



FOREST PRESERVE DISTRICT OF KANE COUNTY

EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, November 3, 2022 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by President Chris Kious at 8:30 AM. Remote=*

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present
Commissioner Dale Berman	Present
Commissioner Michael Kenyon	Present
Commissioner John Martin	Present
Commissioner Barbara Wojnicki	Present
Commissioner Mavis Bates	Present* (arrived in person @ 8:39 AM)
Commissioner Drew Frasz	Present*
Commissioner Myrna Molina	Present*
Commissioner Jarett Sanchez	Present*

Others Present:

Commissioners: Allan*, Davoust, Gumz*, Strathmann*; Exec. Dir. Meyers; CFO Stanish & staff Petschke; Chief of Planning Rooks-Lopez & staff Rafferty; Dir. of Ops. Pentecost; Dir. of NRM Haberthur; Dir. of Comm. Affairs Metanchuk & staff Kovach; HR Dir. Sarro & staff Cleave, Kouzes; Chief of Police & Dir. of Public Safety Burger; Exec. Assist. Figliozi; Attorney Hodge and members of the Leadership Academy graduates.

II. Approval of Minutes from October 6, 2022

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Barbara Wojnicki, Commissioner
SECONDER:	Dale Berman, Commissioner
AYES:	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

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

None.

IV Presentation and Approval of Bills and Commissioners' Per Diem from October 2022

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 11/7/2022 9:00 AM
TO:	Forest Preserve District Commission
MOVER:	Michael Kenyon, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

V. Presentations: Leadership Academy Graduation

Exec. Dir. Meyers provided background information of the Leadership Academy Program and the mission of the District. Meyers introduced the graduating class of the 2022 Leadership Academy followed by a reception.

DISCUSSION: *Commissioner Bates arrived in person @ 8:39 AM and asked if the program was open to Board Members. Exec. Dir. Meyers responded, the program is structured for staff/work environment. The District holds a separate New Commissioner Orientation. However, could look at structuring a program for commissioners if enough wanted to participate.*

VI. Finance and Administration

A. Presentation and Approval of a Bid to Purchase Unleaded Gasoline and B5 Biodiesel Fuels

Interim Chief of Finance Petschke presented the fuel contract. The District partnered with Kane County in September 2022 to be included on the joint fuel bid with the City of Aurora, Kane County Division of Transportation (KDOT) and various other County departments. The bid was structured so that the base cost of the fuel is determined from the Oil Price Information Service (OPIS) rack pricing on the date of the delivery, and the quoted per-gallon mark-up contained within the bid. Due to the District having smaller tanks (500 - 1,500 gallons), the mark-up quoted by the vendors was higher as compared to the County, which takes full semi-loads per delivery. Al Warren Oil Co., Inc. had the lowest mark-up fee rate for this contract on unleaded gasoline and B5 biodiesel at \$.13 per gallon. The term of the contract shall be for one-year, ending Dec. 1, 2023, with a mutual option to extend two additional one-year periods with Al Warren Oil Co., Inc. of Hammond Indiana. Each option year contract will be brought through the Commission for approval. Within the various departmental accounts, a total of \$178,560 is budgeted in the current fiscal year for fuel.

DISCUSSION: *Commissioner Bates asked for clarification of OPIS. Interim Petschke responded, the Oil Price Information Service, determines the base cost of the fuel. Commissioner Martin asked about the location of the company and the delivery of fuel. Petschke responded that the corporate headquarters are located in Georgia, however the fuel is local. Commissioner Wojnicki shared her concerns of potential shortages of fuel in the future. Petschke responded that the vendors met the qualifications.*

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 11/7/2022 9:00 AM
TO:	Forest Preserve District Commission
MOVER:	Dale Berman, Commissioner
SECONDER:	Michael Kenyon, Commissioner
AYES:	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

B. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2023 and Ending June 30, 2024 for the General Fund

Interim Chief of Finance Petschke presented the levy for taxes for the 2022/2023 fiscal year. President Kious requested items B through F be moved together. At Full Commission, each levy will be voted on individually by roll call vote.

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the total sum of \$7,864,331.00.

DISCUSSION: Commissioner Davoust commented, the District has been diligent with debt reduction, and emphasized the importance of educating the constituents.

C. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2023 and Ending June 30, 2024 for the Construction and Development Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the total sum of \$112,000.00.

D. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of the Taxes for the Fiscal Year Beginning July 1 A.D. 2023 and Ending June 30, 2024 for the Illinois Municipal Retirement Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the total sum of \$10,000.00.

E. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2023 and Ending June 30, 2024 for the Insurance Liability Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the total sum of \$10,000.00.

F. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2023 and Ending June 30, 2024 for the Social Security Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the total sum of \$10,000.00.

RESULT:	B-F MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 11/7/2022 9:00 AM
TO:	Forest Preserve District Commission
MOVER:	Mavis Bates, Commissioner
SECONDER:	Barbara Wojnicki, Commissioner
AYES:	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

G. An Ordinance Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Kane County, Illinois

Interim Chief of Finance Petschke presented and explained the tax abatement. An Ordinance abating the tax heretofore levied for the year 2022 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Kane County, Illinois. The Board of Commissioners by ordinance adopted on the 10th day of November 2015, did provide for the issue of \$5,860,000 Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds. The District has irrevocably deposited Pledged Revenues or other available funds in the Bond Fund (as each is defined in the Bond Ordinance) sufficient to pay debt service on the Bonds on June 15, 2023 and December 15, 2023. It is necessary and in the best interests of the District that the tax heretofore levied for the year 2022 to pay such debt service on the Bonds be abated.

DISCUSSION: *Brief conversation occurred.*

RESULT: **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]** **Next: 11/7/2022 9:00 AM**
TO: Forest Preserve District Commission
MOVER: Dale Berman, Commissioner
SECONDER: Barbara Wojnicki, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina,
 Jarett Sanchez, Barbara Wojnicki

VII. Planning & Utilization

A. Presentation and Approval of a Bid for Native Seed to Use for Natural Restoration of District Lands

NRM Dir. Haberthur presented the bid purchase for native seed. The purpose of this memorandum is to provide the Committee with information to consider the approval of a bid for native seed purchases for FY 2022/23 Natural Resource Management restoration projects. Native plants are the basis of all native ecosystems, and therefore are the basis of our work in the Natural Resource Management department. Native insects coevolved with native plants, and cannot survive on imported plants. In turn, fauna that prey upon native insects cannot do so, if those insects are not present due to non-native or low-diversity plants occupying the space of our native plants. This year's seed bid represents the sixth year of a project-driven approach to determining seed needs. This is the second year that mixes were bid by option with seeds bagged by species. This approach both maximizes value and ensures quality of the delivered product. All of the seed specified in our bid is slated to go onto the ground this winter, to support ongoing restoration projects. The bid was advertised and sent to 21 vendors with two responding.

DISCUSSION: *Questions were answered from the Committee. Commissioner Martin asked about the restoration at the Big Rock Forest Preserve as it relates to the Dauberman Road Extension. NRM Dir. Haberthur responded, the Dauberman extension will not disrupt the restoring.*

RESULT: **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]** **Next: 11/7/2022 9:00 AM**
TO: Forest Preserve District Commission
MOVER: Michael Kenyon, Commissioner
SECONDER: Mavis Bates, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina,
 Jarett Sanchez, Barbara Wojnicki

B. Presentation and Approval of a Contract with Engineering Resource Associates for Professional Engineering Services for the Buffalo Park and Brunner Family Forest Preserves Improvements

Chief of Planning and Land Management Rooks-Lopez presented the contract with ERA. Funds were allocated in the FY21/22 budget to complete engineering, plan development and the construction of a shelter, bathroom, parking lot, sled hill, drainage improvements and trail connections at Buffalo Park and Brunner Family Forest Preserves. The project is fully funded through funds secured from KDOT for \$625,000. The original plan for Buffalo Park/Brunner Family Preserves was to construct a new lodge to upgrade the Raging Buffalo facility totaling a budget of \$500,000. When this project did not move forward, the District evaluated other uses of the funding for improvement to the preserves. In 2021, KDOT amended its agreement through a restatement and an additional \$125,000 would be provided to the District to construct a shelter and bathroom onsite. The District utilized a request for qualifications process to select a firm for professional services. Four firms were solicited and Engineering Resource Associates, Warrenville, Illinois was selected for this project. A scope of work was developed and a total fee for services was established at \$71,967.46. Additionally, a contingency of approximately ten percent at \$7,197.54, shall be set aside to cover any unanticipated additional costs that may arise during design and construction, for a total possible cost of \$79,165.00.

DISCUSSION: None.

RESULT: **MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS]** Next: 11/7/2022 9:00 AM
TO: Forest Preserve District Commission
MOVER: Drew Frasz, Commissioner
SECONDER: Jarett Sanchez, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

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

The Committee moved into Executive Closed Session at 9:01 AM to discuss land acquisition, license agreements and personnel.

RESULT: **APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER: Mavis Bates, Commissioner
SECONDER: Dale Berman, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

The Committee returned to Open Session at 9:18 AM on a motion by Frasz, second by Wojnicki, roll call vote was taken, unanimous.

IX. Land Acquisition

A. Presentation and Approval to Purchase Approximately 23.8 Acres Adjacent to Dick Young Forest Preserve in Blackberry Township

RESULT: **MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS]** Next: 11/7/2022 9:00 AM
TO: Forest Preserve District Commission
MOVER: Michael Kenyon, Commissioner
SECONDER: Jarett Sanchez, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

X. New or Unfinished Business

A. Presentation and Approval of the Forest Preserve District's 2023 Committee Meeting Schedule

Exec. Dir. Meyers presented the 2023 Committee meeting schedule.

DISCUSSION: None.

RESULT: **MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS]** Next: 11/7/2022 9:00 AM
TO: Forest Preserve District Commission
MOVER: John Martin, Commissioner
SECONDER: Barbara Wojnicki, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

B. Resolution Authorizing the Delegate(s) to Vote on Matters Presented During the Illinois Association of Park Districts' (IAPD) Annual Business Meeting Held on January 28, 2023

Exec. Dir. Meyers presented the annual IAPD delegates for voting. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a

certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district.

DISCUSSION: None.

RESULT: **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]** **Next: 11/7/2022 9:00 AM**
TO: Forest Preserve District Commission
MOVER: Drew Frasz, Commissioner
SECONDER: Michael Kenyon, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

C. Presentation and Approval of the Executive Director's Contract with the Forest Preserve District of Kane County

President Kious presented the contract for the new Executive Director, Ben Haberthur. The Chief Administrative Officer of the District shall be the Executive Director. They shall report to the Forest Preserve District Commission and its President of Kane County, Illinois. The Executive Director shall manage the affairs of the District. The duties of the Executive Director shall be delineated in their job description. The Executive Director shall be a contract employee.

DISCUSSION: None.

RESULT: **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]** **Next: 11/7/2022 9:00 AM**
TO: Forest Preserve District Commission
MOVER: Barbara Wojnicki, Commissioner
SECONDER: Michael Kenyon, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

XI. Communications

Dir. of Comm. Affairs Metanchuk presented photos of the completed Tallgrass Prairie Adventure exhibit at the Creek Bend Nature Center located in LeRoy Oakes Forest Preserve. Metanchuk promoted the ribbon cutting event on November 16, 2022 at 3:00PM, encouraged all to attend. It was noted that the Treeline Newsletter has been mailed, there was an issue with printing on the previous issue, which delayed the disbursement.

XII. President's Comments

President Kious promoted this month's Senior Stroll, today at 10AM located at Campton Forest Preserve in St. Charles. Kious congratulated the graduates of Leadership academy. He expressed his gratitude for Executive Director Meyers and the new Executive Director Ben Haberthur.

XIII. Financial Reports

Reports A-C were moved together

- A. Revenue & Expense Report through September 2022**
- B. Cash & Investment Report: September 2022**
- C. Bond Investment Report: September 2022**

RESULT: PLACE WRITTEN REPORTS ON FILE [UNANIMOUS]
MOVER: Dale Berman, Commissioner
SECONDER: John Martin, Commissioner
AYES: Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

XIV. Adjournment

The meeting adjourned at 9:30 AM.

RESULT: ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER: Michael Kenyon, Commissioner
SECONDER: Dale Berman, Commissioner
AYES: Chris Kious, Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

President Chris Kious, Chairman
Forest Preserve District Executive Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary