



1996 S. Kirk Rd Ste 320
Geneva, IL 60134

Forest Preserve, Finance and Administration Committee Meeting Minutes

Chairman Dale Berman, President Christopher Kious, Treasurer Bill Lenert,
Deborah Allan, Michelle Gumz, Leslie Juby, Jarett Sanchez, Vern Tepe, Rick Williams

Tuesday, May 23, 2023

2:00 PM

3rd Floor Board Room

I. Call to Order

PRESENT

Chairman Dale Berman
President Chris Kious
Commissioner Deborah Allan (Arrived at 2:04PM in person)
Commissioner Michelle Gumz
Commissioner Leslie Juby
Commissioner Jarett Sanchez (Arrived at 2:14 PM via remote)
Commissioner Vern Tepe

ABSENT

Commissioner Bill Lenert
Commissioner Rick Williams

Also Present: Commissioners: Bates (Remote), Linder, Roth, Strathmann; Exec. Dir. Haberthur, CFO Petschke & staff Carrano, Marrano; Dir. of NRM Chess; Chief of Planning & Land Mgmt. Rooks-Lopez (Remote); Dir. of Ops. Pentecost; Comm. Affairs Dir. Metanchuk & staff Kovach, Swanson, Sam; Chief of Police Burger; Exec. Assist. Figliozzi & staff Rafferty; Attorney Hodge.

II. Approval of Minutes of April 25, 2023

RESULT: APPROVED BY UNANIMOUS CONSENT

MOVER: Vern Tepe

AYE: Dale Berman, Chris Kious, Deborah Allan, Michelle Gumz, Leslie Juby, and Vern Tepe

ABSENT: Bill Lenert, Jarett Sanchez, Rick Williams

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

None.

IV. Bids and Proposals

None.

V. New or Unfinished Business

A. Ordinance Amending the Salary Ranges of Employee Positions of the Forest Preserve District of Kane County

(Commissioner Allan arrived in person at 2:04 pm)

HR Dir. Clough presented the updated salary ranges. In accordance with the District's Salary Administration Policy approved by the Commission on April 11, 2006, the Human Resources Department has completed a review of current salary ranges and structure. Per the District's Policy, the salary schedule will be raised at least 2% annually to stay in line with the market. However, this range adjustment has not been made since FY2017/18. Due to the near term, proximity of the third-party comprehensive study report from the District's compensation and classification plan budgeted in the new fiscal year, at this time, no increase or change is being recommended to the actual salary ranges with the exception of seasonal hourly employees. The current hourly rate is \$14. The recommendation from staff is to increase the hourly rate to \$15. This increase was included in the approved budget FY23/24. The update that is being recommended is the assignment of new, reclassified, and retitled positions within the salary ranges since the last commission approved update in 2017. These position changes and additions are due to the early retirement incentive offered to staff through the Illinois Municipal Retirement Fund (IMRF) as well as the FY2023/24 annual budget adoption.

***DISCUSSION:** Commissioner Tepe asked if any of the current ranges have changed. Dir. Clough responded not since 2017, with the exception of the seasonal salary starting at \$15.00 an hour. Dir. Clough noted that the comprehensive study will be presented with recommendations. Commissioner Juby asked if the \$15.00 starting salary would fill positions. Dir. Clough responded that the District has been successful in filling seasonal positions already.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Executive Committee
MOVER: Chris Kious
SECONDER: Michelle Gumz
AYE: Deborah Allan Dale Berman, Michelle Gumz, Leslie Juby, Chris Kious, and Vern Tepe
ABSENT: Jarett Sanchez, Rick Williams, and Bill Lenert

B. Resolution Authorizing a Contract for Refuse and Recycling Removal Services with Waste Management Inc.

CFO Petschke presented the contract with Waste Management for Refuse and Recycling. In an effort to reduce the cost of refuse removal, the District partnered with Kane County to be included in their bidding process for refuse and recycling services. The County bid requested pricing for a four- year period with five additional option years if both parties agree. The abstract with the tabulations from the County's bid is attached with Waste Management being the lowest bidder for the District. Waste Management is the current provider for the District and the billing will continue to be consolidated to one statement per month, which makes the accounts payable process much simpler. Every location that has a refuse container is listed as an on-call service for Waste Management. This means that they will not pick-up the refuse until the District calls and requests service. This helps reduce the costs since scheduling automatic pick-ups is not always necessary depending on the use at the various preserves.

***DISCUSSION:** Finance Chair Berman asked about the possibility to have staff collect the garbage and dispose without contracting waste management. CFO Petschke responded that the District has not entertained that option, as it would add staff time, and would not be in the best interest currently. There was discussion regarding the length of time of garbage sitting versus collection if the District were to entertain a flat rate for a specific pick up time rather than on-call. Concerns of smell, critters and overall expectation of cleanliness were discussed.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Executive Committee
MOVER: Deborah Allan

SECONDER: Leslie Juby
AYE: Deborah Allan Dale Berman, Michelle Gumz, Leslie Juby, Chris Kious, and Vern Tepe
ABSENT: Jarett Sanchez, Rick Williams, and Bill Lenert

C. Resolution Approving the Surplus Vehicle and Equipment Disposal

CFO Petschke presented the annual surplus and equipment disposal authorization. In 2013, the District began using an online auction house to dispose of surplus vehicles and equipment, with positive results. Staff views this process as instrumental in obtaining the best results and numerous bids. Attached is a list of vehicles and equipment that staff requests approval to declare as surplus, for disposal through an online auction service.

DISCUSSION: None.

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**
TO: Forest Preserve District Executive Committee
MOVER: Michelle Gumz
SECONDER: Deborah Allan
AYE: Deborah Allan, Dale Berman, Michelle Gumz, Leslie Juby, Chris Kious and Vern Tepe
REMOTE: Jarett Sanchez
ABSENT: Rick Williams, and Bill Lenert

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

The Committee moved into Executive Closed Session at 2:18 PM to discuss license agreements.

RESULT: **APPROVED BY ROLL CALL VOTE**
MOVER: Vern Tepe
SECONDER: Michelle Gumz
AYE: Deborah Allan, Dale Berman, Michelle Gumz, Leslie Juby, Chris Kious and Vern Tepe
REMOTE: Jarett Sanchez
ABSENT: Rick Williams, and Bill Lenert

The Committee returned to Open Session at 2:35 PM on a motion by Tepe, second by Kious. Roll call vote was taken, unanimous.

VII. Communications

Community Affairs Dir. Metanchuk introduced new staff members Lauren Swanson Marketing Assistant and Sam Thiem our public relations intern. She noted many new social media posts have been uploaded and QR codes have been added to the District's website. A number of job openings are available as well. Dir. Metanchuk promoted the various educational programs found on the District's website.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 2:43 PM.

RESULT: **APPROVED BY ROLL CALL VOTE**
MOVER: Vern Tepe
SECONDER: Michelle Gumz

AYE: Deborah Allan, Dale Berman, Michelle Gumz, Leslie Juby, Chris Kious and Vern Tepe
REMOTE: Jarett Sanchez
ABSENT: Rick Williams, and Bill Lenert

Dale Berman, Chairman
Forest Preserve District Finance and Administration Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary