1996 S. Kirk Rd Ste 320
Geneva, IL 60134

Kane County

Forest Preserve, Finance and Administration Committee

Agenda

President Bill Lenert, Chair Rick Williams,
Vice-Chair Jon Gripe, Gary Daugherty, Mo Iqbal, Leslie Juby, Bill Roth

Tuesday, May 27, 2025 **2:00 PM** **3rd Floor Board Room**

I. Call To Order
Remote Attendance Approval

II. Approval of Minutes from April 22, 2025

III. Public Comment (Each Speaker is limited to three minutes)

IV. Bids and Proposals

V. New or Unfinished Business

TMP-25-641 Presentation: Chapman & Cutler, Speer Financial

TMP-25-642 Presentation: 2025 Master Plan Update

TMP-25-599 Ordinance Amending “An Ordinance Setting the Salary Ranges of Employee Positions for the Forest Preserve District of Kane County”

VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation and Personnel

VII. Communications

VIII. Chairman's Comments

IX. Adjournment
Adjournment until: Tuesday June 24, 2025 at 2:00 p.m. in person at the Forest Preserve District Administration Offices 1996 S. Kirk Road, Suite 320 Geneva, Illinois and via zoom https://zoom.us/j/6302325980? pwd=aURTSGJoRlVJNDRCcHJXd3dvaVVrUT09 Meeting ID: 630 232 5980 Password: 24680 The Request to Speak Form on the Districts’ website must still be completed for guests to speak at the meeting.

STATE OF ILLINOIS)
SS.
COUNTY OF KANE)

REPORT NO. TMP-25-641

PRESENTATION: CHAPMAN & CUTLER, SPEER FINANCIAL

STATE OF ILLINOIS)
SS.
COUNTY OF KANE)

REPORT NO. TMP-25-642

PRESENTATION: 2025 MASTER PLAN UPDATE

STATE OF ILLINOIS)
SS.
COUNTY OF KANE)

FP ORDINANCE NO. TMP-25-599

ORDINANCE AMENDING "AN ORDINANCE SETTING THE SALARY RANGES OF EMPLOYEE POSITIONS FOR THE FOREST PRESERVE DISTRICT OF KANE COUNTY"

BE IT ORDAINED by the Board of Commissioners of the Forest Preserve District of Kane County that Section 1 of "An Ordinance Setting the Salary Ranges of Employee Positions of the Forest Preserve District of Kane County" be amended to read as follows:

Section 1. The attached Exhibit A: Compensation and Classification Step Schedule for the employee positions therein designated is hereby adopted.

BE IT FURTHER ORDAINED, that Section 1 of the Salary Schedule previously adopted, as amended, is hereby repealed as to all items in conflict herewith. This Ordinance shall be effective as of July 1, 2025.

APPROVED AND PASSED on this 10th day of June, 2025

_____ _____

Bill Lenert
President, Kane Forest Preserve
Kane County, Illinois

Mohammad Iqbal
Secretary, Kane Forest Preserve
Kane County, Illinois

AGENDA MEMORANDUM

DATE: May 27, 2025

TO: Finance and Administration Committee

FROM: Benjamin Haberthur, Executive Director
Jennifer Clough, Human Resources Director

SUBJECT: Modification to the Ordinance Setting the Salary Ranges of All Positions of the Forest Preserve District of Kane County

PURPOSE:
The purpose of this memorandum is to provide the Committee with information to consider the approval of the District's Ordinance Setting the Salary Ranges of All Positions.

BACKGROUND:
The Commission approved a new step schedule compensation model in 2024 that adjusted salary ranges for the first time since 2017. The new compensation plan was implemented to support the District's intention to recruit and retain employees by offering competitive pay. The new plan placed employees' pay closer to the regional average of pay for each position compared to other local agencies.
The step schedule has been updated to reflect a 2.9% increase to all salary ranges effective July 1, 2025, consistent with the FY2025-2026 annual budget approved by the Commission on May 13, 2025. This adjustment ensures the District's compensation plan stays in line with the market, and is consistent with the recommendations of the comprehensive study of the District's compensation and classification plan completed in 2024.

This annual review process includes the assignment of new, reclassified, and retitled positions to the step schedule since the last commission approved update, which was August, 2024. They include:

Reclassified: Plant Technician to Plant Ecologist

Retitled: Buyer (Previously titled Procurement Administrator)

FINANCIAL IMPACT: Employee compensation is adjusted consistent with the increase to the step schedule. The FY2025-2026 annual budget included an economic factor adjustment to all ranges in the salary schedule of 2.9%. The financial impact for the economic factor increase is $171,352.00.

RECOMMENDATION:
Staff recommends the Committee approve the modification to the ordinance setting the salary ranges of employee positions.

ATTACHMENTS:
2025 Step Schedule

Forest Preserve District of Kane County

Compensation and Classification Step Schedule Effective July 1, 2025

JOB TITLE	FLSA	Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12
			$19.58	$20.07	$20.57	$21.08	$21.61	$22.15	$22.70	$23.27	$23.85	$24.45	$25.06	$25.69
			$40,726.40	$41,745.60	$42,785.60	$43,846.40	$44,948.80	$46,072.00	$47,216.00	$48,401.60	$49,608.00	$50,856.00	$52,124.80	$53,435.20
Events Assistant	NE	B												
			$21.14	$21.67	$22.21	$22.77	$23.34	$23.92	$24.52	$25.13	$25.76	$26.40	$27.06	$27.74
			$43,971.20	$45,073.60	$46,196.80	$47,361.60	$48,547.20	$49,753.60	$51,001.60	$52,270.40	$53,580.80	$54,912.00	$56,284.80	$57,699.20
Administrative Assistant*	NE	C												
Events Coordinator	NE	C												
Ranger Assistant	NE	C												
			$23.25	$23.83	$24.43	$25.04	$25.67	$26.31	$26.97	$27.64	$28.33	$29.04	$29.77	$30.51
			$48,360.00	$49,566.40	$50,814.40	$52,083.20	$53,393.60	$54,724.80	$56,097.60	$57,491.20	$58,926.40	$60,403.20	$61,921.60	$63,460.80
Administrative Specialist	NE	D												
Ranger	NE	D												
Sign Specialist	NE	D												
			$25.58	$26.22	$26.88	$27.55	$28.24	$28.94	$29.66	$30.40	$31.16	$31.94	$32.74	$33.56
			$53,206.40	$54,537.60	$55,910.40	$57,304.00	$58,739.20	$60,197.28	$61,692.80	$63,232.00	$64,812.80	$66,435.20	$68,099.20	$69,804.80
Accounts Payable Specialist	NE	E												
Restoration Technician	NE	E												
Stewardship Specialist	NE	E												
Wildlife Technician	NE	E												
			$28.14	$28.84	$29.56	$30.30	$31.06	$31.84	$32.63	$33.45	$34.29	$35.15	$36.03	$36.93
			$58,531.20	$59,987.20	$61,484.80	$63,024.00	$64,604.80	$66,217.01	$67,870.40	$69,576.00	$71,323.20	$73,112.00	$74,942.40	$76,814.40
Agricultural Coordinator	NE	F												
Communications & Marketing Specialist	NE	F												
Fleet Mechanic	NE	F												
Horticulturist	NE	F												
Naturalist	NE	F												
Plant Technician*	NE	F												
Operations Crewleader	NE	F												
			$30.38	$31.14	$31.92	$32.72	$33.54	$34.38	$35.24	$36.12	$37.02	$37.95	$38.90	$39.87
			$63,190.40	$64,771.20	$66,393.60	$68,057.60	$69,763.20	$71,514.37	$73,299.20	$75,129.60	$77,001.60	$78,936.00	$80,912.00	$82,929.60
Executive Assistant	NE	G												
Human Resource Coordinator	NE	G												
Payroll Coordinator	NE	G												
Restoration Crewleader	NE	G												
Safety & Wellness Coordinator	NE	G												
Trades Technician	NE	G												
Volunteer Coordinator	NE	G												
			$32.83	$33.65	$34.49	$35.35	$36.23	$37.13	$38.06	$39.01	$39.99	$40.99	$42.01	$43.06
			$68,286.40	$69,992.00	$71,739.20	$73,528.00	$75,358.40	$77,235.52	$79,164.80	$81,140.80	$83,179.20	$85,259.20	$87,380.80	$89,564.80
Buyer	NE	H												
Plant Ecologist	E	H												
Police Officer**	NE	H												
Wildlife Biologist	E	H												

			$35.44	$36.33	$37.24	$38.17	$39.12	$40.10	$41.11	$42.14	$43.19	$44.27	$45.38	$46.51
			$73,715.20	$75,566.40	$77,459.20	$79,393.60	$81,369.60	$83,414.36	$85,508.80	$87,651.20	$89,835.20	$92,081.60	$94,390.40	$96,740.80
Accountant*	NE	I												
Communications & Marketing Supervisor	NE	I												
Human Resource Generalist	NE	I												
Landscape Architect	E	I												
			$38.27	$39.23	$40.21	$41.22	$42.25	$43.31	$44.39	$45.50	$46.64	$47.81	$49.01	$50.24
			$79,601.60	$81,598.40	$83,636.80	$85,737.60	$87,880.00	$90,087.51	$92,331.20	$94,640.00	$97,011.20	$99,444.80	$101,940.80	$104,499.20
Environmental Education Manager	E	J												
Facility Maintenance Supervisor	NE	J												
Fleet Supervisor	NE	J												
			$41.35	$42.38	$43.44	$44.53	$45.64	$46.78	$47.95	$49.15	$50.38	$51.64	$52.93	$54.25
			$86,008.00	$88,150.40	$90,355.20	$92,622.40	$94,931.20	$97,294.51	$99,736.00	$102,232.00	$104,790.40	$107,411.20	$110,094.40	$112,840.00
Operations Manager	E	K												
Natural Resource Manager	E	K												
			$44.66	$45.78	$46.92	$48.09	$49.29	$50.52	$51.78	$53.07	$54.40	$55.76	$57.15	$58.58
			$92,892.80	$95,222.40	$97,593.60	$100,027.20	$102,523.20	$105,078.07	$107,702.40	$110,385.60	$113,152.00	$115,980.80	$118,872.00	$121,846.40
Accounting Manager	E	L												
Sergeant	E	L												
			$48.21	$49.42	$50.66	$51.93	$53.23	$54.56	$55.92	$57.32	$58.75	$60.22	$61.73	$63.27
			$100,276.80	$102,793.60	$105,372.80	$108,014.40	$110,718.40	$113,484.32	$116,313.60	$119,225.60	$122,200.00	$125,257.60	$128,398.40	$131,601.60
No Positions		M												
			$54.02	$55.37	$56.75	$58.17	$59.62	$61.11	$62.63	$64.20	$65.81	$67.46	$69.15	$70.88
			$112,361.60	$115,169.60	$118,040.00	$120,993.60	$124,009.60	$127,102.43	$130,270.40	$133,536.00	$136,884.80	$140,316.80	$143,832.00	$147,430.40
Director of Community Engagement	E	N												
Director of Natural Resources	E	N												
Director of Operations	E	N												
Director of Planning & Land Protection	E	N												
			$59.41	$60.90	$62.42	$63.98	$65.58	$67.22	$68.90	$70.62	$72.39	$74.20	$76.06	$77.96
			$123,572.80	$126,672.00	$129,833.60	$133,078.40	$136,406.40	$139,812.68	$143,312.00	$146,889.60	$150,571.20	$154,336.00	$158,204.80	$162,156.80
Director of Finance	E	O												
Director of Human Resources	E	O												
Director of Public Safety	E	O												
			$64.16	$65.76	$67.40	$69.09	$70.82	$72.60	$74.41	$76.27	$78.18	$80.13	$82.13	$84.18
			$133,452.80	$136,780.80	$140,192.00	$143,707.20	$147,305.60	$150,997.69	$154,772.80	$158,641.60	$162,614.40	$166,670.40	$170,830.40	$175,094.40
Deputy Executive Director	E	P												
			$80.20	$82.20	$84.26	$86.37	$88.53	$90.74	$93.01	$95.34	$97.72	$100.16	$102.66	$105.23
			$166,816.00	$170,976.00	$175,260.80	$179,649.60	$184,142.40	$188,747.11	$193,460.80	$198,307.20	$203,257.60	$208,332.80	$213,532.80	$218,878.40
Executive Director***	E	AA												

*Denotes positions not currently authorized by the annual budget.

**Applicable to employees whose terms and conditions of employment are not governed by a collective bargaining agreement or bargaining obligation with their exclusive representative.

***Applicable to employees whose terms and conditions of employment are not governed by an employment agreement or negotiation obligation with their exclusive representative.