



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### EXECUTIVE COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Executive Committee meeting was held Friday, October 2, 2020 at 8:30 AM at the Kane County Government Center, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 8:30 AM.

**Remote= \***

#### Members Present:

##### Attendee Name:

##### Status:

President Michael Kenyon	Present
President Pro Tem Mark Davoust	Present
Treasurer Penny Wegman	Present
Secretary Susan Starrett	Present*
Commissioner Bill Lenert	Present
Commissioner John Martin	Present
Commissioner Deborah Allan	Present (@ 8:38 a.m.)
Commissioner Theresa Barreiro	Present* (@ 8:42 a.m.)
Commissioner Drew Frasz	Absent
Commissioner John Hoscheit	Absent

#### Others Present:

Commissioners Kious\*, Molina\*, Scheflow\*; KC ITD Peters; Chief of Police Gilloffo\*; Exec. Dir. Monica Meyers; Finance Dir. Ken J. Stanish; Dir. Of Natural Resources Ben Haberthur; Dir. Comm. Affairs Laurie Metanchuk; HR Dir. Katy Yee; Attorney Gerald Hodge\*; Exec. Asst. Recording Secretary Gabriella Figliozzi.

#### II. Approval of Minutes from September 4, 2020

**DISCUSSION:** None.

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

#### III. Public Comment (Each Speaker is limited to three minutes)

None.

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

**DISCUSSION:** None.

<b>RESULT:</b>	<b>APPROVED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Mark Davoust, President Pro Tem
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Bill Lenert, John Martin
<b>ABSENT:</b>	Deborah Allan, Theresa Barreiro, Drew Frasz, John Hoscheit

**There was a change in the agenda order as follows: The Committee moved into Executive Closed Session @ 8:35 a.m. on a motion by Martin, Second by Davoust to discuss Contracts, Management, and Land Acquisition.**

**V. Closed Session (Allan Arrived @ 8:38 a.m., Barreiro arrived via Zoom @ 8:42 a.m.)**

<b>RESULT:</b>	<b>APPROVED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Mark Davoust, President Pro Tem
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Bill Lenert, John Martin
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

**The Committee returned to Open Session @ 9:07 a.m. on a motion by Martin, second by Davoust. Roll Call Vote, Unanimous.**

**VI. Finance and Administration**

**A. Presentation and Approval of the Tax Levy for Fiscal year 21-22**

*CFO Stanish presented the budget for levy purposes. The recommendation brought forth from the Finance and Administration Committee was to increase by both the CPI and new construction. Stanish referenced a tax levy example from 2015-2020 of costs for a home averaging \$233,000. By lowering the bond debt, the cost for tax payers have decreased, thus an increase in both CPI and new construction would not cause the overall levy to increase.*

**DISCUSSION:** *Commissioner Davoust reiterated the savings the tax payers will have due to lowering of the bond debt. He stated this was the reason why the CPI and new growth increase were feasible. Martin noted that the increase will allow management of the additional land acquired, including the burdens that have incurred by COVID-19. Lenert asked for clarification in terms of the acquired acreages and the management. Stanish stated the increases in land management positions versus the thousands of acres added since 2015, have been minimal. He noted the concerns of uncertainties COVID brings in regards to the revenues, the expenses will continue to increase.*

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [7-1]</b>	<b>Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	John Martin, President Pro Tem	
<b>SECONDER:</b>	Bill Lenert, Commissioner	
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Bill Lenert, John Martin	
<b>NAYS:</b>	Theresa Barreiro	
<b>ABSENT:</b>	Drew Frasz, John Hoscheit	

## B. Presentation and Approval of an Update to the Investment Policy

*CFO Stanish presented the updated items on the policy.*

**DISCUSSION:** *Lenert asked for clarification regarding the original language allowing investments. Stanish responded, the change of the corporate bond maturity limits allows the Forest Preserve to invest up to 3 years rather than 270 days.*

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	Mark Davoust, President Pro Tem	
<b>SECONDER:</b>	Bill Lenert, Commissioner	
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin	
<b>ABSENT:</b>	Drew Frasz, John Hoscheit	

## VII. Land Acquisition

None.

## VIII. Planning & Utilization

### A. Presentation and Approval of a Bid for Native Seed to Use for Natural Restoration of District Lands

*Dir. Of Natural Resources Haberthur presented the following recommendation referencing the bid abstract and maps included in the agenda packet.*

Staff recommends the Committee approve the bids for Options 1-4 of this native seed purchase from a joint bid by Shooting Star Native Seeds of Spring Grove, Minnesota and Prairie Moon Nursery of Winona, Minnesota. The bid was advertised and sent to 24 vendors with three responding.

- Option 1 – Burlington Prairie (South) Forest Preserve: 151 species to be sown across an approximately 55-acre field. This restoration is a new agricultural to tallgrass prairie restoration.
- Option 2 – Burlington Prairie (North) Forest Preserve: 150 species to be sown across an approximately 40-acre field. This restoration is a new hay field to tallgrass prairie restoration.
- Option 3 – Hannaford Woods Forest Preserve: 76 species to be sown across an approximately 15-acre project area. This restoration is tailored specifically for turtle habitat. It will restore the portion of the Knierim parcel recently acquired by the District.

- **Option 4 – Bowes Creek Forest Preserve:** 111 species to be sown across an approximately 30-acre field. This tallgrass prairie restoration is entirely funded by donations from the Muirhead family.

Total Cost of all options is \$242,113.84

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission
<b>MOVER:</b>	Deborah Allan, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

**B. Presentation and Approval of Bids for Tree and Brush Clearing at the Pingree Grove, Lone Grove, and Bowes Creek Greenway Forest Preserves**

*Dir. Of Natural Resources Habberthur presented the following recommendation referencing the bid abstract and maps included in the agenda packet.*

Staff recommends the Committee approve the contracts for invasive tree and brush removal at portions of Lone Grove, Bowes Creek Greenway, and Pingree Grove Forest Preserves to the three separate lowest, qualified vendors as follows:

- Projects 1 & 4 - Central Tree & Landscape Mulch, LLC, of Hoffman Estates, Illinois, at \$38,269.65 for Project 1 and \$27,750.00 for Project 4, for a contract total of \$66,019.65.
- Project 2 - Integrated Lakes Management, of Waukegan, Illinois, at a contract cost of \$5,457.
- Project 3 - Applied Ecological Services, of Brodhead, Wisconsin, at a contract cost of \$12,442.00.

The total cost for all four projects is \$83,918.65.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Penny Wegman, Treasurer
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

**C. Presentation and Approval of a Bid to Construct Required Site Improvements at Kane County Events Center Associated with the Kane County Division of Transportation Kirk Road Bridge Over the Union Pacific Railroad Project**

*Exec. Dir. Meyers presented the following recommendation noting a positive return in vendor response.*

Staff recommends the Committee approve the bid to complete required improvements at the

Kane County Events associated with the Kane County Division of Transportation (KDOT) Kirk Road Bridge over the Union Pacific Railroad (UPRR) project improvements by Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$495,181.62, plus a 10 percent contingency for \$49,518.16 to cover any additional costs that may arise during construction, for a total price of \$544,699.78.

**DISCUSSION:** Referencing a map included in the agenda packet, Exec. Dir. Meyers clarified questions regarding the ownership of Cherry Lane stating it belongs to the township of Geneva, therefore the Forest Preserve does not maintain it.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	John Martin, Commissioner
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

**D. Presentation and Approval of Change Order #1 from Evans & Son Blacktop, Inc. for the Fox River Trail - South Elgin Switchback and Trail Connection Project**

*Exec. Dir. Meyers presented the following recommendation noting the reasons for the change order. The timeline and unforeseen issues that arose during the project were explained.*

Staff recommends the Committee approve Change Order #1 from Evans & Sons Blacktop, Inc. of West Chicago, Illinois, for \$3,724 for a new total project cost of \$54,930.08 for the Fox River Trail Switchback and Trail Connection Project in South Elgin.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Deborah Allan, Commissioner
<b>AYES:</b>	Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

**E. Presentation and Approval of an IDNR RTP Grant Submission for an Interpretive Trail and Signage Project at the Mill Creek Greenway Forest Preserve**

*Exec. Dir. Meyers presented the following recommendation explaining the requirements of the IDNR RTP grant program and the steps involved. She indicated the items that would be implemented and total project cost of \$473,000. The maximum amount of grant reimbursement would be \$200,000.*

**DISCUSSION:** None.

**RESULT:** **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM**  
**TO:** Forest Preserve District Commission  
**MOVER:** John Martin, Commissioner  
**SECONDER:** Deborah Allan, Commissioner  
**AYES:** Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin  
**ABSENT:** Drew Frasz, John Hoscheit

**F. Presentation and Approval of a Maintenance Agreement with the Knights of Columbus to Maintain the Grotto at the Gunnar Anderson Forest Preserve**

*Exec. Dir. Meyers provided background information regarding the local Knights of Columbus and the representatives. The three year maintenance agreement would fall under the Forest Preserve's supervision by the Natural Resources Department and the Volunteer Coordinator.*

**DISCUSSION:** *Brief discussion regarding the members of the organization and area, which included Elburn, Geneva, Batavia.*

**RESULT:** **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/13/2020 9:00 AM**  
**TO:** Forest Preserve District Commission  
**MOVER:** John Martin, Commissioner  
**SECONDER:** Mark Davoust, President Pro Tem  
**AYES:** Michael Kenyon, Mark Davoust, Penny Wegman, Susan Starrett, Deborah Allan, Theresa Barreiro, Bill Lenert, John Martin  
**ABSENT:** Drew Frasz, John Hoscheit

**IX. New or Unfinished Business**

None

**X. Communications**

A. Election Day Holiday 2020

HR Dir. Yee presented the Election Day Holiday new this year 2020. Election Day, November 3<sup>rd</sup> 2020, was passed as a state holiday earlier this year by Governor Pritzker. As this is a State Mandate it is being presented as a communication that the Forest Preserve will honor this day as a holiday. The Forest Preserve will be operable with minimal staff.

**XI. President's Comments**

None

**XII. Financial Reports**

**DISCUSSION:** *None.*

**A. Revenue & Expense Report through August 2020**

**B. Cash & Investment Report: August 2020**

**C. Bond Investment Analysis Report: August 2020**

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

### **XIII. Adjournment**

The meeting adjourned at 9:39 a.m.

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

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

**Adjournment until: Friday, November 6, 2020 at 8:30 am**  
**Forest Preserve District Administration Offices**  
**1996 S. Kirk Road, Suite 320 Geneva, Illinois**

Respectfully Submitted,

*Gabriella Figliozi*

Gabriella Figliozi  
Recording Secretary



**FOREST PRESERVE DISTRICT OF KANE COUNTY**  
**EXECUTIVE COMMITTEE CLOSED SESSION MINUTES**  
**OCTOBER 2, 2020**

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The Forest Preserve District Executive Committee meeting was held Friday, October 2, 2020 at 8:30 AM via video conference and the Kane County Board Room 2<sup>nd</sup> floor, 719 Batavia Ave. Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 8:35 AM. **Remote=\***

Attendance: Commissioners Allan, Barreiro\*, Davoust, Kenyon, Lenert, Martin, Starrett\*, Wegman, Kious\*; Attorney Hodge\*; CFO Stanish;

<b>RESULT:</b>	<b>ENTER INTO CLOSED SESSION TO DISCUSS CONTRACTS &amp; MANAGEMENT 8:35 AM. ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Mark Davoust, Commissioner
<b>AYES:</b>	Deborah Allan, Theresa Barreiro, Mark Davoust, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

Exec. Dir. Meyers stated the items for discussion in closed session were golf and management companies.

**CONTRACTS/MANAGEMENT:**

*COUGARS BASEBALL: CFO Stanish reported the Cougars have not paid their first or second quarter installments, the Finance Department was notified that they would not be making their third quarter installment as well. Stanish indicated this was not a surprise. The field audit was completed and in good standing, however he noted that the payment for all the management contracts are seen as receivables, they are shown as revenues in regards to the audit. For FY20 that ended June 30, 2020 \$500,000 for the Cougars, if they do not pay this will reflect an impact of a negative \$50k for the first quarter, \$175k for the second quarter for FY 2020. This would need to be corrected if not received, this will have an additional impact of \$225k for FY21.*

*FOX VALLEY ICE AREA: Stanish reported the Ice Area had not paid since April, however staff received a check yesterday, October 1, 2020. He noted the assumption was payment for October. The three months of no payment that is seen as a receivable for FY20 was a total of \$94,596. If this is not paid in full, the impact for FY21 will be a total of \$189k. The shortfalls in revenue are yet to be determined.*

*STRIKERS: The Strikers make two payments of \$37,500, the 1<sup>st</sup> installment will be coming due at the end of October. We are uncertain if they will be making their payments. They had requested relief, and were denied by the Commission. These are General Fund Revenues. These impacts will affect the FY21 receivables.*

*GOLF VISIONS: Stanish reported they were current with all their payments, he referred to Exec. Dir. Meyers to discuss the management status.*



Exec. Dir. Meyers indicated the two management contracts would be expiring in December 2020. The Settler's Hill project has been awarded and preliminary construction review has begun. The construction requires the golf course to be closed for 2021. It is scheduled to reopen in the spring of 2022. No revenue will be generated during this time, which is a loss of \$160k.

The Hughes Creek Golf course contract with Meyer Golf Management would also be expiring in December 2020. Dir. Meyers stated an offer was made to the Meyer Golf family to continue for one year in order to send out an RFP and allow new agreements to run parallel. The construction has created challenges visually, pictures have been provided of the anticipated outcome of the project to gain interest. Grants for Settler's Hill Golf Course have been in the works for funding improvements that would include a new club house and learning center that would be part of the driving range.

Options were discussed with GolfVisions in regards to the Hughes Creek Golf Course. Exec. Dir. Meyers indicated they offered to manage for \$110k with 20% of revenues exceeding \$1.1M. This figure was the typical amount of revenues generated. This agreement calculates to a \$25K loss for each fiscal year. Meyers requested direction and consensus to move forward with GolfVisions to extend the contract for a year with the arrangement discussed.

**DISCUSSION:** Commissioner Martin asked if there would be an ability to move the threshold of the \$1.1M due to the lower amount of \$110k. Meyers responded their original offer was \$80k due to Covid-19. Meyers discussed a list of items that will be taken by the current management company, Meyer Family Golf which they plan for auction that is not attached to the business such as tables, chairs, dishes etc. There was further discussion regarding restaurant items that may be available due to the number of restaurants that have closed due to Covid. Davoust suggested to look into the seeding expenses and potentially include this into the agreement with GolfVisions. Lenert noted that golfers may not be generating revenues at Settler's Hill Golf course until July of 2022, depending on the grow-in/reopening. Further discussion continued including a request for a notice to corresponding leagues and entities as a communication of a change in Management.

DEER VALLEY GOLF COURSE: Dir. Meyers discussed Deer Valley and the cost factor. Revenues were around \$4,500 for the year. This becomes more of a cost rather than revenue generator. Meyers discussed working with staff to restore the property. This area is a high grade natural area, this land would benefit, restoration costs would be minimal and the creek would benefit with suspending the chemicals from the golf course going into the stream. Dir. Haberthur noted that turf abandonment would be a simple action.

**DISCUSSION:** Commissioner Allan asked if the residents around the area would feel a negative impact. Meyers responded that the golf course had not been used by the campers when the Big Rock Campground was opened as initially thought, this was not an amenity that was creating any attraction. Meyers noted that the golf Course could be seen as a burden within the RFP rather than a revenue generator. There was consensus to move forward with this action.

<b>RESULT:</b>	<b>RETURN TO OPEN SESSION AT 8:52 AM. ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Mark Davoust, Commissioner
<b>AYES:</b>	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Susan Starrett, Penny Wegman
<b>ABSENT:</b>	Drew Frasz, John Hoscheit

Respectfully Submitted,

*Gabriella Figliozi*

Gabriella Figliozi  
Recording Secretary