



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### EXECUTIVE COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Executive Committee meeting was held Thursday, May 5, 2022 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by President Chris Kious at 8:32 AM.

#### Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present
Commissioner Dale Berman	Present
Commissioner Michael Kenyon	Present
Commissioner John Martin	Present
Commissioner Barbara Wojnicki	Present
Commissioner Mavis Bates	Present*
Commissioner Drew Frasz	Present*
Commissioner Myrna Molina	Present*
Commissioner Jarett Sanchez	Present*

#### Others Present:

Commissioners: Allan, Brown; Exec. Dir. Meyers; CFO Stanish & staff Petschke\*; Dir. of Ops. Goreth; Landscape Architect Tegge; Dir. of NRM Haberthur & staff Rodeghero; Dir. of Comm. Affairs Metanchuk & staff Kovach; HR Dir. Yee; Chief of Police & Dir. of Public Safety Burger; Attorney Hodge and Recording Secretary Figliozzi.

#### II. Approval of Minutes from April 7, 2022

<b>RESULT:</b>	<b>APPROVED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Wojnicki, Commissioner
<b>SECONDER:</b>	Michael Kenyon, Commissioner
<b>AYES:</b>	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

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

*None.*

#### IV. Presentation and Approval of Bills and Commissioners' Per Diem from April 2022

**RESULT:**            **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]**    **Next: 5/10/2022 9:00 AM**  
**TO:**                    Forest Preserve District Commission  
**MOVER:**             Dale Berman, Commissioner  
**SECONDER:**        John Martin, Commissioner  
**AYES:**                Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina,  
                              Jarett Sanchez, Barbara Wojnicki

## V. Finance and Administration

### A. Presentation and Approval of a Bid for the Hughes Creek Golf Club Maintenance Building Paving

*Dir. of Ops. Goreth presented the bid for the Hughes Creek Golf Club maintenance building parking lot paving. At the Finance and Administration meeting held on October 26, 2021, Commission approved an amendment to the 2021/22 Fiscal Year budget for the transfer of \$69,500 of additional funds to install asphalt paving (13,000 square feet), as well as gutters/downspouts and a perimeter fence, at the Hughes Creek Golf Club maintenance facility. Throughout the winter months, the Operations Trades Division completed the interior build out of the facility in-house, and coordinated the contracted installation of the fire alarm system. \$18,410 has been expensed for the installation of the fire alarm system, leaving a fund balance of \$63,074.*

Staff completed specifications for the paving of the maintenance facility parking area, and the bid was sent to out to 48 vendors with eight responding. Lakewood Paving from Chicago Ridge, Illinois was the qualified lowest bidder, with a total price of \$36,905.44. References were provided by the company and confirmed by staff.

**DISCUSSION:** *Commissioner Kenyon asked about the current alarm system and if a bid is necessary. Dir. Goreth responded that the District has a contract with ADS for the alarm system that cover all the facilities.*

**RESULT:**            **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]**    **Next: 5/10/2022 9:00 AM**  
**TO:**                    Forest Preserve District Commission  
**MOVER:**             Mavis Bates, Commissioner  
**SECONDER:**        Dale Berman, Commissioner  
**AYES:**                Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina,  
                              Jarett Sanchez, Barbara Wojnicki

### B. Presentation and Approval of the Proposed Appropriation Ordinance and Budget Fiscal Year 2022-2023

*CFO Stanish presented the fiscal year 2022/2023 budget. Prior year trends were reviewed, and a priority analysis of new initiatives/purchases were discussed to determine the best uses of the funds available. The General Fund's revenues are expected to increase slightly, from \$9,847,426 to \$10,648,145. The key changes in revenues were presented, starting with the State Replacement Tax increase of \$263,000. This is based on the Illinois Municipal League (IML), noting that the increase has been estimated at 49% for next fiscal year's budget. The Property Tax increase of \$197,000 was due to the Commission approving both new construction and CPI from prior year's levy.*

*CFO Stanish discussed the sale of material increase of \$181,000. This is based on a one-time revenue for the vehicles that are being sold, the District has a contract with Enterprise for leasing vehicles. An increase to the contingency fund will balance the one time revenue source. Stanish discussed the Golf Course revenues from Hughes Creek Golf Club. He noted the plan has always been to move the revenues out of the general fund and into the Construction and Development Fund, a total of \$135,000 would be moved, these funds can be utilized for capital improvements.*

CFO Stanish reported on the General Fund Expenses. The District budgeted for a merit pool of 3.9%, however the employee percentage increase varies on performance evaluations. The 3.9% is reserved for the employees who obtain an Exceeds rating. The proposed new positions are within the budget, the savings are all dependent on the success of the Early Retirement Incentive (ERI) program. The full time police officer position will begin July 1, 2022. The other positions will be in effect January 1, 2023 and are programmed in the budget. CFO Stanish reported, the District's health insurance Blue Cross Blue Shield HMO premium decreased by 6.7%, the PPO premium increased slightly by 5.7%. Over half of the District's employees participate in the HMO program, thus an overall decrease to the District's premium.

**DISCUSSION:** Commissioner Martin discussed the situation with the Kane County Sheriff and the fleet vehicles with Enterprise, they have not been able to produce the vehicles due to the shortage, was concerned about the District's situation with Enterprise. CFO Stanish responded that staff has not received any notice from Enterprise regarding any vehicle cancellations, however, staff is aware of delays and continue to be conservative with vehicle sales until more information is available. CFO Stanish briefly reported on the current grant projects, timeline and provided an update on the wetland mitigation bank project.

Commissioner Wojnicki asked about the Jon J. Duerr Forest Preserve renovation grant project. Exec. Dir. Meyers responded that the project has been submitted for an Open Space Lands Acquisition and Development (OSLAD) grant, staff is waiting response from the Illinois Department of Natural Resources (IDNR) and more information will be provided. Meyers provided details of the proposed project.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 5/10/2022 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	Dale Berman, Commissioner	
<b>SECONDER:</b>	Drew Frasz, Commissioner	
<b>AYES:</b>	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki	

### C. Presentation and Approval of Presidents' Expenses Attending the 2022 IAPD Legislative Conference

Exec. Dir. Meyers presented the President's annual expenses for the 2022 IAPD legislative conference held in Springfield, IL. The conference provides an opportunity to meet with legislators and attend informational events with the IAPD and IDNR staff in Springfield. The total expenses were \$660.66 for the 2022 conference.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 5/10/2022 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	Barbara Wojnicki, Commissioner	
<b>SECONDER:</b>	Michael Kenyon, Commissioner	
<b>AYES:</b>	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki	

## VI. Planning & Utilization

### A. Presentation and Approval of a Bid to Pre-Fabricate and Deliver a Bridge for the LeRoy Oakes Forest Preserve RTP Project

Landscape Architect Tegge presented the bid for the Recreational Trails Program (RTP) grant project from the Illinois Department of Natural Resources (IDNR) for the LeRoy Oakes Forest Preserve. Tegge provided background information noting the trails would connect to the existing structures. The prefabricated bridge would be replaced, and installed in house. Funds totaling \$350,000 were

budgeted in Fiscal Year 2019/20 for the construction of the Interpretive Trail, Signage and Bridge Project. In addition, funds of \$50,000 were previously budgeted in Fiscal Year 2018/19 for engineering services. The total funding for this project is \$400,000. Sufficient funds totaling \$323,300 are available in the Construction & Development Fund, for this expense totaling \$65,400 for pre-fabrication and delivery of a new bridge. The RTP grant will reimburse the District 50% of the preliminary engineering and construction costs up to a total of \$200,000, following the completion of the project.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 5/10/2022 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	Dale Berman, Commissioner	
<b>SECONDER:</b>	Barbara Wojnicki, Commissioner	
<b>AYES:</b>	Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki	

## VII. New or Unfinished Business

### A. Presentation and Approval of a Bid for the Settler's Hill Golf Course Start-Up Project Paving

*L.A. Tegge presented the bid for the Settler's Hill Golf Course paving project. As part of the Settler's Hill Golf Course Start-Up Project, a new cart path must be installed to connect the current clubhouse with the new hole #1; a new parking lot must be installed at the new driving range; and the parking lot at the current clubhouse needs to be resurfaced. Additionally, alternate #1 was included to pulverize and recycle in place, 882 ft. of the Northern section of the proposed cart path and add 3 inches of limestone. A bid was publicly advertised and sent to 48 vendors with five responding. The responsible, lowest bid was received from Evans and Son Blacktop Inc., of West Chicago IL., in the amount of \$297,366.36.*

**DISCUSSION:** *Commissioner Kenyon asked when the course would be open for the public.*

*Exec. Dir. Meyers responded that renovation completion is scheduled for July, noting that it is weather dependent.*

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 5/10/2022 9:00 AM</b>
<b>TO:</b>	Forest Preserve District Commission	
<b>MOVER:</b>	Michael Kenyon, Commissioner	
<b>SECONDER:</b>	John Martin, Commissioner	
<b>AYES:</b>	Chris Kious, Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki	

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

*None.*

## IX. Communications

*Community Affairs Dir. Metanchuk reported there were over 500 attendees at the Earth Day Planting Event on April 23, 2022 at the Elburn Forest Preserve. The 500 oak trees were planted in a record time of 45 minutes. Metanchuk expressed the District's gratitude to Obscurity Restaurant in Elburn for assisting with the parking space, staff and volunteers. Metanchuk reported on the annual native plant sale pick up on April 30, 2022 for the Kane Forest Foundation. Sales were a success, the District is working with ComEd, as they have expressed interest in donating poles for the Osprey Towers project. Monies from the plant sale will be funding the project. Details to come in the fall. Commissioner Martin asked about the Ospreys. Staff responded that the nesting platforms need to hold an estimated 300 lbs., these nests are often seen on telephone and cell phone towers. Commissioner Frasz discussed the return in investment*

*regarding the leased vehicle program, noting the importance of the conditions on the vehicle and using magnetic decals and removal lights.*

**X. President's Comments**

*President Kious promoted the Senior Stroll at Bliss Woods today at 10:00 am and International Compost Awareness week.*

**XI. Financial Reports**

*Reports A-C were moved together.*

**A. Bond Investment Report: March 2022**

**B. Cash & Investment Report: March 2022**

**C. Revenue & Expense Report through March 2022**

<b>RESULT:</b>	<b>PLACE WRITTEN REPORTS ON FILE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Dale Berman, Commissioner
<b>AYES:</b>	Chris Kious, Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

**XII. Adjournment**

*The meeting adjourned at 9:12 a.m.*

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, Commissioner
<b>SECONDER:</b>	Dale Berman, Commissioner
<b>AYES:</b>	Chris Kious, Mavis Bates, Dale Berman, Michael Kenyon, Drew Frasz, John Martin, Myrna Molina, Jarett Sanchez, Barbara Wojnicki

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

Respectfully Submitted,

*Gabriella Figliozzi*

Gabriella Figliozzi  
Recording Secretary