



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, March 26, 2024**

**2:00 PM**

**3rd Floor Board Room**

### I. **Call to Order**

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, March 26, 2024. Chair Berman called the meeting to order at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134.

**PRESENT**                      President Chris Kious  
   Commissioner Deborah Allan (Remote)  
   Chairman Dale Berman  
   Commissioner Leslie Juby  
   Commissioner Bill Lenert  
   Commissioner Jarett Sanchez (Remote)  
   Commissioner Vern Tepe  
   Commissioner Rick Williams  
**ABSENT:**                      Commissioner Michelle Gumz

**Also Present:** Commissioners: Kenyon, Roth; Exec. Dir. Haberthur (Remote), CFO Petschke (Remote) & staff Carrano, Marano; Dir. of NRM Chess; Chief of Planning & Land Mgmt. Rooks-Lopez; Comm. Affairs Dir. Metanchuk; Ops. Dir. Jensen; Police Sgt. Hayes; Admin staff Figliozzi, Rafferty and Attorney Hodge.

### II. **Approval of Minutes from February 27, 2024**

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

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

*None.*

### IV. **Bids and Proposals**

*None.*

### V. **New or Unfinished Business**

*There was a change in the Agenda order, Closed session was called prior to the following item under New or Unfinished Business*

**TMP-24-1871 Resolution Approving the District Owned Housing Policy**

*HR Dir. Clough presented the Housing Policy, this item was tabled for 30 days at the last Finance and Administration Committee meeting. The policy was discussed in closed session as it contained personal employee information as a lease agreement between tenant and landlord. The policy moved forward with modifications to reflect Option #2, to the Executive Committee for consideration. The key points of option #2 are that monthly rent shall be collected based off of 25% of a home’s residence’s fair market value plus fringe benefit tax withholdings.*

The District has had residential properties nearly since its inception. Truly vacant land is rarely available for sale. Land is more typically sold with associated residences. Currently the District owns twelve (12) residential properties which it lets, or has the capacity to let, to employees, and one (1) property that is being leased to a non-District person. Currently, six (6) of the available properties have an active lease agreement. The remaining vacant homes are undergoing improvements prior to re-leasing or becoming available to rent following the full commission’s review of this policy document.

**DISCUSSION:** *Commissioner Williams stated for the record, the lease agreement will be re-evaluated in one year and current and future tenants should anticipate a change in rental rates in 2025. Chair Berman stated that the recommendation for the Executive Committee is fair and staff is working diligently to implement an updated policy.*

- RESULT:** **MOVED FORWARD BY ROLL CALL VOTE [6-1]**
- TO:** Forest Preserve District Executive Committee
- MOVER:** Bill Lenert
- SECONDER:** Rick Williams
- AYE:** Deborah Allan, Dale Berman, Leslie Juby, Bill Lenert, Jarett Sanchez, Rick Williams
- NAY:** Vern Tepe
- ABSENT:** Michelle Gumz

**TMP-24-2084 Resolution Authorizing a Professional Auditing Services Contract with Lauterbach & Amen, LLP**

*Finance Manager Carrano provided background information and the renewal contract for Audit services. The 2023 fiscal year was the last contract year with the District’s current auditors, Lauterbach & Amen, LLP. In January 2020, the District issued a Request for Proposals (RFP) for auditing services. The proposed term was for four years with the option for three additional one-year extensions, if approved by the Commission and mutually agreeable by the Audit Firm. Due to concerns of inflated audit service costs caused by the pandemic, staff reached out to Lauterbach & Amen to request an extension of all three option years. The auditors acknowledged an overall increase for audit services, but agreed to executing all three option years at the pricing included in the 2020 RFP submittal and they also provided three additional mutually agreeable option years as well.*

**DISCUSSION:** *Commissioner Lenert commented that the price was reasonable. Manager Carrano noted that GFOA encourages the multiyear agreements with the same auditors. Chair Berman noted that is it beneficial to utilize the same company over a few years minimum as they save all the information from the previous year.*

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

**VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential**

## Litigation and Personnel

The Committee entered into Executive Closed Session to discuss license agreements at 2:10 PM.

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

The Committee returned to Open Session at 3:04PM on a motion by Tepe, second by Lenert. Roll call was taken, unanimous vote.

## VII. Communications

*Community Affairs Metanchuk presented photos from the Maple Sugaring Days event noting it was a successful turn out. She thanked all the volunteers and staff that helped make the event run smoothly.*

*Dir. Metanchuk promoted the Earth Day tree planting event. This year, the event will take place in Elburn Forest Preserve. Environmental Education Manager McKittrick will be leading hikes that morning on Saturday April 20, 2024. The Annual Native Plant sale will be on Saturday April 27, 2024, 1,600 plants have been sold thus far through the online sales portion. Plants will be available to purchase onsite the day of. Dir. Metanchuk provided information for summer camps noting openings for Elgin and Aurora locations.*

## VIII. Chairman's Comments

*None.*

## IX. Adjournment

*The meeting adjourned at 3:10 PM.*

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

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

Respectfully Submitted,

*Gabriella Figliozi*

Gabriella Figliozi  
Recording Secretary