



## 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 October 6, 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 Kenyon at 8:30 AM.

#### Members Present:

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

**Others Present:** Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, 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 Gilloppo, Police Chief, Brittany Kovach, Community Affairs Specialist, Betsy Scaletta, HR Specialist, Michele Springer, Planner, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from September 8, 2017

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

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

#### IV. Presentation and Approval of Bills from September 2017

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Thomas Smith, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	Deborah Allan, John Hoscheit, Philip Lewis, Barbara Wojnicki

#### V. Finance and Administration

##### A. Presentation and Approval of a License Agreement with the Chicago Area Track and Field Organizing Committee for the Management of the Settler's Hill Cross Country Events Center

In September, 2016 the District issued a Request for Proposals (RFP) for the management of the Settler's Hill Cross Country Events Center. One proposal was received from the Chicago Area Track and Field Association Organizing Committee (CATFOC). The District, CATFOC, the County and Waste Management Inc. have been working collectively to complete the site design/bid specifications for the cross country course and events center and solidify coordination and maintenance responsibilities in order to finalize the terms of the agreement.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

##### B. Presentation of an Update on the Settler's Hill Golf Course Improvement Project

##### C. Presentation and Approval of a Proposal from Martin Design for the Settler's Hill Golf Course Improvement Project

The Master Plan is strategically created to use the mission statement to improve Settler's Hill Golf Course to be more economically viable, environmentally sustainable, operationally efficient, and recreationally purposeful. All the plans for improvements relate back to this mission statement as a test for its purpose.

The improvements include a new irrigation/pumping system, renovations to the bunkers, tees, cart paths and turf throughout the course, drainage improvements both overland and underground. These changes will update the playability, challenge and strategy of the course as well as improve the overall aesthetics.

Continuing to move forward on the approved concept plan, Martin Design has submitted a proposal to complete the design for the balance of the proposed improvements in the amount of \$251,225. Staff is recommending to move forward at this time with only Phase I Master Planning (\$14,000) and a portion of Phase II Design Development through final Committee approval (\$124,438) plus reimbursables of \$3,500 for a total not to exceed amount of \$141,938.

Outlined in the proposal, the plan will address specific goals that will include improving economic viability of the course, which includes needed infrastructure repairs; improving the landscape functions and expanding natural habitat; and improving the recreational opportunities at Settler's Hill. Throughout this comprehensive review, the District will continue to move forward with its plan for improving the Settler's Hill Golf Course as approved by the Committee.

**DISCUSSION:** *Commissioner Allan asked how the drainage and improvements are to be made – phased or closing course all together. Mr. Martin answered that 9 holes may have to be closed while work is going on, but the other 9 could be open. Commissioner Frasz asked where the monies would be coming from. Executive Director Meyers stated that the funds would be requested from the County Landfill Fund which has been funding the project to date. Commissioner Frasz asked if there were financial reports available for review on the golf course. Commissioner Davoust responded that yes, the quarterly golf reports are given at the Finance and Administration Committee, but are available to all Commissioners and on-line in the minutes packet. Commissioner Smith asked if the revenues would increase after the renovations. Commissioner Davoust stated that the expectation would be that with the renovations of the returning 9's and the introduction of more food service and other amenities that yes they would. Mr. Martin added that the addition of the Cross Country would increase the course visibility and thus bringing more users as well. Commissioner Smith asked why hole 6 would be moved. Mr. Martin answered that the hole is awkward and causes a circulation issue as well as drainage issues. Commissioner Frasz stated that he feels the contract would have to be renegotiated with GolfVisions when the improvements are completed. Executive Director Meyers confirmed that yes the contract would then be reevaluated. Commissioner Allan asked if there were any grants available for the youth golf program. Commissioner Davoust answered that there were none at this time.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

**D. Presentation and Approval of the Fiscal Year 2018-19 Estimated Budget for the Purpose of Establishing the 2017 Property Tax Levy**

Director Stanish explained that each year the Finance and Administration Committee determines the direction for the upcoming property tax levy which is then forwarded to the Executive Committee and then to the Full Commission. Staff requested the most current information from the assessor and received the following:

- Existing EAV will increase in the county (final percentage is not determined).
- Preliminary new construction figures for the county are \$157 million (partial year).

The Finance Committee recommends to increase the levy by both CPI and new construction. The District would receive an estimated \$75,000 - \$45,000 from new construction and an additional \$136,000 from the CPI increase, which for the upcoming levy year will be 2.1%.

The other component of the tax levy is the debt portion. This amount is fixed based on the ordinances that are approved at the time bonds are sold or refinanced. In 2016 the debt levy was \$29 million, in 2017 it is \$22.7 million and for 2018, it will be \$16.1 million. This figure is to remain constant for the next 8 years unless any refinancing occurs or new debt is incurred.

The majority of the capped levy will be placed into the General Fund with planned transfers to the other funds to meet their requirements. This allows the District the most flexibility with the use of these funds and will help in the management of fund balance requirements, since the final budget for next fiscal year (18/19) will not be finalized for several months.

**DISCUSSION:** *President Kenyon stated that the cost of doing business is affected when we have just lost two long-term employees to other agencies that can pay them more. Director Smith stated that we have an 18% turnover rate at this time, with most respondents saying that the reason is pay.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

## VI. Land Acquisition

### A. Approval of a Resolution for Land Acquisition in Big Rock Township (80 acres)

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

### B. Approval of a Resolution for Land Acquisition in Plato Township Adjacent to the Muirhead Springs Forest Preserve (54 acres)

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Deborah Allan, Commissioner
<b>SECONDER:</b>	Rebecca Gillam, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

### C. Approval of a Resolution Authorizing the Sale of Forest Preserve District Property in Dundee Township (.2 acres)

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Mark Davoust, President Pro Tem
<b>SECONDER:</b>	Rebecca Gillam, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

## VII. Planning and Utilization

### A. Presentation and Approval of a Bid for Structures Removal at the Mill Creek Greenway

The demolition project for this year was to remove four houses and one small garage at the newly acquired Mill Creek Greenway property on the corner of Rt. 38 and Brundige Road. The asbestos was removed from the structures and staff is working with the Elburn Countryside Fire District to burn the structures. Partnering with the fire department provides a training opportunity for them and saves the District money in demolition expenses. The demo bid is to remove one silo, and the remaining concrete foundations and debris left following the fire department burn.

The District sent the bid packets to 17 contractors, advertised, and placed on the District website, with 6 contractors responding. Prime Construction from Hampshire, IL was the qualified lowest bid for the project with a bid amount of \$54,300. Understanding the bid was much lower than the next lowest bid, staff reviewed the bid with Prime Construction and found no errors in the bid. Prime Construction has successfully completed many projects for the District in the past and staff recommends them for the project.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Margaret Auger, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

### B. Presentation and Approval of a Bid to Purchase Native Seed

This year's seed bid represents a second year of a project-driven approach to determining seed needs. All of the seed specified in our bid is slated to go onto the ground this winter to support ongoing restoration projects within the Braeburn Marsh, and Dick Young, Bowes Creek Woods, LeRoy Oakes Forest Preserves.

The bid was advertised and sent to 21 vendors with two responding. The bid had five options correlating with the five mixes/projects. The lowest qualified bid for all options was provided by Genesis Nursery of Tampico, IL in the amount of \$59,804.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Deborah Allan, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

**C. Presentation and Approval of a Bid for Invasive Tree and Brush Removal at Dick Young Forest Preserve**

Field staff spends a considerable amount of their time each year maintaining the habitats at Dick Young FP. However, the large scale of the task combined with challenging terrain leave areas of invasive brush encroachment that are better suited to removal by contract work. Most of the wooded areas targeted in this project have had the large invasive trees removed in previous staff or contracted projects. The contracted work in this year's project focuses on invasive brush (i.e. buckthorn, honeysuckle, etc.) that have slowly crept back into these difficult to reach areas.

The bid was sent to nineteen vendors and publicly advertised with five vendors responding. A base bid plus four additional prioritized options were included in the bid. The lowest qualified bid for each brush removal option was submitted by Central Tree of Hoffman Estates, IL in the amounts as follows:

**Base Bid:** \$44,000  
**Option 1:** \$40,000  
**Option 2:** \$22,000  
Option 3: \$18,000  
Option 4: \$20,000

The contract will include the Base Bid, Option 1 and Option 2 for a total project cost of \$106,000.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Brian Dahl, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

**D. Presentation and Approval of a Renewal to the Region 5 Snowmobile Club Agreement**

Several preserves and the western section of the Great Western Trail are open to snowmobiling in the winter when conditions are appropriate. The District established this Snowmobile Use Agreement with the Clubs of Region 5 Association of Snowmobile Clubs (Clubs) in 2011 for the Clubs to mark, maintain, and operate snowmobile trails within several forest preserve sites. The Clubs have been extremely helpful in maintaining these trails as well as the patrolling of snowmobile use areas to identify and correct safety concerns, some of which they communicate to the Operations and Police Departments for District repair. The Clubs also work very closely with the Public Safety Department in the area to provide emergency rescues for stranded motorists in severe snowstorms. Many of the Clubs members are active participants in the District's Volunteer Snowmobile Corp.

The Clubs of Region 5 Association of Snowmobile Clubs has specifically utilized various approved snowmobile trails positioned on the outer perimeters of the Burlington Prairie, Muirhead Springs, Hampshire and Bowes Creek Forest Preserves, along with a section of the Great Western Trail west of LaFox Road for many years. The proposed renewal agreement has been updated to add Bowes Creek Woods Forest Preserve as well as extend the length of the term by five years (2017 -2022).

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 10/10/2017 9:00 AM</b>
<b>MOVER:</b>	Thomas Smith, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

#### **VIII. New or Unfinished Business**

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

Entered into Executive/Closed Session to discuss Contracts - 9:37 AM until 10:00 AM

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

#### **X. Communications**

National Public Lands Day will be held on September 30 from 10am to 1pm at the Dick Young Forest Preserve.

Harvest of the Acorn Moon will be held on Sunday, October 6 from 1-4 pm at the Oakhurst Forest Preserve.

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



## **XII. Reports**

### **A. August 2017 Bond Investment Analysis Report**

### **B. August 2017 Cash & Investment Report**

### **C. Revenue & Expense Report through August 2017**

<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>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Thomas Smith
<b>ABSENT:</b>	John Hoscheit, Philip Lewis, Barbara Wojnicki

## **XIII. Adjournment**

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

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

**Adjournment until:                      Friday, November 3, 2017 at 8:30 am**  
**Forest Preserve District Administration Offices**  
**1996 S. Kirk Road, Suite 320 Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Recording Secretary