



**FOREST PRESERVE DISTRICT OF KANE COUNTY**  
**FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES**

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**I. Call to Order**

The Forest Preserve Executive Committee meeting was held Friday May 5, 2017 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 8:36 AM.

**Members Present:**

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

**Others Present:**

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, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Director of Public Safety, Michele Springer, Planner. Betsy Scaletta, HR Specialist, Caitlin Rodeghero, Administrative Assistant, Dave Petschke, Accounting Manager, Anna Marano, Buyer, Chuck Misner, Safety/Training Coordinator, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

**II. Presentation and Approval of the Minutes from April 7, 2017**

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

**III. Public Comments (Each speaker is limited to 3 minutes) *None.***

#### IV. Presentation of Bills from April 2017

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE FULL COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Barbara Wojnicki, Commissioner
<b>SECONDER:</b>	Philip Lewis, Secretary
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Rebecca Gillam, John Hoscheit

#### V. Land Acquisition Committee Report

##### A. Presentation and Approval of a Land Exchange with Otto Engineering for Property on the Fox River Trail in Carpentersville

Otto Engineering in Carpentersville has recently acquired a business that is adjacent to the Fox River Trail. During the acquisition, Otto Engineering noticed that part of the parking lot for the business was located on Forest Preserve property. Otto Engineering contacted the District to see if there would be interest in exchanging land with them that would allow Otto Engineering to keep the land with the parking lot on it because it is integral to the operation of the business. When the District acquired the abandoned railroad in 1984, the parking lot was already on it. The parcel in this area is also wider than the typical right-of-way acquired from the railroad and divesting of this parcel would not affect the Fox River Trail use nor District access. Otto Engineering has agreed to exchange land at a 2 to 1 ratio. In exchange for the .75 acres of land the District is giving up, Otto Engineering is proposing to give the District 1.50 acres of land along the east side of the Fox River north of the Carpentersville Dam. Appraisals have been completed and the District parcel has been appraised at \$65,000 and the Otto Engineering parcel has been appraised at \$80,000. There are no financial impacts, the properties will be exchanged with no funds changing hands.

**DISCUSSION:** *All agreed that this seemed like a good cooperative agreement and good for the District.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE FULL COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Brian Dahl, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Rebecca Gillam, John Hoscheit

##### B. Presentation and Approval of an Intergovernmental Easement Agreement with the Village of Carpentersville

The Village of Carpentersville has been working to resolve several flooding issues within the Village. The District has worked with the Village on similar projects in the past including the Four Winds Way Creek Crossing in Lincolnwood Park that included the addition of a bike lane on the new bridge crossing that connected Brunner Family Forest Preserve to Lincolnwood Park and the Carpentersville Dam.

Currently the Village is looking to improve flooding issues near Washington Street and the Fox River Trail, where a bike bridge crosses Carpenter Creek. The Village is proposing to widen the channel under the bridge, to allow for better flood control, which would require the District's pedestrian bridge to be replaced.

The bridge is an old timber railroad bridge; age unknown. An engineering firm evaluated the condition of the bridge and reported it to be in need of major repairs, warranting replacement. The District has a bridge section from the removed I-90 bike bridge that will work for the replacement.

The Village is proposing to install the bridge section at no cost to the District, to allow them to make improvements to the Carpenter Creek Channel. The current condition of the bridge warrants its replacement at this time and the District will benefit from the cost savings that will be realized by the Village performing and funding the bridge installation. There is no financial impact to the District, the Village of Carpentersville will cover all the costs to complete the bridge installation.

Partnering on this project with the Village of Carpentersville is in the District's best interest as the storm water management improvements will benefit the District's property including the Fox River Trail.

**DISCUSSION:** *Commissioner Auger reiterated that this would be at no expense for the District, we are just providing a section of bridge so the Village can replace the current one. Director Culp responded affirmatively. The District will monitor the project. Commissioner Wojnicki asked how many bridges the District has in storage. Director Culp stated that the District has 6 94' bridges. These bridges are approximately 10' wide. Four of the bridges are already designated for current projects. The remaining two will be dedicated after the District's agency-wide bridge evaluation is completed.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Brian Dahl, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Rebecca Gillam, John Hoscheit

## **VI. Finance and Administration Committee Report**

### **A. Presentation and Approval of a Bid for Refuse and Recycling Removal Services**

In an effort to reduce the cost of refuse removal, the District partnered with the County to be included in their bidding process for refuse and recycling services. The County recently completed their bidding process and will be approving a contract with Waste Management for a three (3) year period and option of three (3) additional years if both parties agree. Three bidders submitted bids per the attached tabulations and Waste Management was the overall lowest bidder. Waste Management has currently been providing services, however have lowered the rate by over 50 per cent. The billing will continue to be consolidated to one statement per month which will make the accounts payable process much simpler.

Every location that has a refuse container is listed as an on-call service for Waste Management. This means that they will not pick-up the refuse until the District calls that the container is full and needs to be emptied. This helps reduce the costs since scheduling automatic pick-ups is not always necessary depending on the use at the various preserves.

The District will save \$20.35 per refuse pick-up. Currently for a 6-yard container, the District is paying \$35 per pick-up and that will be reduced to \$14.65. The District is paying \$30 for recycling pick up and now will be paying \$7. There is also a 10% environmental fee charge during each pick-up. Since the pick-up charge is reduced, the environmental fee will also be decreased.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Philip Lewis, Secretary
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Rebecca Gillam, John Hoscheit

**B. Presentation and Approval of the 2017/18 Proposed 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.

The sums of this document are authorized by law to be raised by taxation upon all the taxable property within the corporate limits of the Forest Preserve District. They are appropriated to the corporate purposes and other specific purposes for the fiscal year beginning July 1, 2017, and ending on June 30, 2018.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Philip Lewis, Secretary
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Rebecca Gillam, John Hoscheit

**C. Presentation and Approval of the Proposed FY17/18 Annual 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.

**GENERAL FUND**

Category	Amount Requested	% of New Requests	% of General Fund Budget
Additional Staff Hours <sup>1</sup>	\$2,996	0.50%	0.03%
Vehicles/Trailers <sup>2</sup>	\$422,685	70.80%	4.54%
Machinery/Equipment <sup>3</sup>	\$87,189	14.60%	0.94%
Projects <sup>4</sup>	\$54,000	9.04%	0.58%
Other <sup>5</sup>	\$30,169	5.05%	0.32%

The General Fund’s revenues increased slightly going from \$7,937,023 in the current year to \$8,089,362 for FY16-17, an increase of 1.9%. The largest changes in revenues are:

- Property Tax - \$240,339
- Investment Income – \$31,000
- Golf Courses – (\$60,000)
- State Replacement Tax – (\$55,000)

Included is a proposed transfer from the General Fund to the Construction & Development Fund of \$1,200,000. The General Fund is currently above its fund balance target of 3 – 6 months of operating revenue, and the District has numerous capital needs that can be funded with this transfer.

Expenses of note are as follows:

- Full-time salaries include a 3% merit increase.
- 1The additional staff hours is for the Safety Coordinator in Human Resources.
- 2All vehicles and trailers in the budget are replacements of existing pieces.
- 3Machinery & Equipment is comprised of 4 zero turn mowers, portable radio replacements for Public Safety and landscape equipment.
- 4Various projects will be conducted throughout the year such as a geothermal upgrade at the Muirhead maintenance facility, well house upgrade at Burlington FP, utility line clearing and Creek Bend Facility painting.
- 5The “Other” category includes various other small adjustments to the General Fund budget to meet the needs of staff. No request is larger than \$7,000.

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## CONSTRUCTION & DEVELOPMENT FUND

A total of \$3,458,117 in new projects or additional funding of current projects is being proposed within the Construction & Development Fund. A few of the larger projects are:

- Natural Resource Facility (additional funds) - \$672,125
- Demolitions - \$150,000
- Fox River Trail South Elgin (additional funds) - \$120,000
- ADA Improvements - \$100,000

Grant projects within the fund include the following:

- Tyler Creek Parking & Trail Connection - \$500,000
- Hoscheit Woods RTP Grant Improvements - \$230,000
- Fabyan Bridge Project (additional funding) - \$225,270
- Raymond St. Trail Reroute (additional funding) - \$172,372
- LeRoy Oakes – Great Western Trail Improvements - \$150,000

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. As of March 15th, the carry-over amount is \$7,962,404. Included in this amount is \$1,918,992 earmarked for the bridge project in Aurora.

**DISCUSSION:** *Commissioner Lewis asked about the 200 acres of restored farmland, he stated that he didn't see it in the budget. Executive Director Meyers stated that it was not in the budget for this year, as we are still not fully recovered from the years of levy freeze. Commissioner Lewis asked that we gather the information of restoration cost and revenue loss for the next fiscal year budget discussion. Discussion continued answering these questions. Commissioner Frasz added that he would agree with the strategy of restoring agriculture to prairie, but would not like to see the District become "tenant farm owners".*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 5/9/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Barbara Wojnicki, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Rebecca Gillam, John Hoscheit

### VII. New or Unfinished Business

VIII. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel *None.*

### IX. Communications

Commissioner Frasz and Wojnicki attended the 29<sup>th</sup> Annual Awards Dinner and Ceremony for the Garfield Farm Museum. The District was recognized with a Cooperator of Campton's Conservation Award. This award was in appreciation of the District's acquisition of the Mill Creek Greenway Addition (Brundige Rd. and Rt. 38) as an addition to the Mill Creek Greenway enhancing Campton Township's public and private open space efforts.

The presentation made was quite beautiful and highlighted the historic open space that the area still continues to today.

**X. President's Comments**

President Kenyon, Commissioners Auger, Davoust, Hoschiet, and staff attended the IAPD/IPRA Legislative Conference held in Springfield. This is a conference held to inform Commissioners of the legislative processes and to network with our state legislators.

The group hosted a dinner meeting with the Director of the Illinois Department of Natural Resources and attended a meeting with Senators McConaughay and Sandibal. Both meetings were informative and helpful in relationship building. He is very impressed with all the work being done on behalf of the District as it relates to legislation.

**XI. Reports**

**A. Bond and Investment Analysis for March 2017, Revenue and Expense Report for March 2017, Cash and Investment Report for March 2017**

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

**XII. Adjournment**

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

**Adjournment Until: Friday, June 2, 2017 8:30 AM**  
**Forest Preserve District Administrative Offices**  
**1996 S. Kirk Rd., Suite 320, Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Recording Secretary