



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Executive Committee meeting was held Friday, April 6, 2018 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	Late
President Pro Tem Mark Davoust	Present
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
Commissioner Drew Frasz	Present
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Present
President Michael Kenyon	Present
Secretary Philip Lewis	Present
Commissioner Thomas Smith	Present
Commissioner Barbara Wojnicki	Present

##### Others Present:

Commissioner John Martin. Staff: Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Director of Public Safety, Jerry Hodge, Attorney, Patrick Kinnally, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from March 2, 2018

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Philip Lewis, Secretary
<b>SECONDER:</b>	Thomas Smith, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Theresa Barreiro, John Hoscheit

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

#### IV. Presentation and Approval of Bills and Commissioners' Per Diem from March 2018

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Barbara Wojnicki, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Theresa Barreiro, John Hoscheit

#### V. Finance and Administration

##### A. Presentation and Approval of the 2018 Employee Handbook Revision

Tracey Smith, Director of Human Resources presented the 5 clarifications to the 2018 Employee Handbook. The Commission approved an extensive revision to the Employee Handbook in April 2017. Unlike last year, the 2018 modifications do not include new policies and programs. This year's changes are focusing on clarification of existing policy.

1. Public Act 5ILCS 430/70-5 requires language regarding consequences of knowingly making false reports of sexual harassment and protections against retaliation.
2. The requirement that non-exempt employees must take vacation time in increments of a half day was removed.
3. Clarified that part-time police are paid for holidays, rather than banking paid time off.
4. Added *required certification* and *years of service* to the list of criteria for interdepartmental transfers.
5. Increased drug testing from a 7-panel to a 10-panel, reflecting changes in the drug testing industry and an increase in opioid use.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Barbara Wojnicki, Commissioner
<b>SECONDER:</b>	Mark Davoust, President Pro Tem
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

##### B. Presentation of Campground Rates Market Analysis and Approval of Proposed Rate Modifications

John Goreth, Director of Operations presented the Planning & Utilization and Finance and Administration Committees' recommendations for rate increases to both the improved sites and tent sites. Rates have not been increased for about nine years. A comparison study was completed by Staff and presented to both the Planning & Utilization Committee as well as the Finance and Administration Committee. Director Goreth gave a brief presentation outlining the recommendation to increase fees (\$5) for the improved sites for residents

from \$15 to \$20, (\$10) from \$25 to \$35 for the improved sites non-residents. Primitive (tent) sites (\$2) from \$10 to \$12 for residents and (\$3) from \$15 to \$18 for the primitive sites non-resident. The increases would then continue annually at 20% until market average is met. Equestrian campsites will remain at \$15 for residents and \$25 for non-residents. Staff and Commission will continue to review the campground's revenues and expenses on an annual basis and make any further recommendations at that time. He also outlined the projected revenues based on the increases using the 2017 occupancy.

**DISCUSSION:** *Commissioner Lewis thanked staff for the report and the hard work in this analysis.*

<b>RESULT:</b>	<b>ADOPTED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Davoust, President Pro Tem
<b>SECONDER:</b>	Philip Lewis, Secretary
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

## VI. Land Acquisition

### A. Resolution Authorizing the Sale of Forest Preserve District Property in Big Rock Township

Monica Meyers, Executive Director explained that it is required that the Commission approve a resolution to allow for land sale within 30 days of the land acquisition. The District purchased 86.72 acres in Big Rock Township with a homestead on it. The District would like to exercise this option to sell the portion with the homestead on it, in the future.

**DISCUSSION:** *Executive Director Meyers clarified that the two parcels with the structures on them would be surveyed and then appraised for a proposed sale price. This would then return to Committee for approvals.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

### B. Presentation and Approval of an Intergovernmental Agreement with the Village of Carpentersville for Land Acquisition in Dundee Township

There are two parcels of land in Carpentersville that have been recognized by the Land Acquisition Committee as priority acquisitions. The first property is located off of Rt. 31 adjacent to Raceway Woods and the second property is located on the east side of the Fox River between Lake Marion Road to the north and Maple Ave to the south. Staff has been working with the Village to finalize an Intergovernmental Agreement that provides various easements for utilities associated with these parcels in exchange for the Village approving the acquisitions.

**DISCUSSION:** *Commissioner Smith asked what the next steps were for the process. Executive Director Meyers explained that this agreement needs approval and then the parcels can be acquired by the District.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Rebecca Gillam, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

## VII. Planning & Utilization

### A. Presentation and Approval of a Bid for Paving of the Shop Yard at the North Operations Maintenance Facility

John Goreth explained that the current North Operation's facility is a gravel lot that causes damage to the trucks and needs to be paved. As part of the 2017/2018 fiscal year budget, the Commission approved funds for the paving of the gravel shop yard at the North Operations Maintenance facility. The scope of this project is to grade the existing gravel, add stone where indicated, or over dig and add stone, where unstable soils are present, install asphalt binder course and final surface course. \$36,500 was budgeted for this project in the 2017/18 FY Budget, based on the original proposals. Through the bid process the allowance for over dig excavation, for possible unsuitable soils was added. The District advertised and sent the bid to 23 vendors with 6 responding. The qualified lowest bidder was Champion Paving Inc. of Hampshire, Illinois, with a base bid of \$36,305. Based on 3,250 square feet of area, for possible unsuitable soils, the over dig allowance cost is \$9,425, for a total project cost of \$45,730. The overage amount of \$9,230 will be taken from the trail resurfacing project savings completed in October 2017. The original budget for the trail resurfacing was \$120,000. A total of \$95,427 was spent on the project, leaving an available balance of \$24,573.

**DISCUSSION:** *Commissioner Gillam expressed her gratitude at the detail in the information given to the Committee.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/18</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Margaret Auger, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

**B. Presentation and Approval of an Intergovernmental Agreement with the Illinois Nature Preserve Commission to Dedicate a Portion of the Raceway Woods Forest Preserve as a Land and Water Reserve**

Executive Director Meyers gave a brief overview of the Raceway Woods Forest Preserve and the dedication of lands as a Land and Water Reserve.

There are over 1,100 acres of Land and Water Preserve lands in Kane County, of which there are nine sites within District preserves. The Land and Water Preserve provides the highest level of protection in Illinois for land of statewide ecological significance. Lands in Kane County include within the Dick Young, Meissner Corron, and the Fox River Forested Fen.

This agreement will conserve the natural habitat and archeological resources and prevent the use of development that would conflict with their protection. The District would still have pre-existing uses of the preserve, will continue adaptive management strategies, monitoring and restoring surface hydrology, maintaining trails and signage, and will continue to sponsor joint events with the Midwest Racing Preservation Association as well collaboration with CAMBr (Chicago Area Mountain Bikers Association).

**DISCUSSION:** *Commissioner Lewis asked to clarify the Village of Carpentersville Easement Agreement, are the two agreements going to conflict. Executive Director Meyers explained that the two will not conflict and the District will oversee management of both areas. Commissioner Gillam added that you can visually see the delineation between the two areas; nature preserve dedication to the north and the Carpentersville agreement to the south.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Barbara Wojnicki, Commissioner
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

**C. Presentation and Approval of a Change Order for Services from Gewalt Hamilton Associates for the Fabyan Bridge Project REVISED**

Staff has been working on the replacement of the Fabyan concrete bridge that was removed a few years ago because it was in poor condition. Originally, the District planned to use one of the bridge structures that was from the I-90 pedestrian bridge replacement project, but the bridge sections were not wide enough. Staff worked with the engineer to develop a new plan for a single span bridge over the Fox River that would meet the 10' wide requirements that the Fire District required. Once the plans were completed the project was bid.

All the bids came in considerably over budget and were rejected. Staff noticed the chord height of the bridge went from 5' high to 10' high due to the single span design as the bridge needed to be thicker to support the longer span. Because this is a scenic location and to realize the view from the bridge staff had the engineer change the deck height of the walking surface closer to the middle of the cord to provide a view from the bridge. In order to complete this, the engineer had to redesign the abutments to allow for the raised trail surface. The cost to complete the abutment redesign is \$8,350. The current contract with Gewalt Hamilton and Associates was not to exceed \$40,000 and staff is requesting to change the current contract to not exceed \$48,350.00

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT COMMISSION 4/10/2018 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Philip Lewis, Secretary
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

**VIII. New or Unfinished Business** *None.*

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

Entered 9:00 AM to discuss contracts and litigation.

<b>RESULT:</b>	<b>ROLL CALL VOTE [UNANIMOUS] TO ENTER CLOSED SESSION</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Philip Lewis, Secretary
<b>AYES:</b>	Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan

Exited 9:20 AM

<b>RESULT:</b>	<b>VOICE VOTE [UNANIMOUS] TO EXIT CLOSED SESSION</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Philip Lewis, Secretary
<b>AYES:</b>	Deborah Allan, Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki

**X. Communications**

Earth Day to be held on April 21 at Tomo Chi-Chi Knolls Forest Preserve from 10am to 1 pm. Tree planting and other activities that are all family friendly. An open house will be held on April 22 at the Creekbend Nature Center hosting Earth Day celebration and family oriented activities.

**XI. President's Comments**

President Kenyon noted that he and many other Commissioners attended the Cross Country Event Center Ground Breaking on April 4, 2018. Commissioner Martin stated that it was fun to see the project moving towards the goal of more recreation for Kane County, kudos to Ken Anderson. Commissioner Gillam posted pictures from the event and had great response and interest even from her area far north. Commissioner Martin also thanked everyone for their support.

**XII. Financial Reports**

- A. Bond Investment Analysis for February 2018**
- B. Revenue & Expenses Report through February 2018**
- C. Cash & Invest Report through February 2018**

<b>RESULT:</b>	<b>PLACED ON FILE BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Theresa Barreiro, Commissioner
<b>SECONDER:</b>	Thomas Smith, Commissioner
<b>AYES:</b>	Deborah Allan, Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki

**XIII. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Theresa Barreiro, Commissioner
<b>SECONDER:</b>	Thomas Smith, Commissioner
<b>AYES:</b>	Deborah Allan, Mark Davoust, Margaret Auger, Theresa Barreiro, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki

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

**Adjournment until:                      Friday, May 4, 2018 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