



1996 S. Kirk Rd. Suite 320
Geneva, IL 60134

Forest Preserve District Executive Committee Meeting Minutes

President Christopher Kious, President Pro Tem Mavis Bates, Secretary Myrna Molina, Dale Berman, Michael Kenyon, Anita Lewis, Jarett Sanchez, Cherryl Strathmann, Vern Tepe

Thursday, October 3, 2024

8:30 AM

3rd Floor Board Room

I. Call To Order

The Forest Preserve District Executive Committee meeting was held Thursday, September 5, 2024. President Kious called the meeting to order at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134.

PRESENT President Forest Preserve District Chris Kious
Secretary Forest Preserve District Myrna Molina (Remote)
Commissioner Dale Berman
Commissioner Anita Lewis (In person at 8:35AM)
Commissioner Mavis Bates
Commissioner Michael Kenyon
Commissioner Cherryl Strathmann
Commissioner Vern Tepe (In person at 8:37AM)
Commissioner Jarett Sanchez

ABSENT: *None.*

Also Present: Commissioners Allan (Remote), Roth; Exec. Dir. Haberthur; Chief of Planning & Land Mgmt. Rooks-Lopez; Finance Dir. Petschke & staff Carrano, Marano; Dir. of Comm. Engagement Metanchuk & staff Kovach; HR Dir. Clough & staff Misner; NRM Dir. Chess; Dir. of Ops. Jensen; Chief of Police Burger; Exec. Assist. Figliozzi & staff Rafferty; Attorney Hodge and members of the public.

II. Approval of Minutes from September 5, 2024

RESULT: **APPROVED BY UNANIMOUS CONSENT**

MOVER: Mavis Bates

AYE: Dale Berman, Mavis Bates, Michael Kenyon, Jarett Sanchez, Cherryl Strathmann

ABSENT: Anita Lewis, Vern Tepe, Myrna Molina

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

None.

IV. Presentation and Approval of Bills and Commissioners' Per Diem from September 2024

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

TO: Forest Preserve District Commission

MOVER: Michael Kenyon

SECONDER: Dale Berman

AYE: Dale Berman, Mavis Bates, Michael Kenyon, Jarett Sanchez, Cherryl Strathmann

ABSENT: Anita Lewis, Vern Tepe, Myrna Molina

V. Finance and Administration

TMP-24-2927 Resolution Approving the Purchase of One (1) Tractor with Detachable Front-end Loader for the Operations Department

(Commissioner Lewis arrived in person at 8:35 AM)

Ops. Dir. Jensen presented the purchase of one utility cart for the Operations Department.

Utility cart C306, a 2008 John Deere Gator, for North Operations was approved for replacement in the FY 2024-25 budget. This utility cart has exceeded the 15-year life expectancy standard of the District’s replacement program. Utility carts serve many different functions throughout the District. Smaller in size and lighter in weight, these carts efficiently transport staff and materials throughout the preserves, to support maintenance needs of both improved and natural areas. This cart will be replaced with a John Deere Gator HPX615E, a 4x4 model more adaptive to supporting prescribed burns and winter season trimming and cutting needs; as well as any operational requirements outside of improved turf areas. The District is requesting the utilization of the Sourcewell Joint Purchasing Program for this purchase. Sourcewell is a national purchasing cooperative program that completes the competitive bid process on behalf of governmental bodies. Therefore, the District is authorized to utilize them for specific materials, vehicles and equipment. AHW LLC is an authorized Sourcewell vendor. The attached quotation reflects a 14% saving, or \$2,449 under MSRP through this program. Funds totaling \$16,300 were budgeted in the North Operations Machinery & Equipment account for the replacement of C306 in the 2024-25 fiscal year. Sufficient funds are available to cover the \$15,198.98 for the purchase of the utility cart.

DISCUSSION: *None.*

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

TMP-24-2929 Resolution Approving the Purchase of One (1) 4x4 Utility Cart for the Operations Department

(Commissioner Tepe arrived in person at 8:37AM) *Ops. Dir. Jensen presented the purchase of one utility cart and one electric utility cart for the Operations Department.* Utility cart C306, a 2008 John Deere Gator, for North Operations was approved for replacement in the FY 2024-25 budget. This utility cart has exceeded the 15-year life expectancy standard of the District’s replacement program. Utility carts serve many different functions throughout the District. Smaller in size and lighter in weight, these carts efficiently transport staff and materials throughout the preserves, to support maintenance needs of both improved and natural areas. This cart will be replaced with a John Deere Gator HPX615E, a 4x4 model more adaptive to supporting prescribed burns and winter season trimming and cutting needs; as well as any operational requirements outside of improved turf areas. The District is requesting the utilization of the Sourcewell Joint Purchasing Program for this purchase. Sourcewell is a national purchasing cooperative program that completes the competitive bid process on behalf of governmental bodies. Therefore, the District is authorized to utilize them for specific materials, vehicles and equipment. AHW LLC is an authorized Sourcewell vendor. The attached quotation reflects a 14% saving, or \$2,449 under MSRP through this program. Funds totaling \$16,300 were budgeted in the North Operations Machinery & Equipment account for the replacement of C306 in the 2024-25 fiscal year. Sufficient funds are available to cover the \$15,198.98 for the purchase of the utility cart. *(Commissioner Molina arrived via remote at 8:40AM)*

Chair Berman requested to move agenda items TMP-24-2929 and TMP-24-2928 together.

TMP-24-2928 Resolution Approving the Purchase of One (1) Electric Utility Cart for the Operations Department

Based on the District's replacement schedule, funding for the replacement of one (1) 2008 John Deere Gator utility cart (C400) for the South Operations division was approved in the FY 2024/25 budget. This utility cart has exceeded the 15-year life expectancy standard of the replacement program. Staff has researched and is recommending the replacement model be a John Deere Gator TE, a newer model utilizing a proven, commercial-grade chassis and now offered in an electric version. Projected payload capacity, operating range, and other capability requirements needed to satisfy the District's needs for daily garden and preserve maintenance have been met in this model. Additionally, it will give the District the ability to explore additional uses; such as prescribed burns, campground operations, and special-event support with electric-powered utility carts. The District is requesting the utilization of the Sourcewell Joint Purchasing Program for this purchase. Sourcewell is a national purchasing cooperative program that completes the competitive bid process on behalf of governmental bodies. Therefore, we are authorized to utilize them for specific materials, vehicles and equipment. AHW LLC is an authorized Sourcewell vendor. The quotation reflects a 17% savings, \$3,213 under MSRP through this program. Funds totaling \$17,000 were budgeted in the South Operations Machinery & Equipment account for the replacement of C400 in the 2024/25 fiscal year. Sufficient funds are available to cover the \$15,845.01 to purchase the electric utility cart.

DISCUSSION: None.

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

TMP-24-2958 Approval of the Restated Organization Ordinance

HR. Dir. Clough presented the following revisions of the ordinance noting that it is typically reviewed in January of each year, however this was brought to staff's attention regarding per diem payment and remote attendees. At its most recent meeting of the Full Commission on September 10, 2024, the Forest Preserve District of Kane County's Board of Commissioners discussed its policy related to the compensation of Commissioners' attendance at committee meetings. At the direction of the Board, staff brought the full ordinance before the Finance and Administration Committee for consideration at its September 24, 2024 meeting. In addition to its own policy and current practice, the Committee reviewed the State of Illinois' Open Meetings Act and its requirements surrounding elected officials' remote attendance at meetings. The Committee recommended the District maintain its current practice of compensating commissioners who attend meetings remotely, and provide per diem to commissioners who appear in person for meetings that are canceled due to a lack of quorum. It directed staff to amend the Organization Ordinance to add clarifying language to its policy.

In January of each year, staff completes a review of the Ordinance, and presents the Board with required and recommended revisions. Staff will continue this practice at the beginning of 2025; however, in addition, it made the following changes to the document to reflect current practice:

1. Revised the order of business for all commission meetings to include recognition of remote participation by members of the board;
2. Amended staff position titles throughout the document for consistency with those approved in the recently adopted compensation and classification study;
3. Updated the number of authorized full-time police officers referenced in Chapter V from four (4) to five (5) consistent with the FY2024-2025 budget document; and,

4. Revised Chapter XII, sections G and L to reflect the most recent General Use Ordinance and Employee Handbook revision dates.

The board has the full discretion to consider and establish District policies, including to set the compensation of its members.

DISCUSSION: None.

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

TMP-24-2938 Resolution Approving the Fiscal Year 2025-2026 Estimated Budget for the Purpose of Establishing the 2024 Tax Levy

Dir. of Finance Petschke presented the estimated budget for levy purposes. 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 \$20,686,480,292 (final percentage is not determined)
- Preliminary new construction figures for the county are \$245,116,149 (partial year)

In the past, the Committee has considered the options of increasing the levy by CPI and new construction for the upcoming tax levy. This year is unique due to the unknown outcome of the November referendum. It is required for the Commission to approve a budget for levy purposes and levy ordinance to capture the full amount that the public may approve by increasing the limiting rate to .074313%. It is also required by state statute to hold a truth in taxation hearing prior to the approval of the Tax Levy Ordinance at the November 12th 2024 full commission meeting. Should the referendum be successful, based on the estimates from the County, the District would receive an additional \$6,857,534 in property tax revenue. However, if it is not approved by voters, the Property Tax Extension Law Limit (PTELL) would be imposed and it would have the following effect on the District's 2024 property tax levy:

- Increase the levy by both CPI and new construction – The levy would increase for CPI by \$289,517, which for the upcoming levy year will be 3.4%. The increase in the levy due to new construction is estimated between \$105,000 and \$135,000.

The numbers provided by the clerk's office are not final. Based on estimates, and using the new construction figure shown above, the District would anticipate an increase of \$6,857,534 in additional revenue if the referendum is approved by voters.

DISCUSSION: None.

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

VI. Land Acquisition

TMP-24-2795 Resolution Authorizing the Sale of District Owned Parcels in the Algonquin Shores Subdivision, Kane County, IL

Dir. of Planning and Land Mgmt. Rooks-Lopez presented District owned parcels in the Algonquin Shores neighborhood for sale. Staff performed site reviews of District owned parcels within the Algonquin Shores subdivision to determine which parcels should remain with the District. A list of parcels was compiled that were of little habitat quality and limited to no public access or use potential. The Land Acquisition Committee directed staff to finalize parcels for sale. The parcels were valued at a minimum \$500 per lot. Lots will be sold by public auction with notices mailed to adjoining property owners. The Dundee Township Park District will be contacted first, prior to sale by auction, and offered a first right-of-refusal to maintain the land for public use. Proceeds from the auctions are expected to be approximately \$5,500 and will be directed to the Land Acquisition Fund account.

***DISCUSSION:** Commissioner Sanchez asked if the District typically offers to sell these types of parcels to the park district first prior to auction. Dir. Rooks-Lopez responded that the District has offered to municipalities, however the park district specifically makes sense due to the location of the parcels. She noted that if they are not interested then the District will move forward with public auction. Commissioner Kenyon noted that these parcels require District resources for maintenance and upkeep. He stated that selling these would be ideal.*

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

VII. Planning & Utilization

TMP-24-2906 Resolution Approving Bids for Herbicide Control of Woody Resprouts at Various Preserves

NRM Dir. Chess presented the following bid for herbicide control. This District's idea of "preservation" has evolved since its organization in 1925. In the early 20th century, we thought that installing a fence around a beloved natural area, restricting activities therein and letting-nature take its course, was the best way we could carry out our mission of caring for nature. Now, we know that there is no preservation without active restoration. Our preserves represent fragments of a much greater landscape. Whereas the land used to be able to reestablish a natural equilibrium after a disturbance, the pieces needed to heal are now often located miles away from the altered landscape (if available at all). Intervention is needed to get these restorative resources where they need to be. In the face of modern fire suppression and landscape fragmentation, invasive species represent a massive threat to woodland biodiversity. Invasive plant species come in many varieties, but two main distinctions land managers make to categorize management are herbaceous (herb-like, for example: garlic mustard and wild chervil) or woody (a plant that produces wood for structure; shrubs and trees, in essence: buckthorn and honeysuckle).

District staff and contractors annually clear dozens of acres. These clearing projects remove large portions of non-native and invasive woody vegetation from degraded woodlands. The removal of mid- and over-story individuals from a woodland opens the forest floor to sunlight. The sunlight equally favors both beneficial species and invasive non-natives. The contracted work detailed below will target invasive woody species for chemical spot control. Through this process, we will promote desirable plants and restore both the structure and function of the woods. Successive years of effort will reduce the effort and cost needed to maintain these areas in perpetuity.

The District publicly advertised the bid and received four responses. The qualified, lowest bid for each of the four projects are as follows:

Project 1 – Hampshire Forest Preserve – (49.7 acres): Bid of \$27,170.00 by

Cardinal State, LLC of Barrington Hills, Illinois.

Project 2 – Hampshire Forest Preserve – (26.4 acres): Bid of \$12,497.00 by Woods to Wetlands, LLC of Streamwood, Illinois.

Project 3 – Burnidge Forest Preserve – (12.2 acres): Bid of \$5,994.60 by Woods to Wetlands, LLC of Streamwood, Illinois.

Project 4 – Grunwald Forest Preserve – (22.6 acres): Bid of \$12,790.00 by Cardinal State, LLC of Barrington Hills, Illinois.

DISCUSSION: *Commissioner Bates asked about potential drift of herbicide when applied. Dir. Chess explained that the application is done by backpack, staff is very careful in applying directly to the plant and the product used is aquatic approved. Commissioner Bates appreciated how staff handles the application in controlling the invasive species.*

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

TO: Forest Preserve District Commission

MOVER: Cheryl Strathmann

SECONDER: Michael Kenyon

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

TMP-24-2941 Resolution Approving a Public Art Sculpture Installation at Johnson’s Mound Forest Preserve for the Centennial Celebration on June 8, 2025

Exec. Dir. Haberthur presented the public art sculpture to be installed at Johnson’s Mound Forest Preserve in celebration of the District’s 100-year anniversary. As we approach the 100th anniversary of the Forest Preserve District, we are excited to announce a transformative project at Johnson’s Mound Forest Preserve in Elburn. To honor a century of conservation efforts, the District plans to restore 35 acres of agricultural land to its natural state, featuring forests and vibrant prairies. A centerpiece of this initiative is the commissioning of the District’s first public art sculpture, which will serve as a focal point for visitors and inspire appreciation for our natural environment.

In conjunction with this sculpture, the public will have the opportunity to engage in the restoration of a 12-acre woodland area by planting 800 trees, creating a living legacy of conservation. The Request for Qualifications (RFQ) process was initiated to identify an artist with a proven track record of public art, ensuring the creation of a meaningful and lasting installation. A Centennial Art Committee was created comprised of five staff members, two Forest Preserve Commissioners, the Kane Forest Preserve Foundation Board President and two artists from local arts organizations. This committee evaluated artist submissions based on criteria such as artistic vision, project approach, and relevant experience.

The RFQ process began with a broad call for artists, attracting five submissions from various qualified candidates. Each submission included two to five sketches, project approaches, and relevant experience. After thoroughly reviewing the initial submissions, the artist review committee narrowed the pool to four artists for interviews. During the interview phase, the four artists presented their proposals in detail, allowing the committee to assess their visions and approaches. Following these discussions, the committee refined the selection to three artists, who were asked to create a three-dimensional model of their proposed sculpture. The artists who provided three-dimensional models received a \$1,000 reimbursement for their efforts. This step ensured the committee could evaluate each design’s artistic intent and feasibility. Ultimately, Mike Baur’s submission, which features the sculpture “Guardians,” stood out as the most compelling. His design reflects a deep understanding of the natural environment and its cycles, aligning perfectly with the project’s vision. Inspired by the intricate patterns formed by fallen branches in Midwest forests, Baur’s design features two monoliths crafted from high-strength concrete and steel, capturing the essence of protection and guardianship over our landscapes. Baur will spend the winter months preparing materials and building the formwork

in his studio, with installation planned for May 2025. The sculpture is designed to be durable and maintenance-free, aligning with our long-term goals for sustainability and conservation.

DISCUSSION: Commissioner Bates asked if children would be allowed to climb on the sculpture. Exec. Dir. Haberthur responded that staff is aware that it is inviting and have reviewed the safety requirements that would align with the District's insurance, PDRMA. Commissioner Tepe asked about sponsorships and funding. Dir. Haberthur stated that the District would be looking for sponsorships at different levels that would include a plaque and different sizes of tree purchase. Commissioner Roth asked about the ceremony. Exec. Dir. Haberthur responded that the District would be holding a celebration open to the public, hoping to have everyone attend.

RESULT: MOVED FORWARD BY ROLL CALL VOTE

TO: Forest Preserve District Commission

MOVER: Jarett Sanchez

SECONDER: Michael Kenyon

AYE: Mavis Bates, Dale Berman, Michael Kenyon Anita Lewis, Myrna Molina, Jarett Sanchez, Cherryl Strathmann, Vern Tepe

VIII. New or Unfinished Business

None.

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

The Committee moved into Executive Closed Session at 9:12AM to discuss license agreements.

RESULT: APPROVED BY ROLL CALL VOTE

MOVER: Mavis Bates

SECONDER: Michael Kenyon

AYE: Mavis Bates, Dale Berman, Michael Kenyon Anita Lewis, Myrna Molina, Jarett Sanchez, Cherryl Strathmann, Vern Tepe

The Committee returned to Open Session at 9:22AM on a motion by Berman, second by Sanchez. Roll Call vote was taken, unanimous vote.

X. Communications

Dir. of Comm. Engagement Metanchuk reported on various events, the first Annual Foundation Golf Outing, the Volunteer Appreciation dinner and the Fox River Day cleanup. Pictures were shared of all the events. Commissioner Kenyon asked if the District is making progress in reducing the garbage each year with the cleanups. Exec. Dir. Haberthur responded that unfortunately, there will always be trash, garbage trucks being uncovered add to the increase of trash that gets blown around. Lastly, Dir. Metanchuk presented pictures from the Harvest Festival at Oakhurst Forest Preserve held on September 29, 2024. She noted that the District would be holding a public meeting about the referendum, information is available on the District's website.

XI. President's Comments

None.

XII. Financial Reports

Reports A-C were moved together.

A. Bond Investment Analysis Report through August 2024

B. Cash & Investment Report through August 2024

C. Income Statement through August 2024

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

XIII. Adjournment

The meeting adjourned at 9:31AM.

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

Christopher Kious, President
Forest Preserve District Executive Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary