



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, Cheryl
Strathmann, Vern Tepe

Thursday, June 8, 2023

8:30 AM

3rd Floor Board Room

I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, June 8, 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 Mavis Bates Commissioner Michael Kenyon Commissioner Cheryl Strathmann (Remote) Commissioner Vern Tepe Commissioner Jarett Sanchez
ABSENT	Commissioner Anita Lewis

Others Present: Commissioner Roth; Exec. Dir. Haberthur; CFO Petschke; Chief of Plan. & Land Mgmt. Rooks-Lopez; Ops. Dir. Pentecost; Dir. of Comm. Affairs staff Kovach, Thiem; HR Dir. Clough & staff Misner, Cleave; Chief of Police & Dir. of Public Safety Burger; Exec. Assist. Figliozi & staff Rafferty and Attorney Hodge.

II. Approval of Minutes from May 4, 2023

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

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

None.

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

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	Forest Preserve District Commission
MOVER:	Michael Kenyon

SECONDER: Dale Berman

AYE: Dale Berman, Mavis Bates, Mike Kenyon, Myrna Molina, Jarett Sanchez, Cheryl Strathmann and Vern Tepe

ABSENT: Anita Lewis

V. Finance and Administration

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

HR Dir. Clough presented ordinance to set the salary ranges of the District's employee positions. 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.

***DISCUSSION:** Commissioner Bates asked about the minimum 2% raise per year. HR Dir. Clough responded that the upcoming comprehensive study would provide the current market data, noting it would reflect that increase within the minimum and maximum ranges of hires. These recommendations will be apparent when the study is complete. Exec. Dir. Haberthur stated that the 2% pay range increase is well within the market, as the District is realizing that the incoming new hires are at current higher pay range, reflecting the need for the increase.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**

TO: Forest Preserve District Commission

MOVER: Mavis Bates

SECONDER: Michael Kenyon

AYE: Myrna Molina, Dale Berman, Mavis Bates, Michael

Kenyon, Cheryl Strathmann, Vern Tepe, and Jarett Sanchez

ABSENT: Anita Lewis

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

CFO Petschke presented a 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, 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:** None.*

RESULT: **MOVED FORWARD BY ROLL CALL VOTE**

TO: Forest Preserve District Commission

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

C. Resolution Approving the Surplus Vehicle and Equipment Disposal

CFO Petschke presented the surplus auction. In 2013, the District began using an online auction house to dispose of surplus vehicles and equipment, with good 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. All proceeds from the auction go into the General Fund under 01-00-00-3070 Sale of Material. In calendar year 2022, the District received \$18,663.00 from the online sale of vehicles and equipment.

DISCUSSION: *None.*

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

VI. Land Acquisition

There was a change in the agenda order; item C. Resolution Approving a Contract to Purchase (2) Shelters for the Jon J. Duerr Forest Preserve Redevelopment Project was moved to item B. under Planning and Utilization

A. Resolution to Purchase a Parcel Approximately 94.6 Acres Adjacent to Dick Young Forest Preserve in Blackberry Township

Chief of Planning and Land Mgmt. Rooks-Lopez presented the purchase of a parcel adjacent to the Dick Young Forest Preserve, noting this purchase would require a unanimous approval for the land swap by the Full Commission.

DISCUSSION: *Commissioner Bates asked about the neighboring farm and if there were interest in acquiring that land. Exec. Dir. Haberthur noted the owners were not selling and the District is not seeking for purchase at this time.*

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

B. Resolution Authorizing the Sale of a District Owned Parcel in Farmington on the Fox Subdivision, Kane County

Chief of Planning and Land Mgmt. Rooks-Lopez presented the sale of a District owned parcel to the not-for-profit Homeowner's Association (HOA) of the Farmington on the Fox Subdivision. The HOA has agreed to purchase the parcel with conditions imposed by a conservation easement.

DISCUSSION: *None.*

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

C. Resolution Authorizing Acceptance of Lands by Gift from the Treiber Family Located in Dundee Township

Chief of Planning and Land Mgmt. Rooks-Lopez presented the donation of a parcel from the Treiber Family. She noted that various oak trees date back since the late 1930's.

DISCUSSION: None.

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

VII. Planning & Utilization

A. Resolution Approving a Request to Submit an IDNR Illinois Park and Recreational Facility Construction (PARC) Grant Application for the Development of Settler's Hill Golf Course Clubhouse

Chief of Planning and Land Mgmt. Rooks-Lopez presented the PARC grant application. Phase 1 of the Settlers Hill Golf Course renovation, which included improved irrigation, driving range and new layouts for all 18 holes, was completed in 2022. Phase 2 includes the construction of a new clubhouse, parking and cart storage facility located near the new driving range in the northeast section of the course. The new clubhouse will be located at the point of returning 9's (holes 1, 9, 10 & 18) allowing golfers ease access to snacks and restrooms facilities at the halfway point and end of their game. Staff is requesting permission to apply for the IDNR PARC Grant to assist with funding the project. The grant will reimburse the District 75% of the design and construction costs up to a \$2,800,000 cap. Engineering and architecture is budgeted this fiscal year for \$150,000, which will conclude with a cost estimate for the project. Staff is recommending a maximum project amount of \$2,800,000 at this time to maximize the grant, and until the cost estimate is complete.

DISCUSSION: None.

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

B. Resolution Approving a Contract to Purchase (2) Shelters for the Jon J. Duerr Forest Preserve Redevelopment Project

Chief of Planning and Land Mgmt. Rooks-Lopez presented contract to purchase shelters for the Jon J. Duerr Forest Preserve Redevelopment project. The District was award an Open Space Land Acquisition and Development grant (OSLAD) for improvements to the Jon J. Duerr Forest Preserve. As part of this project, the District will replace the existing shelter and provide a second shelter at the preserve. The Cedar Forest Products Company produces the District's standard shelter designs; NuToys Leisure Products is the only authorized dealer for Cedar Forest in Illinois. Due to the twelve week, delivery time staff is recommending the order and purchase of the shelters prior to bidding and awarding the contract for construction. The contract for construction will include the installation of both shelters. Funds totaling \$1,300,000.00 were budgeted in fiscal year 22/23 for engineering and construction. After awarding the contract for engineering services, sufficient funds totaling \$1,184,000.00 are available for this expense and construction. The OSLAD grant will reimburse the District a maximum of \$400,000.00 of the construction and engineering costs.

DISCUSSION: *None.*

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

C. Establishment of Structures Subcommittee

Exec. Dir. Haberthur explained that in the past a subcommittee has been established when needed for recommendations of structures that need reviewing. At this time, there are various structures and facilities that need attention and recommendation by Commissioners.

President Kious requested the following members be a part of this subcommittee. The Subcommittee was approved by Roll Call Vote.

Members: Commissioner Cheryl Strathmann, President Chris Kious, Commissioner Ron Ford and Commissioner Mike Kenyon.

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

VIII. New or Unfinished Business

None.

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

None.

X. Communications

Exec Dir. Haberthur discussed the formation of the local Government Efficiency Committee. He presented the two citizens elected to join the committee, former Board member Drew Frasz and longtime Steward of Johnsons Mound, Jeff Hedrich. The Committee will meet three times to generate a report that will be presented to Kane County by December 2024. Exec. Dir. Haberthur promoted the increase in marketing, followers and content online. He discussed the construction with the Recreational Trail Project (RTP) project at LeRoy Oakes Forest Preserve; the last phase includes an installation of a pedestrian bridge.

Commissioner Bates asked about increasing the kayaking programs, as they are popular. Exec. Dir. Haberthur stated he would discuss that option with staff.

XI. President's Comments

President Kious promoted the Fabulous Fox Water Trail noting it has been recognized as part of the National Water Trails system.

XII. Financial Reports

Reports A-C were moved together

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

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

XIII. Adjournment

The meeting adjourned at 9:13 AM.

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

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

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary