



FOREST PRESERVE DISTRICT OF KANE COUNTY

EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Friday, February 7, 2020 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 8:30 AM.

Members Present:

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

Others Present:

Commissioners Chris Kious and Douglas Scheflow

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, Dave Petschke, Accounting Manager, Brittany Kovach, Community Affairs Specialist, Anna Marano, Buyer, Jenny Estes, North Division Supervisor, Chuck Misner, Safety Coordinator, Betsy Scaletta, HR Specialist, , Caitlin Rodeghero, Administrative Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from January 10, 2020

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

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

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

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	John Martin, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Deborah Allan, Susan Starrett

V. Finance and Administration

A. Presentation and Approval of Revisions to the Safety Handbook

HR Director Tracey Smith presented the revisions to the Employee Safety Handbook. The Safety Handbook was last approved in 2014 and since then the Safety Committee has expanded to include wellness. The Safety and Wellness Team is an employee driven committee made up of representatives from all the departments. The proposed modifications to the Handbook include the District's well-being mission, tweaks to titles, and new training frequency requirements.

DISCUSSION: *President Kenyon commented on how HR always strives for excellence.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

B. Presentation and Approval of Revisions to the Employee Handbook

HR Director Tracey Smith introduced the proposed revisions to the District's Employee Handbook. The last revision to the Handbook was approved in June of 2019. Per recommendations from Laner Muchin (Employment Law Firm), the revisions to Handbook were made to be compliant with an influx of new laws coming out of Springfield. Our attorney also recommended some areas for language and policy clarifications.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	John Hoscheit, Commissioner
SECONDER:	Penny Wegman, Treasurer
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

VI. Land Acquisition

A. Presentation and Approval of a Purchase of Lands in Kane County by the Forest Preserve District of DuPage County as an Addition to Pratt's Wayne Woods

Property is a total of 8.9 acres predominantly in DuPage County along Route 25 in Wayne. .09 acre portion is within Kane County along Rt. 25. DuPage Forest Preserve District is requesting permission to purchase the .09 acre portion. A portion of this acreage will be sold to KDOT for roadway ROW.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

VII. Planning & Utilization

A. Presentation and Approval of a Bid for Herbicide Weed Management to Treat Woody Re-Sprouts at Various Forest Preserves

Invasive plant species come in many varieties, woody (a plant that produces wood for structure; shrubs and trees, in essence, buckthorn, honeysuckle) is the focus of this management project.

These clearing projects remove large portions of non-native and invasive woody vegetation from degraded woodlands. The contracted work will target invasive woody species for chemical spot control. Through this process, we will promote desirable plants and restore both the structure and function of the woods. Successive years of effort will reduce the effort and cost needed to maintain these areas in perpetuity. The bid for herbicide weed management to be conducted at portions of four forest preserves with McGinty Bros., Inc. of Long Grove, Illinois for a contract cost of \$67,124 for Projects 1, 2, 3, 4, and 6, and with Integrated Lakes Management, Inc. of Waukegan, Illinois for a contract cost of \$9,230 for Projects 5 and 7, for a combined total project cost of \$76,054. The cost of all projects as presented is \$76,354.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
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, Penny Wegman
ABSENT:	Susan Starrett

B. Presentation and Approval of a Bid for Pond Management at the Bowes Creek Greenway and the Paul Wolff Campground

Bids were sought from qualified firms for three years of consecutive growing seasons (April - October), ecological health monitoring and aquatic vegetation management of the three large ponds at Burnidge (Project 1) and at Bowes Creek Greenway (Project 2). The contract performance standard is to maintain 70% open water within the pond, throughout the growing season. Additionally, the aquatic vegetation present within the pond must be comprised of 30% or less exotic species.

Because of the aesthetic and recreational objectives of the pond maintenance at the Burnidge Forest Preserve pond, project costs will be split between the Natural Resource Management Department and the Operations Department.

The bids from McCloud Aquatics of Elburn, Illinois for three years of pond monitoring and maintenance at Burnidge Forest Preserve (Project 1) for \$6,575 (\$2,191.67/year) and for three years of pond monitoring and maintenance at Bowes Creek Greenway Forest Preserve (Project 2) for \$17,801.25 (\$5,933.75/year). Total contract costs are \$24,376.25 (\$8,125.42/year).

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 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, Penny Wegman
ABSENT:	Susan Starrett

C. Presentation and Approval of a Bid for Updated Vegetation Inventories

Hiring contractors to conduct an updated assessment will help address several issues. The most important of these is determining the extent previous management -controlled burning, cutting brush, weeding or neglect - has affected floristic quality from the previous assessment. This detail will help determine future management activities and priorities. The contractor will visit each site three times, throughout the growing season, to document the existing plant communities in the spring, summer and fall. This project was discussed and promised as part of the 2017 referendum capital improvements.

The bid for vegetation inventories is to be conducted at portions of six forest preserves with Applied Ecological Services of West Dundee, Illinois, for a contract cost of \$15,140 for Options 2, 3, 4, 6, 7 and 11; portions of four forest preserves with Integrated Lakes Management of Waukegan, Illinois, for a contract cost of \$4,350 for Options 1, 9, 10 and 13; portions of three preserves with Encap, Inc. of DeKalb, Illinois, for a contract cost of \$6,700 for Options 5, 8 and 12; and a portion of one preserve with Environmental Consulting & Technology, Inc. of Lombard, Illinois, for a contract cost of \$2,150 for Option 14, for a combined total project cost of \$28,340.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	Mark Davoust, President Pro Tem
SECONDER:	Bill Lenert, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

D. Presentation and Approval of a Bid for Structure Removal at Various District Properties

The Planning and Utilization Committee recommends the Executive Committee approve funds for demolition of structures at sites #1, #2 and #3 for a total price of \$125,450, plus a contingency of 10% for a total of \$137,995 to Fowler Enterprises LLC, from Elgin, Illinois. Staff recommends the Committee approve funds for demolition of structures at sites #4 and #5 to be completed in-house for a total price of \$22,220, for a grand total of \$160,215. Funds totaling \$56,754 are available in the Operations -Land Area Development Fund for this expense totaling \$160,215. Additional funds totaling \$103,461 needed for this project are available in the Planning and Development -Land Area Development fund and project #30507 Tyler Creek Parking and Trail Connection. The grant for the Tyler Creek Parking and Trail Connection was declined, so funds will need to be reallocated for this project at a future time.

DISCUSSION: *Commissioner Frasz wanted to thank staff for the extra work, as this was a larger project scope. Commissioner Scheflow clarified that the house on the Freeman Kame site is vacant. It was confirmed that it is, and has been for several months. He also asked for an update on the Buffalo Park project. Specifically he wanted to know where the snowboarders would be allowed. Executive Director Meyers explained that in the process which includes going out for an RFP for a management company to run the snowboard operation. There were no responders to the RFP, the current management group is retiring and no others were submitted. The District worked with the County to redesign the preserve as more of a trailhead with both recreation and restoration on the site.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT COMMISSION 2/11/2020 9:00 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

VIII. New or Unfinished Business

A. Presentation and Approval of the Closed Session Minutes February 2007 through December 2019

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

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

Entered into Closed Session 9:07 AM to discuss litigation.

Exited Closed Session at 9:30 AM

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

X. Communications

The Conservation Foundation Winter Membership & Awards Luncheon on Wednesday, February 19th, 2020, 11:30 a.m. to 2:00 p.m. at Arrowhead Golf Club in Wheaton.

The speaker will be Shane McKenzie, Associate Research Scientist in the Max McGraw Wildlife Foundation's Wildlife Research Department, presenting "Close Encounters: Urban Wildlife & Human Interactions." Shane will present his department's fascinating research on urban coyotes, raccoons, deer fawn survival and river otter reintroductions in the region, and how we as humans can help our interactions with urban wildlife be positive ones. RSVP to Ellen by February 11, 2020.

XI. President's Comments

XII. Financial Reports

A. Revenue & Expense Report through December 2019

B. Cash Investment Report: December 2019

C. Bond Investment Analysis Report: December 2019

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

XIII. Adjournment

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

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

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

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary



FOREST PRESERVE DISTRICT OF KANE COUNTY
EXECUTIVE COMMITTEE CLOSED SESSION MINUTES
FEBRUARY 7, 2020

The Forest Preserve District Executive Committee meeting was held Friday, February 7, 2020 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 8:31 AM.

RESULT:	ENTER INTO CLOSED SESSION TO DISCUSS CONTRACTS AND LITIGATION 9:07 AM. ROLL CALL VOTE [UNANIMOUS]
MOVER:	Mark Davoust, President Pro Tem
SECONDER:	Penny Wegman, Treasurer
AYES:	Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Susan Starrett

Others Present:

Commissioners Kious and Schefflow.

Attorneys: Hodge and Kinnally. Executive Director Meyers, Ken Anderson, Chief of Planning and Operations, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, and Recording Secretary Ellen J. Maglio.

PRESENTATION:

Moved into Closed session to discuss contracts and litigation.

[REDACTED]

[REDACTED]

RESULT: EXIT FROM CLOSED SESSION 9:31 AM. VOICE VOTE [UNANIMOUS]
MOVER: Drew Frasz, Commissioner
SECONDER: Bill Lenert, Commissioner
AYES: Deborah Allan, Theresa Barreiro, Mark Davoust, Drew Frasz, John Hoscheit,
Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Susan Starrett

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary