

BYRON FOREST PRESERVE DISTRICT
MINUTES OF MEETING
JUNE 19, 2017

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

Commissioners absent: none.

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

Guests present: Carol Jackowski, Beggin, Tipp, and Lamm; and Tom Tristano, Prairie Forge Group.

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

President Hogan opened the floor to Carol Jackowski of Beggin, Tipp, and Lamm, the District's auditor. Ms. Jackowski presented the 2016 audit to the Board. She commended Shawn McCammond on how well he is doing his job and his assistance during the auditing process. She began by reviewing the cover letter and clarifying the meaning of the lack of segregation of duties which has been communicated in prior years but is common for a District our size. There is a lack of segregation of duties over cash receipts and cash disbursements which can result in an inadequate control over cash receipts and disbursements. She stated that they recognize that the District may not be large enough to hire additional people for the purpose of segregation of duties practicable from a financial standpoint but they are required to bring the situation to the Board's attention. She stated that overall, the District is in good standing. Further discussion followed and Ms. Jackowski departed the meeting.

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President Hogan opened the floor to Tom Tristano of Prairie Forge Group to present schematic options of renovating the lower level of the Jarrett Prairie Center. Mr. Tristano reviewed what was presented at the March meeting for the two new commissioners. Site surveys have been completed since the March meeting allowing the schematics to be more precise and applicable.

Commissioner Conry stated that the plans were very well thought out. He expressed concern with the costs associated with scheme 4 which includes an addition, parking lot expansion, and increasing outdoor amenities along with the indoor renovations. He suggested that it be completed over 4 or 5 years.

Commissioner Ludwig noted that this renovation will increase the number of visitors as well as the amount of revenue from rental groups.

Director Tucker stated that it isn't only about getting a return on investment and he suggested keeping in mind that there is a service aspect to our renovations which is to accommodate more field trips and programs. He also noted that some of the costs associated with this renovation include upgrading parking, lighting, HVAC, and plumbing which are things that will need to be upgraded in the future anyway.

Commissioner Patterson agreed and noted that the amphitheater shouldn't have any grass that would need maintaining. He also stated that justifying the expense shouldn't be a problem because so many things need to be done over the next few years.

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President Hogan asked Mr. Tristano about the next step. Mr. Tristano stated that if the board wants to move forward, the plans would need to be engineered and would take 5 or 6 months.

The board decided to think about the options and discuss this further at the October budget workshop. Mr. Tristano departed the meeting.

CONRY MOVED AND LUDWIG SECONDED A MOTION TO APPROVE THE REGULAR MEETING AND EXECUTIVE SESSION MINUTES OF MAY 15, 2017, AND THE SPECIAL MEETING MINUTES OF MAY 31, 2017. PATTERSON – YES, VINCER – YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

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

PATTERSON MOVED AND LUDWIG SECONDED A MOTION TO APPROVE THE 2016 AUDIT AS PRESENTED. CONRY – YES, LUDWIG – YES, PATTERSON – YES, VINCER – YES, AND HOGAN – YES.

Commissioner Patterson asked about the District's auditors and if the board should consider changing auditors. Some agencies change auditors every 4 or 5 years. Shawn stated that they are very good and he doesn't see any need to change but it's the board's decision.

Shawn distributed a handout of the status of capital purchases. Director Tucker stated that maybe a 3-5-year plan be developed for the Jarrett Prairie Center renovations,

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the irrigation system on the golf course, and any paving that needs to be done. He stated that we could budget for the engineering of the Jarrett Prairie Center plans in 2018.

President Hogan noted that WREX is doing segments on the Rock River on the news so maybe Mark should contact them for some free publicity.

President Hogan opened the floor to District Department Heads to present their Staff Reports. Todd Tucker, Administrative Services Department-8:52-9:07 pm-He informed the board about the spots that appeared on the deck and how it will be fixed. He noted that the anniversary celebration at PrairieView had about 100 people in attendance and was a good event. Commissioner Patterson asked if Todd's weekly report to the board is necessary. President Hogan stated that it was something that came up during his annual evaluation and he would like to continue for now. Commissioner Vincer stated that he likes receiving the reports so he knows what's going on each week. Mark Herman, Education Department-9:07-9:10 pm-Summer camps are doing really well with full camps every week. The new preschool camps are also doing well. He also noted that the new museum won a national award. Russell Brunner, Restoration/Maintenance Department-9:10-9:15pm; Andy Gramer, Clubhouse Operations-9:15-9:20pm-The promotion of \$25 Mondays is going great. Matt Henkel, Golf Maintenance Department-9:20-9:30pm-Director Tucker noted that some staff played Aldeen recently and it looked horrible. Aldeen has probably 150 ash trees on their course that need to be removed. PrairieView only has about 10 left to be removed. He commended Matt and his staff for their efforts keeping PrairieView looking good. Commissioner Patterson

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noted that a citizen mentioned to him about a couple cart path areas that need repair.

Matt is aware of these areas.

The board noted the Policy Manual Update report. Director Tucker stated and Michelle agreed that the manuals could be completed by the end of this year.

The board discussed the Long Range Planning Committee. President Hogan recommended tabling this until September. The board generally agreed.

PATTERSON MOVED AND LUDWIG SECONDED A MOTION TO APPROVE ORDINANCE NO. 17-2, THE PREVAILING WAGE ACT. LUDWIG – YES, PATTERSON – YES, VINCER – YES, CONRY – ABSENT, AND HOGAN – YES.

PATTERSON MOVED AND CONRY SECONDED A MOTION AWARDDING THE JARRETT PRAIRIE CENTER OBSERVATION DECK LIGHTING BID TO VALLEY ELECTRICAL CONTRACTORS INC. IN THE AMOUNT OF \$59,750. PATTERSON – YES, VINCER – YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

LUDWIG MOVED AND VINCER SECONDED A MOTION ADOPTING RESOLUTION NO. 04-17, AUTHORIZING A LETTER OF COMMITMENT BETWEEN THE BYRON FOREST PRESERVE DISTRICT AND THE NATURAL LAND INSTITUTE. VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND HOGAN – YES.

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LUDWIG MOVED AND VINCER SECONDED A MOTION ADOPTING RESOLUTION NO. 05-17, APPROVING POLICY TO REGULATE TRAVEL, MEAL, AND LODGING EXPENSES AS REQUIRED BY THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT. CONRY – YES, LUDWIG – YES, PATTERSON – YES, VINCER – YES, AND HOGAN – YES.

LUDWIG MOVED AND CONRY SECONDED A MOTION AT 9:40 TO CONVENE INTO EXECUTIVE SESSION UNDER SECTION 2(C)(1) OF THE OPEN MEETINGS ACT FOR THE PURPOSE OF DISCUSSION OF THE PAPOINTMENT, 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

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

LUDWIG MOVED AND VINCER SECONDED A MOTION AT 10:07 PM TO COME OUT OF EXECUTIVE SESSION. PATTERSON – YES, VINCER – YES, CONRY – YES, LUDWIG – YES, AND HOGAN – YES.

VINCER MOVED AND LUDWIG SECONDED A MOTION AT 10:08 PM TO ADJOURN THE MEETING. VINCER – YES, CONRY – YES, LUDWIG – YES, PATTERSON – YES, AND HOGAN – YES.

Respectfully submitted,

Jeff Ludwig, Secretary
Board of Commissioners

JL/mg