



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, May 4, 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 8:31 AM.

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| PRESENT | President Chris Kious Secretary Myrna Molina (Remote) Commissioner Dale Berman (Arrived via remote @ 8:58AM) Commissioner Anita Lewis Commissioner Mavis Bates Commissioner Jarett Sanchez (Remote) Commissioner Cherryl Strathmann (Remote) Commissioner Vern Tepe |
| ABSENT | Commissioner Michael Kenyon |

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

II. Approval of Minutes from April 6, 2023

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| RESULT: | APPROVED BY UNANIMOUS CONSENT |
| MOVER: | Vern Tepe |
| AYE: | Myrna Molina, Anita Lewis, Mavis Bates, Cherryl Strathmann, Jarett Sanchez and Vern Tepe |
| ABSENT: | Dale Berman, and Michael Kenyon |

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

None.

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

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

V. Finance and Administration

A. Ordinance for the Annual Budget Appropriation Fiscal Year 2023-2024

CFO Petschke presented the fiscal year 2023/2024 budget, noting staff worked hard to keep within the budget constraints. The General Fund revenues are expected to increase slightly, from \$10,648,146 in the current year to \$10,992,705. The property tax increase was \$448,904. This was due to the Commission approving both new construction and CPI increase from the prior year's levy. Sale of vehicles were discussed, the amounts reflect the existing fleet, part of the lease agreement with Enterprise. Petschke noted that the District moved the revenues from the Settler's Hill golf course from the General Fund into the Construction and Development Fund, the same was done last year with Hughes Creek golf course.

CFO Petschke reported that based on the guidance from the Illinois Municipal League, the State Replacement tax is likely to increase \$40,601 compared to the current year's budget. The Illinois Department of Revenue claims that the increase is primarily due to legislative changes. The merit pool increase was discussed, equal to 4.5% of the total annual salary budget. This amount however, will vary based on performance evaluations, with a 4.5% increase reserved for the employees who obtain a rating of Exceeds expectations and are not on a probationary period. Five new positions are included within the budget; these positions were made possible with funding from the Early Retirement Incentive (ERI) savings. The vehicles & trailers, machinery & equipment and grant-funded projects were also explained.

DISCUSSION: *Commissioner Bates asked if the Millcreek SSA in Kane County was associated with the grant-funded trail connection project. CFO Petschke responded that the Millcreek Greenway Forest Preserve Archery project is not associated with Kane County SSA rather the Forest Preserve District Natural Resources Department. This project totals an estimated \$1.2M with a reimbursement amount up to \$600,000 from the Illinois Department of Natural Resources (IDNR). Commissioner Davoust asked about the PARC grant. Chief of Planning Rooks-Lopez responded that the Park and Recreational Facilities Construction program (PARC) grant opened on May 1, and staff is in the process of gathering the materials to submit an application. Commissioner Davoust asked if there was any carryover from last year's merit pool of 3.9%. CFO Petschke responded no, all was expended. Commissioner Davoust asked about the vehicle program and if the District was in favor of the lease program with Enterprise. CFO Petschke responded that the market has been challenging and difficult to say at this point if the lease program is beneficial at all.*

Exec. Dir. Haberthur stated he was not happy with the lease program currently, the first round of vehicles took longer than anticipated and did not come equipped with all the necessary items; the District has not experienced the same level of success as did the Kane County Department of Transportation (KDOT). The outcome has not been favorable thus far.

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Commission
MOVER: Mavis Bates
SECONDER: Vern Tepe

AYE: Myrna Molina, Anita Lewis, Mavis Bates, Cheryl Strathmann,
Vern Tepe and Jarett Sanchez
ABSENT: Dale Berman and Michael Kenyon

VI. Planning & Utilization

A. Resolution Approving Bids for Pavement Projects at Dick Young and Muirhead Springs Forest Preserves

Dir. of Ops. Pentecost presented the resolution to approve the bids for the paving projects. During the 2022-23 Budget process, two asphalt projects were identified as priorities and received approval for bidding. These projects include the Dick Young parking lot off of Nelson Lake Road and the remaining gravel parking lot at the Muirhead Springs Maintenance Yard. The Dick Young parking lot is in poor condition, there are cracks in the pavement and potholes throughout. Additionally, the path leading from the parking lot to the shelter and restrooms is not ADA compliant. The Muirhead Springs Maintenance Shop Yard previously received 2 of 3 separate asphalt installations replacing the gravel. This project would complete the entirety of the yard.

The bid was sent to 49 vendors with 8 responding. Champion Paving Corp. out of Hampshire, Illinois was the lowest qualified bidder for the Dick Young Forest Preserve, Base Bid #1 and Alternate #1, in the amount of \$59,992.57. Obsidian Asphalt Paving out of West Chicago, Illinois was the lowest qualified bidder for the Muirhead Springs Forest Preserve, Base Bid #2, in the amount of \$81,068.00. Staff recommends an 8% contingency to cover any unforeseen additional costs that may arise during these projects.

DISCUSSION: *Commissioner Allan asked about the current gravel parking lot, noting that gravel was permeable, however asked if it is more efficient to have it paved rather than add more gravel. Dir. Pentecost noted that he has only been with the District for a year, so he did not know why it was originally gravel, however he noted that the maintenance is greater with a gravel lot rather than paved.*

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

VII. Land Acquisition

A. Resolution Authorizing a Grant of Easement Agreement with the Village of South Elgin for the Water Main Utility Under the Illinois Prairie Path Connecting the South Pointe Subdivision and the Park Pointe Townhomes

Dir. of Ops. Pentecost presented the grant of easement agreement with the Village of South Elgin. The Village of South Elgin has been working with Mackie Consultants, Illinois Department of Natural Resources and the Forest Preserve District of Kane County to acquire a permanent, Public Water Utility Easement connecting the South Point Subdivision and the Park Point Townhomes south of Middle Street, South Elgin. The purpose of the easement is to create a looped water system to provide improved water pressure and flow for fire protection infrastructure. This project has been deemed a life safety project following a study conducted by the Village of South Elgin Engineers. Prior to requesting permission for the easement with the Forest Preserve, the Village successfully obtained permits from both the Illinois Department of Natural Resources for crossing their property, and from the Illinois Environmental Protection Agency for compliance. The new water line will be directionally bored under the Prairie Path. The Prairie Path is not expected to be closed during construction. The permanent Public Water Utility Easement will be 20' wide and approximately 100' in length, or 0.047 acres crossing the

Illinois Prairie Path-Elgin Branch in South Elgin. The Village is responsible for all costs and coordination of the improvements, including any restoration to the site, and is responsible for all future maintenance and improvements.

DISCUSSION: None.

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

VIII. New or Unfinished Business

(Commissioner Berman arrived via remote @ 8:58 AM)

A. Resolution Approving a Change to the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the District

Exec. Dir. Haberthur presented the resolution to authorize the District's new HR Director as the authorized agent for IMRF. Beginning Wednesday, May 3, 2023 Jennifer Clough became the District's new Director of Human Resources. One of the Director of Human Resources' responsibilities is to serve as the Forest Preserve District authorized agent for IMRF. In accordance with IMRF procedure, it is necessary to formalize this appointment through Commission resolution.

DISCUSSION: None.

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

Commissioner Davoust asked Exec. Dir. Haberthur about the trailer and clubhouse for Settler's Hill golf course that would provide bathrooms and food. He felt that GolfVisions, the management company, has been reluctant to have food and beverage available at the trailer. Comm. Davoust stated that Hughes Creek golf course has tripled in the food and beverage sales and felt that Settler's Hill should be providing the same amenities.

Exec. Dir. Haberthur responded that these concerns have been discussed with GolfVisions, noting there has been some reluctance with the trailer; however, the expectation is to run a trailer. Chief of Planning Rooks-Lopez explained that the rain and stormy weather has been part of the delay. That particular area has been hit with a lot of water and needs to dry up some in order to get the trailer installed. The other issue has been the water installation for the trailer. The city of Geneva has provided a temporary meter, however a permanent connection is needed, the city has agreed to provide the meter for about a month or two. The concern is due to EPA regulations; the distance is too far for a water line connection for consumption. Staff is working on solutions. Commissioner Davoust noted that it was important to keep an eye on GolfVisions to make sure things are moving forward.

Commissioner Allan discussed an ongoing project with the Water Resources department in Kane County regarding the Grotto and the creek. Exec. Dir. Haberthur explained that staff has been working with Dir. Jodie Wollnik and Dir. Roger Fahnestock from Kane County to assess

the needs from the Forest Preserve District. Recently, staff cleared out a log that was jammed near the Grotto on County property. Staff has been working with the County on the Re-stabilization project, proposed funds would be in next year's budget. Commissioner Bates asked what the concern was with the creek in relation to the Grotto. Exec. Dir. Haberthur explained that water that runs through the creek has been increasing at a higher velocity and is eroding the bank. The sediment in the creek is being dumped into the Fox River. The main priority to address for public safety is the steps of the Grotto eroding into the creek.

President Kious stated this project has been discussed in the Administration Committee of Kane County for the mitigation of erosion, turning the project over to the Dir. of Water Resources Jodie Wollnik.

Commissioner Allan stated that projects like this one should be awarded grant monies through the Grand Victoria River Boat, historically internal departments have been awarded monies, however, these funds should be delegated to these type of projects, as this is an environmental project need for both the Forest Preserve and the County.

Commissioner Lewis noted that the Grotto has a lot of foot traffic and this project should be a priority. Exec. Dir. Haberthur stated that staff is working closely with the volunteers, making sure that plantings are native and the improvements are ADA required fixtures.

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

None.

X. Communications

Comm. Affairs Dir. Metanchuk reported on the final sales from the Native Plant Sale, noting that the Foundation made an estimated \$20,000. Metanchuk noted that the vendor has credited the plants that did not sell, which were roughly 300 plants. The in person sale this year was a positive addition. Pictures were shared, including volunteers and staff that offered their time.

Dir. Metanchuk promoted the online shelter reservations. The link is on the website and staff has received positive feedback thus far. This will help with streamlining phone calls received at the front desk. Campgrounds opened May 1.

Dir. Metanchuk reported that she and Rooks-Lopez Chief of Planning, and Land Management attended the IAPD legislative conference. These conferences provide an opportunity to meet with local legislators and representatives. Metanchuk stated that the the Forest Preserve received a shout out from Senator Castro for all the achievements over the past year.

Commissioner Tepe asked about the online reservations. CFO Petschke stated that a silent launch happened to ensure success and ability to work through any hiccups. Thus far, it has been successful. This was promoted through social media.

Commissioner Tepe asked about additional online amenities. Metanchuk and Petschke stated that the next items are to integrate campground reservations and environmental education registration.

XI. President's Comments

President Kious promoted the May Senior Stroll and thanked all the staff and volunteers that supported the Native Plant Sale.

XII. Financial Reports

Reports A-C were moved together

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

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

XIII. Adjournment

The meeting adjourned at 9:21 AM.

RESULT: **APPROVED BY VOICE VOTE**
MOVER: Vern Tepe
SECONDER: Mavis Bates
AYE: Dale Berman, Myrna Molina, Anita Lewis, Mavis Bates, Cherryl
 Strathmann, Vern Tepe, and Jarett Sanchez
ABSENT: Michael Kenyon

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

Respectfully Submitted,

Gabriella Figliozzi

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Recording Secretary