



Government Center  
719 S. Batavia Ave., Bldg. A  
Geneva, IL 60134

## Forest Preserve District Commission Meeting Minutes

Tuesday, February 13, 2024

8:30 AM

County Board Room

### I. Call to Order

*The Forest Preserve District Full Commission meeting was held Tuesday, February 13, 2024 at the Kane County Government Center located at 719 S. Batavia Ave., Geneva, IL 60134. President Kious called the meeting to order at 8:32 AM.*

### II. Pledge of Allegiance

*President Kious asked Chief of Police Paul Burger to lead the pledge.*

### III. Roll Call

#### PRESENT

Commissioner Mavis Bates (In person at 8:34 AM)  
Commissioner Mark Davoust (In person at 8:56 AM)  
Commissioner Ron Ford  
Commissioner Leslie Juby  
Commissioner Michael Kenyon  
President Forest Preserve District Chris Kious  
Commissioner Bill Lenert  
Commissioner Anita Lewis (In person at 8:56 AM)  
Secretary Forest Preserve District Myrna Molina  
Commissioner Bill Roth  
Commissioner Jarett Sanchez (In person at 9:29 AM)  
Commissioner Monica Silva  
Commissioner Cheryl Strathmann  
Commissioner Clifford Surges (In person at 8:56 AM)  
Commissioner Bill Tarver  
Commissioner Vern Tepe  
Commissioner Rick Williams  
Commissioner David Young

#### REMOTE

Commissioner Deborah Allan  
Commissioner Dale Berman  
Commissioner Mo Iqbal

#### ABSENT

Commissioner Gary Daugherty  
Commissioner Michelle Gumz  
Commissioner Michael Linder

**Others Present:** Exec. Dir. Haberthur, CFO Petschke; Chief of Planning & Land Mgmt. Rooks-Lopez; HR Dir. Clough; Dir. of Comm. Affairs Metanchuk & staff Kovach; Chief of Police Burger; Attorney Hodge; Exec. Assist. Figliozzi, KCIT Peters and members of the public.

**IV. Public Comment (Each Speaker is limited to 3 minutes)**

*None.*

**V. Presentation and Approval of the Minutes from January 9, 2024**

*(Commissioner Bates arrived in person at 8:34 AM)*

**RESULT: APPROVED BY VOICE VOTE**

**MOVER:** Ron Ford

**SECONDER:** Bill Tarver

**AYE:** Deborah Allan, Mavis Bates, Dale Berman, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kiou, Bill Lenert, Myrna Molina, Bill Roth, Monica Silva, Cheryl Strathmann, Bill Tarver Vern Tepe, Rick Williams, David Young

**ABSENT:** Mark Davoust Anita Lewis, Michael Linder, Michelle Gumz, Gary Daugherty, Clifford Surges, Jarett Sanchez

**VI. Presentation and Approval of the Bills and Commissioners' Per Diem from January 2024**

**RESULT: APPROVED BY ROLL CALL VOTE**

**MOVER:** Michael Kenyon

**SECONDER:** Bill Roth

**AYE:** Deborah Allan, Dale Berman, Mavis Bates, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kiou, Bill Lenert, Myrna Molina, Bill Roth, Monica Silva, Cheryl Strathmann, Bill Tarver, Vern Tepe, Rick Williams, David Young

**ABSENT:** Gary Daugherty, Mark Davoust, Michelle Gumz, Anita Lewis, Michael Linder, Jarett Sanchez, Clifford Surges

**VII. Presentations**

*None.*

**VIII. Executive**

**FP-R-24-02-3074** Resolution Approving Revisions to the Employee Handbook 2024

*HR Dir. Clough presented the revision of the Handbook. She stated the main intentions for revision, including compliance with current practices. Best practice in Human Resource*

*Management is to review employment policies on an annual basis. The Human Resources Department has completed a full review of the Employee Handbook, which was most recently*

*revised in 2022. Below is a summary of the recommended revisions for 2024:*

**A. Format Changes**

- There are no substantive changes to the format of the Handbook

**B. Policy Changes**

- Updated the Equal Employment Opportunity (EEO) statement and practices to reflect additional recognized protections and to include accommodations for religious practices

- Revised the use of district vehicle procedures to include additional language as recommended by PDRMA, the District's risk management services provider

- Incorporated additional language in the Identity Protection Act policy that clarifies protection in the use and disclosure of employee social security numbers

- Added information on the District's pre-tax transportation benefits to comply with new state statute
- Clarified language on the Holiday policy to reflect current practices in compensation, and added Election Day as a recognized holiday
- Added leave benefits to the District's Bereavement policy for miscarriage and other pregnancy and fertility related diagnoses, consistent with applicable law
- Updated the Blood Donation Leave to include organ donation, consistent with current law
- Revised the VESSA Leave to include circumstances surrounding the death of a family member in a crime of violence
- Added language to further define the District's Modified Duty Program, consistent with PDRMA practices
- Included additional protections under the Anti-Harassment policy
- Modified the Disciplinary Action policy to remove in-person appeals of employment termination decisions based on labor counsel recommendations

C. New Policies

- Added a Whistleblower policy to comply with the Safe-T Act, providing measures to protect identities, safeguard confidential information, and provide reporting guidelines
- Introduced the Paid Leave for All Workers policy, replacing the District's former Personal Leave policy, to comply with new state statute

**DISCUSSION:** None.

**RESULT:** ADOPTED BY ROLL CALL VOTE  
**MOVER:** Leslie Juby  
**SECONDER:** Bill Roth  
**AYE:** Deborah Allan, Dale Berman, Mavis Bates, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Myrna Molina, Bill Roth, Monica Silva, Cheryl Strathmann, Bill Tarver, Vern Tepe, Rick Williams, David Young  
**ABSENT:** Gary Daugherty, Mark Davoust, Michelle Gumz, Anita Lewis, Michael Linder, Jarett Sanchez, Clifford Surges

**FP-R-24-02-3075** Resolution Approving Rate Adjustments at Paul Wolff and Big Rock Campgrounds

*Chief of Planning provided a PowerPoint presentation of each campground. She discussed the amenities and the proposed increase of rates.* The camping rates charged at Paul Wolff and Big Rock Campground have not been increased since 2018. Staff researched neighboring Forest Preserves and Conservation Districts in the Chicagoland area that offer camping to compare current rates. Staff found that the current rates were typically lower than other campgrounds within our region. The increase in fees will help offset rising costs associated with operating the campgrounds while keeping the District's rates competitive with the surrounding public campgrounds. Based on the total occupancy at both campgrounds in 2023, the proposed increase in fees could add an additional \$93,996 to camping revenue. This revenue will be split in the General Fund based on actual account numbers or each campground.

**DISCUSSION:** Commissioner Strathmann asked about the number of campers. Chief of Planning Rooks-Lopez explained that the numbers presented were based on the occupancy in 2023. Commissioner Roth asked about the average percentage over the season. Chief of Planning Rooks-Lopez explained that the occupancy is based on certain times of the season, such as a holiday; therefore, the percentage would vary. ED Haberthur explained that staff is working on the campground report and that would have the details. He noted that results from the end-of-year survey included comments that the District's camping fee was very low. ED Haberthur commented that capital improvements are needed at the campgrounds and the increase will help fund the improvements.

**RESULT:** ADOPTED BY ROLL CALL VOTE

**MOVER:** Bill Roth

**SECONDER:** Cherryl Strathmann

**AYE:** Deborah Allan, Dale Berman Mavis Bates, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Myrna Molina, Bill Roth, Cherryl Strathmann, Bill Tarver, Vern Tepe, Rick Williams, David Young

**NAY:** Monica Silva

**ABSENT:** Gary Daugherty, Mark Davoust, Michelle Gumz, Anita Lewis, Michael Linder, Jarett Sanchez, and Clifford Surges

**FP-R-24-02-3076** Resolution Ratifying the Emergency Purchase of One Ford F-150 Police Interceptor Truck for the Public Safety Department

*Chief of Police Burger presented the emergency purchase for a Ford F150 Truck. The Public Safety department relies heavily on dependable vehicles in good working order to conduct the day-to-day operations of the District. In January, the District was notified that the seven 2023 Ford F-150 Police Responder Pickup Trucks that were budgeted for replacement this fiscal year, through the Enterprise Fleet Management lease program, had been cancelled due to overall vehicle shortages. Two of the seven vehicles have been replaced through purchasing cooperatives, this fiscal year. The remaining five vehicles up for replacement are well beyond their life expectancy. The two vehicles that are being considered for replacement are Squad #223: a 2015 Chevrolet Tahoe with over 130,000 miles, and Squad #227: a Chevrolet Tahoe with over 149,000 miles. A determination of which Tahoe will be replaced will occur after an evaluation by a certified mechanic. These vehicles were originally approved for replacement in 2022 through Resolution No. FP-R-22-02-2930, and again through Resolution No. FP-R-22-11-2992. They were not purchased due to supply shortages through the Enterprise leasing program. These Enterprise leased vehicles would have been approximately \$61,000 for each vehicle with aftermarket upgrades.*

This emergency replacement will be a 2023 Ford F-150 Police Responder 4WD Super Crew with cost for the vehicle and delivery of \$50,930. The truck will require additional aftermarket upgrades for Public Safety standards. This vehicle was ordered through the State contract with Morrow Brothers Ford Inc., Greenfield, Illinois. This specific vehicle became available to the District on short notice, and there was no guarantee for a hold to allow the Board to approve it through the normal committee process. President Kious and Executive Director Haberthur approved this requisition under "Section 4.7.2 Emergency Affidavit" of the procurement manual. This purchase needs to be ratified by the Forest Preserve Commission.

**DISCUSSION:** Commissioner Roth asked about the Enterprise lease agreement, specifically when the agreement expires and if there were any penalties. ED Haberthur explained that the District budgeted to receive seven vehicles at the time of the agreement; however, Enterprise has not been able produce any vehicles throughout the two years. CFO Petschke explained that Enterprise has since cancelled the orders with the District; therefore, no agreement is set at this point. ED Haberthur noted that this ratification would be the last of

*the emergency purchases. This would be the third vehicle for the Public Safety Department. (Commissioners Surges, Davoust and Lewis arrived at 8:56 AM in person.)*

**RESULT:** **ADOPTED BY ROLL CALL VOTE**  
**MOVER:** Cherryl Strathmann  
**SECONDER:** Michael Kenyon  
**AYE:** Deborah Allan, Dale Berman, Mavis Bates, Mark Davoust, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, Myrna Molina, Bill Roth, Monica Silva, Cherryl Strathmann, Clifford Surges Bill Tarver, Vern Tepe, Rick Williams, David Young  
**ABSENT:** Gary Daugherty, Michelle Gumz, Michael Linder, Jarett Sanchez

**FP-R-24-02-3077** Resolution Authorizing an Agreement to Acquire Real Estate Subject to Conditions and Grant of Authority to Determine Whether Conditions Are Adequately Met

*Attorney Hodge presented the resolution to purchase real estate. He explained this acquisition was subject to concurrence from the Village of Huntley with added stipulations from the sellers. A portion of the acquisition was in the Village of Huntley's development plan. The purchase agreement included a request for municipal easements for future development. In addition, the District requested a portion of Oak trees remain that are part of the development parcel. Attorney Hodge noted that the negotiations have been ongoing and the agreement is pending closing.*

**DISCUSSION:** *Commissioner Surges asked about the Village of Huntley's requests and if their conditions have been met. Attorney Hodge responded that yes, negotiations have been moving forward with concurrence from the Village and stipulations met from the sellers.*

**RESULT:** **ADOPTED BY ROLL CALL VOTE**  
**MOVER:** Bill Roth  
**SECONDER:** Michael Kenyon  
**AYE:** Deborah Allan, Dale Berman, Mavis Bates, Mark Davoust, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, Myrna Molina, Bill Roth, Monica Silva, Cherryl Strathmann, Clifford Surges Bill Tarver, Vern Tepe, Rick Williams, David Young  
**ABSENT:** Gary Daugherty, Michelle Gumz, Michael Linder, Jarett Sanchez

*There was a change in the agenda order, the Commission moved in to Executive Closed Session prior to New Business.*

#### **XI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation, and Personnel**

The Commission moved into Executive Closed Session at 9:03 AM to discuss Land Acquisition and a Personnel matter (*Commissioner Sanchez arrived in person at 9:29AM*)

**RESULT:** **APPROVED BY ROLL CALL VOTE**  
**MOVER:** Rick Williams  
**SECONDER:** Ron Ford  
**AYE:** Deborah Allan, Dale Berman, Mavis Bates, Mark Davoust, Ron Ford, Mo Iqbal, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, Myrna Molina, Bill Roth, Monica Silva, Cherryl Strathmann, Clifford Surges Bill Tarver, Vern Tepe, Rick Williams, David Young  
**ABSENT:** Gary Daugherty, Michelle Gumz, Michael Linder, Jarett Sanchez

The Commission returned to Open Session at 9:34 AM on a motion by Davoust, second by Roth. Unanimous vote.

**XII. New Business**

**FP-R-24-02-3078** Resolution Approving the Purchase of Approximately 134 Acres Adjacent to Muirhead Springs Forest Preserve in Plato Township *(Not Attached)*  
*Per consensus of the Board, President Kious pulled the resolution FP-R-24-02-3078 from the agenda.*

**RESULT: PULLED FROM AGENDA**

**XIII. Communications**

*Community Affairs Dir. Metanchuk provided an update on the winter photo contest; pictures of the winners were shared. Creek Bend Nature Center is now accepting online reservations for the nature programs through the District's website. Dir. Metanchuk stated the launch was successful with a number of registrations confirmed the same day. Maple Sugaring Days is scheduled for March 2<sup>nd</sup> and 3<sup>rd</sup>, 2024 from Noon to 3pm. Dir. Metanchuk promoted the spring Treeline Newsletter, this issue includes summer camps and the annual native plant sale.*

**XIV. President's Comments**

*None.*

**XV. Department Reports**

**RESULT: ACCEPTED AND PLACED ON FILE**

**MOVER:** Ron Ford

**SECONDER:** Mavis Bates

**AYE:** Mavis Bates, Mark Davoust, Ron Ford, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, Myrna Molina, Bill Roth, Jarett Sanchez, Monica Silva, Cherryl Strathmann, Clifford Surges, Bill Tarver, Vern Tepe, Rick Williams, and David Young

**REMOTE:** Deborah Allan, Dale Berman, and Mo Iqbal

**ABSENT:** Gary Daugherty, Michelle Gumz, and Michael Linder

**XVI. Adjournment**

*The meeting adjourned at 9:39AM.*

**RESULT: APPROVED BY VOICE VOTE**

**MOVER:** Michael Kenyon

**SECONDER:** Mark Davoust

**AYE:** Mavis Bates, Mark Davoust, Ron Ford, Leslie Juby, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, Myrna Molina, Bill Roth, Jarett Sanchez, Monica Silva, Cherryl Strathmann, Clifford Surges, Bill Tarver, Vern Tepe, Rick Williams, and David Young

**REMOTE:** Deborah Allan, Dale Berman, and Mo Iqbal

**ABSENT:** Gary Daugherty, Michelle Gumz, and Michael Linder

Chris Kious, Chairman  
Forest Preserve District Commission  
Forest Preserve District of Kane County

Respectfully Submitted,

*Gabriella Figliozzi*

Gabriella Figliozzi, Recording Secretary      Myrna Molina, Board Secretary