



FOREST PRESERVE DISTRICT OF KANE COUNTY

EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Friday, April 3, 2020 at 8:30 AM via video conference and at 719 Batavia Ave. Yellow House Board Room. The meeting was opened by President Michael Kenyon at 8:35 AM.

Members Present:

Commissioner Deborah Allan	Present
Commissioner Theresa Barreiro	Remote
President Pro Tem Mark Davoust	Remote
Commissioner Drew Frasz	Present
Commissioner John Hoscheit	Present
President Michael Kenyon	Remote
Commissioner Bill Lenert	Remote
Commissioner John Martin	Remote
Secretary Susan Starrett	Remote
Treasurer Penny Wegman	Remote

Others Present:

Commissioners Also Present / Remotely: Hanson, Kious, Scheflow. Staff and Legal Counsel: Monica Meyers, Executive Director, Ken Anderson, Jr., Chief of Planning and Operations, Ben Haberthur, Director of Natural Resource Management, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Laurie Metanchuk, Director of Community Affairs, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from March 6, 2020

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Starrett, Secretary
SECONDER:	Mark Davoust, President Pro Tem
AYES:	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Drew Frasz, John Hoscheit, Bill Lenert, John Martin

III. Public Comment (Each Speaker is limited to three minutes) *None.*

IV. Presentation and Approval of Bills and Commissioners' Per Diem from March 2020

RESULT: MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO: FOREST PRESERVE DISTRICT COMMISSION 4/14/2020 9:00 AM
MOVER: Mark Davoust, President Pro Tem
SECONDER: Theresa Barreiro, Commissioner
AYES: Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

V. Finance and Administration

A. Presentation and Approval of the 2020 Surplus Vehicle and Equipment List

In 2013, the District began using an online auction house to dispose of surplus vehicles and equipment, with good results. Staff views this process as instrumental in obtaining the best results and numerous bids.

Staff received approval to declare a list of vehicles and equipment as surplus, for disposal through an online auction service. (List available online).

DISCUSSION: None.

RESULT: MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO: FOREST PRESERVE DISTRICT COMMISSION 4/14/2020 9:00 AM
MOVER: Mark Davoust, President Pro Tem
SECONDER: Susan Starrett, Secretary
AYES: Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

B. Presentation and Approval of a Proposal for Professional Auditing Services with Lauterbach & Amen, LLP

The term would be for four years with the option for three additional one-year extensions. The District sent the RFP to 12 firms, including the current auditors.

The Government Finance Officers Association (GFOA) states that due to the possibility of limited competition in a given area, current auditors should be encouraged to participate if their past performance was satisfactory. The District has been very satisfied with the work product and process of our current auditors, Lauterbach & Amen, LLP. The District received four responses, including one from the current auditors.

A three-person team evaluated all responses. Once again, staff selected Lauterbach & Amen LLP as the best-qualified firm to perform the District's audit.

One benefit of conducting the RFP process was the reduction in fees for the District. For fiscal year 2019, the District paid \$25,600 for the audit. For fiscal year 2020, the proposed fees from Lauterbach & Amen would be \$21,500. If the District decides to utilize their services for the entire seven-year period, the fee for fiscal year 2026 would be \$23,900. The reduced pricing also indicates how clean and straightforward the audit process has been, due to the hard work that staff puts in, throughout the year.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 4/14/2020 9:00 AM
MOVER:	Mark Davoust, President Pro Tem
SECONDER:	Susan Starrett, Secretary
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

VII. Planning & Utilization

A. Presentation and Approval of a Bid for Plug Planting at the Mill Creek Greenway Forest Preserve

Scattered across the restored prairies and farmed acres of the District are dozens of small depressions in the landscapes. These so-called “prairie potholes” are often less than an acre or two in size, and are filled by snowmelt and seasonal rains. The restoration of one of these potholes is relatively inexpensive and immediately filters infiltrating groundwater, provides nesting habitat for dabbling ducks, and provides benefits for native pollinators.

Due to repeatedly flooded crops and storm-water storage requirements at Mill Creek Greenway, a two-acre depression wetland area is being removed from farming in growing season 2020. Bids were sought from qualified firms to secure and install wetland plant plugs. Work shall consist of purchasing, providing and installing the specified wetland plant plugs. There is also an 80 percent, one-year survival performance standard for the wetland plugs.

The lowest responsible bidder awarded this project is Davey Resource Group of Elmhurst, Illinois, in the amount of \$17,365.

DISCUSSION: Commissioner Kious asked for further clarification. Director Haberthur explained further.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 4/14/2020 9:00 AM
MOVER:	John Martin, Commissioner
SECONDER:	Deborah Allan, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

B. Presentation and Approval of a Request to Apply for an Illinois Public Museum Grant for an Exhibit at the Creek Bend Nature Center

The District is authorized to apply for an Illinois Public Museum Capital Grant for a new prairie-themed exhibit for Creek Bend Nature Center. This project was supported in the *2020 Update to the 2015 Comprehensive Master Plan*. Public museums can apply for financial assistance to develop new and updated exhibits, expand facilities, renovate and

restore buildings and make infrastructure improvements. Museum grant applications are due April 30, 2020.

Visitors to the exhibit would learn about a tallgrass prairie; be able to identify some of the different species of plants and animals that live in tallgrass prairie communities, both above and underground; appreciate that 80 percent of prairie plant biomass is underground; recognize that tallgrass prairie has become a rare ecosystem, with only one-tenth of one percent of Illinois' original prairie remaining; and understand that prairie restoration and recreation efforts have an impact, and that everyone can help these efforts.

There is no match required for this exhibit because annual visitorship to Creek Bend Nature Center is below 300,000 annually; however, it greatly increases our chances of being awarded the grant, if we have money to match the request. Based on that, the size of our total request is \$212,500, with \$12,500 of that being our in-kind matching portion.

If the District is not awarded the grant, we would not move forward with the grant project.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 4/14/2020 9:00 AM
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Mark Davoust, President Pro Tem
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

VIII. New or Unfinished Business

IX. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel

Enter 8:51 A.M.

RESULT:	ROLL CALL VOTE [UNANIMOUS]
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

Also present: Commissioners Hanson, Kious, Iqbal, and Scheflow. Attorney Hodge.

RESULT:	VOICE VOTE [UNANIMOUS] Exit 9:11 A.M.
MOVER:	John Hoscheit, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

X. Communications

1. All forest preserves continue to remain open with restrooms closed.
2. All District buildings and facilities are closed.
3. Cancellation of all District events and programs as well as facility reservations will extend through April 7.
4. Employees responsible for essential functions will report to work on an as-needed basis, as determined by the department head to accommodate minimal necessary activities to perform our limited essential government functions. Public Safety will report to work as scheduled.
5. Employees who can work from home (telework) shall continue to do so.
6. Employees must keep their District (or personal) phones close at hand, during normal work hours. If the District modifies any of the conditions above, Human Resources will notify employees via the DialMyCalls.com emergency text messaging system (same as severe weather).
7. Employees must check their Webmail daily
8. All employees are on call for emergencies and essential functions. The only exception to this are those employees using vacation, sick or personal time off.

XI. President's Comments

President Kenyon took a moment to thank all the staff for the great job still being maintained during this time.

XII. Financial Reports

A. Revenue & Expense Report through February 2020

B. Cash Investment Report: February 2020

C. Bond Investment Report: February 2020

RESULT:	PLACED ON FILE BY VOICE VOTE [UNANIMOUS]
MOVER:	Mark Davoust, President Pro Tem
SECONDER:	Susan Starrett, Secretary
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

XIII. Adjournment: 9:26 AM

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Susan Starrett, Secretary
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

President Michael Kenyon, Chairman
Forest Preserve District Executive Committee
Forest Preserve District of Kane County

Adjournment until: Friday, May 1, 2020, at 8:30 am
Kane County Government Center, Building A
719 Batavia Avenue, Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary



FOREST PRESERVE DISTRICT OF KANE COUNTY
EXECUTIVE COMMITTEE CLOSED SESSION MINUTES
APRIL 3, 2020

The Forest Preserve District Executive Committee meeting was held Friday, April 3, 2020 at 8:30 AM via video conference and at 719 Batavia Ave., Yellow House. The meeting was opened by President Michael Kenyon at 8:38 AM.

RESULT:	ENTER INTO CLOSED SESSION TO DISCUSS CONTRACTS & PERSONNEL 8:51 AM. ROLL CALL VOTE [UNANIMOUS]
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

CONTRACTS DISCUSSION:

Moved into Closed session to discuss contracts. Per the Illinois Gubernatorial Executive Order #6, the State of Illinois is under a Stay at Home Order until April 30 and has been since March 20, 2020. The Fox Valley Ice Arena, the golf courses, and District facilities have been closed. The Cougars' season has been postponed. The preserves and trails have remained open.

FVIA: The Ice Arena has closed the building to all public, the ice has been melted and the Chelio's Restaurant closed to business, including delivery/pickup. The management company has communicated that it would take about 10-12 days to return to business once the order is lifted. The ice would need to be reinstalled and the restaurant would need time to restaff and restock. The District has communicated that the management company must begin to submit for insurance and federal funding allowed. The management company has requested a waiver for rent payment due to this unprecedented situation. A letter was sent from the District to the Management Company on March 26, 2020, recognizing the Force Majeure clause in the contract and strongly encouraging it submit for Business Interruption Insurance claims.

GOLF COURSES: Settler's Hill Golf Course and Deer Valley Golf Course – under the same management company has asked to partner with the District in cooperation for the payment schedule, suggesting that they will be late with payment, but hopefully that is all. Hughes Creek Golf Club – has requested a full waiver for the entire season.

COUGARS BASEBALL: The Cougars' organization has requested a match for loss % waiver. The opening of baseball season has been postponed until June and the April and May games rescheduled.

DISCUSSION: *Commissioner Hoscheit commented that he felt it was too early to make specific arrangements with our tenants. He suggested that District acknowledge and monitor with communication stating that the district would evaluate at a later time. Several Commissioners demonstrated agreement and Commissioner Starrett added that the District would have to be diligent to make sure with the opportunity of grants and loans that the vendor does not double dip or consider the District to have*

forgiven their contractual obligations. Commissioner Martin reiterated that the vendors must utilize all means available first, before any District concession is considered or discussed.

OTHER:

TRAILS: *Commissioner Martin stated that the Fox River Trail around the Fabyan FP, was very busy with people. He asked if there could be any further actions taken to control the crowding in this area. Staff explained that the District is utilizing social media to suggest other preserves that can be used as well as the encouragement of safe and social distancing. Staff also reported that overall, we have been getting more compliments than complaints.*

Commissioner Hoscheit indicated that the District has invested a lot of money on the trails and trail use and that the residents need an outlet for their potential anxiety and "cabin fever". Commissioner Frasz determined that although this situation is difficult, it does shine a light on our beautiful preserves. It was also mentioned to download the Kaneforest app to your cell phone as well as the utilizing the Kane Forest Notify app, which allows for residents to report a problem or situation using GPS location technology.

RESULT:	EXIT FROM CLOSED SESSION 9:11 AM. VOICE VOTE [UNANIMOUS]
MOVER:	John Hoscheit, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary