

Journal of Proceedings  
REGULAR MEETING – BOARD OF COMMISSIONERS  
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
Thursday, August 20, 2015  
Golf Course Clubhouse, Lake of the Woods Forest Preserve,  
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting, Thursday, August 20, 2015 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner White called the Regular Meeting to order at 6:00 p.m. Commissioner Livesay called the roll. Roll was taken with the following commissioners present: Herakovich, Hult, Kerins, Livesay and White.

**REMOTE ATTENDANCE** – None

**AGENDA MODIFICATIONS** – Commissioner Hult moved agenda item X **Commissioners Remarks and/or Input**; items C –N, *excluding Guidelines for Policy Review*, be removed from the agenda and be moved to a study session. Commissioner Livesay seconded. A majority of commissioners agreed the updates in the bylaws and Board polices are much needed and it will help commissioners knowing boundaries of their position, and it was also noted how much work has been done and how very thoroughly the work is being done. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

**PRESENTATION BY U OF I ROWING CLUB** – Will be on September Board Agenda

**SELECTION OF OFFICERS** – Commissioner Herakovich moved Commissioner Kerins occupy the office of President from August 2015 to July 2016. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich and Kerins, “no”: Hult, Livesay and White. Motion failed.

Commissioner Hult moved Commissioner White occupy the office President from August 2015 to July 2016. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Hult, Livesay and White, “no”: Herakovich and Kerins. Motion passed.

Commissioner Livesay moved Commissioner Kerins occupy the office of Vice-President from August 2015 to July 2016. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner Herakovich moved Commissioner Livesay occupy the office of Secretary. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner Kerins moved Commissioner Herakovich occupy the office of Treasurer. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner Livesay moved Commissioner Hult occupy the office of Assistant Secretary/Treasurer. Commissioner Herakovich seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **COMMITTEE APPOINTMENTS**

Commissioner Kerins moved Commissioner Livesay serve as the Board Liaison to the Forest Preserve Friends Foundation. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner Hult moved Commissioner Herakovich serve as the Board Liaison to the Citizen Advisory Committee. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

**AGENDA MODIFICATIONS** – Moved up in Agenda.

**PUBLIC COMMENT** - None

### **SECRETARY REPORT**

Commissioner Hult moved approval of the Regular Meeting Minutes of July 16, 2015. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner Kerins moved approval of the Executive Session Minutes of July 16, 2015. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **DISBURSEMENT REPORT**

Commissioner Kerins moved that the Board approve payment of \$171,823.17 in accounts payable disbursements dated July 17, 2015 through August 20, 2015. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **TREASURER’S REPORT**

Commissioner Kerins moved acceptance of the June 2015 Treasurers Report. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **COMMISSIONERS’ REMARKS AND/OR INPUT**

Commissioners commended staff on the snack bar renovations and tracking the updates on the capital projects list. Commissioners also commented on adding Capital Projects planning to the annual calendar, GO Bonds in regard to tax caps, Willow Pond repairs, farm fund and also suggested staff submit an award entry for the Smithsonian exhibit with IPRA.

A. **Agenda Items for September 24<sup>th</sup> and November 12<sup>th</sup> Study Session and November 14<sup>th</sup> Special Meeting (Retreat)**

The following meeting dates and topics were agreed upon:

September 24<sup>th</sup> Study Session – Policies towards accreditation.

November 12<sup>th</sup> Joint Special Meeting with FPF - 2016 Project Priorities and fundraising

November 14<sup>th</sup> Special Meeting Retreat – Tax Freeze Implications and Policies towards accreditation.

In addition to setting the agenda for the above sessions, Commissioners agreed to adding one additional study session on October 5<sup>th</sup> Study Session – Policies towards accreditation and Tax Freeze Implications

**B. Performance Pay**

Commissioners unanimously agreed with the recommendation of pushing off the implementation of a performance pay based system at the District until after the P20 percentile Compensation Goal is reached. Commissioners thanked the Compensation Committee for their work on examining the feasibility of implementing it.

**C. Guidelines for Policy Review**

A majority agreed, that the following Procedures will be used for Policy and Bylaw review for items leading towards accreditation.

1. Staff will work with Commissioners Herakovich and Kerins on the item and present a draft to the Executive Director.
2. Item is reviewed and edited by the Executive Director,
3. The Executive Director will place the item on a regular meeting, special meeting, or study session agenda for discussion only, and send an editable copy of the item to Board Members,
4. The Board members will review the item in Microsoft Word using Track Changes prior to the meeting which the item will be discussed,
5. Item will be discussed at the session or meeting, and finalized suggestions will be added to the item,
6. If needed, a review by a professional (legal/auditor/other), will be completed and sent to staff,
7. After professional review, the item will be placed on a regular meeting agenda for approval or adoption by the Board.

**D. Definitions Policy**

**E. Bylaws Review**

**F. Financial Structure and Responsibilities Policy**

**G. Investment Policy**

**H. Debts and Capital Assets Policy**

**I. Purchasing Policies**

**J. Comprehensive Insurance Policy**

**K. Financial Assistance and External Resources Policy**

**L. Emergency Expenditures Policy**

**M. Gifts, Bequests, and Donation Policy**

**N. Travel Policy**

**STAFF REPORTS**

**A. Staff Reports** – Lake of the Woods Site Superintendent Doug Sanders introduced Lake of the Woods Operations/Gardens staff, including; Tammy Bruehl, Assistant Site Superintendent of Operations, Mike Dale Assistant Site Superintendent of Grounds, Maintenance Workers Jim Blythe and Tony Sparks.

Director Olson advised Adrienne Kizer, Marketing Specialist, would be leaving the District on August 21<sup>st</sup>. Director Olson thanked her for her work.

Commissioners thanked staff for the amazing amount of positive media coverage, the work done on getting the Smithsonian exhibit, the amount of golf course tournament players and work that was done on getting the District/FPFF booth set up for the St. Joseph Community Festival.

Commissioners asked staff to check with legal counsel regarding legality of transferring corporate funds to golf fund, and also asked policy on farm & easement funds.

Commissioner Kerins moved acceptance of the August Staff Reports. Commissioner Hult seconded. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

**B. Update on 2015 Projects and Equipment** – Commissioners suggested the use of traffic counter for all District Preserves.

**C. Museums on Main Street Water/Ways Exhibit** – Museum of the Grand Prairie Curator, Valerie Hall shared information that the exhibit; Museums on Main Streets, a Smithsonian Institution Traveling Exhibition Service; Water/Ways exhibit will be on display beginning mid-July through August of 2016 at the Museum of the Grand Prairie. Commissioners commended staff on their work.

### **FOREST PRESERVE FRIENDS FOUNDATION BOARD REPORT**

It was reported at the last meeting Deputy Director Wuellner had updated the group on current donations, adding the Kickapoo Rail Trail has recently had many large donations. Wuellner has also drafted a letter to the News Gazette editor thanking the community for their donations and interest in the Kickapoo Rail Trail construction. Lastly the committee asked staff to draft a memorandum of understanding with the Vermilion County Conservation District, as donations and payments for the trail, both the Vermilion County side and the Champaign County side are coming thru the FFFF.

### **CITIZENS ADVISORY COMMITTEE REPORT**

It was reported the committee has been busy with outreach, and at their last meeting District Executive Director Olson updated the group on the Kickapoo Rail Trail and the recently dedicated 28 acres along the Salt Fork. Commissioner Herakovich also commended the CAC for their outreach work at the Urbana Farmers Market.

### **OLD BUSINESS**

#### **A. Resolution #15-006 Financial Signatories Resolution**

Commissioner Hult moved the Board adopt Resolution 2015 – 006: Financial Signatories. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **NEW BUSINESS**

#### **A. Resolution #15-7 Intergovernmental Agreement for Route 47 Pathway Project**

Commissioner Kerins moved the Board approve Resolution 2015-007, and intergovernmental agreement between the Champaign County Forest Preserve District and the Village of Mahomet to share grant match responsibility for the Route 47 multi-purpose pathway project. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

### **EXECUTIVE SESSION**

Commissioner Herakovich made a motion at 7:51 p.m. to convene into Executive Session under the Illinois Open Meetings Act, specifically section 2 (c) 1 for 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 and section 2 (c) 5 for the purchase or lease of real property for the use of the public body, including meetings held for the purpose whether a particular parcel should be acquired.

Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

Commissioner White closed the Executive Session at 8:21 p.m. and opened the Regular Meeting.

**NEW BUSINESS** - None

**MEETING ADJOURNMENT**

Commissioner Kerins moved adjournment of the Regular Meeting at 8:21 p.m. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Livesay and White. Motion carried.

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Sarah Livesay, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District