



1996 S. Kirk Rd. Suite 320
Geneva, IL 60134

Forest Preserve District Executive Committee Meeting Minutes

President Christopher Kious, President Pro Tem Mavis Bates, Treasurer Bill Lenert, Secretary Myrna Molina, Dale Berman, Michael Kenyon, Anita Lewis, Jarett Sanchez, Cherryl Strathmann, Vern Tepe

Thursday, April 6, 2023

8:30 AM

3rd Floor Board Room

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, April 6, 2023 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. President Chris Kious opened the meeting at 8:30 AM.

PRESENT

President Forest Preserve District Chris Kious
Secretary Forest Preserve District Myrna Molina (Remote)
Commissioner Dale Berman
Commissioner Anita Lewis
Commissioner Mavis Bates
Commissioner Michael Kenyon
Commissioner Jarett Sanchez (Remote)
Commissioner Cherryl Strathmann
Commissioner Vern Tepe

Others Present: Commissioners: Linder, Juby (Remote), Roth; Exec. Dir. Haberthur; CFO Petschke & staff Carrano; Chief of Plan. & Land Mgmt. Rooks-Lopez; Ops. Dir. Pentecost; Dir. of NRM Chess; Dir. of Comm. Affairs Metanchuk; HR staff Misner, Chief of Police & Dir. of Public Safety Burger; Exec. Assist. Figliozzi & staff Rafferty and Attorney Hodge

II. Approval of Minutes from March 9, 2023

RESULT:

ADOPTED BY UNANIMOUS CONSENT

MOVER:

Vern Tepe

AYE:

Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cherryl Strathmann and Vern Tepe

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

None.

IV. Presentation and Approval of Bills and Commissioners' Per Diem from March 2023

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Michael Kenyon
SECONDER: Dale Berman
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

V. Finance and Administration

A. Ordinance Approving an Amendment to the Purchasing Ordinance for the Forest Preserve District of Kane County

CFO Petschke presented an amended the Purchasing Ordinance. The District’s Purchasing Policy (the “Policy”) was comprehensively amended in January of 2021. Since that time, the Illinois General Assembly has enacted the “Forest Preserve District and Conservation District Design-Build Authorization Act,” Public Act 102-0460 (“Act”). The Act allows the District (and other forest preserve and conservation districts) to utilize a design-build procurement practice in a manner similar to that authorized for park districts. While the Act’s design-build process is competitive, it does not require adherence to rigid competitive, sealed bidding requirements that often limit flexibility and creativity. Separately, the Act also increased the dollar threshold that triggers competitive bidding requirements (for purchases that are not exempt from the competitive bidding) from \$25,000.00 to \$30,000.00.

Finance staff worked with the District’s Corporate Counsel to revise and update the Purchasing Policy to specify the manner in which the District will use this new design-build authority, to make some other changes that will improve efficiency and make some “clean-up” changes. In summary, the substantive changes:

- Describe the process for soliciting, submission of, and evaluation of proposals for design-build projects.
- Allow the Chief Financial Officer to approve change orders up to \$30,000.00 (the new threshold that triggers the competitive bidding requirement.
- Allow the Chief Financial Officer to approve services for engineering, architectural, and surveying services that do not (because of their lower dollar value) require a statutory request for proposals process.

Discussion: None.

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Dale Berman
SECONDER: Mavis Bates
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

B. Resolution Approving the Commissioners’ Expenses Attending the 2023 IPRA/IAPD Annual Conference in Chicago

Exec. Dir. Haberthur presented the resolution approving the Commissioner’s expenses for the annual IPRA/IAPD conference. Commissioners and staff attended the IAPD/IPRA Soaring to New Heights Conference in Chicago, Jan. 26-28, 2023. Expenses for President Kious totaled \$862.06, which included conference registration, hotel (two nights) and meals. Expenses for Commissioner Mavis Bates totaled \$365 for conference registration. More than 2,400 parks, recreation and conservation professionals and commissioners attended this multi-day conference, which includes more than 120 educational sessions and workshops, as well as an exhibition hall featuring hundreds of product and service vendors. Some commissioners and

staff earn continuing-education credits, to maintain professional certification status in their respective fields, through attendance of educational sessions and workshops.

DISCUSSION: *Brief Conversation regarding the benefits offered to Commissioners attending the annual conference occurred.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Michael Kenyon
SECONDER: Cherryl Strathmann
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cherryl Strathmann and Vern Tepe

VI. Planning & Utilization

A. Resolution Approving a Bid for the Roof Replacement of the North Operations Cold Storage Facility Located in Muirhead Springs Forest Preserve

Dir. of Ops. Pentecost presented the following bid for the roof replacement of the North Operations facility. In September of 2022, we experienced a weather event in the north end of the county that ultimately ended with damages to the North Operations Maintenance Facility located at Muirhead Springs Forest Preserve. The Cold Storage Building that was salvaged through the acquisition of the property sustained most of the damage with the roof failing in multiple locations by wind or falling debris. A claim was filed and was processed for the 70% of the roof that received the damages. Staff investigation provided a recommendation that it would be best for the longevity of the structure to also look at replacing the remaining 30% with District funds. Based on that additional work as well as the significant delay in claims processing this repair was no longer classified as emergency work and was required to go out to bid.

The bid was sent to 38 vendors with 3 respondents. R. A Pinno & Sons Construction, Inc. out of Rosendale Wisconsin was the lowest qualified bidder at \$46,947.00 including 100% of the roof being replaced. Anticipated insurance reimbursement of \$29,695.00 will be provided to the district upon receipt of the final invoice of the project. Additionally, \$2,347.35 (5% TPC) shall be set aside as contingency to cover any unanticipated additional costs during the roof replacement, for a total possible cost of \$49,294.25.

DISCUSSION: *Commissioner Bates asked about the insurance adjustment and the total claimed. Dir. Pentecost responded that the total after the reimbursement would be \$19,000. Commissioner Kenyon asked about the material used for replacement. Dir. Pentecost responded the material being replaced is corrugated steel with some skylights that were damaged. Commissioner Tepe questioned the difference in the bid amount discrepancy. Dir. Pentecost explained that the District has worked with Pinno and Sons in the past; therefore, they provided a fair price. Other vendors may have a higher suburban pricing, another factor could be that the vendors bid higher, they are interested in working with the District in the future therefore they provide a bid, however, may not want this current project. Commissioner Kious asked about the fixed deductible versus the total amount required to cover. Exec. Dir. Haberthur noted that the District has worked with the Insurance agent on various options, however if the Commission desires, staff can request more information regarding the deductible owed. Commissioner Kenyon noted that vendors that bid high sometimes do it on purpose, to have the company recorded, however may not want or can produce the work at that time.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Dale Berman
SECONDER: Michael Kenyon
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cherryl Strathmann and Vern Tepe

B. Resolution Approving a Stewardship Services Agreement with the Wayne Area Conservancy Foundation

NRM Dir. Chess presented the renewal agreement with the Wayne Area Conservancy Foundation. Late in 2011, the District acquired the 162.6-acre Swanson parcel along Illinois Route 25 in St. Charles, now known as Hoscheit Woods Forest Preserve. During the spring and summer of 2012, staff, with input from general counsel, PDRMA (liability) and the Wayne Area Conservancy Foundation officers; drafted a 3-year agreement concerning cooperative management of the preserve. The Conservancy is unique in that it has an active group of volunteers, its own equipment and fund-raising capability. The 3-year agreement was approved and signed by both parties in September 2012. Between 2012 and early 2015, the Conservancy has removed hundreds of feet of tree line, hundreds of feet of fence posts and barbed-wire fencing, cleared invasive brush from five acres of oak savanna, contributed \$25,000 toward the purchase of prairie seed, installed prairie seed across 22 acres, and mowed weed as needed each summer.

The District fully appreciates all the hard work and accomplishments of the Conservancy volunteers, as they are conducting work staff otherwise could not tackle. This stewardship work continued as the agreement was renewed in 2015 and 2018 and is now currently expired. At this time, staff is recommending the renewal of the agreement with the Conservancy for another three-year term. **DISCUSSION:** *None.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Michael Keyon
SECONDER: Dale Berman
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

VII. Land Acquisition

A. Resolution Authorizing Permanent Construction Easements with the Illinois Department of Transportation (IDOT) for Bridge Improvements at Illinois Route 20 and the Fox River Trail

Chief of Planning and Land Mgmt. Rooks-Lopez presented the permanent construction easement with IDOT. IDOT is requesting to acquire permanent construction easements for the removal and replacement of the existing bridge at Route 20 at the Fox River crossing. These easements are required to allow IDOT access during construction and for future maintenance of the bridge. In total IDOT, will be acquiring permanent construction easements of 0.342 acres for a price of \$4,125.00. The existing Fox River Trail will remain intact during the construction. However, because the work by IDOT will involve the removal and replacement of the existing Route 20 Bridge over the Fox River, the trail will need to be detoured during construction. Construction is expected to begin in 2024.

DISCUSSION: *Commissioner Bates asked about the re-routing during construction. Dir. Rooks-Lopez responded that the re-rerouting with detour signs would be the responsibility of IDOT, noting that no damage to the existing trail is anticipated.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Michael Keyon
SECONDER: Jarett Sanchez
AYE: Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

VIII. New or Unfinished Business

None.

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

None.

X. Communications

Comm. Affairs Dir. Metanchuk promoted the Kane Forest Foundation Native Plant sale on April 29, 2023. The Earth day event will be held at Tekakwitha Woods Forest Preserve beginning at 9AM on April 22, 2023. All are welcome to participate and plant a tree in honor of Earth Day.

Dir. Metanchuk reported on an interview held with Exec. Dir. Haberthur on WGN720 radio about brining Bison back to Kane County, noting the public is excited for bison.

President Kious discussed the Frank Lloyd Wright farmhouse owned by the Muirhead family. Noting they offer tours from April to October.

Commissioner Strathmann asked about a term used for the bison. Exec. Dir. Haberthur responded that bison are known to be keystone species for the ecosystem.

XI. President's Comments

None.

XII. Financial Reports

Reports A-C were moved together

- A. Revenue & Expense Report through February 2023
- B. Cash & Investment Report: February 2023
- C. Bond Investment Report: February 2023

RESULT:	APPROVED BY ROLL CALL VOTE
MOVER:	Mavis Bates
SECONDER:	Dale Berman
AYE:	Mavis Bates, Dale Berman, Michael Kenyon, Anita Lewis, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

XIII. Adjournment

The meeting adjourned at 8:59 AM

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Michael Kenyon
SECONDER:	Dale Berman
AYE:	Myrna Molina, Dale Berman, Anita Lewis, Mavis Bates, Michael Kenyon, Cheryl Strathmann, Vern Tepe, and Jarett Sanchez

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

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary