

Journal of Proceedings
SPECIAL MEETING – BOARD OF COMMISSIONERS
November 10th, 2021, 4:00 pm
Headquarters, Lake of the Woods Forest Preserve, Mahomet, Illinois
Via Zoom meetings (www.zoom.us) | Meeting ID: 884 3220 2876

The Champaign County Forest Preserve District Board of Commissioners met at a Special Meeting on Wednesday, November 10, 2021 via Zoom due to the Illinois Governor’s Executive Order 2020-10. Commissioner Goodman called the Special Meeting to order at 4:00 p.m. Commissioner Kerins called the roll. The following Commissioners were in attendance by both audio and video: Goodman, Herakovich, Kerins, and Livesay. Commissioners Hays was absent with notice.

REMOTE ATTENDANCE – All commissioners attended via Zoom, as well as Dara Edgington-CCFPD HR generalist, Mike Daab – Deputy Director, Lorrie Pearson - Executive Director, and Lorna Geiler of Meyer Capel.

PUBLIC COMMENT – None

AGENDA MODIFICATIONS – None

EXECUTIVE SESSION

At 4:01pm, Commissioner Kerins moved to adjourn to Executive Session for 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. Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Kerins, and Livesay. Commissioner Kerins moved to adjourn back to regular session at 4:41pm. Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Kerins, and Livesay.

ADJOURNMENT

Commissioner Kerins moved to adjourn the Regular Meeting at 4:41pm. Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Herakovich, Kerins, and Livesay.

Andrew Kerins, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
November 18, 2021, 6:00 pm
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 on Thursday, November 18, 2021 at the Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve. Commissioner Goodman called the Regular Meeting to order at 6:00 p.m. Commissioner Kerins called the roll. The following Commissioners present were: Goodman, Herakovich and Kerins.

REMOTE ATTENDANCE – Commissioners Hays and Livesay

Commissioner Goodman called the Public Hearing to order at 6:02 pm.

PUBLIC HEARING – TENTATIVE TAX LEVY – *Receive public comments on the Tentative Tax Levy Ordinance 2021-01 of the Champaign County Forest Preserve District in the county of Champaign, of the State of Illinois, for the 2021 taxes due in 2022.*

PUBLIC COMMENT – None (in person or via previous email)

Commissioner Goodman closed the Public Hearing and opened the Regular meeting at 6:03 pm.

REGULAR MEETING

PUBLIC COMMENT – Tad Carlson spoke regarding benefits and advantages of Disc Golf. Carlson asked the Board to consider the addition of a Disc Golf Course at the District.

AGENDA MODIFICATIONS – None

APPROVAL OF CONSENT AGENDA

A. Minutes of Regular Meeting on October 21, 2021

B. Monthly Staff Reports

C. Resolution 2021-17 for Previously-Authorized IDOT temporary Easement

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

NEW BUSINESS

A. Disbursements for Approval

Commissioner Herakovich moved to approve the payment of \$138,384 in disbursements dated October 22, 2021 through November 18, 2021. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

B. Treasurers Report - October

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

C. Ordinance 2021-01, Final Tax Levy for 2021 Taxes Due in 2022

Commissioner Herakovich moved the Board approve Ordinance 2021-01, the Annual Final Tax Levy for 2021 Taxes due in 2022. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

D. Ordinance 2021-02 Tentative Budget & Appropriation for 2022

Commissioner Kerins moved the Board approve Ordinance 2021-02 Tentative Budget and Appropriation. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted "yes": Hays, Kerins and Livesay. Motion carried.

E. Resolution 2021-14 CCFPD Board 2022 Meeting Schedule

Commissioner Herakovich moved the Board approve the attached Schedule of Regular Board meetings for the year 2022. Commissioner Kerins seconded. Commissioner Hays voice concern that the acoustics at the Golf Course Clubhouse are not ideal for public meetings. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

F. Golf Cart Fleet Replacement

Commissioner Kerins moved the Board approve the 5-year lease of sixty (60) ClubCar Tempo golf cars from Battery Specialists for a total cost of \$150,816. Commissioner Herakovich seconded. Herakovich confirmed the location of Battery Specialist. Kerins noted thanks to staff for their work on the information supplied in the memo. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

G. Resolution 2021-15, 2022 Golf User Fees

Commissioner Herakovich moved the Board approve Resolution 2021-15 Golf Fees. Commissioner Kerins seconded. Kerins asked if Foot Golf would remain the same pricing as par three. Staff confirmed. Herakovich confirmed the pricing on shotgun start outings. Staff noted due to the course needing to be cleared prior to such outings, is the reason for the increase. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

H. Resolution 2021-16, 2022 Pavilion and Other Rental Fees

Commissioner Kerins moved the Board approve Resolution 2021-16 Pavilion and Other Rental Fees. Commissioner Herakovich seconded. Finance Director, John Baker, noted he had earlier received a change requested by staff, in regard to an addition of tent rental fees, and cancellation

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fees. Commissioner Herakovich moved to table Resolution 2021-16 Pavilion and Other Rental Fees. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

I. Purchase: Homer Lake Utility Vehicle

Commissioner Herakovich moved the Board approve the bid for purchase of a utility vehicle for Homer Lake Forest Preserve from Birkey’s Farm Store for Twenty Thousand Seven Hundred and 00/100 (\$20,700.00). Commissioner Kerins seconded. Commissioner Herakovich asked the Brand of the vehicle. Staff noted it was a Kubota. It was also noted the two like bids were accepted on the bid, as they were for the same specs, but were bid separately for color and delivery date differences. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

J. Contract: Willow Pond Renovation

Commissioner Kerins moved the Board approve the bid for the Willow Pond Restoration project from White Construction, located in Clinton, IN, for Six Hundred Three Thousand dollars (\$603,000). Commissioner Herakovich seconded. Deputy Director, Mike Daab, noted they have received reference information from other like entities on work of this firm and all are very favorable. Hays asked, as the company is out of Indiana, would they be using Illinois labor? Daab noted the company is a national company, but they have offices in Illinois. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

K. Resolution 2021-18, KRT Phase 2C, Ogden Engineering Service Agreement

Commissioner Herakovich moved the Board adopt Resolution 2021-18 approving a local public agency (LPA) engineering services agreement for the construction engineering on the Kickapoo Rail trail (KRT), from CR2650 to CR2800E, in an amount of \$177,958.00. Hays asked why they used these coordinates. Planning Assistant, Bridgette Moen, noted using those coordinates would have ending points that are more defined, as compared to stopping in the middle of a field. Daab also noted trail areas by railroad crossing, if legislative assistance is needed, are easier to obtain such assistance. 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

Commissioner Livesay reported the group had recently met and discussion included; Triple match Giving Tuesday, covered bridge roof fundraising, and working with a speaker on endowment options.

B. Citizens Advisory Committee

Commissioner Hays noted the group will be meeting in December and will be accepting a new member, which the CCFPD Board will have for acceptance at the December meeting. Hays also reported members have been busy assisting with Educational Programs.

C. Commissioner Comments

Commissioners cited the following items from staff reports and observations:

- Salt Fork Center new decking
- Camping and golf outing numbers
- Golf 5-year average numbers
- Harvest Fest
- Buffalo Trace trails
- Museum strategic plan work
- Robert F Smith Internship through the Smithsonian
- Social media work
- DEI Fellowship work
- Paddle boat numbers
- School programs
- Climate change program

Commissioners commended staff on the reports provided, and the work of all District staff.

In regard to farm revenue, Hays noted he would like the District to rethink the use of District land for cash crops.

Goodman thanked the Finance staff for their work on the preparation of the District tax levy submittal.

STAFF REPORTS

A. Executive Director Announcements – Pearson stated there wasn't anything to add to the report provided in the Board packet.

DISCUSSION ITEMS

A. Draft Budget – Pearson introduced the document that was supplied in the packet. Baker, gave a visual presentation overview to those present, and Daab shared capital project information regarding the budget.

In regard to proposed new positions, commissioners verified if the listing submitted were in priority order, Marketing Assistant position responsibilities, and part time seasonal needs. Staff noted the order was per priority. Livesay asked if the hours of the current seasonal campground naturalist couldn't just be expanded, or possibly broadening the responsibilities of the clerical position of the campground host to help with the activities. Staff noted the past seasonal naturalist held a full-time job, so wouldn't have been able to add any additional hours, and in regard to expanding the hosts responsibilities, the host position already holds many hours and responsibilities.

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Baker asked Commissioners to forward any comments or questions to him prior to the December meeting.

- B. DEI Fellowship** – Pearson gave an overview of the document that was included in the packet. Kerins asked if the salary included benefits. Staff noted benefits were included in the salary amount.

EXECUTIVE SESSION

Commissioner Kerins moved to Executive Session at 7:40 pm under 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 Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

Goodman closed Executive session and opened the Regular meeting at 8:05 pm.

NEW BUSINESS contd.

L. Illinois Clean Energy Community Foundation Grant Award

Commissioner Herakovich moved the Board approve a grant award from the Illinois Clean Energy Community Foundation (ICECF) for land acquisition in the amount of \$637,525 or 70% of the purchase price, whichever is less, and \$10,000 for ecological restoration activities for approximately 131 acres of land located west of St. Joseph at the confluence of the Salt Fork River and Saline Branch. Commissioner Kerins seconded. Commissioner Livesay asked for the motion to also include where the additional approximately \$80,000 dollars of funding would come. Herakovich amended the motion to include the additional funding not to exceed \$80,000 would come out of reserve funding for land acquisition. Commissioner Kerins seconded. Commissioners thanked staff for the clear and concise memo. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

MEETING ADJOURNMENT

Commissioner Kerins made a motion to adjourn the Regular Meeting at 8:09 pm. Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

Andrew Kerins, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
STUDY SESSION – BOARD OF COMMISSIONERS
December 2, 2021, 6:00 pm
Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois
Via Zoom meetings (www.zoom.us) | Meeting ID: 868 6766 1503

The Champaign County Forest Preserve District Board of Commissioners met at a Special Meeting on Thursday, December 2, 2021 via Zoom due to the Illinois Governor’s Executive Order 2020-10. Commissioner Goodman called the Special Meeting to order at 6:02 p.m. Commissioner Livesay called the roll. The following Commissioners were in attendance by both audio and video: Goodman, Hays, Herakovich, and Livesay. Commissioner Kerins was absent with notice.

REMOTE ATTENDANCE – All Commissioners in attendance attended via Zoom.

PUBLIC COMMENT – None

DRAFT 2022 WORKING BUDGET DISCUSSION

- A. Programs Areas** – Baker reviewed the document that was supplied in the Board packet, asking the Board for their feedback on the draft document. Feedback included; not to use indirect cost, include administrative cost section and the breakdown by administrative costs, as that would be helpful to see. Commissioners also asked when the current Strategic Plan is due for updates. Pearson noted the current document is through 2024, but staff will begin the document review process in 2022.

- B. Personnel Requests** – Regarding personnel request, Livesay noted her one concern is in regard to current staffing at the Interpretive Center, as the facility hasn’t been able to be open some weekends due to hours not being available. Thus, she is worried that adding hours to the Middle Fork activity coordinator, would take away hours keeping the current Interpretive Center open. Pearson stated the document also allowed for increasing the hours for the Interpretive Center staffing. Goodman asked about possible methods of evaluation for the positions. Pearson noted using goal setting and metrics for program budgeting will allow all positions to be monitored in regard to goals reached, and programming and public impact.

Commissioners present were in consensus that all position request be brought forward for approval.

- C. General/Other Discussion** – Staff confirmed if the salary schedule should remain in the document. Commissioners noted at a minimum include \$75,000 and up, but transparency is best, so Commissioners present were in consensus to keep salaries in the document.

Commissioners thanked finance staff and Pearson for their work on the budget document, and also noting how well written and informative it was.

Staff advised the Regular December and January Board meetings would be held via Zoom, and most likely the February one would also be via Zoom.

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ADJOURNMENT

Commissioner Herakovich moved to adjourn the Regular Meeting at 6:47 pm. Hays seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hays, Herakovich, and Livesay.

Andrew J Kerins, Secretary
Board of Commissioners
Champaign County Forest Preserve District