



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, September 26, 2023

2:00 PM

3rd Floor Board Room

I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, September 26, 2023. Chair Berman called the meeting the order at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134.

PRESENT Chairman Dale Berman
President Chris Kious
Commissioner Deborah Allan
Commissioner Michelle Gumz
Commissioner Leslie Juby
Commissioner Bill Lenert (Remote)
Commissioner Vern Tepe

ABSENT: Commissioner Rick Williams
Commissioner Jarett Sanchez

Also Present: Commissioners: Kenyon, Roth; Exec. Dir. Haberthur, CFO Petschke & staff Carrano, Marrano; Dir. of NRM Chess; Chief of Planning & Land Mgmt. Rooks-Lopez; Dir. of Ops. Pentecost; Comm. Affairs Dir. Metanchuk, Chief of Police Burger; Exec. Assist. Figliozzi & staff Rafferty and Attorney Hodge.

II. Approval of Minutes from July 25, 2023

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

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

None.

IV. Bids and Proposals

TMP -23-1249 Resolution Approving the Purchase of a Vehicle for Use by the Natural Resource Management Department

NRM Dir. Chess presented the bid for the vehicle purchase. The Natural Resource Management department currently utilizes seven vehicles for the twelve staff members within the department. The number of staff recently increased with the addition of two new positions created through the District's early retirement incentive program savings. One of the newly created positions is a plant technician. The plant technician works primarily in the field moving between preserves as they harvest native seed, monitor rare plant populations, conduct vegetation monitoring, and sow seed/plant plugs. This constant fieldwork necessitates the addition of a vehicle designated for her duties. The addition of an F-250 crew cab is ideal for this position. The larger seating capacity would allow for seasonals/volunteers to ride in the truck at various seed harvesting events. The slightly larger size would also allow for the towing of utility trailers with a trail vehicle, thus providing easier access to all areas of the preserves as well as serving the department well during burn season when all trail vehicles are in use.

The Suburban Purchasing Cooperative (SPC) recently bid out a contract for the purchasing of Ford F-250s with the lowest qualified bid coming from Sutton Ford, Matteson, Illinois. The SPC is a joint purchasing program that represents 144 municipalities and townships in northeastern Illinois. All public agencies as defined by the Illinois Governmental Joint Purchasing Act are eligible to participate in SPC joint purchasing programs. Under the SPC contract #221, a Ford F-250 XL 4x4 crew cab with an 8-foot bed, along with several desired options, would cost \$52,915.

DISCUSSION: *Brief conversation regarding delivery charges.*

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

V. New or Unfinished Business

TMP-23-1322 Resolution Approving the Fiscal Year 2024-2025 Estimated Budget for the Purpose of Establishing the 2023 Tax Levy

Chief of Finance Petschke presented the Committee with information regarding various options for the upcoming 2023 property tax levy. Each year, the Finance & Administration Committee determines the direction for the upcoming property tax levy, which is then forwarded to the Executive Committee, and approved at the Full Commission meeting. Staff requested the most-current information from the clerk's office and received the following:

- Rate Setting EAV is estimated at \$19,418,802,282 (final percentage is not determined)
- Preliminary new construction figures for the county are \$211,060,025 (partial year)

The Committee has the following options available regarding the levy.

1. Increase the levy by both CPI and new construction – The levy would increase for CPI by \$400,343, which for the upcoming levy year will be 5%. The increase in the levy due to new construction is estimated between \$92,000 and \$125,000. A Truth in taxation hearing would be required for an increase over 5% in order to comply with State Statute.
2. Increase the levy by CPI only- The levy would increase for CPI by \$400,343.
3. Freeze the levy but allow for new construction – New construction has been relatively steady over the past few years (2020 - \$145 million, 2021 - \$160 million, 2022 - \$179 million). The increase in the levy due to new construction is estimated between \$92,000 and \$125,000.

Based on estimates, and using the new construction figure shown above, the 3 options presented would generate the following capped tax levy:

- Option #1** – Taking both CPI and new construction, the District would receive \$400,343 from CPI and an estimated \$92,000 - \$125,000 from new construction, for increased funding between \$492,343 and \$525,343.
- Option #2** – Taking solely new CPI, the District would receive \$400,343.
- Option #3** – Taking solely new construction, the District would receive increased funding between \$92,000 and \$125,000.

DISCUSSION: Chief of Finance Petschke provided an overview of the budget performance for FY2022-2023. The Auditors completed their fieldwork and will be presenting sometime late November 2023. A snapshot of variances in revenues and expenditures was presented; Petschke noted that the performance was as expected there were no significant findings. He explained that the increase in CPI reaching 5% would require a truth in taxation hearing, which was the case last year as well. (Commissioner Allan arrived in person at 2:15PM).

Commissioner Tepe asked what the total revenues were for the District. CFO Petschke explained that the total revenues for 2023 were \$2.7M in total; these figures were unique to 2023 because of the transitions within the organization. He further explained that the \$2.7M figure were based on the 2023 financial information, looking at the current options, these figures presented are the potential impacts the District could receive as revenue from CPI and new construction. Petschke noted that the 2023 revenues were unique to that year. Next year there will be changes, primarily wages for employees would normalize. ED Haberthur was hopeful to have a surplus next year, the ERI within the salaries were a major factor. CFO Petschke explained that the 2024 fiscal year budget is more in line with the expectations. President Kious asked for clarification on the surplus. He noted that the District would see it evaporate without an increase. He noted that we should not count on that revenue since salaries will be needed to be covered. CFO Petschke responded that was correct.

Commissioner Juby stated that she understood the revenue to be a fluke this year, however asked if monies could be transferred within accounts, such as the land acquisition fund. CFO Petschke explained that the monies could be utilized for different needs.

Commissioner Allan asked about the comparison from last year. What the increase for taxpayers would be for this year 2023. CFO Petschke responded that the dollar amount based on an average home of \$230,000 would be a \$1.82 increase for their property taxes, one cent increase from last year 2022. Chair Berman pointed out that the maximum is 5%; however, he felt that the Committee should move forward with the maximum of 5% and new construction based on the increase.

Commissioner Lenert commented that the Committee did have the option to move forward with 3% and new construction, although it was a smaller amount, he compared savings in the health insurance coverages from the salary savings. He recommended moving with the lesser amount. CFO Petschke reminded the committee that the filled positions were hired at a lower starting salary; however, those savings funded new employees, which allowed the district to gain some needed help within the organization.

Commissioner Tepe requested a motion to move Option #1 for full increase. Require staff to return with a plan on how these funds would be utilized. Commissioner Juby asked what the point was to have staff present a plan, such as line items. Tepe clarified that he wanted to know what the staff would use the funds for.

ED Haberthur responded that the main reason staff emphasized the needs due to salaries was due to funding the com and class study, the bulk would fund the comp and class study for the salaries. This is early in the levy process. 10% or more will be realized in salaries.

Motion failed for lack of a second.

Commissioner Lenert clarified that this is for recommendation from the Finance Committee to the Executive Committee.

President Kious requested a motion to move forward with Option #1 taking both CPI and new construction. Commissioner Juby seconded the motion.

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

Commissioner Allan commented on the importance to protect the District's assets, costs increase every year, the staff has worked hard, it is important to keep the CPI and new construction. Commissioner Lenert noted that he generally does not vote for tax increases; however, this is a minimal amount, the District has over 23,000 acres and the staff has not increased proportionally. He noted that in order to maintain our staff, they need to be paid fairly and the increase is vital.

TMP 23-1126 Resolution Authorizing a 1-Year Extension to the Historical Structures Operating and Caretaking Agreement with the Preservation Partners of Fox Valley

Exec. Dir. Haberthur presented the 1-year extension for the agreement with Preservation Partners. Preservation Partners has been managing the Fabyan Villa Museum at Fabyan Forest Preserve, and the Durant-Peterson House at Leroy Oakes Forest Preserve since the mid 1990's. On October 25, 2017, the Pioneer Sholes Restoration Society was dissolved, and the operations, income and artifacts transferred to Preservation Partners. The Historic Structures Operating and Caretaking Agreement with Preservation Partners expired on July 31, 2023. A 1-year extension is proposed for the current agreement in order to revisit future management of the Japanese Garden and Fabyan Windmill. Preservation Partners provides exclusive exhibits management, staffing, tours, program coordination and marketing for the Fabyan Villa, the Durant-Peterson House, and Sholes School.

Additionally, Preservation Partners coordinates programming and tours of the Fabyan Japanese Garden. The District owns all of the land and structures and is responsible for the expense and coordination of maintenance/repairs and utilities for the buildings as well as grounds/landscape maintenance. All rentals of the Japanese Garden are booked through the District. The new contract will increase payments to Preservation Partners from a previous annual amount of \$78,000 to a new annual sum of \$95,000 for their services with \$68,000 allocated to the operation of the Fabyan Villa In addition, Japanese Garden and \$27,000 allocated for the operation of the Durant-Peterson House and the Sholes School. The agreement term is 1 years through August 31, 2024. The District's legal counsel and risk management provider (PDRMA) have reviewed the agreement.

DISCUSSION:

Commissioner Juby noted that Preservation Partner's staff does an excellent job. ED Haberthur noted that the District is pleased and have a positive relationship.

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

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

TMP 23-1295 Resolution Approving the Forest Preserve District's Holiday Schedule for 2024

HR Dir. Clough presented the 2024 Holiday calendar schedule. Noting that 2024 is an election year.
DISCUSSION: None.

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

VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation and Personnel
None.

VII. Communications

Community Affairs Dir. Metanchuk shared pictures of the Fox River Clean Up Days event, the Harvest of the Acorn Moon event and the Great Orb Hunt.

Exec. Dir. Haberthur presented a letter of support request from the City of Geneva for an extension to the state legislation for the TIF 2 District project. ED Haberthur indicated that the resolution would be a ratification of approval since the letter needs to be submitted by Friday Sept. 29, 2023. The resolution will approve authority for the 12-year extension request for the City of Geneva to complete a construction project with IDOT for road improvements on the eastside of Geneva. CFO Petschke explained that the impact to the District would be \$50,000.

ED Haberthur noted that the upcoming Commissioner Retreat would include Smith Group, the District's hired consultant for the Master Plan, details to follow.

Commissioner Roth commented on the many questions being asked about the removal of dams on the Fox River. ED Haberthur responded that the District only has one dam removal project in Carpentersville. The Army Corps. Of Engineers has been discussing all dams as a whole and presenting in various locations. The IDNR has approved the permitting and was cleared by the IEPA. Brief discussion ensued regarding the dams in the area.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 2:56pm.

RESULT: **APPROVED BY VOICE VOTE**
MOVER: Michelle Gumz
SECONDER: Vern Tepe
AYE: Deborah Allan, Dale Berman, Leslie Juby, Bill Lenert, Michelle Gumz, Vern Tepe
ABSENT: Jarett Sanchez, Rick Williams

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

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary