



FOREST PRESERVE DISTRICT OF KANE COUNTY

EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, November 4, 2021 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 Chris Kious at 8:48 AM. Remote=*

Members Present:

Attendee Name:

Status:

President Chris Kious	Present
Commissioner Dale Berman	Present (In person at 8:40 a.m.)
Commissioner Mavis Bates	Present*
Commissioner Drew Frasz	Present
Commissioner Michael Kenyon	Present
Commissioner John Martin	Present
Commissioner Myrna Molina	Present*
Commissioner Jarett Sanchez	Present*
Commissioner Barbara Wojnicki	Present (In person at 8:48 a.m.)

Others Present:

Commissioners: Allan*, Davoust*; Exec. Dir. Meyers; CFO Stanish & staff Petschke*; Chief of Planning Anderson Jr.; Dir. of Ops. Goreth; Dir. of NRM Haberthur & staff Rodeghero*; Dir. of Comm. Affairs Metanchuk & staff Kovach; HR Dir. Yee; Chief of Police & Dir. of Public Safety Burger; Attorney Hodge; and Recording Secretary Figliozi

II. Approval of Minutes from October 7, 2021

RESULT:	APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER:	Barbara Wojnicki, Commissioner
SECONDER:	Dale Berman, Commissioner
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez

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

None.

IV. Presentation and Approval of Bills and Commissioners' Per Diem from October 2021

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Dale Berman, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

V. Finance and Administration

A. Presentation and Approval of a Budget Amendment for Asphalt Paving, Gutter and Fence Installation at the Hughes Creek Golf Club Maintenance Facility

Dir. of Ops. Goreth presented the budget amendment noting funds were being allocated to complete the project. In Fiscal Year 2020/21, Commission approved \$350,000 for the construction of the new Hughes Creek Golf Club maintenance building. During construction, staff determined that the new building needed to be repositioned for proper drainage and prevailing wind direction. These adjustments required additional stone to be purchased and installed, as well as construction of a concrete retaining wall, concrete fuel island, and the relocation of utilities. Other incidental items have also been addressed, such as septic and water system repairs and upgrades. Total additional funds needed to complete this project are \$59,500. Staff would also like to request a contingency amount of \$10,000 for incidental expenditures, such as unstable soil conditions during paving. The total fund transfer would be \$69,500. Currently there are \$173,676 remaining in the fund balance for the paving of the Hughes Creek Golf Club parking lot. Staff would like to utilize these funds to complete this project.

DISCUSSION: *Commissioner Frasz asked about the total available funds of \$173,000. Dir. Goreth stated that the funds were available, staff was able to save money for the paving project once it was done in house.*

Commissioner Martin asked about the prevailing winds. Dir. Goreth responded that the position of the doors were facing a prevailing wind direction, causing issues when opening. The other issue was the utilities underground, repositioning the building would solve all these problems.

Attorney Hodge explained to the Commissioners the remote and in person roll call voting allowance due to a possible lack of quorum. The President of the District can make the determination of the emergency meeting OMA stipulations, and whether they are allowed to remote vote or not. Hodge noted that as it stands, the determination was made that we are currently under the non-emergency standards of being present to be allowed to vote.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	Barbara Wojnicki, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

B. Presentation and Approval of an Update to the Employee Handbook Regarding Alcohol and Drug Testing Policy for CDL Drivers

HR Dir. Yee presented the updated CDL testing policy within the District's Handbook. Certain job classifications at the District require employees to hold a commercial driver's license (CDL) in order to perform their job responsibilities. As a result, the District must adhere to the alcohol and drug testing regulations established by the U.S. Department of Transportation (USDOT), Federal Motor Carrier

Safety Administration (FMCSA). The FMCSA has recently adopted a new online system for reporting CDL driver alcohol and drug testing violations. This system is referred to as the "Clearinghouse." Employers are required to report alcohol and drug testing violations to the Clearinghouse, to query the Clearinghouse before hiring new CDL drivers, and to query on an annual basis for all CDL drivers. Because of the new Clearinghouse requirements, the Park District Risk Management Agency (PDRMA) provided members with recommended policy revisions. The attached Alcohol and Drug Testing Policy for CDL Drivers includes recommendations from PDRMA.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	John Martin, Commissioner	
SECONDER:	Dale Berman, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

C. Presentation and Approval of an Amendment and Restatement of the District's Cafeteria 125 Plan

HR Dir. Yee presented the updated Cafeteria 125 Plan, she noted the changes were provisions made by the Federal Government. A Cafeteria 125 Plan is a legal document maintained by an employer, for employees, which provides participants an opportunity to receive certain benefits on a pretax basis. Employers who adopt a Cafeteria 125 Plan must meet specific requirements within Section 125 of the Internal Revenue Code. The Federal government, through the adoption of pandemic-related legislation, offered employers the opportunity to make Plan modifications. The modifications can provide flexibility in Plan guidelines, and take into account some of the challenges employees may have faced during the COVID-19 pandemic.

- For calendar year 2021, Dependent Care Flexible Spending Account (FSA) participants were offered the ability to revoke an election, make a new election, or decrease or increase an existing election on a prospective basis. Increases in election amounts, for the 2021 Plan Year could be up to \$10,500, or \$5,250, depending upon marital tax-filing status.
- For calendar year 2021, Dependent Care FSA participants are also being provided with an extended "grace period" (length of time to use up any 2021 balances). The grace period was extended from 2.5 months to 12 months.
- For calendar years 2020 and 2021, Health Care FSA participants are being provided with an extended carry-over period. Any amounts remaining in a participant's Health Care FSA at the end of the 2020 and 2021 Plan Years, respectively, (and after the run-out of claims for that Plan Year) may be applied to the following Plan Year. Typically, a \$550 limit would otherwise apply.
- Additional updates to items, such as maximum election amounts, were made to the Plan document, to bring it up-to-date since the last restatement.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Michael Kenyon, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

D. FP-O-21-11-0574 Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the General Fund

CFO Stanish presented the levy for taxes for the 2021/2022 fiscal year. Once the final budget is approved, the funds will be allocated to their respective accounts. President Kious requested the items D through H be moved together. That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$7,415,427.00.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Dale Berman, Commissioner	
SECONDER:	Barbara Wojnicki, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

E. FP-O-21-11-0575 Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of the Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Illinois Municipal Retirement Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of 10,000.00.

F. FP-O-21-11-0576 Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Construction and Development Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$112,000.00.

G. FP-O-21-11-0577 Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Insurance Liability Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$10,000.00.

H. FP-O-21-11-0578 Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Social Security Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$10,000.00.

I. FP-O-21-11-0579 An Ordinance Abating the Tax heretofore levied for the Year 2021 to Pay Debt Service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Kane County, Illinois

CFO Stanish presented and explained the tax abatement. An Ordinance abating the tax heretofore levied for the year 2021 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Illinois.

The Board of Commissioners, by ordinance adopted on the 10th day of November 2015, did provide for the issue of \$5,860,000 Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds. The District has irrevocably deposited Pledged Revenues or other available funds in the Bond Fund (as each is defined in the Bond Ordinance) sufficient to pay debt service on the Bonds on June 15, 2022 and December 15, 2022 it is necessary and in the best interests of the District that the tax heretofore levied for the year 2021 to pay such debt service on the Bonds be abated.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	John Martin, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

VI. Land Acquisition

None.

VII. Planning & Utilization

A. Presentation and Approval of Bids for Herbicide Control of Woody Re-sprouts at Various Preserves

Dir. of NRM Haberthur presented the bids for the control of woody re-sprouts. District staff and contractors annually clear dozens of acres. These clearing projects remove large portions of non-native and invasive woody vegetation from degraded woodlands. The removal of mid- and over-story individuals from a woodland opens the forest floor to sunlight. The sunlight equally favors both beneficial species and invasive non-natives. The contracted work detailed below 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 District publicly advertised the bid and sent it to 29 vendors with 5 responding. Three vendors provided the qualified, lowest bid for each of the four projects:

Project 1 - Helm Woods Forest Preserve - (49 acres): Bid of \$14,825 by Woods to Wetlands, LLC of Streamwood, Illinois.

Project 2 - Lone Grove Forest Preserve - (40 acres): Bid of \$15,800 by Encap, Inc. of DeKalb, Illinois.

Project 3 - Freeman Kame Forest Preserve - (35 acres): Bid of \$13,440 by Tallgrass Restoration, Inc. of Schaumburg, Illinois.

Project 4 - Pingree Grove Forest Preserve - (13 acres): Bid of \$3,840 by Woods to Wetlands, LLC of Streamwood, Illinois.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
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SECONDER:	Barbara Wojnicki, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
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B. Presentation and Approval of a Bid for the Purchase of Native Seed for Restoration at Burlington Prairie Forest Preserve

NRM Dir. Haberthur presented the bid for native seed, this project is in phase 3, a seed bid was sent out a few months ago, however received over budget. In order to meet budget, the bid was then sent out by individual seed. Bids were sought for 146 separate species to be mixed by District staff and then sown across an approximately 50-acre field at Burlington Prairie Forest Preserve in Burlington. This restoration is a new agricultural-field-to-tallgrass-prairie restoration and represents the third phase of our Bobolink prairie project aimed to recreate prairie habitat. Bids were released to 20 vendors with 5 responding. Bids were quoted for 135 of the requested species with 4 species prices coming in at the same price. Ties were settled with a coin toss at District Headquarters on 10/19/21. Lowest qualified bids for all species is detailed in an attachment. All five of the responding vendors won at least one species and totals are as follows:

- RES Great Lakes LLC dba Taylor Creek Restoration Nurseries of Broadhead, Wisconsin, was the lowest qualified bid on 22 of the requested species for a total of \$10,426.00
- Cardno, Inc. of Monee, Illinois, was the lowest qualified bid on 8 of the requested species for a total of \$2,146.00.
- Agrecol LLC of Evansville, Wisconsin, was the lowest qualified bid on 16 of the requested species for a total of \$20,978.00.
- Prairie State Nursery of LaSalle County, Illinois, was the lowest qualified bid on 17 of the requested species for a total of \$5,331.50.
- Shooting Star of Spring Grove, Minnesota, and Prairie Moon of Winona, Minnesota, submitted a combined bid and were the lowest qualified bid on 72 of the requested species for a total of \$46,600.69.

The total of all bids was \$85,482.19.

DISCUSSION: *Commissioner Allan recognized Dir. Haberthur for all the time and effort spent to break down the individual seed in order to meet budget parameters with the bid. Commissioner Wojnicki asked about the burn season, which preserves were on this list and if they had started. Dir. Haberthur responded they typically have a large list of preserves, the order of preserve and how many are completed is weather dependent. He noted that Nelson Lake Marsh Forest Preserve was done yesterday and was successful.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Michael Kenyon, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
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VIII. New or Unfinished Business

A. FP-R-21-11-2917 Resolution Authorizing the Delegate(s) to Vote on Matters Presented During the Illinois Association of Park Districts' (IAPD) Annual Business Meeting Held on January 29, 2022

Exec. Dir. Meyers presented the annual resolution authorizing delegates to vote at the IAPD Annual Business Meeting held in January. The delegation authorities include Department heads Laurie Metanchuk, Ken Anderson Jr., President Kious and Exec. Dir. Meyers. Only one attendee is required, however all are invited to attend.

DISCUSSION: *Commissioner Martin asked about the items presented at the annual meeting. Exec. Dir. Meyers stated that the business meeting is very straight forward, they cover ordinances and any language updates as well as annual financial obligations.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/9/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	John Martin, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki	
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez	

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

None.

X. Communications

Exec. Dir. Meyers thanked all who attended the Commissioner's Retreat.

XI. President's Comments

President Kious promoted the Electric Light parade in St. Charles on Saturday November 27th, 2021. Kane County will have a float in the parade this year and encouraged all to attend.

XII. Financial Reports

Reports A-C were moved together.

A. Revenue & Expense Report through September 2021

B. Cash & Investment Report: September 2021

C. Bond Investment Report: September 2021

RESULT:	PLACE WRITTEN REPORTS ON FILE [UNANIMOUS]
MOVER:	Drew Frasz, Commissioner
SECONDER:	Michael Kenyon, Commissioner
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez

XIII. Adjournment

The meeting adjourned at 9:15 a.m.

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Michael Kenyon, Commissioner
SECONDER:	Barbara Wojnicki, Commissioner
AYES:	Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Barbara Wojnicki
REMOTE:	Mavis Bates, Myrna Molina, Jarett Sanchez

President Chris Kious, Chairman
Forest Preserve District Executive Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary