



FOREST PRESERVE DISTRICT OF KANE COUNTY

EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, October 7, 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 8:32 AM. Remote=*

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present
Commissioner Mavis Bates	Present*
Commissioner Dale Berman	Present
Commissioner Drew Frasz	Present
Commissioner Michael Kenyon	Present
Commissioner John Martin	Absent
Commissioner Myrna Molina	Absent
Commissioner Jarett Sanchez	Present*
Commissioner Barbara Wojnicki	Present

Others Present:

Commissioners: Davoust*, Strathmann*; 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 & Safety Coor. Misner; Chief of Police & Dir. of Public Safety Burger*; Attorney Hodge and Recording Secretary Figliozzi.

II. Approval of Minutes from September 2, 2021

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

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

None.

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

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

V. Planning & Utilization

A. Presentation and Approval of a Bid for a 3-Year Tree and Brush Clearing and Terrestrial Management at Bowes Creek Greenway Forest Preserve

NRM Dir. Haberthur presented the 3-year tree and brush clearing bid at Bowes Creek Greenway Forest Preserve. Bids were sought from qualified firms for three years of invasive species monitoring, control, and prescribed burning across Bowes Creek Greenway. The contract performance standard is to control 95% of the herbaceous invasive species present each year, while systematically clearing new sections of woody invasive species, each winter. Additionally, the preserve will be entered into a rotational prescribed burn regime, with roughly half of the grasslands on site burned each year. The bid was distributed to 33 vendors and advertised. Eleven contractors responded. The qualified, lowest bid was received from Cardno, Inc. of Monee, Illinois, in the amount of \$85,855. Of that total, \$21,775 is due in the first year, \$30,590 in the second year, and \$33,490 in the final year of the contract.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Barbara Wojnicki, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

B. Presentation and Approval of Bids for Tree and Brush Clearing at Freeman Kame-Meagher, Burnidge, and Fabyan Forest Preserves

NRM Dir. Haberthur presented a tree and brush clearing bid at Freeman Kame-Meagher and Fabyan Forest Preserves. This is the first of the restoration phase at Freeman. The Fabyan options are dependent on grant funding approvals. Funds totaling \$100,000 were budgeted in Fiscal Year 2021/22 for tree-thinning projects at several preserves. Funds totaling \$99,300 are available in the Natural Resource Management Tree and Brush Thinning budget account to cover all of project 1 and \$43,850 of project 2, for a total cost of \$99,300. Funds totaling \$140,000 were budgeted in Fiscal Year 2021/22 for weed management. Sufficient funds totaling \$73,218.79 are available in the Natural Resource Management Weed Management budget account to cover the \$2,585 remaining on project 2. Funds totaling \$335,000 were budgeted in Fiscal Year 2021/22 for the Fabyan Woods Migratory Bird Habitat project. Sufficient funds totaling \$335,000 are available in the Fabyan Woods Migratory Bird Habitat project to cover projects 4, 5, 6 and 7 at a total cost of \$301,475. Sufficient funds are not available to cover the cost of project 3 at \$14,945. Staff will address this area later, possibly in-house. Staff recommends the Committee approve the contracts for invasive tree and brush removal at portions of Freeman Kame-Meagher, Burnidge, and Fabyan Forest Preserves to the three separate qualified, lowest bidders as follows:

- Project 1 - Central Tree & Landscape Mulch, LLC, of Hoffman Estates, Illinois, at \$55,450.
 - Projects 2, 4, 5 & 7 - Encap, Inc., of DeKalb, Illinois, at \$46,435 for Project 2, \$156,800 for Project 4, \$88,450 for Project 5, and \$13,110 for Project 7, for a total contract cost of \$304,795.
 - Project 6 - Pizzo & Associates, LTD., of Leland, Illinois, for a total contract cost of \$43,115.
- The total cost for all six projects is \$403,360.

DISCUSSION: Commissioner Bates asked about sign placement when brush clearing as to inform the public that it is meant to beautify the land and help preserve the native species. Dir. Haberthur responded that signs are posted for the public, details in the agenda packet memo can be used to explain the purpose to constituents when they call.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Barbara Wojnicki, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

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

Dir. Haberthur presented the native seed bid. He indicated that Pat Chess, the wildlife naturalist submitted and awarded a grant for \$10,000 to purchase seed. Haberthur discussed one issue that arose, neighboring Forest Preserve Districts had sent out bids at the same time, causing a short in vendors, once they commit to one project they do not bid on others. There were discussions with the other Districts to stagger the bidding for the next go around.

This year's seed bid represents the fifth year of a project-driven approach to determining seed needs. This is the second year that mixes were bid by option with seeds bagged by species. This approach both maximizes value and ensures quality of the delivered product. All of the seed specified in our bid is slated to go onto the ground this winter, to support ongoing restoration projects. The bid was advertised and sent to 25 vendors with two responding.

DISCUSSION: Commissioner Bates asked if the District shares seed with other entities. Dir. Haberthur stated that the District has a sharing program as we are one of the biggest seed collectors. The park districts participate in seed collection as well as the Northern Illinois seed exchange, which is the most exciting to collect rarities.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Dale Berman, Commissioner	
SECONDER:	Barbara Wojnicki, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

D. Presentation and Approval of a Renewal to the Use and License Agreement with the Aurora Barnstormers R. C. Club at Aurora West Forest Preserve

Dir. Goreth presented the following Agreement, he discussed the renewal dates and noted that the Barnstormers provide a Certificate of Liability Insurance ever year. The Use and License Agreement provides non-exclusive use of a portion of the Aurora West Forest Preserve for the establishment of a model plane airfield by the Barnstormers. The agreement requires the Barnstormers to be

responsible for all coordination of the use of the airfield as well as the maintenance of structures and grounds depicted on Exhibit "A." The new Use and License Agreement will be for a period of 5 years, with one 5-year extension at the time of expiration of the first, if both parties agree at that time.

DISCUSSION: Commissioner Bates asked about grass mowing and equipment. Exec. Dir. Meyers responded that staff is working with Elgin RC Flyers to establish an area of land for a small shed the Barnstormers intend to purchase to store a mower.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

E. Presentation and Approval of a Use and License Agreement with the Elgin RC Flyers at Freeman Kame Forest Preserve

Dir. Goreth presented the following Agreement with the Elgin R.C Flyers. The RC Flyers also provide a Certificate of Liability Insurance every year. The previous owner had allowed use of the land for the airfield, and since the District purchased the land the allowance continued. The District has established an official agreement. The Use and License Agreement provides for the continued non-exclusive use of a portion of the Freeman Kame Forest Preserve (south) for the model plane airfield by the Elgin RC Flyers. The agreement requires the Elgin RC Flyers to be responsible for all coordination of the use of the airfield as well as the maintenance of the structures and grounds depicted on Exhibit "A." The License Agreement will be for a period of 5-years with a 5-year extension, at the time of expiration of the first, if both parties agree at that time.

DISCUSSION: Brief conversation occurred.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Dale Berman, Commissioner	
SECONDER:	Barbara Wojnicki, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

VI. Finance and Administration

A. Presentation and Approval of a Second, One-Year Fuel Extension

CFO Stanish presented the second one-year agreement extension. The District partnered with Kane County in October 2019 to be included on the joint fuel bid that included the City of Aurora, Kane County Division of Transportation (KDOT) and various other County departments. The original contract was for a one-year period, ending Dec. 1, 2020, with an option to extend for two additional one-year periods. The bid was structured so that the base cost of the fuel is determined from the Oil Price Information Service (OPIS) rack pricing on the date of the delivery, and the quoted per-gallon mark-up contained within the bid. Due to the District having smaller tanks (500 – 1,500 gallons), the mark-up quoted by the vendors was higher as compared to the County, which takes full semi-loads per delivery. The vendor is holding its mark-up fee rates constant for the second extension year for unleaded gasoline at \$.13 per gallon and B5 biodiesel at \$.15 per gallon.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

B. Presentation and Approval of the Tax Levy for Fiscal Year 2022-2023

CFO Stanish presented the tax levy process and the estimated budget for levy purposes. He noted that the Ordinances will be presented for approval at the November Full Commission meeting.

Each year the Finance and Administrative Committee determines the direction for the upcoming property tax levy which is then forwarded to the Executive Committee with a budget for levy purposes before going to the Full Commission for approval. Staff requested the most current information from the clerk's office and received the following:

- Rate Setting EAV is estimated at \$15,868,716,983 (final percentage is not determined)
- Preliminary new construction figures for the county are \$153,437,119 (partial year)

The Committee has 3 options available regarding the levy.

1. Increase the levy by both CPI and new construction – The levy would increase for CPI by \$103,032, which for the upcoming levy year will be 1.4%. The increase in the levy due to new construction is estimated between \$70,000 and \$95,000.
2. Freeze the levy but allow for new construction – New construction has been relatively steady over the past few years (2018 - \$150.6 million and 2019 - \$144 million 2020 – \$145 million). The increase in the levy due to new construction is estimated between \$70,000 and \$95,000.
3. Complete levy freeze – Last year's total capped levy figure was \$7,359,395 and maintaining the levy at that same level is an option.

***DISCUSSION:** Commissioner Davoust reminded the Committee that asking for the maximum levy for the District is a small amount of increase and the funding is needed for basic maintenance; additionally, the amount cannot be increased later during the final budget process. President Kious clarified that the motion presented was the recommendation brought forth by the Finance Committee to move forward with Option #1.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Dale Berman, Commissioner	
SECONDER:	Michael Kenyon, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

VII. Land Acquisition

A. Presentation and Approval of an Easement Agreement with the Village of South Elgin for Kenyon Farms Subdivision Connection to the Illinois Prairie Path

Chief of Planning Anderson presented an easement agreement with the Village of South Elgin. The Kenyon Farms subdivision within the Village of South Elgin is presently under construction. The proposed plans provide two trail connections on the east side of the Illinois Prairie Path-Elgin Branch, north of Middle Street. The northern access point shall be a 30-foot by 62-foot area, while the southern access point shall be a 70-foot by 64-foot area.

Each trail connection will be a permanent, non-exclusive easement, and will be the responsibility of the Village. The trail connections will benefit the residents of Kenyon Farms subdivision.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	Dale Berman, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Drew Frasz	
ABSTAIN:	Michael Kenyon	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

VIII. New or Unfinished Business

A. Presentation and Approval of the Forest Preserve District's Holiday Schedule for 2022

Exec. Dir. Meyers presented the annual Holiday schedule for Committee approval.

DISCUSSION: *There was discussion regarding the implementation of the Juneteenth Holiday. Commissioner Wojnicki amended her initial motion to include Juneteenth in the holiday calendar for next year 2022. Roll Call vote was taken, unanimous vote to move forward with the inclusion of the observance of June 19, 2022.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/12/2021 9:00 AM
TO:	Forest Preserve District Commission	
MOVER:	Barbara Wojnicki, Commissioner	
SECONDER:	Dale Berman, Commissioner	
AYES:	Barbara Wojnicki, Dale Berman, Chris Kious, Michael Kenyon, Drew Frasz	
ABSENT:	Myrna Molina, John Martin	
REMOTE:	Jarett Sanchez, Mavis Bates	

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

None.

X. Communications

Dir. of Comm. Affairs Metanchuk thanked everyone who attended the Oakhurst Forest Preserve Ribbon Cutting ceremony. She reported that the Distinguishing Agency Accreditation audit work was complete and the District passed with a 98.7% out of 100%, however the official letter would be presented at a later date. Exec. Dir. Meyers commended Dir. Metanchuk and staff for all of their efforts in making this happen. Commissioner Kenyon asked about other Forest Preserve Districts, Meyers indicated that the Forest Preserve District of Kane County is the first to apply for/receive the award.

Commissioner Kenyon reported that the City of St. Charles invited the Forest Preserve District and Kane County to participate in the electric lights parade this year. He felt this would be an opportunity to show off our staff. Commissioner Wojnicki noted there would be a permit fee to be paid and the District typically has the mounted rangers as our official parade unit, which are not allowed at this particular parade. She felt it was a good thought, but may not be feasible.

XI. President's Comments

President Kious thanked the staff for their continued support and hard work. He promoted the IPRA magazine article written by Ben Haberthur to recognize the new Forest Preserve & Conservation Section of the Illinois Parks and Recreation Association. Kious promoted the Senior Stroll at Les Arends later today.

XII. Financial Reports

Reports A-C were moved together.

- A. Revenue & Expense Report through August 2021**
- B. Cash & Investment Report: August 2021**
- C. Bond Investment Report: August 2021**

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

XIII. Adjournment

The meeting adjourned at 9:26 a.m.

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

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

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary