

**McHENRY COUNTY CONSERVATION DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF MAY 26, 2020**

**1.0 CALL TO ORDER**

The scheduled Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:06 p.m. by President Scacci on the evening of Tuesday, May 26, 2020 via Video Conference by Zoom under Gubernatorial Disaster Proclamation - Executive Order 2020-10 and 2020-18 Suspending the Open Meetings Act (5 ILCS 120/2 &120/7) which limits remote participation of the public body and requiring a quorum be physically present in a public space. The meeting was available for public access through the same log-on and meeting code as the Trustees. Trustees called in remotely as did the public and staff.

**2.0 INTRODUCTORY ROLL CALL - all present via Video or Telephonic participation**

**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:    Andrew S. Paine, 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  
                                 Laura V. King, Police Chief  
                                 Shawna Flavell, Director of Development/McHenry County  
                                 Conservation Foundation Executive Director  
                                 Jenny Heider, Human Resources Manager  
                                 Gabe Powers, Special Projects Coordinator Natural Resources  
                                 Stephanie Michael, IT Specialist/Administrative Assistant

Others Present:            Other members of the staff and public logged on and off

**2.2 Remote Participation**

*A motion was made by Trustee Thomas, seconded by Secretary Campbell, to allow the Board of Trustees to attend remotely through electronic participation as per Administrative Policy #2.04.02. The basis for missing the meeting is due to personal illness and per the State of Illinois Gubernatorial Disaster Proclamation - Executive Order 2020-07 & 18 suspending requirements that members of the public body must be physically present. 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.

### **3.0 ADOPT THE AGENDA**

*A motion was made by Trustee Cook, seconded by Vice President Brandt, to adopt the agenda.* 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.

### **4.0 PRESENTATIONS**

#### **4.1 Congratulations to Chief Laura King: Elected 3<sup>rd</sup> Vice President of Illinois Association of Chiefs of Police (ILACP)**

President Scacci congratulated Chief King and stated that he has attended one of their events and she will be among many distinguished officers.

### **5.0 TRUSTEES REPORT**

Vice President Brandt walked the trail at Lake Elizabeth Nature Preserve and Varga Archeological Site and was appreciative of the spraying of teasel and the FLOCK cameras at sites.

### **6.0 COUNTY BOARD LIAISON REPORT**

County Board Liaison Nowak was not present for the meeting.

### **7.0 PRESIDENT'S REPORT**

President Scacci reported that he has pretty much stayed at home but did drive by the Prairie Trail near Tryon Grove Road and did not see anyone on the trail.

### **8.0 PUBLIC COMMENTS**

President Scacci asked members of the public in attendance if they would like to make a comment and gave them instructions to raise their hands in the ZOOM video communications platform and that their microphone would be unmuted. No members of the public gave an indication that they wanted to make a comment.

### **9.0 BOARD BUSINESS - CONSENT AGENDA**

#### **9.1 Approval of Minutes of Previous Meetings**

##### **9.1a April 21, 2020 - Regular Meeting**

#### **9.2 Acceptance of the Treasurer's Report for April 30, 2020 as presented.**

##### **9.2a Treasurer's Report - April 30, 2020**

##### **9.2b Variance Report - March 31, 2020**

#### **9.3 Resolution #20-36 authorizing the Executive Director to execute a contract for the Prairieview Education Center exterior repairs with Jerry Newman Roofing & Remodeling, Inc. of Marengo, IL, the lowest responsive and responsible bidder, for a cost not to exceed \$75,204 (BID #0320.15.01).**

#### **9.4 Resolution #20-37 authorizing the Executive Director to execute a contract for the painting and staining of the Brookdale Birches, Pines, Willows, Region VI Ranger Shop and the Wiedrich Barn with American Community Painting (ACP) of Hampshire, IL, the lowest responsive and responsible bidder, for a cost not to exceed \$37,400 (BID #0320.15.03).**

#### **9.5 Resolution #20-38 awarding a contract to Jim Potts Motor Group of Woodstock, IL, the lowest responsive and responsible bidder, for the purchase of two new**

- replacement 6x6 side by side ATV's for habitat restoration work throughout the County for a total cost not to exceed \$35,600 (BID #0320.08.01).
- 9.6 Resolution #20-39 awarding a contract to the lowest responsive and responsible bidder, Red Buffalo Nursery of Woodstock, IL, at \$44.50 per person/per hour including the cost of herbicide for a cost not to exceed \$36,000 for herbicide and labor at the following three projects: School Springs Wetland and Stream Mitigation Bank, Harts Road Fen Mitigation, and Glacial Park Clean Energy Foundation grant areas; and, accepting the second lowest responsive and responsible bidder, Applied Ecological Services, Inc. of Brodhead, WI at \$49 per person/per hour including the cost of herbicide at a cost not to exceed \$28,000 for the following projects: Alden Gap Mitigation, Lake Elizabeth Court Settlement Area, and the Kishwaukee Corridor Mitigation (BID #0320.08.02).
  - 9.7 Ordinance #20-983 authorizing the Transfer of Funds between Budget Line Items GL 01-06-625 to GL 01-06-495 in the General Fund in the amount of \$9,972 for the purchase of a technology-based safety app for the public hunting program.
  - 9.8 Ordinance #20-984 amending Appendix B-Alcohol and Drug Procedures for CDL Employees incorporating wording relating to participation in a repository as required by the Federal Motor Carrier Safety Administration for CDL drivers.
  - 9.9 Resolution #20-40 authorizing the Executive Director to execute the Barrington Greenway Agreement between the McHenry County Conservation District, the Lake County Forest Preserve District, Forest Preserve District of Cook County, Citizens for Conservation, Great Lakes Audubon, Friends of the Forest Preserves and the Bobolink Foundation.
  - 9.10 Resolution #20-41 authorizing the execution of the Mitigation Bank Instrument Agreement with the Interagency Review Team to establish the School Springs Wetland and Stream Mitigation Bank.
  - 9.11 Resolution #20-42 authorizing changing the name of the Capital Improvement Plan Fund to the Capital Asset Management Plan Fund.
  - 9.12 Resolution #20-43 accepting the Pandemic Preparedness, Response and Recovery Plan: Continuity in Business Functions & Operations.
  - 9.13 Ordinance #20-985 electing not to proceed with the purchase upon the terms and conditions contained in the offer dated May 5, 2020 on the Sladkey Remainder Parcel pursuant to the Grant of Right of First Refusal and Declaration of Restrictive Covenant pertaining to the twenty acres of real estate commonly known as 7405 S. Pioneer Road, Richmond, IL.
  - 9.14 Resolution #20-44 authorizing the submittal of a funding request to the McHenry County Conservation Foundation for the purchase of the Technology Based Hunter Safety App.
  - 9.15 Resolution #20-45 authorizing the Executive Director to execute a Grant Agreement with the Illinois Clean Energy Community Foundation for the Coral Woods Conservation Area Oak Legacy Addition for an amount up to \$118,800.
  - 9.16 Resolution #20-46 authorizing the payment to the McHenry County Collector and McHenry County Treasurer for the 2020 First Installment of Property Taxes in an amount not to exceed \$87,832.
  - 9.17 Resolution #20-47 establishing the FY 2022 Budget Timeline.

President Scacci asked that item 9.7 be pulled for additional discussion.

*A motion was made by Secretary Campbell, seconded by Vice President Brandt, to approve Board Business-Consent Agenda Items 9.1 through 9.6 and 9.8 through 9.17 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.

Item 9.7 Ordinance #20-983 authorizing the Transfer of Funds between Budget Line Items GL 01-06-625 to GL 01-06-495 in the General Fund in the amount of \$9,972 for the purchase of a technology-based safety app for the public hunting program.

Chief King explained that the GL line item 01-06-625 was budgeted last year based on a best guestimate of the cost of dispatch services from the County Sheriff's Office. Once the contract was finalized, the costs were less than budgeted for the service. This was confirmed by Director of Administration and Finance Dylak.

Chief King then explained how the app would allow the hunters to know who and where hunters were in the field and allow for efficient compliance checks on only those sites being hunted as well as respond to emergencies. The technology could possibly be modified in the future for keeping track of volunteers/stewards or as part of a hiker application. It would also save in manpower in the first year for record keeping for Special Projects Coordinator Powers and staff on hunting hours, etc. It was clarified that the hunting program currently involves about 400 hunters with a budget of \$8,000. They are currently using an online based program with an annual fee of \$400. The hunting program revenue is about \$48,000.

Item 9.14 on the Consent Agenda is a request to seek funding from the Foundation to reimburse the District for the expense. There was a question about bypassing this board with the request and seeking direct funding from the Foundation and which Director of Administration and Finance Dylak explained that there are audit and accounting limitations that require the transaction to come through the District and that depending on where the expense is, determines what fund the reimbursement goes into and that the revenue and expense will not be seen in the same General Ledger line item.

*A motion was made by Vice President Brandt, seconded by Treasurer Henning, to pass Ordinance #20-983 authorizing the Transfer of Funds between Budget Line Items GL 01-06-625 to GL 01-06-495 in the General Fund in the amount of \$9,972 for the purchase of a technology-based safety app for the public hunting program. A roll call vote gave the following results: Henning-yes, Fritz-no, Campbell-yes, Cook-yes, Thomas-yes, Brandt-yes, Scacci-yes.*

Motion passed by a vote of 6 to 1.

## **10.0 NEW & UNFINISHED BOARD BUSINESS**

### **10.1 Approval of Bills Payable for the Month of April 2020**

#### **10.1a 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:  
H6176 Harvard Ford - \$32.04; S8547 Craig Spinolas - \$2,430.50; W7709 Woodstock Powersports - \$56.99.

10.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending April 30, 2020.

*A motion was made by Trustee Cook, seconded by Vice President Brandt, to approve the payment of Conserve FS as indicated on the Submission of Bills Pending Report for the period ending April 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 by Treasurer Henning.

10.1c Consideration to approve the payment of the bills as indicated on the Submission of Bills Pending reports for the month ending April 30, 2020.

*A motion was made by Secretary Campbell, seconded by Trustee Cook, to approve the payment of bills as indicated on the Submission of Bills Pending reports for the month ending April 30, 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.

10.2 Consideration to remove from the table Ordinance #20-980 authorizing the transfer of \$225,000 from the General Fund to the Capital Improvement Plan - Capital Fund within FY 2020.

President Scacci asked that this item remain on the table. Vice President Brandt asked for a separate meeting to discuss the topic in more detail with the inclusion of the Pichen Installment debt repayment schedule and Treasurer Henning recommended a Special Call meeting rather than a Finance & Administrative meeting so all Trustees could participate and vote if needed.

Executive Director Kessler and Director of Administration and Finance Dylak will meet by conference call with President Scacci and Treasurer Henning to discuss the details of a meeting.

Since the original motion made the previous meeting had today's date for the item to come off the table, a motion was required to keep the topic on the agenda for future discussion.

*A motion was made by Vice President Brandt, seconded by Treasurer Henning, to table consideration of Ordinance #20-980 authorizing the transfer of \$225,000 from the General Fund to the Capital Improvement Plan- Capital Fund within FY 2020 to June 23, 2020. 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.

10.3 Update on COVID-19 Pandemic Preparedness and Response Plan-Continuity in Business Functions and Operations

Executive Director Kessler thanked all the members of the preparedness team by name for their work on the plan. She reported that Governor Pritzker was expected to announce that Illinois would be moving into Phase 3 which is considered a soft opening allowing groups up to 10 to meet with social distancing and PPE in place. The District plans to start taking program registration beginning June 1 for small educational programs which will meet the criteria as well as opening up limited

capacity camping and shelter rental beginning June 12, 2020. Office staff will continue to work remotely when possible to comply with the CDC guidelines for office workers. The Visitor Centers at Lost Valley and Prairieview will only be open for program participants when programs are in session. All visitor centers as well as Brookdale buildings will have sneeze guards, hand sanitizing stations, and will have all drinking fountains deactivated and furniture moved/removed to accommodate social distancing.

10.4 First Reading - Strategic Plan FY 2021 - FY 2023

There were no questions brought up on this document. It will move forward for second reading and approval in June.

10.5 Discussion on Legal Counsel's Participation at Board & Committee Meetings

President Scacci announced that he had spoken with Attorney Paine who stated he could be available for board meetings unless this board stated they did not need him present and that he could be available by cell phone if needed specifically for Committee of the Whole and Regular monthly action meetings. Attorney Paine will continue to read the board packet information provided and will discuss attendance with the Board President and Executive Director on items of concern and could provide a memo if needed. It was confirmed verbally at this meeting that any District Board Member is able to contact Attorney Paine for any reason. Secretary Campbell recommended creating a process or procedure sometime in the future. President Scacci asked for the courtesy of board members letting the President or Executive Director know in advance of contacting the attorney. Trustee Cook liked having counsel present but also does not want to waste time or funds if not necessary and noted that counsel has been asked questions during every meeting since he came on the board.

**11.0 EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kessler reported that the McHenry County Council of Governments has met and completed the Shared Investment Study with CMAP and draft findings have been released with a final report expected later in 2020.

The General Assembly has adjourned for this session and passed a state budget that includes funding of OSLAD grant programs. Advocates are trying to insure special districts have access to Federal Funds available to other agencies for the COVID-19 pandemic.

The General Assembly passed SB2135 which will make changes to the Illinois Open Meetings Act related to meetings during Disaster Declarations impacting public health and it is awaiting the signature of the Governor.

Executive Director Kessler highlighted a great article over the previous weekend in the Daily Herald regarding the upcoming Fishing Webinar to be hosted by the District.

**12.0 PUBLIC COMMENTS**

President Scacci again asked if there were any public comments and no members of the public indicated that they wanted to make a comment.

**13.0 EXECUTIVE SESSION**

At 6:09 p.m., a motion was made by Trustee Thomas, seconded by Trustee Cook, to go into Executive Session pursuant to exception 2C1 (Personnel) of the Open Meetings Act. 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.

**14.0 RECONVENE**

The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 6:42 p.m. by President Scacci on the evening of Tuesday, May 26, 2020, via the Zoom Video Conferencing Platform.

**14.1 Roll Call - all present via Video or Telephonic participation**

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

Counsel & Staff Present: Andrew S. Paine, Legal Counsel  
Elizabeth S. Kessler, Executive Director  
Anne Basten, Executive Assistant  
Laura V. King, Chief of Police  
Stephanie Michael, IT Specialist/Administrative Assistant

**15.0 ADJOURNMENT**

A motion was made by Trustee Fritz, 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. May 26, 2020.

Respectfully submitted,

*Carolyn Campbell*  
Carolyn Campbell (Jun 25, 2020 16:01 CDT)

Carolyn Campbell, Secretary

Jun 25, 2020

Date




# 20200526 Public Meeting Minutes FILE

Final Audit Report

2020-06-25

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