

**McHENRY COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES
MINUTES OF FEBRUARY 25, 2020**

1.0 CALL TO ORDER

The Regularly Scheduled Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:00 p.m. by President Scacci on the evening of Tuesday, February 25, 2020 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**3.1 Roll Call**

Trustees Present: Vernon Scacci, President
 Dave Brandt, Vice President
 John Henning, Treasurer
 Carolyn Campbell, Secretary
 Patrick Fritz, Trustee
 Bill Cook, Trustee
 Linda Thomas, Trustee

Counsel & Staff Present: Scott A. Puma, Legal Counsel
 Elizabeth S. Kessler, Executive Director
 Ed Collins, Director Land Preservation & Natural Resources
 Andy Dylak, Director Administration & Finance
 John Kremer, Director Operations & Public Safety
 Wendy Kummerer, Director Marketing & Education
 Anne Basten, Executive Assistant
 Chris Murison, Police Officer

Others Present: Suzanne Ness, County Board Member
 Kelli Wegner, County Board Member
 Beverly Dow, Environmental Defenders of McHenry County
 Nancy Schietzelt, Environmental Defenders of McHenry County
 Carl Edstrom, Crystal Lake

4.0 CONSERVATION ETHIC

Vice President Brandt read Goal #6 and Treasurer Henning read Goal #4 aloud.

5.0 CONSERVATION STEWARDSHIP PLEDGE

Secretary Campbell read the Conservation Stewardship Pledge introductory paragraph and Pledge No. 1 aloud.

6.0 ADOPT THE AGENDA

A motion was made by Treasurer Henning, seconded by Trustee Cook, to adopt the agenda as presented.

Motion passed unanimously.

7.0 SPECIAL RECOGNITION PRESENTATIONS/INTRODUCTIONS

7.1 Resolution #20-06 Recognizing and Celebrating the 50th Anniversary of the Environmental Defenders of McHenry County

A motion was made by Vice President Brandt, seconded by Trustee Fritz, to adopt Resolution #20-06 celebrating the 50th Anniversary of the Environmental Defenders of McHenry County. A voice vote resulted in all ayes.

Motion passed unanimously.

President Scacci then read the Proclamation aloud and presented it to Dr. Bev Dow and Nancy Schietzelt of the Board of the Environmental Defenders. Nancy Schietzelt welcomed continued opportunities for cooperation and offered grant support letters if needed.

8.0 TRUSTEES REPORT

Vice President Brandt complimented Police staff on the 100% compliance on policing mandates. He was also impressed with the 43 hunters and boy scouts cooperating on a recent workday at Glacial Park.

9.0 COUNTY BOARD LIAISON REPORT

County Board Liaison Nowak reported that he and his wife had attended Conservation Congress 2020 and enjoyed the day.

County Board Liaison Nowak shared that the District's draft budget had been shared with the County Board Members and some questions have come in and shared. He also announced that the County had passed a short version of a new ethics ordinance.

10.0 PRESIDENT'S REPORT

President Scacci reported that the first interviews of the legal firm finalists have been completed.

11.0 PUBLIC COMMENTS

There were no public comments.

12.0 BOARD BUSINESS - CONSENT AGENDA

12.1 Approval of Minutes of Previous Meetings

12.1a January 14, 2020 - Finance & Administrative Committee

12.1b January 16, 2020 - Public Session

12.1c January 21, 2020 - Public Session

12.2 Acceptance of the Treasurer's Report for January 31, 2020 as presented.

12.3 Resolution #20-07 authorizing the destruction of listed verbatim recordings of Executive Session Meetings between January 1, 2018 and June 30, 2018 in compliance with the Open Meetings Act.

12.4 Resolution #20-08 authorizing the release of listed Executive Session Minutes to the public domain in compliance with the Open Meetings Act.

12.5 Resolution #20-09 authorizing the Executive Director to execute a twelve (12) month Professional Services Agreement beginning April 1, 2020 and ending March 31, 2021 with Concentric Integration, LLC of Crystal Lake, IL, for IT and computer support services.

- 12.6 Resolution #20-10 authorizing the Executive Director to execute the five Month-to-Month Residence License Agreements as presented through the term of April 1, 2020 through March 31, 2021.
- 12.7 Resolution #20-11 authorizing travel expenditures for the IT Specialist/Administrative Assistant to attend the GMIS conference at a cost not to exceed \$1,500.
- 12.8 Resolution #20-12 accepting the Funding Request Guidelines for Project Submittals to the McHenry County Conservation Foundation and authorization to proceed with raising funds for McHenry County Conservation District projects listed for FY 2021.
- 12.9 Resolution #20-13 authorizing the execution of an Intergovernmental Agreement with the Village of Algonquin concerning streetscape improvements and bridge replacement associated with the Prairie Trail.
- 12.10 Resolution #20-14 authorizing the Executive Director to execute the renewed Joint Grassland Venture leases that begin with the 2020 crop year with current lease holders: Alden Sedge Meadow (10 +/- Acres) - Spiniolas, Brad; Fox Bluff (7.8 +/- Acres) - Berning, Tom; Hickory Grove (12.2 +/- Acres)- Berning, Tom as presented.

President Scacci asked that item 12.8 be pulled for clarification.

A motion was made by Secretary Campbell, seconded by Treasurer Henning, to approve Board Business-Consent Agenda Items 12.1 through 12.7, 12.9, and 12.10 as presented after being read aloud. A roll call vote gave the following results: Thomas-yes, Henning-yes, Fritz-yes, Brandt-yes, Campbell-yes, Cook-yes, Scacci-yes.

Motion passed unanimously.

President Scacci clarified that after the discussion at the February 18, 2020 Special Call Meeting that the resolution and motion was to have been changed to remove the approval of the FY 2021 projects until March unless the Board was ready to move them forward now.

A motion was made by President Scacci, seconded by Vice President Brandt, to adopt Resolution #20-12 accepting the Funding Request Guidelines for Project Submittals to the McHenry County Conservation Foundation as revised. 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.

13.0 NEW & UNFINISHED BOARD BUSINESS

13.1 Approval of Bills Payable for the Month of January 2020

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:
L7925 - Lake Shore Helicopter, LLC - \$579; A0499 - Ace Hardware, McHenry - \$121.54; and, C8606 - Century Springs - \$143.25.

13.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending January 31, 2020.

A motion was made by Trustee Cook, seconded by Trustee Fritz, to approve the payment of Conserve FS as indicated on the Submission of Bills Pending Report for the period ending January 30, 2020 as presented. A roll call vote gave the following results: Campbell-yes, Thomas-yes, Henning-abstain, Cook-yes, Brandt-yes, Fritz-yes, Scacci-yes.

Motion passes 6 to 0 with 1 abstention.

13.1c Consideration to approve the payment of the bills as indicated on the Submission of Bills Pending reports for the month ending January 30, 2020.

A motion was made by Trustee Fritz, seconded by Trustee Cook, to approve the payment of bills as indicated on the Submission of Bills Pending reports for the month ending January 31, 2020. 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 Consideration of Ordinance #20-972 Approval of Combined Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2020, and Ending March 31, 2021

A motion was made and read aloud by Trustee Cook, seconded by Vice President Brandt, to pass Ordinance #20-972 Combined Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2020, and Ending March 31, 2021 as presented.

There was a question raised by President Scacci about legal service funding for land acquisition and it was explained that grant awards for land acquisition from the Illinois Clean Energy Foundation as example does not cover transactional fees such as legal expenses and that is why there are legal services budgeted for land acquisition from the Dedicated Accounts. It was also shared that the McHenry County Conservation Foundation would cover their transactional fees for the grants they were pursuing on behalf of the District.

A roll call vote gave the following results: Fritz-no, Cook-yes, Brandt-yes, Thomas-no, Campbell-yes, Henning-yes, Scacci-no.

Motion passed by a vote of 4 to 3.

13.3 Consideration of Resolution #20-15 - Professional Services Agreement with McGrath Human Resources Group, Inc. of Wonder Lake, IL for Culture Assessment of McHenry County Conservation District for \$4,500

A motion was made by Trustee Fritz, seconded by Trustee Cook, to adopt Resolution #20-15 Authorizing the Execution of a Professional Services Agreement with McGrath Human Resources Group, Inc. of Wonder Lake, IL for a Culture Assessment of McHenry County Conservation District for a cost not to exceed \$4,500.

Secretary Campbell had hoped for more discussion at the Committee of the Whole meeting on February 20, 2020 and read a prepared statement which included information from the District's Administrative Policy and Procedure Manual which afforded the ability of all board members to participate in discussions at committee meetings. There were several other issues of concern from her perspective and concerns related to liability of the District. She stated that she had spoken to Attorney Rock and understands that the Board has the responsibility to review the Executive Director. She then asked Attorney Puma if he had reviewed the contract

document before the board this evening. He stated that he had some concerns that should be addressed before signing including conflicting sentences on confidentiality and that it would be good to have an insurance certificate from the contractor.

President Scacci shared that corrections have been made in that the scope of service does not include the County Board and that it should have been District Board members.

Treasurer Henning asked about clause #8 to which Attorney Puma stated that the information would be disseminated to District Board of Trustees but the contract needs to be made clearer that the information is meant to remain confidential and not shared with 3rd parties. He also included that the Board of Trustees would want to ensure the confidentiality for the employees.

Trustee Cook stated he had no issue having Attorney Puma review the contract but would like to move it forward. He thanked Secretary Campbell for her thorough review of the issue.

The question was again asked why the board did not go through a formal RFP or RFQ process to maintain transparency to which no answer was received.

Trustee Thomas asked, that if there are so many issues with the contract itself, could it be fixed to regain cohesiveness and reduce the tension at this time.

President Scacci proposed having Attorney Puma contact Dr. McGrath to fix the contract and then hold a Special Call meeting to adopt the Resolution. It was noted that there was already a Special Call meeting planned in early March with a date to be determined.

Attorney Puma stated that the Board either needed to vote down the pending motion or pass a motion to table the issue to another meeting.

A motion was made by Treasurer Henning, seconded by Trustee Thomas, to Table the Motion on Resolution #20-15 until reviewed and reworked by Attorney Puma and McGrath Human Resources Group. A roll call vote gave the following results: Thomas-yes, Henning-yes, Fritz-yes, Brandt-no, Campbell-yes, Cook-yes, Scacci-yes.

Motion to table passed 6 to 1.

13.4 First Reading: Personnel Policies - Transgender Policy & Workplace Bullying Policy

There were no questions on the policy revisions. The consensus was to move forward to Second Reading and approval in March.

13.5 Grant Updates - RTP Grant Application - Hebron Trail & IDNR Bike Path Grant Application -Prairie Trail - Consideration to Amend Resolution #20-03

Director of Operations and Public Safety Kremer clarified that the recommendation to change sections of the trail on the IDNR Bike Path Grant came through Planning Manager Peters and asked if there were any questions.

A motion was made by Vice President Brandt, seconded by Treasurer Henning, to adopt Resolution #20-16 amending Resolution #20-03 authorizing the submitting of an IDNR Bike path Grant Application for the portion of the Prairie Trail south of Barnard Mill Road in Ringwood. 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.

14.0 EXECUTIVE DIRECTOR'S REPORT

Executive Director Kessler reported that Tressler LLP was not available for an interview on March 3rd due to a prior commitment and requested another date be considered. The consensus was to hold the meeting on March 4, 2020 from 8:30 am until 12 noon. Treasurer Henning stated that he might not be able to make it but the majority could.

Executive Director Kessler confirmed that the Tentative Combined Budget had been shared with the County Board Chairman, County Administrator, and the County Board Liaison to the District as directed and that the Final Combined Budget would be sent over tomorrow morning after being certified with the County Clerk.

15.0 COMMITTEE ASSIGNMENTS & REPORTS

15.1 Trustee Reports on Conferences & Meetings Attended

15.1a Fox River Ecosystem Partnership (FREP)

Secretary Campbell reported that the One Earth Film Festival was scheduled for March 9, 2020 featuring "The Need to Grow". Aida Frey, America's most decorated Junior Ranger, will be presenting on April 8, 2020 at the Algonquin Village Hall.

15.1b WRAP (Water Resources Action Plan)

Director of Land Preservation & Natural Resources Collins reported that there will only be one more meeting and staff have been reviewing the plan as each section is posted online.

15.1c Chicago Wilderness

Executive Director Kessler reminded those present that the Chicago Wilderness Conservation Congress is Thursday, April 2nd from 8 am to 6 pm at UIC in Chicago with early bird rates in effect through March 13, 2020. The Keynote speaker is Dr. Carolyn Finney who will be speaking to Social Equity. There will also be an evening concert with the Fifth House Ensemble.

15.1d McHenry County Farm Bureau

Trustee Fritz reported that the month had been quiet and that the Illinois Farm Bureau is working to set goals and increase membership.

15.1e IACFPD/IAPD/NRPA

Executive Director Kessler reported that Parks Day at the Capitol is April 28th and 29th and encouraged board members to attend. The IACFPD Meeting will be held during that time as well.

Executive Director Kessler and Secretary Campbell attended the IAPD Legislative Breakfast at the Gurnee Park District in Lake County and spoke with Senator Wilcox. Legislators in attendance spoke about their personal connections to parks and open space.

15.1f McHenry County Conservation Foundation

Trustee Thomas stated that the tentative dates for the social event between the two boards have been sent out.

15.1g McHenry County Council of Governments

President Scacci announced that no one had attended the most recent meeting.

15.1h Green Drinks Crystal Lake

The upcoming presentation will be on the Fabulous Fox! and was scheduled for Crystal Lake Brewing on March 4th.

15.1i Conservation Congress 2020

President Scacci thanked all the Board members for attending and felt all of the attendees had a great time. The Steering Committee wrap up meeting concluded that it would be helpful for the questions to be disseminated to the delegates in advance so they could be prepared with responses supported by their organizations.

15.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee

Executive Director Kessler reported that the Algonquin/Cary Subarea group will be having a public open house on March 24, 2020.

15.1k MAPP

Director of Operations and Public Safety Kremer had nothing to report.

15.1l Visit McHenry County

Executive Director Kessler reported that she had been personally asked by Board President Jim McConnoughey of the McHenry Economic Development Corporation to serve on the Visit McHenry County Board as the Executive Director of the McHenry County Conservation District due to her community involvement and their current strategic direction in becoming a Destination Marketing Organization (DMO) for the region.

15.1m Other Outreach Contacts

There were no other reports.

16.0 PUBLIC COMMENTS II

There were no additional comments.

17.0 EXECUTIVE SESSION

At 6:55 p.m., a motion was made by Trustee Fritz, seconded by Treasurer Henning, to go into Executive Session pursuant to exception 2C1 (Personnel), 2C11 (Pending Litigation), and 2C21 (Review of Closed Session Minutes) of the Open Meetings Act. A roll call vote gave the following results: Campbell-yes, Thomas-yes, Henning-yes, Cook-yes, Brandt-yes, Fritz-yes, Scacci-yes.

Motion passed unanimously.

18.0 RECONVENE

18.1 Roll Call

Trustees Present: Vernon Scacci, President
 Dave Brandt, Vice President
 John Henning, Treasurer
 Carolyn Campbell, Secretary
 Patrick Fritz, Trustee
 Bill Cook, Trustee

Linda Thomas, Trustee

Counsel & Staff Present: Scott A. Puma, Legal Counsel
Elizabeth S. Kessler, Executive Director
Anne Basten, Executive Assistant

19.0 ADJOURN

A motion was made by Trustee Cook, seconded by Trustee Fritz, to adjourn the meeting. A voice vote resulted in all ayes.

Motion passed unanimously. Meeting adjourned at 7:16 p.m. February 25, 2020.

Respectfully submitted,


Carolyn Campbell | Mar 25, 2020

Carolyn Campbell, Secretary

Mar 25, 2020

Date

**McHENRY COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES
MINUTES OF MARCH 4, 2020
SPECIAL CALL**

1.0 CALL TO ORDER

The Special Call Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 8:30 a.m. by President Scacci on the morning of Wednesday, March 4, 2020, at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois.

2.0 ROLL CALL2.1 Roll Call

Trustees Present: Vern Scacci, President
Dave Brandt, Vice President
Carolyn Campbell, Secretary
Pat Fritz, Trustee
Bill Cook, Trustee
Linda Thomas, Trustee

Trustee Absent: John Henning, Treasurer

Counsel & Staff Present: Scott A. Puma, Legal Counsel
Elizabeth S. Kessler, Executive Director
Andy Dylak, Director of Administration & Finance
Anne Basten, Executive Assistant
Val Siler, Land Preservation Manager
Amy Peters, Planning Manager
Sarah Rummel, Landscape Architect

Others Present: Kim Hankins, Trustee Emeritus
Paula Yensen, McHenry County Board Member
Carl Edstrom, Crystal Lake

President Scacci read a prepared statement regarding the timeline for what he called an Executive Director Assessment which started in May 2019 through the present time and that he had been told by four lawyers that it would be inappropriate for staff to be involved in the hiring of the consultant.

3.0 PUBLIC COMMENTS

County Board Member Yensen, Lake in the Hills, stated that she represented County Board Members Kelli Wegener, Suzanne Ness, and herself and read a prepared statement on concerns about the Culture Assessment and which asked what was the purpose and intention of the assessment. The statement also commented on the lack of transparency to the public of what was being voted on. The statement respectfully asked that the decision be postponed.

4.0 NEW & UNFINISHED BUSINESS

4.1 Consideration of Resolution #20-15 Awarding a Professional Services Agreement with McGrath Human Resources Group of Wonder Lake, IL for a Cultural Assessment Study of McHenry County Conservation District for \$4,500

President Scacci asked for a motion to remove the issue from the table so that it could be discussed.

A motion was made by Trustee Cook, seconded by Trustee Fritz, to remove Resolution #20-15 awarding a Professional Services Agreement with McGrath Human Resources Group of Wonder Lake, IL for a Cultural Assessment Study of McHenry County Conservation District for \$4,500 from the table. A roll call vote gave the following results: Fritz-yes, Cook-yes, Brandt-no, Thomas-yes, Campbell-yes, Scacci-yes.

Motion passed 5 to 1. Secretary Campbell stated that she voted in favor to support more discussion.

President Scacci then led the discussion and shared that Attorney Puma had contacted Dr. McGrath to make some changes to the contract.

Vice President Brandt shared his frustration about the Board not working together on the process and the firm to be hired.

President Scacci explained that Dr. McGrath will keep all conversations confidential and she will meet with each board member individually to determine what they would like to find out.

Trustee Cook stated that there is no reason for the President to identify who he spoke with in conversation and that the Administrative Team should be proud of accomplishments but that it still should be reviewed on a regular basis.

Secretary Campbell agreed that this group have talked about a review process for some time but had not come to a consensus or agreement on what format to follow. She noted that reviewing the Executive Director and doing a culture assessment are two different things. She agreed that President Scacci had been asked to bring in a firm to present options but when they came in January, there was only one option. The issue is the process and the tool chosen and that this group needs to work together.

President Scacci stated that he tried his best to talk to all members of the board to keep them engaged and up to date. He asked for a proposal for the situation as he saw it and agreed it should be a consensus of the board.

A motion was made by Trustee Cook, seconded by Trustee Fritz, to adopt Resolution #20-15 awarding a Professional Services Agreement with McGrath Human Resources Group of Wonder Lake, IL for a Cultural Assessment Study of McHenry County Conservation District for \$4,500. A roll call vote gave the following results: Brandt-no, Campbell-no, Cook-yes, Fritz-yes, Thomas-yes, Scacci-yes.

Motion passed 4 to 2.

5.0 EXECUTIVE SESSION

At 8:56 a.m., a motion was made by Trustee Cook, seconded by Trustee Fritz, to go into Executive Session pursuant to Exception 2C1 (Personnel - Legal Counsel) and 2C11 (Pending Litigation) of the Open Meetings Act. A roll call vote gave the following results: Thomas-yes, Fritz-yes, Brandt-yes, Campbell-yes, Cook-yes, Scacci-yes.

Motion passed unanimously.

6.0 RECONVENE

The Special Call Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 11:41 a.m. by President Scacci on the morning of Wednesday, March 4, 2020, at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois.

6.1 Roll Call

Trustees Present: Vern Scacci, President
Dave Brandt, Vice President
Carolyn Campbell, Secretary
Pat Fritz, Trustee
Bill Cook, Trustee
Linda Thomas, Trustee

Trustee Absent: John Henning, Treasurer

Counsel & Staff Present: Elizabeth S. Kessler, Executive Director
Anne Basten, Executive Assistant

ADJOURN

At 11:45 a.m., a motion was made by Trustee Cook, seconded by Trustee Thomas, that the meeting be adjourned.

Motion passed unanimously. Meeting adjourned at 11:45 a.m. March 4, 2020.

Respectfully submitted,


Carolyn Campbell | Mar 25, 2020

Carolyn Campbell, Secretary

Mar 25, 2020

Date






2.25.2020 Public Meeting Minutes File

Final Audit Report

2020-03-25

Created:	2020-03-25
By:	Anne Basten (abasten@mccdistrct.org)
Status:	Signed
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"2.25.2020 Public Meeting Minutes File" History

-  Document created by Anne Basten (abasten@mccdistrct.org)
2020-03-25 - 4:54:24 PM GMT- IP address: 108.86.232.153
-  Document emailed to Carolyn Campbell (ccampbell@mccdistrct.org) for signature
2020-03-25 - 4:55:26 PM GMT
-  Email viewed by Carolyn Campbell (ccampbell@mccdistrct.org)
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-  Document e-signed by Carolyn Campbell (ccampbell@mccdistrct.org)
Signature Date: 2020-03-25 - 8:31:33 PM GMT - Time Source: server- IP address: 24.13.202.178- Signature captured from device with phone number XXXXXXX7051
-  Signed document emailed to Anne Basten (abasten@mccdistrct.org) and Carolyn Campbell (ccampbell@mccdistrct.org)
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