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 5:04 p.m. by President Scacci on the evening of Tuesday, September 24, 2019 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

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

3.0  INTRODUCTORY ROLL CALL
2.1  Roll Call
Trustees Present: Vern Scacci, President
Dave Brandt, Vice President
Carolyn Campbell, Secretary
John Henning, Treasurer
Patrick Fritz, Trustee
Bill Cook, Trustee
Linda Thomas, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Elizabeth Kessler, Executive Director (via speaker phone from Item 13.0 to the end of the meeting)
Ed Collins, Director Land Preservation & Natural Resources
Andy Dylak, Director Administration & Finance
John Kremer, Director Operations & Public Safety
Wendy Kummerer, Director Marketing & Communications
Anne Basten, Executive Assistant
Ben Wolfe, Sergeant
Kristi LaMontagna, Police Administrative Coordinator

Others Present: Elaine Ramesh, Co-Founder Equestrian Coalition of McHenry County

4.0  CONSERVATION ETHIC
Trustee Campbell read Goal #6 and President Scacci read Goal #4 aloud.

5.0  CONSERVATION STEWARDSHIP PLEDGE
Treasurer Henning read the Conservation Stewardship Pledge introduction paragraph and Pledge No. 8 aloud.

6.0  ADOPT THE AGENDA
A motion was made by Trustee Fritz, seconded by Trustee Cook, to adopt the agenda as presented. A voice vote resulted in all ayes. Motion passed unanimously.
7.0 SPECIAL RECOGNITION PRESENTATIONS/INTRODUCTIONS
7.1 Introduction of Police Administrative Coordinator - Kristi LaMontagna
Sergeant Wolfe was present to introduce Kristi LaMontagna stating that she had jumped right in and is fitting in well with the department. The Board welcomed Ms. LaMontagna.

7.2 Illinois Association of Park District's (IAPD) Best of the Best Awards Gala
Director of Land Preservation and Natural Resources Collins explained that the Nippersink 206 Project was a five-year project that is now being returned to the District as per the terms of the agreement. The process began over twenty years ago. The award is for Intergovernmental Cooperation between the District and the U.S. Army Corps of Engineers and was titled “Banking on Nature - The Nippersink 206 Project”.

8.0 TRUSTEE REPORT
Trustee Fritz reported that he had attended the Farm Bureau meeting and the Water Forum.
Secretary Campbell reported that she had attended the Fox River Watershed Flood Control Commission meeting where the County was represented by County Board Member Carolyn Schofield. The Commission was established through Public Act 100-0730 under the direction of the IDNR and they will be putting together a report by the end of January 2021. Secretary Campbell had asked to participate as the District is a major stake holder in the upper Fox however, there is no role for the District on the Commission.
Vice President Brandt and Secretary Campbell volunteered on the School Springs Mitigation project at different times and both stated it was a fun time.

9.0 COUNTY BOARD LIAISON REPORT
County Board Liaison Nowak welcomed the newest Trustees Cook and Thomas. He reported that the County Board was working on passing the County’s FY 2020 budget. He stated that the Chairman had stated a goal of reducing the budget. County Board Liaison Nowak also reported that kindergarten kids from the Briargate School had requested a goose crossing sign and had been recognized for their efforts.

10.0 PRESIDENT’S REPORT
President Scacci read a prepared statement about the role of the Board of Trustees related to managing the affairs of the organization. Unfortunately, an emergency phone call was received near the end of his statement related to a police matter which disrupted his presentation. He also stated for the record that he is “not Jack’s boy” and represents the taxpayers as President of the District Board of Trustees. He has only spoken to the County Board Chairman twice since May. Once as requested by the Board and once as requested by the Executive Director.

Sergeant Wolfe left the room and building immediately and Director of Operations and Public Safety Kremer and Director of Marketing and Communications Kummerer went into the hallway to discuss the police matter.

11.0 PUBLIC COMMENTS
Elaine Ramesh, Chair and co-founder of the Equestrian Coalition of McHenry County introduced herself.
12.0 BOARD BUSINESS - CONSENT AGENDA

12.1 Approval of Minutes of Previous Meetings
12.1a August 12, 2019 - Finance & Administrative Committee
12.1b August 18, 2019 - Committee of the Whole
12.1c August 22, 2019 - Special Call
12.1d July 18, 2019 - Executive Session

12.2 Acceptance of the Treasurer's Report for August 31, 2019 as presented.

12.3 Resolution #19-59 accepting the Comprehensive Annual Financial Report as prepared by Sikich, LLP of Naperville, IL for Fiscal Year 2019 which began on April 1, 2018 and ended March 31, 2019.

12.4 Resolution #19-60 authorizing the acceptance and execution of related certificates of the Public Funds Annual Statement for Fiscal Year 2019.

12.5 Second Reading. Ordinance #19-965 amending Comprehensive Administrative Policy & Procedural Manual Policy 3.01.03 Participation by Leadership Team at Board of Trustee Meetings.

12.6 Resolution #19-61 authorizing the Executive Director to execute a Snowmobile Use Agreement with the McHenry County Snowmobile Association, Huntley Penguins and Marengo Snowgoers for the 2019-2020 winter season.

12.7 Resolution #19-62 authorizing the execution of an Intergovernmental Agreement with Marengo Township for the procurement of road salt for the 2019-2020 winter season.

12.8 Resolution #19-63 authorizing the District to enter into and Intergovernmental Agreement with the City of McHenry for the establishment of two bike path connections to the Prairie Trail at Patriot Estates.

12.9 Resolution #19-57 authorizing participation in the proposed five-year property tax abatement (rebate) incentive program with the City of McHenry and Jessup Manufacturing Corporation, McHenry, IL beginning with the 2019 property tax levy.

12.10 Re-authorizing the preparation of bid specifications and letting of bids for the fabrication and installation of the Passport to Lost Valley Adventure Exhibit” as described in the Illinois Public Museum Capital Grant Program Application “MC-14-33” (BID #1219.05.01-RA).

12.11 Resolution #19-64 authorizing the Executive Director to execute a Professional Services Agreement with Baxter and Woodman Consulting Engineers of Crystal Lake, IL for a cost not to exceed $15,270 to complete the design and construction documents necessary to replace the Lost Valley Visitor Center existing retaining wall at Glacial Park Conservation Area.

12.12 Resolution #19-65 awarding contracts to the lowest, responsible and responsive bidders of Prairie Moon Nursery of Winona, MN ($34,450.27), Shooting Star Native Seeds of Spring Grove, MN ($26,713.25), Genesis Nursery, Inc. of Tampico, IL ($17,269.32), Applied Ecological Services, Inc. of Brodhead, WI ($5,538.13), and Cardno, Inc. of Walkerton, IN ($895.28) for a total cost not to exceed $84,866.25 for the completion of seeding projects on approximately 111 acres of various habitats for standard mixes and Natural Resource Special Revenue account projects within conservation areas (BID #0819.08.01).

12.13 Resolution #19-66 placing the house located at 20302 US Highway 14, Harvard, IL on the demolition list and to authorize removal when resources allow.
12.14 Resolution #19-67 authorizing the District to partner on the re-submission of a grant application to the US Forest Service Landscape Scale Restoration Grant Program to Implement the Chicago Wilderness Oak Ecosystem Recovery Plan.

12.15 Resolution #19-68 authorizing an increase in travel expenditures for the National Recreation and Park Association (NRPA) 2019 Conference and AAPRA Meeting for the Executive Director by an additional $75 as included within the FY 2020 Budget for a total cost not to exceed $1,575.

12.16 Resolution #19-69 authorizing the Executive Director to execute a Professional Services Agreement to develop construction plans for the Prairie Trail Improvements needed at Ringwood Road in Ringwood, IL, with Baxter & Woodman Consulting Engineers of Crystal Lake, IL for a cost not to exceed $14,430.

12.17 Resolution #19-70 approving Change Order #5 extending the contracted deadline to November 1, 2019, with Schroeder Asphalt Services, Inc. of Huntley, IL for the asphalt resurfacing of the Prairie Trail Link (Bid #0218.09.02 - CO5).

After all of the items were read aloud by Secretary Campbell, items 12.5 and 12.9 were pulled for further discussion.

A motion was made by Secretary Campbell, seconded by Vice President Brandt, to approve Board Business - Consent Agenda items 12.1 through 12.4, items 12.6 through 12.8, and items 12.10 through 12.17 as read and presented. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Cook-yes, Fritz-yes, Henning-yes, Thomas-yes, Scacci-yes.

Motion passed unanimously.

Item 12.5 amending Comprehensive Administrative Policy & Procedural Manual

Vice President Brandt stated his opposition to this change. Secretary Campbell stated her understanding of where this direction is coming from; however, she also understands the perspective of the Leadership Team to understand the concerns of the board.

Director of Operations and Public Safety Kremer explained that without the Managers present, he now needs to spend more time in meetings relaying the direction of the board where before he did not need to spend this time as they were present.

Vice President Brandt reiterated that the Trustees are responsible for asking questions or identifying possible issues for discussion prior to the meeting to allow for the request of necessary staff to be present or to allow the Directors to seek out the answers in advance.

A motion was made by Trustee Fritz, seconded by Treasurer Henning, to pass Ordinance #19-965 amending Comprehensive Administrative Policy & Procedural Manual Policy 3.01.03 Participation by Leadership Team at Board of Trustee Meetings as presented under Item 12.5. A roll call vote gave the following results: Thomas - abstain, Henning-yes, Fritz-yes, Brandt-no, Campbell-no, Cook-yes, Scacci-yes.

Motion passes 4 to 2 with 1 abstention by Trustee Thomas.

Item 12.9 authorizing participation in the proposed five-year property tax abatement (rebate) incentive program with the City of McHenry related to the
expansion of Jessup Manufacturing was discussed further based on what the County approved and the timing of the request relative to the Levy & Appropriations Ordinance being discussed later this meeting. The consensus was that the decision did not need to be made this evening as the construction will not be assessed and tax increases issued until 2020 or 2021 depending on when the construction is completed and since some work has already begun. It was also the consensus that the City of McHenry be notified after the vote is taken and that if they would want to pursue the rebate, they will need to come back before the next levy is discussed.

A motion was made by Vice President Brandt, seconded by Secretary Campbell to postpone Resolution #19-57 authorizing the participation in the proposed five-year property tax abatement (rebate) incentive program with the City of McHenry and Jessup Manufacturing Corporation, McHenry, IL for consideration with the 2020 tax levy. A roll call vote gave the following results: Henning-yes, Fritz-yes, Campbell-yes, Cook-yes, Thomas-yes, Brandt-yes, Scacci-yes.

Motion passed unanimously.

At this point in the meeting Executive Director Kessler who was contacted and participated via speaker phone for the balance of the meeting since she was out of town on business at the National Recreation and Park Association Conference in Baltimore, MD.

13.0 NEW & UNFINISHED BOARD BUSINESS
13.1 Approval of Bills Payable for the Month of August 2019

13.1a Treasurer’s Internal Audit
Director of Administration and Finance Dylak had provided the requested information from the previous meeting in writing which was shared with the Board of Trustees in advance. All items were in compliance with the purchasing policy and procedures.

It was requested that the following documents be pulled for review:
B8489 - Big R for $79.85; T0159-Thelan for $796.40; and Y8856 - Your Sister’s Tomato for a $40 credit.

13.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending August 31, 2019

A motion was made by Trustee Cook, seconded by Secretary Campbell, to authorize the payment of $317.43 to Conserve FS. A roll call vote gave the following results: Campbell-yes, Thomas-yes, Henning-abstain, Cook-yes, Brandt-yes, Fritz-yes, Scacci-yes.

Motion passed 6 to 0 with 1 abstention by Treasurer Henning.

13.1c Consideration to approve the payment of the balance of bills as indicated on the Submission of Bills Pending reports for the month ending August 31, 2019.

A motion was made by Secretary Campbell, seconded by Trustee Henning, to approve the payment of the balance of the bills as indicated on the Submission of Bills Pending reports for the month ending August 31, 2019.

A roll call vote gave the following results: Cook-yes, Brandt-yes, Thomas-yes, Henning-yes, Fritz-yes, Campbell-yes, Scacci-yes.

Motion passed unanimously.
13.2 Passage of 2019 Property Tax Levy Extension and Truth in Taxation Ordinance #19-966

A motion was made by Treasurer Henning, seconded by Vice President Brandt, to pass Ordinance #19-966, an Ordinance for the Levy and Assessment of Taxes for the McHenry County Conservation District, McHenry County, Illinois in the Year 2019; to be collected in the Year 2020 and execute associated certifications as presented. A roll call vote gave the following results: Fritz-yes, Cook-yes, Brandt-yes, Thomas-yes, Campbell-yes, Henning-yes, Scacci-yes.

Motion passed unanimously.

13.3 Village of Algonquin-Intergovernmental Agreement - Scorched Earth Path/Industrial Park proposed connection to the Prairie Trail

It was noted that the Village of Algonquin had submitted a grant request for this trail connection across District property without an agreement being in place or permission granted by this Board. Director of Operations and Public Safety Kremer stated that the entire area had previously been wetland but had been filled in when the existing Industrial Park was created. He asked for direction from this board.

It was stated that this trail location is similar to the HUM trail in that the District would not recommend building a trail on designated wetland especially due to the potential for erosion and washouts and damage to the existing trail from water. Director of Land Preservation and Natural Resources Collins responded to an inquiry of how much time would be needed and the expected workload to determine the impact of the requested trail. Director Collins stated that the wetland delineation would be about two (2) days and a plant inventory would take several hours over the period of a year. Additional hours would be spent by planning to compile the various layers of other data required.

There was additional discussion about the financial benefit to the local economy.

The consensus was to allow staff to meet with the Village of Algonquin and that decisions would be made at each step of the process if the Village wishes to continue and submits an Intergovernmental Agreement for review.

A motion was made by Vice President Brandt, seconded by Treasurer Henning, to authorize staff to move forward with the analysis and review of the trail connection request from the Village of Algonquin. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Cook-yes, Fritz-yes, Henning-yes, Thomas-yes, Scacci-yes.

13.4 Funding of Capital Project Budget for the FY 2021 and Pichen Installment Agreement

President Scacci stated that the Capital Project Budget sets the stage for FY 2021. Director of Operations and Public Safety Kremer stated that he had asked his staff to look at each item on the capital project lists and determine if something would fail if not done and what are the consequences of failure. He also asked if the amount budgeted could be reduced to stretch the life of the improvement until more funding is available or until it fails.

Director Kremer then went item by item on the reduced project list under the Capital Improvement Plan (CIP) funding. It was noted that the Prairie Trail Bridge will need work within the next two years and might be eligible for grant funding. Some items were reduced to engineering only such as the repairs to the Prairie Trail near
the wash plant where water events continue to damage the trail. Several items were put on hold for this upcoming year. Based on previous board direction regarding demolition, the staff will continue to remove four (4) or five (5) structures per year to reduce liability, as funds permit. Staff would like to keep the $40,000 emergency fund. This would bring the total request from this fund to $230,270 for FY 2021.

Trustee Henning then recommended that the emergency fund be upped to $100K because the District is taking a little bigger risk by removing scheduled repairs.

Director of Operations and Public Safety Kremer then reviewed the items under the Dedicated Funds and noted that one item (item 12a) related to tree planting had been under the CIP funding in error as money was dedicated from an earlier transaction specific to this project. An asphalt resurfacing project on the Prairie Trail has had a grant submitted and we are awaiting the results so the project has been delayed a year pending the grant award notice. The balance of the items remained the same and total $478,213 for FY 2021.

Director of Operations and Public Safety Kremer then reviewed the General Fund items which included gravel and grading of the existing service road in Glacial Park that has gotten heavy use while the Lost Valley Visitor Center road was being widened, as well as needed gravel and grading of the Hebron Trail to be completed in phases over two Fiscal Years. Other items were deferred.

Director of Operations and Public Safety Kremer is most concerned about the work needed to maintain the Prairieview Education Center and the Brookdale Office buildings. They have currently taken these projects off the list as they determine if the work must be done in FY 2021 or can be deferred and are awaiting the consultant’s building assessment report on Prairieview Education Center.

Director of Administration and Finance Dylak suggested putting $150K in the budget for Prairieview pending the results of the study.

The next Finance & Administrative Committee meeting will be held at Prairieview Education Center so that the Trustees can view the building in person and the recommendations should be on hand.

The consensus was to wait for the numbers and the Prairieview Education Center report in October.

Trustee Cook thanked the staff for getting back so fast.

Director of Administration and Finance Dylak then reviewed the Capital Assets Management Plan (CAMP) and shared numbers previously provided to past board members which estimated a 10-year deficit of $10 million. He then covered the Pichen repayment presentation from October of 2018. Staff had asked for an opinion on rolling the Pichen Installment Agreement debt into the bond debt at the time of the refinancing and was told that it did not qualify.

The Pichen Installment Agreement payment is due December 2021 and the District is trying to bridge the gap between 2021 and 2026 when the District’s debt service will be reduced by 100%. It was stated that Alternative Revenue bonds will not work. Possibilities include debt certificates, non-referendum bonds, referendum bonds, or reserves. He noted that debt certificates are for 20 years and bonds would be 25-year terms. He suggested purchasing debt certificates in 2022 and issuing non-referendum general obligation bonds in 2026 to pay off the certificates.

Trustee Cook stated that the District should not be paying for operations using debt. There followed additional discussion about cutting taxes when the bonds are paid off and the use of bonds or other debt for making capital equipment purchases.
There was also discussion about not adding additional staff and continuing to
downsize staff through attrition.

A recently acquired bequest which was put in the Natural Resource Special
Revenue Fund has not been applied to a particular project and could be used towards
paying off the Pichen Installment Agreement.

Director of Administration and Finance Dylak recommended that the Board not
reduce the Operating Reserves.

Trustee Cook stated his interest in paying off the whole Pichen Installment
Agreement debt in 2021. Director of Administration and Finance Dylak stated that if
the Board directed staff to pay off the debt, then this would have some major impact
to all aspects of the District financing.

There was a consensus to move forward with the budget process and to
appropriate $1.9 million by deferring all new capital projects and maintenance
except those projects funded by dedicated funds such as grants and other third-party
funders.

14.0 EXECUTIVE DIRECTOR'S REPORT
14.1 Legislative Update
Executive Director Kessler had nothing additional to report.

15.0 COMMITTEE ASSIGNMENTS & REPORT
15.1 Trustee Reports on Conferences & Meetings Attended
President Scacci asked if any of the Trustees had anything to report for their
assignments. Those present had no reports, had no meetings, or had nothing urgent to
report.

15.1a Fox River Ecosystem Partnership (FREP)
15.1b Water Resource Action Plan (WRAP)
15.1c Chicago Wilderness
15.1d McHenry County Farm Bureau
15.1e IACFPD/IAPD/NRPA
15.1f McHenry County Conservation Foundation
15.1g McHenry County Council of Governments
15.1h Green Drinks Crystal Lake
15.1i Conservation Congress 2020
15.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering
Committee
15.1k MAPP
15.1l Other Outreach Contacts

16.0 PUBLIC COMMENTS II
Director of Operations and Public Safety Kremer reported that at approximately 5:15
p.m. this evening, Police had responded to a critical incident on the Ridgefield Trace
between Oak Street and Ridgefield Road where two women had been attacked and that it
was now under investigation.

County Board Liaison Nowak stated that he felt it was appropriate for this board to
deny the request from the City of McHenry on the rebate at this time as it is a Municipal
issue, not a county wide issue.
17.0 ADJOURN

A motion was made by Vice President Brandt, seconded by Trustee Thomas, to adjourn the meeting. A voice vote resulted in all ayes. Motion passed unanimously. Meeting adjourned at 7:43 p.m. September 24, 2019.

Respectfully submitted,

Carolyn Campbell, Secretary

Date

10-22-19