Byron Forest Preserve District

Minutes of Meeting

January 20, 2020

 Commissioners present: Baker, Gramer, Hogan, and Vincer.

 Commissioners absent: Patterson.

 Staff present: Brown, Brunner, deOliveira, Gerke, Herman, McCammond, and Tucker.

 Guests present: none.

 The meeting was called to order at 7pm.

 The addition of electing a Secretary Pro Tem was added to the agenda. VINCER MOVED AND BAKER SECONDED A MOTION TO APPROVE THE AGENDA AS AMENDED. GRAMER – YES, PATTERSON – ABSENT, VINCER – YES, BAKER – YES, AND HOGAN – YES.

 BAKER NOMINATED AND VINCER SECONDED THE NOMINATION OF GRAMER AS SECRETARY PRO TEM. PATTERSON – ABSENT, VINCER – YES, BAKER – YES, GRAMER – YES, AND HOGAN – YES.

 GRAMER MOVED AND VINCER SECONDED A MOTION TO APPROVE THE REGULAR MEETING AND EXECUTIVE SESSION MINUTES OF DECEMBER 16, 2019. VINCER – YES, BAKER – YES, GRAMER – YES, PATTERSON – ABSENT, AND HOGAN – YES.

 The correspondence was noted.

 VINCER MOVED AND GRAMER SECONDED A MOTION TO APPROVE THE FINANCIAL REPORT FOR DECEMBER 2019. Expenses at PrairieFire were briefly discussed. Director Tucker stated that the project is progressing well. He said that it’s challenging to foresee all of the expenses to complete the project. Commissioner Vincer suggested prioritizing the known expenses and tweaking the list as we go deciding

BYRON FOREST PRESERVE DISTRICT

MINUTES OF MEETING – JANUARY 20, 2020

PAGE 2

what should be done now or later. He also stated that if it takes two months longer to get things done right, that’s ok. Scott is interviewing people for the bar service manager position. Mike is taking applications for the assistant superintendent/mechanic position. BAKER – YES, GRAMER – YES, PATTERSON – ABSENT, VINCER – YES, AND HOGAN – YES.

 President Hogan reminded the board to submit the director evaluation forms soon. He also reminded the board of conference.

 President Hogan opened the floor to District Department Heads to present their Staff Reports. Todd Tucker, Administrative Services Department-7:23-7:32pm-He reported that the renovation of the Jarrett Prairie Center renovation is progressing well. He reminded the board of the upcoming auction of the Lenz house at Bald Hill scheduled for February 22, 2020. He noted that preschool revenue is $8000 down from last year and stated that the fees will be increased for the 2020-2021 school year. Nicor is still working on getting gas hooked up at PrairieFire. Software training and IT installation will begin in February. The IACD conference is February 20-21, 2020. Mark Herman, Education Department-7:32-7:35pm-The entire month of May is booked for field trips. Preschool fees will be raised $15 per month. Russell Brunner, Restoration/Maintenance Department-7:35-7:43pm-He reported that Joe Jonakin is back volunteering again. He then reviewed photos with the board of the staff clearing trees and spreading seed. Scott deOliveira, Golf Operations-7:43-7:46pm-The PrairieFire menu has been finalized. PFG (Performance Food Group) will get us pricing and layout the menu. The kitchen equipment has been ordered. Staff has been completing food and bar service training. Events and outings are being booked for the upcoming season. Mike Brown (for Matt Henkel), Golf Operations-7:46-7:54pm-Staff has

BYRON FOREST PRESERVE DISTRICT

MINUTES OF MEETING – JANUARY 20, 2020

PAGE 3

been cleaning equipment and getting it ready for the season. Now, that the ground is frozen, tree clearing will begin on the course, removing ash and damaged trees. Trent Snodgrass’ last day is January 29, 2020. Applications for his position are coming in but about half of them aren’t qualified. Matt’s last treatment is January 22, 2020, and then he will help with interviews beginning Monday, January 27, 2020. He will also help with cleaning, doing oil changes, and sharpening reels.

 VINCER MOVED AND BAKER SECONDED A MOTION TO APPROVE THE REVISED POLICY ON PROHIBITED HARASSMENT (1.6) IN THE EMPLOYEE HANDBOOK. GRAMER – YES, PATTERSON – ABSENT, VINCER – YES, BAKER – YES, AND HOGAN – YES.

 Updating the Strategic Plan was briefly discussed.

 VINCER MOVED AND GRAMER SECONDED A MOTION APPROVING THE RESIDENTIAL LEASE FOR THE DISTRICT’S RESIDENCE AT 6550 IL RT 2, OREGON, COUNTY OF OGLE, STATE OF ILLINOIS, FOR THE TERM COMMENCING JANUARY 20, 2020, AND ENDING ON DECEMBER 31, 2022, UNDER THE TERMS STATED IN THE RESIDENTIAL LEASE. PATTERSON – ABSENT, VINCER – YES, BAKER – YES, GRAMER – YES, AND HOGAN – YES.

 GRAMER MOVED AND BAKER SECONDED A MOTION TO APPROVE THE REVISED JOB TITLES AND PAY RANGES AS PRESENTED. VINCER – YES, BAKER – YES, GRAMER – YES, PATTERSON – ABSENT, AND HOGAN – YES.

BYRON FOREST PRESERVE DISTRICT

MINUTES OF MEETING – JANUARY 20, 2020

PAGE 4

VINCER MOVED AND GRAMER SECONDED A MOTION TO APPROVE THE SURPLUS EQUIPMENT LIST AS PRESENTED. BAKER – YES, GRAMER – YES, PATTERSON – ABSENT, VINCER – YES, AND HOGAN – YES.

VINCER MOVED AND GRAMER SECONDED A MOTION AT 8:01 PM TO CONVENE INTO EXECUTIVE SESSION UNDER SECTION2(C)(1) OF THE OPEN MEETINGS ACT FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES, SPECIFIC INDIVIDUALS WHO SERVE AS INDEPENDENT CONTRACTORS IN A PARK, RECREATIONAL, OR EDUCATION SETTING, OR SPECIFIC VOLUNTEERS OF THE DISTRICT OR LEGAL COUNSEL FOR THE DISTRICT, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE, A SPECIFIC INDIVIDUAL WHO SERVES AS AN INDEPENDENT CONTRACTOR IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR A VOLUNTEER OF THE DISTRICT OR AGAINST LEGAL COUNSEL FOR THE DISTRICT TO DETERMINE ITS VALIDITY. HOWEVER, A MEETING TO CONSIDER AN INCREASE IN COMPENSATION TO A SPECIFIC EMPLOYEE OF THE DISTRICT THAT IS SUBJECT TO THE LOCAL GOVERNMENT WAGE INCREASE TRANSPARENCY ACT MAY NOT BE CLOSED AND SHALL BE OPEN TO THE PUBLIC AND POSTED AND HELD IN ACCORDANCE WITH THIS ACT, 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

BYRON FOREST PRESERVE DISTRICT

MINUTES OF MEETING – JANUARY 20, 2020

PAGE 5

OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING. GRAMER – YES, PATTERSON – ABSENT, VINCER – YES, BAKER – YES, AND HOGAN – YES.

VINCER MOVED AND GRAMER SECONDED A MOTION AT 8:30 PM TO COME OUT OF EXECUTIVE SESSION. PATTERSON – ABSENT, VINCER – YES, BAKER – YES, GRAMER – YES, AND HOGAN – YES.

VINCER MOVED AND GRAMER SECONDED A MOTION AT 8:31 PM TO ADJOURN THE MEETING. VINCER – YES, BAKER – YES, GRAMER – YES, PATTERSON – ABSENT, AND HOGAN – YES.

 Respectfully submitted,

 Andy Gramer, Secretary Pro Tem

 Board of Commissioners

AG/mg