

BYRON FOREST PRESERVE DISTRICT  
MINUTES OF MEETING  
MAY 15, 2017

Commissioners present: Brooks, Conry, Hogan, Ludwig, Patterson, and Vincer.

Commissioners absent: Auker.

Staff present: Brunner, Gerke, Henkel, Herman, McCammond, and Tucker

The meeting was called to order at 7 pm.

President Sandy Brooks administered the Oath of Office to the newly elected commissioners, Aaron Vincer (4-year term) and Steve Patterson (4-year term). The commissioners thanked Commissioner Brooks for her service and she departed the meeting. Vice President Hogan then presided over the meeting. The commissioners welcomed the new commissioners to the Board.

CONRY MOVED AND LUDWIG SECONDED A MOTION TO APPROVE THE AGENDA. CONRY – YES, HOGAN – YES, LUDWIG – YES, PATTERSON – YES, AND VINCER – YES.

Vice President Hogan opened the floor for nominations of officers.

CONRY NOMINATED AND LUDWIG SECONDED THE NOMINATION OF HOGAN FOR PRESIDENT. HOGAN – YES, LUDWIG – YES, PATTERSON – YES, VINCER – YES, AND CONRY – YES.

LUDWIG NOMINATED AND VINCER SECONDED THE NOMINATION OF CONRY FOR VICE PRESIDENT. LUDWIG – YES, PATTERSON – YES, VINCER – YES, CONRY – YES, AND HOGAN – YES.

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CONRY NOMINATED AND VINCER SECONDED THE NOMINATION OF LUDWIG FOR SECRETARY. PATTERSON – YES, VINCER – YES, CONRY – YES, HOGAN – YES, AND LUDWIG – YES.

LUDWIG NOMINATED AND PATTERSON SECONDED THE NOMINATION OF VINCER FOR TREASURER. VINCER – YES, CONRY – YES, HOGAN – YES, LUDWIG – YES, AND PATTERSON – YES.

LUDWIG MOVED AND VINCER SECONDED THE MOTION TO SET THE REGULAR BOARD MEETING TIME AND PLACE FOR THE THIRD MONDAY OF EACH MONTH WITH THE EXCEPTION OF THE FEBRUARY MEETING WHICH WILL BE HELD ON THE FOURTH MONDAY OF THE MONTH AT 7 PM AT THE JARRETT PRAIRIE CENTER, 7993 NORTH RIVER ROAD, BYRON.

LUDWIG MOVED AND CONRY SECONDED THE MOTION TO SET THE DISTRICT'S FISCAL YEAR AS THE CALENDAR YEAR (JANUARY-DECEMBER). PATTERSON – YES, VINCER – YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION TO ESTABLISH BYRON BANK AS THE OFFICIAL DEPOSITORY FOR DISTRICT FUNDS. VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION TO ESTABLISH FIRST MIDSTATE INC / CHAPMAN & CUTLER AS THE DISTRICT'S BOND

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COUNSEL. CONRY – YES, LUDWIG – YES, PATTERSON – YES, VINCER – YES,  
AND HOGAN – YES.

PATTERSON MOVED AND VINCER SECONDED A MOTION TO  
ESTABLISH BEGGIN, TIPP, AND LAMM AS THE DISTRICT’S AUDITOR.  
LUDWIG – YES, PATTERSON – YES, VINCER – YES, CONRY – YES, AND  
HOGAN – YES.

CONRY MOVED AND LUDWIG SECONDED A MOTION TO ESTABLISH  
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, AND KRAFTHEFER AS THE  
DISTRICT’S LEGAL COUNSEL. PATTERSON – YES, VINCER – YES, CONRY –  
YES, LUDWIG – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION ESTABLISHING  
THE OGLE COUNTY LIFE AS THE DISTRICT’S OFFICIAL NEWSPAPER.  
VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND  
HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION ESTABLISHING  
THE BOARD COMMITTEES AS A COMMITTEE OF THE WHOLE TO INCLUDE  
BUILDING & GROUNDS/INTERGOVERNMENTAL, PERSONNEL/FINANCE,  
AND PROGRAM & RECREATION. CONRY – YES, LUDWIG – YES, PATTERSON  
– YES, VINCER – YES, AND HOGAN – YES.

LUDWIG MVOED AND CONRY SECONDED A MOTION TO APPROVE  
THE REGULAR MEETING AND EXECUTIVE SESSION MINUTES OF APRIL 17,

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2017. LUDWIG – YES, PATTERSON – ABSTAIN, VINCER – YES, CONRY – YES,  
AND HOGAN – YES.

The correspondence was noted and discussed briefly.

LUDWIG MOVED AND VINCER SECONDED A MOTION TO APPROVE  
THE FINANCIAL REPORT FOR APRIL 2017. PATTERSON – YES, VINCER –  
YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

As his President's Report, President Hogan again congratulated the new  
commissioners and welcomed them to the Board.

President Hogan opened the floor to District Department Heads to present their  
Staff Reports. Todd Tucker, Administrative Services Department-7:23-7:29 pm; Mark  
Herman, Education Department-7:29-7:33 pm-He commended Crystal Prue on her first  
year as the Preschool Teacher. He stated that Preschool Graduation was held at the  
Byron Middle School's Theater. There were about 400 people in attendance which is  
why it can't be held at Forest Preserve facilities. He reported on the field trips that have  
been coming to the museum. Commissioner Patterson questioned him if schools from far  
away come to the museum. Mark stated that they come from Polo, Forreston, German  
Valley, and Rochelle. Commissioner Patterson stated that Chicago suburban schools take  
field trips to White Pines so why couldn't we get them to come to the Forest Preserve?  
Commissioner Vincer asked Mark if he was recruiting those schools to bring their field  
trips to the Forest Preserve. Mark stated that he is contacting those schools. Russell

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Brunner, Restoration/Maintenance Department-7:33-7:39 pm; Matt Henkel, Golf Course  
Maintenance Department-7:39-7:49 pm.

The Board discussed the Policy Manual Revisions Update. Michelle reported that Section 200 which is the Board policies is almost ready for Board review and approval. The job descriptions are also ready for approval. These could possibly be on the June agenda. First and Second Readings were discussed. Michelle will check with legal counsel to see if the Board has to have First and Second Readings for all policies.

The Board discussed establishing a Long Range Planning Committee. Commissioner Ludwig explained that he would like the Forest Preserve to have maybe a 25-year plan of where the Forest Preserve is headed. He stated that there would be community involvement on this committee along with two commissioners. He noted that Sandy Brooks has stated that she would like to be on this committee. They could have quarterly meetings until a plan was developed. Director Tucker stated that a 25-year plan could change too drastically too quickly and stated that maybe a 5-, 7-, or 10-year plan would be better. He also noted that the District has a Vision Document that includes some long range planning but it needs to be updated. President Hogan stated that the Board will table this until June due to the new commissioners just starting.

The Board discussed Declaring the Surplus Equipment. Russell added one item to the list for approval, a 1999 Dodge Ram Truck. Commissioner Conry asked what happens with the equipment after it's declared surplus. Russell and Director Tucker

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stated that the District has sold the equipment through auctions, sealed bids, and along German Church or River Road with "For Sale" signs.

LUDWIG MOVED AND CONRY SECONDED A MOTION TO DECLARE THE SURPLUS EQUIPMENT AS PRESENTED ALONG WITH THE ADDITION OF THE 1999 DODGE RAM TRUCK. VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND HOGAN – YES.

The Board noted the Certified Abstract of Votes for the election.

LUDWIG MOVED AND VINCER SECONDED A MOTION TO APPROVE RESOLUTION NO. 02-17, A RESOLUTION DESIGNATING TODD TUCKER, SHAWN MCCAMMOND, AND MICHELLE GERKE AS FREEDOM OF INFORMATION ACT (FOIA) OFFICERS OF AND FOR THE BYRON FOREST PRESERVE DISTRICT. CONRY – YES, LUDWIG – YES, PATTERSON – YES, VINCER – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION TO APPROVE RESOLUTION NO. 03-17, A RESOLUTION DESIGNATING TODD TUCKER, SHAWN MCCAMMOND, AND MICHELLE GERKE TO RECEIVE TRAINING ON COMPLIANCE WITH THE OPEN MEETINGS ACT (OMA) FOR THE BYRON FOREST PRESERVE DISTRICT. LUDWIG – YES, PATTERSON – YES, VINCER – YES, CONRY – YES, AND HOGAN – YES.

The lighting on the deck at the Jarrett Prairie Center was discussed. This wasn't included in the original bid for the deck. Prairie Forge has estimated \$52K-\$75K to

install the light fixtures, a 200 AMP electrical panel, outlets, etc. Director Tucker stated that it could be taken out of the surplus in the General Fund. Further discussion followed regarding the need for the lighting for safety purposes for rental groups. Commissioner Patterson raised concern regarding bugs. Director Tucker stated that LED lights would probably be used which shouldn't attract too many bugs. The board generally agreed to have Prairie Forge moved forward with the bidding process.

The Park District Risk Management Agency (PDRMA) Annual Report was discussed briefly. Director Tucker informed the board that PDRMA is excellent at working with the District in a proactive manner but it requires a lot of staff time. Commissioner Patterson noted that he assisted with the formation of PDRMA and served on their board for 12 years. He stated that some districts aren't able to participate in PDRMA because it requires so much staff time and they would need to hire someone just to handle the PDRMA requirements. Director Tucker stated that the District will be getting a quote from Illinois Parks Association Risk Services (IPARKS) to see how it compares to PDRMA for coverage, the staff time required, costs, etc.

CONRY MOVED AND LUDWIG SECONDED A MOTION AT 8:19 PM TO CONVENE INTO EXECUTIVE SESSION UNDER SECTION 2(C)(1) OF THE OPEN MEETINGS ACT FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT OR LEGAL COUNSEL FOR THE DISTRICT, INCLUDING HEARING TESTIMONY LODGED AGAINST

AN EMPLOYEE OF THE DISTRICT OR LEGAL COUNSEL FOR THE DISTRICT TO DETERMINE ITS VALIDITY, UNDER SECTION 2(C)(5) OF THE OPEN MEETINGS ACT FOR THE PURPOSE OF DISCUSSION OF THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DISTRICT, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED, AND UNDER SECTION 2(C)(11) OF THE OPEN MEETINGS ACT FOR THE PURPOSE OF DISCUSSION OF LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE DISTRICT HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE DISTRICT FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING. PATTERSON – YES, VINCER – YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION AT 9:37 PM TO COME OUT OF EXECUTIVE SESSION. VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND HOGAN – YES.



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LUDWIG MOVED AND CONRY SECONDED A MOTION AT 9:38 PM TO  
ADJOURN THE MEETING. CONRY – YES, LUDWIG – YES, PATTERSON – YES,  
VINCER – YES, AND HOGAN – YES.

Respectfully submitted,

Jeff Ludwig, Secretary  
Board of Commissioners

JL/mg