MC Henry County Conservation District
Board of Trustees
Minutes of August 16, 2018

1.0 CALL TO ORDER
The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:00 p.m. by President Kranz on the evening of Thursday, August 16, 2018 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

2.0 PLEDGE OF ALLEGIANCE
President Kranz led the Pledge of Allegiance.

3.0 INTRODUCTORY ROLL CALL
3.1 Roll Call
Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Dave Brandt, Secretary
John Henning, Trustee
Carolyn Campbell, Trustee
Benjamin Washow, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Elizabeth S. Kessler, Executive Director
Andy Dylak, Director of Administration & Finance
Ed Collins, Director of Land Preservation & Natural Resources
Wendy Kummerer, Director of Marketing & Communications
Anne Basten, Executive Assistant
Deb Chapman, Educational Services Manager
Jeff Diedrick, Chief of Police
Sarah Denham, Wildlife Resource Center Manager
Jenny Heider, Human Resource Manager
Amy Peters, Planning Manager
Val Siler, Land Preservation Manager
Brad Woodson, Natural Resource Manager
Perry Weborg, Sites & Fleet Manager
Ben O’Dea, Sites Supervisor
Nathan Groh, Restoration Ecologist
Matt Finzel, Habitat Specialist

Guests Present: Jacob Karkowski, Student

4.0 CONSERVATION ETHIC
Treasurer Merkel read Goal #6 and Trustee Washow read Goal #2 aloud.

5.0 TRUSTEE REPORT
Secretary Brandt complimented the most recent Landscapes especially the article on oaks.
Vice President Scacci reported on a recent mussel shuffle that he and his grandson attended. Director of Land Preservation and Natural Resources Collins reported that they had both found state threatened black sand mussels.

Vice President Scacci also spent time with Region 2 Ranger Calvin to see what the Ranger position entails on a daily basis.

6.0 COUNTY BOARD LIAISON REPORT

County Board Liaison Nowak was not present and had not provided a report in advance.

7.0 PRESIDENT’S REPORT

President Kranz encouraged everyone to get out and use the sites. He also let the Board members know that he had requested that the Bylaws and Board Resource Guide information be put in their folders this evening and encouraged them to read it as a refresher.

8.0 PUBLIC COMMENTS

There were no public comments made.

9.0 PRESENTATIONS/INTRODUCTIONS

9.1 Introduction of New Team Members

9.1a Nathan Groh - Restoration Ecologist

Natural Resource Manager Woodson introduced Restoration Ecologist Groh who has worked for the District as an intern in the past and most recently with ENCAP on the 206 project in Glacial Park.

9.1b Matt Finzel - Habitat Technician

Natural Resource Manager Woodson introduced Habitat Technician Finzel who began as a seasonal this year with Plant Ecologist Ryan before being promoted to the vacant two-year position.

10.0 BOARD BUSINESS - CONSENT AGENDA

10.1 Approval of Minutes of Previous Meetings

10.1a July 19, 2018 - Regular Meeting

10.1b July 19, 2018 - Executive Session

10.2 Motion to accept the Treasurer’s Report for July 31, 2018 as presented.

10.3 Motion to award a contract to Miles Chevrolet of Decatur, IL, the lowest responsible and responsive bidder for (1) new, unused 2019 4WD, 4DR Sport Utility Special Service Vehicle for a total cost not to exceed $35,800 (BID #0718.06.01).

10.4 Motion to authorize the preparation of specifications and letting of bids for native seed for various restoration projects county wide (BID #0818.08.01).

10.5 Motion to award a contract to Avalon Petroleum Co of Antioch, IL, the lowest, responsible, and responsive bidder, for the purchase of unleaded and diesel fuels at $2.2500 per gallon over the market price the day the fuel is delivered for a period of one (1) year starting September 1, 2018 and ending August 31, 2019 (BID #0618.07.01).

10.6 Motion to award a contract to Amerigas of Gurnee, IL, the lowest responsible and responsive bidder, for the purchase of propane fuel at a cost not to exceed $1.24 per gallon for a period of one (1) year starting September 1, 2018 and ending August 31, 2019 (BID #0618.07.02).
10.7 Motion to award a contract for construction and restoration of asphalt resurfacing at Fel-Pro RRR, Glacial Park (Valley Road), Wildlife Resource Center and Piscasaw North Conservation Areas, (BID #0218.07.01), from Behm Pavement Maintenance, Inc. of Crystal Lake, IL, the lowest responsible and responsive bidder, for a cost not to exceed $29,111.50 (BID #0218.07.01).

10.8 Motion to pass Ordinance #18-953 authorizing a budget transfer of $20,000 from General Ledger Account No. 01-08-785 to General Ledger Account No. 01-15-785 for the purchase of a heavy equipment replacement trailer.

10.9 Motion to adopt Resolution #18-23 authorizing the execution of an Intergovernmental Agreement with Marengo Township for the procurement of road salt for the 2018-2019 winter season.

10.10 Motion to re-authorize the preparation of bid specifications and letting of bids for HMA improvements of the sections of the existing entrance drive and parking lots to Rush Creek and parking lots of the Hollows Conservation Areas, Harvard and Cary respectively (BID #0818.09.01-RA).

10.11 Motion to re-authorize the preparation of bid specifications and letting of bids for HMA improvements of the existing entrance drive to Lost Valley Visitor Center, Glacial Park Conservation Area, Richmond/Ringwood (BID: #0818.09.02-RA).

10.12 Motion to adopt Resolution #18-24 authorizing the execution of an Intergovernmental Agreement with the Village of Ringwood regarding improvements to be constructed and maintained along the Prairie Trail.

10.13 Motion to award the bid to the lowest qualified bidder, ABRA Equipment Supply, LLC of Crosslake, MN at a total cost not to exceed $26,831.24 for the purchase of one PTO driven, tractor mounted brush mulcher for natural resources management on District sites (BID #0618.08.01).

10.14 Motion to authorize the preparation and solicitation of Request for Proposals (RFP) from qualified and experienced third-party consultants/firms to conduct an external compensation market study and analysis (RFP #0818.04.01).

10.15 Motion to award a contract for construction and restoration of asphalt resurfacing of the Prairie Trail Link (McCullom Lake Road to Barnard Mill Road) and Glacial Park Maintenance Facility Parking Lot, from Schroeder Asphalt Services, Inc. of Huntley, IL, the lowest responsible and responsive bidder, for a cost not to exceed $267,714.13 (BID #0218.09.02).

A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to approve the Board Business - Consent Agenda items as presented. A roll call vote gave the following results: Scacci-yes, Washow-yes, Brandt-yes, Merkel-yes, Campbell-yes, Henning-yes, Kranz-yes.

Motion passed unanimously.

11.0 OTHER BOARD BUSINESS

11.1 Approval of Bills Payable for the Month of July 2018

11.1a Treasurer's Internal Audit

Director of Administration and Finance Dylak had provided the requested information from the previous meeting in written format in the board packet and all items were in compliance with the purchasing policy and procedures.

It was requested that the following documents be pulled for review:

Conserve FS - 185.94; Boone County Sheriff's Office - $360; BankCard Processing Center for Rats, Mice - $530.75; and Papa Saverio -$95 prior credit taken in error.
11.1b Motion to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending July 31, 2018.

A motion was made by Secretary Brandt, seconded by Vice President Scacci, to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending July 31, 2018 as presented. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Merkel-yes, Scacci-yes, Henning-abstained, Washow-yes, Kranz-yes.

Motion passed 6 to 0 with an abstention by Trustee Henning.

11.1c Motion to approve the payment of the balance of bills as indicated on the Submission of Bills Pending Report for the month ending July 31, 2018.

A motion was made by Vice President Scacci, seconded by Trustee Henning to pay the balance of bills as indicated on the Submission of Bills Pending Report for the month ending July 31, 2018 as presented. A roll call vote gave the following results: Washow-yes, Henning-yes, Scacci-yes, Brandt-yes, Campbell-yes, Merkel-yes, Kranz-yes.

Motion passed unanimously.

11.2 2018 Property Tax Levy Discussion

Executive Director Kessler explained that in July, staff had presented several scenarios for the 2018 Levy and is now seeking consensus on the direction to proceed in preparing the 2018 Levy Ordinance for approval in September. The majority consensus was to move forward with the proposed Scenario 2 which includes no recapture of the previous abatement from the 2017 Levy and taking an increase for the current year. Trustee Washow explained that he was currently in the minority and would have been a hard “no” had it not been for the previous actions taken by the board over the last several years when the District was not required to act but did so on behalf of the tax payers.

11.3 Recovery Residence Discussion

Executive Director Kessler gave a brief history of the request that was presented through State’s Attorney Kenneally who had met with Trustees Barrett, Kranz, and Scacci in the past. Vice President Scacci explained that the idea of vacant houses had come up and he had since found out that there is a not-for-profit group working on this in the county. He noted that some of the requirements included: near public transportation; easy to access (no gates); available parking; and, not open to the public. Staff looked at the existing building inventory and most of the buildings did not fit the profile and/or were already leased. Additionally, the Kennedy Waystation on Route 14 is open but is a historical building and has limitations to modifications. There are also a couple of buildings within Brookdale Conservation Area; however, they are not easy to get to or near public transportation. The last option to be considered would be to pursue purchasing property in the future which contains buildings of interest to the County where by a simultaneous closing could be arranged if the County was interested in purchasing the developed portion of property.

There was further discussion which included providing buildings for this use may not be within the scope of the mission of the District; that historical buildings would not be appropriate; and, that the former residence on Route 31 at the entrance of
Glacial Park was not large enough to accommodate more than a couple of people and is slated for demolition.

The consensus was to present what staff has presented and allow the County/State’s Attorney Kenneally to proceed if they have further questions and that staff was to spend no more time on the project at this time beyond arranging for a site visit of the Brookdale Conservation Area property if requested.

11.4 Memorandum of Understanding- McHenry County Conservation Foundation Discussion

Executive Director Kessler reviewed the history of the Foundation and that the interviewing process has begun to hire a Director of Development/Executive Director of the McHenry County Conservation Foundation. She explained that the Foundation board is not prepared to commit to funding a percentage of the position permanently and there is a need to spell out expectations and roles of the District and the Foundation as well as what happens if the expectations are not met.

Discussion included setting a goal of a $1 Million endowment within three years; clerical staffing support; real estate acquisition by the Foundation; which grants to be pursued by the District vs. Foundation; handling of disagreements between the two boards; and, the input limitations of the District to maintain the Foundation’s IRS status.

Executive Director Kessler will present a first draft of the agreement to the Board of Directors of the McHenry County Conservation Foundation on September 11, 2018 and to the Board of Trustees on September 20, 2018.

11.5 Selection of Financial Auditors Discussion

Treasurer Merkel recommended, and the majority of the Board concurred that Sikich, LLP be retained for another term. Contracts will be presented at the September meeting for approval with the presentation of the Fiscal Year 2018 audit for acceptance.

11.6 Selection of Strategic Planning Workshop Date to Establish Preliminary Framework

Executive Director Kessler stated that in October, staff was planning to present information on a health insurance consortium being used by the County and other municipalities known as the Intergovernmental Personnel Benefits Cooperative (IPBC) with annual renewal proposals/quotes due for review in November. She also reported that staff was planning to have a representative from the PMA Financial Network, Inc. in attendance at the October meeting to present options for completing the payoff of the Pichen installment agreement as scheduled.

A tentative date of December 6, 2018 was selected for a Strategic Planning Workshop with the Board of Trustees and Executive Leadership Team. The meeting time of 3:00 p.m. was selected and would include dinner. Since the date was deferred to December, it was done with the caveat and understanding that no radical changes would be able to be implemented for the FY 2020 budget – since the budgeting process begins in early November.

12.0 EXECUTIVE DIRECTOR’S REPORT

Executive Director Kessler reported that close to 300 tickets had been presold for the Great Outdoors Beer Trail event.
The upcoming meetings with the Village of Spring Grove on August 27, 2018 with President Kranz and Bull Valley Riding Club on August 28, 2018 with Vice President Scacci and Trustee Brandt were announced. There are also several small group meetings occurring on the reoccurring flooding issues in Marengo. Research at this point has found that: the weir no longer belongs to the US Army Corps of Engineers (USACE); HR Green has some information through the City of Marengo; and the culverts that are getting clogged are not the District’s.

12.1 Legislative Update - Verbal Report
Executive Director Kessler reported that several of the recently passed bills will be discussed at the upcoming meeting of the Illinois Association of Conservation and Forest Preserve Districts (IACFPD) the following week. She also noted that the Land and Water Conservation Fund federal funding source expires on September 30, 2018 and encouraged all to contact US Senators and Representatives to support the reauthorization of this Act.

Vice President Scacci asked about a recent court hearing and it was shared that another status hearing will be held in September.

Executive Director Kessler announced that there will be a ceremonial ribbon cutting for the Oak Street crossing of the Ridgefield Trace at McHenry County College on October 4, 2018 at 4:00 p.m. with invitations to be sent out within the next couple of weeks.

13.0 COMMITTEE ASSIGNMENTS & REPORT
13.1 Trustee Reports on Conferences & Meetings Attended
13.1a Fox River Ecosystem Partnership (FREP)
Trustee Campbell reported that the most recent meeting looked at the Fox River Shores project in Carpentersville. Otto Engineering is providing public access to the river. The next meeting is the same day as the McHenry County Water Tour and Forum and they are meeting in Algonquin to talk about upcoming water quality surveys being done on the Fox River.

13.1b CMAP
Director of Land Preservation and Natural Resources Collins reported that the group did not meet in August.

13.1c Chicago Wilderness
Executive Director Kessler reported that the group has been focused on visioning work and election of officers for the upcoming terms. The next Executive Council meeting will be held on October 19 at CMAP.

13.1d McHenry County Farm Bureau
Trustee Henning reported that the group had focused on details of the County Fair at their most recent meeting.

13.1e IACFPD/IAPD/NRPA
Secretary Brandt reported that he would be missing the IACFPD meeting the following week but planned to attend the IAPD meeting in January 2019. Trustee Campbell is attending the NRPA conference in September being held in Indianapolis.
13.1f  **McHenry County Conservation Foundation**
Secretary Brandt reported that they are focusing on the hiring of a Director of Development/Executive Director of the McHenry County Conservation Foundation as well as discussing the details for the Memorandum of Understanding.

13.1g  **McHenry County Council of Governments**
No one attended the golf outing which was earlier this same day. The next meeting is September 26, 2018 in Barrington Hills.

13.1h  **Green Drinks Crystal Lake**
President Kranz reported that the topic was recycling and everyone learned how we were contaminating the waste stream. Secretary Brandt will attend the September meeting as President Kranz will be out of town.

13.1i  **Conservation Congress 2018**
The State of Conservation in McHenry County will be held on February 7, 2019 at Lost Valley Visitor Center at 6:00 p.m.

13.1j  **MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee**
Executive Director Kessler reported that the District was participating in the data capturing exercise. The Cary Subarea planning is going well. The Village of Algonquin wants to replace the bridge and sewer line which runs under it at La Fox River Drive and the Prairie Trail. An Intergovernmental Agreement is expected before the end of this year for the construction project expected to occur in 2020 and 2021. The agreement is expected to include the construction and maintenance responsibilities of the structure to remain with the Village.

13.1k  **MAPP**
There was no report this month.

13.1l  **Other Outreach Contacts**
Trustee Campbell attended the Algonquin/Cary Subarea Plan open house where maps of the gravel pits were shared and the group is seeking input for a master plan for all of the sites as a whole.

14.0  **PUBLIC COMMENTS II**
There were no public comments.

15.0  **EXECUTIVE SESSION**
At 6:50 p.m., a motion was made by Secretary Brandt, seconded by Trustee Campbell, to go into Executive Session pursuant to Exception 2C5 (Real Estate), 2C21 (Review of Closed Session Minutes) of the Open Meetings Act. A roll call vote gave the following results: Henning-yes, Scacci-yes, Campbell-yes, Washow-yes, Merkel-yes, Brandt-yes, Kranz-yes.
Motion passed unanimously.
16.0 RECONVENE
The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 7:50 p.m. by President Kranz on the evening of Thursday, August 16, 2018 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

16.1 Roll Call
Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Vern Scacci, Dave Brandt
John Henning, Trustee
Carolyn Campbell, Trustee
Benjamin Washow, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Elizabeth S. Kessler, Executive Director
Ed Collins, Director of Land Preservation & Natural Resources
Anne Basten, Executive Assistant
Val Siler, Land Preservation Manager

17.0 ACTION ON ITEMS OUT OF EXECUTIVE SESSION & RELATED ISSUES
17.1 Consideration of a motion to pass Ordinance #18-954 authorizing the execution of purchase contracts for the acquisition of Real Property Commonly Known as the 2018 Tax Sale Lots
A motion was made by Secretary Brandt, seconded by Trustee Campbell, to pass Ordinance #18-954 authorizing the execution of contracts for the purchase of Real Estate commonly known as the 2018 Tax Lot Sale as presented. A roll call vote gave the following results: Scacci-yes, Washow-yes, Brandt-yes, Merkel-yes, Campbell-yes, Henning-yes, Kranz-yes.
Motion passed unanimously.

18.0 ADJOURN
A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to adjourn the meeting. A voice vote resulted in all ayes.
Motion passed unanimously. Meeting adjourned at 7:52 p.m. August 16, 2018.

Respectfully submitted,

Vern Scacci, Vice President

Date

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