Commissioners thanked Moen for her work on the document. A voice vote was taken. Motion carried.

### **G. Purchase of Ford F-250, Lake of the Woods operations**

Commissioner Hays moved the Board approve the purchase of a 2022 Ford F-250 from Champaign Ford City, for thirty-five thousand, seven hundred thirty-one dollars (\$35,731). Commissioner

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Livesay seconded. Commissioners thanked staff for the background on the vehicle inventory and asked for this information to be included on all future purchases. They also noted an interest in moving to more environmentally sustainable vehicles and equipment as soon as they are available. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Kerins and Livesay. Motion carried.

### **H. Executive Director Recruitment Process**

Commissioners noted that they intend to include both the president of the Friends Foundation and the CAC, or another member of each board, in the recruitment and interview process for the executive director position. Commissioner Kerins also noted an interest in having the hiring panel be as diverse as possible.

### **Other**

Baker reviewed the Program Budgeting 2021 Q1 Report that was sent to the Board. He noted that the first installment of property tax numbers has not yet been received so they could not be included in the report, but they will be on the second quarter report. Baker asked for input on the report. Commissioners present noted that they would like to have prior year comparisons included to give a more complete picture of progress made through the first quarter. Commissioners thanked finance staff for their work on the document.

### **EXECUTIVE SESSION**

Commissioner Hays moved to Executive Session at 7:32 pm under 2 (c) 11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Kerins and Livesay. Motion carried.

Executive Session was closed and regular session resumed at 7:42 pm.

### **MEETING ADJOURNMENT**

Commissioner Hays made a motion to adjourn the Regular Meeting at 7:43 pm. Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Kerins and Livesay. Motion carried.

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