



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### EXECUTIVE COMMITTEE MINUTES

---

#### I. Call to Order

The Forest Preserve District Executive Committee meeting was held Friday, May 4, 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 8:32 AM.

#### Members Present:

Commissioner Deborah Allan	Absent
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
President Pro Tem Mark Davoust	Present
Commissioner Drew Frasz	Present
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Late
President Michael Kenyon	Present
Secretary Philip Lewis	Absent
Commissioner Thomas Smith	Absent
Commissioner Barbara Wojnicki	Absent

#### Others Present:

Staff: Monica Meyers, Executive Director, Ken Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, Tracey Smith, Director of Human Resources, Mike Gilloffo, Director of Public Safety, John Goreth, Director of Operations & Maintenance, Brittany Kovach, Communications Specialist, , Anna Marano, Buyer, Michele Springer, Planner, Jerry Hodge, Bill Graser, Wildlife Biologist, Chuck Misner, Safety, Health & Training Coordinator, Betsy Scaletta, HR Specialist, Gerald Hodge, Attorney, Caitlin Rodeghero, Recording Secretary

#### II. Approval of Minutes from April 6, 2018

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

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

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

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

#### V. Finance and Administration

- A. Presentation and Approval of Accepting the 2nd Year Option with Lauterbach & Amen LLP**  
In Fiscal year 2014, the District conducted a request for proposal (RFP) for auditing services. Many firms were evaluated and the recommendation that was approved by the Commission was to award Lauterbach & Amen, LLP with a three-year contract for fiscal years 2014 through 2016. The District also included the option within the RFP to extend the contract for up to an additional 3 years if it so chooses. For fiscal year 2018, Lauterbach & Amen would increase the pricing from \$24,400 to \$25,000 for the standard audit and from \$3,200 to \$3,300 for a single audit (if required).

Staff has been very satisfied with the professionalism and punctuality in dealing with L&A. The District has been able to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past five years and expects to receive it for fiscal year 2017 that was submitted last winter.

Fees for the audit would be \$25,000 for the standard audit and \$3,300 for a single audit, if needed. These amounts are included within the proposed budget in the General Fund.

**DISCUSSION:** None.

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

## **B. Ordinance for the Annual Budget and Appropriation for Fiscal Year 2018-2019**

### 2018-2019 Proposed Budget

The proposed budget represents a consolidated effort of all staff in maintaining very tight controls on expenditures within the District. Prior year trends were reviewed, as well as, a priority analysis of new initiatives/purchases was created to determine the best uses of the funds available. Summary highlights of the requested initiatives are below.

#### **GENERAL FUND**

The General Fund's revenues will increase from \$8,089,362 in the current year to \$9,392,724 for FY18-19, an increase of 16.11%. The largest changes in revenues are:

- Property Tax - Increase of \$980,274. This is due to an increase in the levy, as well as, moving the majority of the capped levy to the General Fund and making transfers out to the IMRF Fund, the Insurance Liability Fund and the Social Security Fund totaling \$774,515. This allows better control of fund balances and more flexibility.
- Camping North & South - Increase of \$150,400. Budgeted revenues are expected to increase at both campgrounds due to the increase in rates.
- Fox Valley Ice Arena - Increase of \$364,688. This revenue source is being moved from the Construction & Development Fund to the General Fund to increase the diversity in revenues within the General Fund.
- Rental - Strikers Club - Increase of \$70,000. This revenue source is being moved from the Construction & Development Fund to the General Fund to increase the diversity in revenues within the General Fund.
- Rentals - Agriculture - Decrease of \$371,000. Some farm revenues are being moved to the Construction & Development Fund to offset the Ice Arena and Strikers Club revenues being moved to the General Fund and because some of these parcels have been identified as being removed from active farming and restored.

Expenses of note are as follows:

- Vehicles & Trailers - \$308,409 - All vehicles and trailers are replacements.
- Equipment - \$230,829 - The category includes a replacement ASV unit for Natural Resources estimated at \$100,000, the Cartegraph software program and a new sign printer/cutter.
- Staff - \$143,254 - Two new positions are in the budget for Natural Resources, a senior restoration technician and a restoration technician.
- Projects - \$86,900 - The largest expense is a website re-design for \$55,000.
- Based on the salary/position analysis done by Human Resources, \$184,159 was added to the General Fund in salaries, effective 7/1/18. Additionally, a 3% merit increase of \$70,547 was included for 1/1/19.

#### **CONSTRUCTION & DEVELOPMENT FUND**

A total of \$8,426,861 in new projects or additional funding of current projects is being proposed within the Construction & Development Fund. A few of the larger projects are:

- Aurora Bridge Project - \$1,500,000
- Natural Resource Facility (Phase 2 Building Construction) - \$350,000
- Tomo Chi Chi Paving & Asphalt Repair \$214,200
- Demolitions - \$200,000
- Replacement Trades Building - \$160,000
- Helm Woods Woodland Restoration - \$101,000
- ADA Improvements - \$100,000
- Vegetation Inventories - \$100,000
- Oakhurst Parking, Drive & Boat Ramp Engineering - \$100,000

Grant projects within the fund include the following:

- Settler's Hill Golf Course Improvements - \$3,500,000 (from County)
- Raging Buffalo Snowboard Park Clubhouse - \$500,000 (from County)
- Great Western Trail Extension - \$250,000 (new money)

Also included in the Construction & Development Fund are projects that are still ongoing or have yet to be started but have already been approved in prior fiscal years. The carry-over amount will be updated prior to formal Commission approval in order to provide as accurate of an amount as possible.

#### **IMRF FUND, INSURANCE LIABILITY FUND & SOCIAL SECURITY FUND**

The property taxes for the IMRF Fund, the Insurance Liability Fund and the Social Security Fund were reduced to \$10,000 per fund. This strategy was discussed during the tax levy process last fall and the Commission agreed that placing the majority of the capped portion of the property taxes into the General Fund provided two benefits:

- Property taxes in the General Fund can be moved to other funds as needed. Property taxes that are levied for the IMRF, Insurance Liability and the Social Security Funds can only be used for those purposes.
- This allows for better management of the fund balance policies within each of the funds by only transferring the funds necessary at year-end to maintain the existing policies.

Appropriation Ordinance

The amount appropriated differs from the budgeted amount by 10%. It is common among municipalities to appropriate more than the amount budgeted by fund to allow for any unexpected expenditures that may arise during the fiscal year while keeping the District in compliance with state statute. Management monitors and reports its financial performance based on the amount **budgeted** and not appropriated. This practice was implemented in the 2012-13 budget cycle and has continued each year.

**DISCUSSION:** Commissioners Frasz and Barriero complimented staff on the ease of understanding the process and the how the information was communicated.

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

**C. Presentation and Approval of Commissioners' Expenses Attending the 2018 IAPD/IPRA Annual Conference in Chicago**

Commissioners and staff attended the 2018 IAPD/IPRA Annual Conference in Chicago from January 18- 20. The following were the commissioners in attendance and their expenses (conference registration, hotel, parking, and meals) during this three-day conference:

Margaret Auger: \$746.04  
Rebecca Gillam: \$803.26  
Michael Kenyon: \$632.73

Over 4,000 parks, recreation and conservation professionals and commissioners attend this multi-day conference, which highlights over 150 educational sessions and workshops as well as an exhibition hall featuring more than 300 product and service vendors. Some commissioners and staff earn continuing education credits to maintain professional certification status in their respective fields through attendance of educational sessions and workshops.

Additionally, annual meetings are conducted during the conference for Illinois Association of Park Districts (IAPD), Illinois Parks and Recreation Association (IPRA) and the Illinois Association of Conservation and Forest Preserve Districts (IACFPD) of which commissioners and/or staff are members. Funds totaling \$14,000 are budgeted in this fiscal year for conference and meeting expenses within the Administration Department. Sufficient funds were available and expensed from the Administration Conference and Meetings Account for these expenses totaling \$2,182.03.

**DISCUSSION:** None.

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

**D. Presentation and Approval of a Collateral Assignment of the License Agreement with the Cougars Baseball Partnership and American Sports Enterprises, Inc.**

Recently, the Cougars refinanced part of their debt with The Huntington National Bank. As part of that refinancing, the bank requested that the Cougars execute a collateral assignment of license agreement in the case that the Cougars default, the bank would take over the license agreement. The District is being requested to acknowledge this agreement. The language has been reviewed by the District's counsel and is determined to be beneficial to the District. One example of this is stated in the fourth paragraph that obligates the Cougars to extend the term of the agreement with the District unless the Cougars and the bank agree to not extend. There is no financial impact to the District by executing this agreement.

**DISCUSSION:** Attorney Hodge added that the lender would ask to have security for an asset, but there is no added cost to the District. Commissioner Davoust stated that it would be an extra layer of protection.

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

**VI. Land Acquisition**

**A. Presentation and Approval of a Grant of Access and Utility Easement Agreement with Verizon Wireless at the Buffalo Park Forest Preserve**

Verizon Wireless has requested a utility easement and an access easement through the entrance to Buffalo Park Forest Preserve to access a radio tower on the Village of Algonquin

property. The Village of Algonquin has a radio tower located on their current wastewater treatment plant property. The plant is currently fenced off because of security reasons and the only way to access the tower is through the Buffalo Park Forest Preserve entrance.

The District currently has an access agreement with Crown Castle to access the village's tower and the current fee is \$3,000/year. The Land Acquisition Committee directed staff to work with Verizon to provide the utility and access easement at the same rate as Crown Castle. Verizon has agreed to pay \$3,000/year for the utility and access easements through Buffalo Park to the Village of Algonquin's tower. The utilities will be underground electric and fiber, and the access will be from the existing preserve roadway. The easement term is for 20 years with no extension.

The Grant of Access and Utility Easement Agreement was reviewed by the District's legal counsel. The Grant of Access and Utility Easement Agreement will produce a revenue of \$3,000/year for the District. No District funds will be expended to complete this easement request.

**DISCUSSION:** None.

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

**B. Presentation and Approval of an LWCF Acquisition Grant Submission for the Mill Creek Greenway Addition**

The Ryan property is several hundred acres of land next to Mill Creek Greenway and hundreds of acres of other public open space. The property contains about 2,000 feet of Mill Creek which is a high quality creek containing a diverse population of plants and wildlife. The Land Acquisition Committee has set a high priority on the acquisition of a portion of this property and staff would like to have permission to apply for a LWCF grant through the IDNR to help offset the cost of acquisition. The LWCF grant will reimburse the District 50% of the acquisition costs up to a maximum reimbursement of \$750,000. There is no financial impact to apply for the grant. If the grant is awarded, the District could realize up to \$750,000 in reimbursement for the acquisition.

**DISCUSSION:** Commissioner Davoust asked if the Natural Resources Department was excited at this potential acquisition. Director Habberthur agreed that the District is very excited at this high quality land acquisition.

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

**C. Presentation and Approval of a Request for Land Acquisition in Dundee Township Adjacent to the Fox River Shores Forest Preserve**

**DISCUSSION:** None.

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

**D. Presentation and Approval of Request for Land Acquisition in Rutland Township Adjacent to the Binnie Forest Preserve**

**DISCUSSION:** None.

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

**VII. Planning & Utilization**

**A. Presentation and Approval of Purchase of Wetland Plugs for a US Fish and Wildlife Service NAWCA Grant Restoration Project at the Pingree Grove Forest Preserve**

The Commission approved \$75,000 of funding in the 2015/16 FY Budget to apply for a USFWS NAWCA Grant to support both wetland restoration and prairie recreation in the 42-acre addition and to conduct wetland enhancements in the original core wetlands. The grant application was submitted in November 2015. The District was notified of the awarding of the grant in February 2016, and a grant contract was provided by USFWS in August 2016. The Commission approved an additional \$35,000 to cover the District's match for the project in the 2016/17 FY Budget for a total project budget of \$110,000.

Project components include drain tile mapping, installation of water control valves, giant reed control, native seed purchase and installation, wetland plant installation and large field



woody and herbaceous weed control. This wetland creation and enhancement project, in addition to the upland restoration component, will benefit waterfowl, grassland birds, amphibians, and reptiles.

For the wetland plant installation portion of this restoration, bids were sought for the purchase and installation of wetland plant plugs in three areas totaling approximately 3.25 acres in the grant area. The District had \$33,333.33 in funds allocated for this portion of the project. The District defined the species and percent composition for the planting areas and contractors bid the quantity of plugs they would secure and install for the budgeted amount of \$33,333.33.

The bid was advertised and distributed to 23 vendors with 5 responding. The contractor who proposed the highest number of wetland plant plugs for purchase and installation was McGinty Brothers of Long Grove, IL with the quantity of 9,468 plugs for the budget of \$33,333.33. The contractor did not propose any species substitutions. Funds totaling \$110,000 are budgeted for the Pingree Grove NAWCA Grant Project in the Natural Resources Restoration Capital Account. Remaining funds will be utilized for drain tile work this year. Upon completion of the project, USFWS will reimburse the District \$75,000 from the NAWCA Grant program.

DISCUSSION: None.

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

#### **B. Presentation and Approval of an RFP for a Marsh Bird Study at the Dick Young and Pingree Grove Forest Preserves**

Recognizing the importance of preserving the plant and animal communities of these diverse preserves, the District and its Natural Resource Department have made these two sites the focus of large-scale wetland restoration and enhancement projects that will begin in the next few years.

Project components include hydrological studies, evaluating the installation of water control structures, invasive plant control, native seed purchase and installation, and wetland plant installation. One major goal of these projects is to improve nesting, foraging and migration habitat for priority species of waterfowl, priority non-game and wetland associated migratory birds, and state listed species that may occur at these sites by restoring wetland habitat and gaining control of hydrology.

Populations of many marsh birds appear to be declining in North America as a result of wetland loss and degradation. Marsh bird species are often secretive and/or difficult to see,

seldom observed and do not frequently vocalize. These factors make them difficult to monitor using typical bird survey methods. Marsh bird species can be indicators for assessing the health of wetland ecosystems and their presence can be used as a measure of the success of wetland restoration efforts.

In an effort to learn about these marsh bird species and help ensure that restoration and management efforts provide beneficial outcomes, staff solicited proposals for 4 years of marsh bird inventory and monitoring work at Dick Young and Pingree Grove Forest Preserves.

The District specifically requested proposals that would include the following:

- Determine the presence and distribution of marsh birds, noting any endangered, threatened, rare or special concern species.
- Determine the diversity of marsh bird species and estimate their density.
- Evaluate the effects of management actions on marsh birds at the sites.
- Work with District staff on recommendations for future habitat management actions.

Public notice of the project was made and distributed to vendors with six responding.

Vendors were independently evaluated by three staff on four criteria: qualifications (30%), past performance (30%), survey methods (30%) and organization of proposal (30%).

Aggregate scores ranged from 1.3 - 3.7. The highest score of 3.7 was attained by Christopher B. Burke Engineering, LTD of Rosemont, IL.

Funds totaling \$100,000 (\$50,000 per project) are requested to be available in Natural Resources Construction and Development Restoration in FY 18/19 for surveys, feasibility studies and engineering work for the "Nelson Lake Marsh Revitalization" and "Pingree Grove Wetland Bird Habitat Enhancement" project.

Sufficient funds of \$100,000 are scheduled to be available in FY18/19 to cover \$21,600 of this project. To ensure that adequate pre-project baseline bird data is collected, this bird monitoring project will begin this summer in FY 17/18. Funds totaling \$38,000 were budgeted in FY 17/18 for Natural Resources Studies/Projects. Sufficient funds totaling \$29,672 are available in Natural Resources Studies/Projects account to cover \$3,350 worth of bird monitoring work that will occur in FY 17/18. Total contract cost is \$24,950.

**DISCUSSION:** None.

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

**C. Presentation and Approval of a Change Order for Review Fees by the Union Pacific Railroad for the Raymond Street Tunnel Project**

The Raymond Street Fox River Trail Reroute project is located along the Fox River in South Elgin. The existing Fox River Regional Bike Trail along the Union Pacific Railroad runs parallel until it gets to the Raymond Street Forest Preserve where it crosses under a railroad bridge along the creek. The crossing under the bridge has been removed due to continual flood damage and the District is in the process of installing a tunnel under the tracks less than 100' south of this crossing. The project has been approved for grant funding through CMAP, which will require the district to pay for 20% of the cost of construction.

The staff and engineers have been working with the Union Pacific Railroad on approving the tunnel project as we move toward final acceptance by IDOT. Union Pacific requires the engineering drawings to be reviewed by an outside consultant that the railroad hires and the District is responsible to pay for the fees associated with that review. At the start of the project the Union Pacific Railroad required the District to send them a letter authorizing up to \$10,000 to be used for the reviews. Currently to date the District has already increased the review fees to \$35,000 and the latest invoice for \$9,578.07 will put the review fees over the approved amount by \$2,058.07 totaling \$37,058.30. The Union Pacific Railroad has approved the final engineering plans for the tunnel and should not have a significant amount of review fees to finalize phase II of this project. Staff is requesting this change order #1, an additional \$5,000, increasing the allowance to \$40,000 to ensure we have adequate funds for the railroad review fees.

The project is estimated to cost over \$2.3 million once completed. The District will be responsible to pay 20% of the actual construction costs, which are currently estimated at approximately \$460,000. The railroad review fees are not included in the grant portion of the project. Funds totaling \$872,372.00 were budgeted in the 2017-18 fiscal year for this project. This includes the 20% cost to the District for construction, phase II and Phase III engineering, wetland mitigation, railroad engineering review fees and easement acquisition

costs. Sufficient funds totaling \$691,243 are available in Capital Account for this expense totaling \$5,000 for a new contract amount of \$40,000.

**DISCUSSION:** Commissioner Gillam stated that the public has not been happy about the speed with which this project is moving. She added that you can see progress being made, since the railroad and its regulations, as well as the change of scope has made it take a long time, it is amazing how it has changed.

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

**D. Presentation and Approval of Change Order #1 from Carmichael Construction for the Fire Alarm System at the Natural Resources Building**

During the design of the Natural Resources Facility, staff, the architect and engineers met with the Fire District to determine the fire safety requirements for the building, which includes fire rated doors, walls, roofing and the fire alarm system. The building designs were completed and the project bid with Carmichael Construction awarded the bid.

During the process of reviewing submittals, the fire alarm contractor met with the fire district and received the approval for the fire alarm system, and submitted a change order in the amount of \$19,993.46 for the system because what was approved by the fire district was not in the bid. Staff has reviewed this with the architect and engineer and the fire alarm plan was incomplete and unintentionally omitted from the bid specifications.

The architect and engineer are evaluating the change order and amount that will be credited back to the District resulting from this omission. Funds totaling \$2,268,645 were budgeted in the 2017-18 fiscal year for the Natural Resources Facility Construction Project. Sufficient funds totaling \$308,856 are available in Capital Account for this expense totaling \$ 19,993.46.

**DISCUSSION:** President Kenyon asked about the system. Director Culp explained that the fire walls allows for alarms rather than a sprinkler system. The walls stop the spread of fire. Commissioner Gillam asked if there is an insurance benefit or not to this system type. Director Culp stated that it was a standard system as required by the fire department.

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

**E. Presentation and Approval of Housing and Structures Sub-Committee Recommendations**

The District's Housing and Structures Sub-Committee visited four sites for the purpose of evaluating existing structures.

The first site visited was the Virgil Forest Preserve, where the Sub-Committee toured the house on site. Sauber Farms operated a swine confinement operation at this site for many years, until December of 2017; when the District's agreement with Mr. Sauber expired and was not renewed. The home is a small two story structure with three bedrooms and one bath, which housed a farm employee, until the end of the agreement term. This home dates back to the early 1930's and is in need of considerable upgrades and repairs estimated at \$22,000 - \$25,000. The remainder of the property is currently farmed; with no public improvements. The Sub-Committee has determined that this structure does not serve as a viable asset to the District.

The second site visited was the Hampshire Forest Preserve, where the Sub-Committee toured the house at the site. This home is situated on the property in a location, not readily accessible to the public. This home was utilized as a staff residence since 1980. Prior to the restructuring of the Operations Department in 2000, this site served as the North Operations Maintenance facility. At the time the new maintenance facilities were constructed, the dairy barn, which served as the maintenance facility, was removed, as well as other out buildings and fuel station. The home is two stories, and has three bedrooms and one bath. This structure is very poorly insulated and averages approximately \$900-\$1,300 in propane a month to heat. The average electric cost is approximately \$150 - \$200 per month. The water to this home is supplied from the preserve well, which is approximately 720 feet away, and travels under the preserve entrance road, through a small grove of trees, and to the house. Staff has made numerous repairs to this line throughout the years. This home also, dates back to the early 1930's, and is in need of considerable upgrades and repairs estimated at \$32,000 - \$34,000. The Sub-Committee has determined that this structure does not serve as a viable asset to the District.

The third site visited was the Rutland Forest Preserve, where the Sub-Committee toured the house at this site. The Sub-Committee determined that this structure is to remain secured and monitored, until a further in-depth evaluation of the structure can be completed.

The fourth site visited was the Brewster Creek Forest Preserve, where the Sub-Committee toured the last one room cabin remaining on site. The structure has not been used for any purpose since the District purchased the property in 20008. The Sub-Committee has determined that this structure does not serve as a viable asset to the District.

**DISCUSSION:** *Commissioner Frasz agreed with all decision and also stated he would agree to demo the Rutland site based on the pictures and discussion. Commissioner Gillam asked if the Rutland site met the sub-committee's criteria, Executive Director answered no it did not. The demolition has been approved for all except the Rutland house and it will be re-evaluated at a later time.*

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

**F. Presentation and Approval of a Request from Friends of Fabyan for Memorial Plaque Installations at the Fabyan Forest Preserve**

The Friends of Fabyan are requesting permission to install two bronze plaques at two separate locations at the Fabyan Forest Preserve.

One bronze plaque would be to memorialize Carol and Robert Giertz, who were charter members (Carol is deceased). Carol was the Membership Chairman for 25 years, in addition to many other jobs, and Robert was the Treasurer for over 30 years. The planned location for this plaque is by the Lilac Garden, which is currently in the process of being restored. There are now two tall shade trees, one on each side of the stone grotto east of the Japanese Garden, next to the stone path. The Friends of Fabyan are requesting permission to attach the memorial plaque to a stone and have the stone placed on the ground by the North East corner of the grotto wall, near the Lilac Garden.

The second bronze plaque will be affixed to the new concrete pad of the drinking fountain being installed in May at the Northeast corner of the Fabyan Villa. This plaque is to memorialize Marie and Ed Frasz, who were devoted Curators of the Villa for many years and strong supporters of the restoration of the Fabyan historic sites. The Friends of Fabyan donated funds to the District for the purchase of the drinking fountain unit. The District will mount the bronze plaque in the drinking fountain concrete base when poured.

There will be a dedication and celebration event on June 16, 2018, from 11:00 a.m. to 2:00 p.m. The Friends of Fabyan will coordinate and pay for the plaques to be fabricated and installed.

**DISCUSSION:** Commissioner Frasz recollected how he lived on site for 13 years and he is grateful for the recognition of his parents' devotion to the preserve.

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

### VIII. New or Unfinished Business

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

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

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

### X. Communications

*Hooked on Fishing at the Oakhurst Forest Preserve: Sunday, June 3 8 a.m. – Noon*

Join us for a FREE children's fishing event! Bring your whole family.

We'll supply the fishing gear and bait. Light refreshments provided.

Adopt-a-Turtle Program update: Kane Forest Foundation: 2018 donations are being accepted. The program has raised \$9,128. Bill Graser is watching for hatchlings.

Bridge at River's Edge Park dedication will be May 16th at 1pm. This project is a collaborative effort with partial funding from the District.

Commissioner Gillam wanted to add her thanks to the Windmill docents who are awesome and so enthusiastic.

**XI. President's Comments** *None.*

**XII. Financial Reports**

**A. Bond Investment Analysis Report for March 2018**

**B. Revenue and Expense through March 2018**

**C. Cash and Investment Report for March 2018**

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

**XIII. Adjournment**

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

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

**Adjournment until:                      Friday, June 1, 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