

SECONDER: Michelle Gumz
AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

V. Finance and Administration

TMP-25-1038 Resolution Authorizing a Three (3) Year Contract With Automatic Data Processing (ADP) for Payroll, Human Resources, Tax Filing and Record Keeping Services

President Lenert presented the contract with ADP. The District currently manages both Human Resource Information System (HRIS) and payroll functions through New World Systems. “New World” is an Enterprise Resource Planning (ERP) system by Tyler Technologies. Tyler no longer sells this outdated software, and will stop supporting this product at an unspecified time in the near future. Given the uncertainty of Tyler’s support for New World, coupled with currently available organizational restructuring opportunities, staff are recommending the contracting of the District’s payroll services and select HR technologies to ADP Inc. This strategic shift offers a cost savings opportunity while introducing a suite of new technologies that will enhance both the District’s financial operations and improve HR functionality. ADP, Inc. agreed to lock in their pricing for the 3-year duration of this agreement. ADP has also agreed to a post contract lock of 3%, which will ensure the increases in the rates charged remain within 3% of the prior year. The District anticipates salary and benefit increases for the Payroll Coordinator position that is being eliminated to be much higher than the rate increases beyond the 3-year initial ADP contract period. Charges from ADP are calculated monthly, based upon the highest headcount of the pay periods that were processed in the prior month. Additional “ADP Comprehensive Services Ancillary Modules” are included in this contract as well, which are all disclosed in the attached contract.

The District anticipates that the base rate for ADP services will be approximately \$5,462.25 (100 employees), while in the peak seasonal months we expect that figure to increase to approximately \$6,816.95 (131 employees). Based on historical employee counts from fiscal year 2025, the District projects an annual fee of approximately \$73,027.20 for payroll, HR, and tax filing services within the 3-year contract period if employee staffing remains consistent. Total savings from eliminating the Payroll Coordinator position and software systems that will no longer be needed are \$113,069.00 annually. Those savings will be offset by a reclassification of the Human Resources Generalist position to a Human Resources Manager position for an increased cost of \$22,083.00. Additionally, the anticipated annual cost for ADP will be \$73,027.20. Therefore, the District will be able to utilize all of the services and technology from ADP while strengthening the support within the Human Resources department and also saving the District \$17,958.80 in the first year. This also ensures that annual increases remain locked for a 3-year period and that subsequent increases are not greater than 3% annually which will generate greater savings in the future compared to the projected salary and benefit increases for the Payroll Coordinator position. The ADP contract will also require a one-time implementation fee of \$8,000.00 that is currently available within the Administrative Department’s contingency account.

DISCUSSION: None.

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

TO: Forest Preserve District Commission

MOVER: Mo Iqbal

SECONDER: Michelle Gumz

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

TMP-25-1042 Ordinance Approving an Amendment to the Purchasing Ordinance for the Forest Preserve District of Kane County

President Lenert presented the amendment to the Purchasing Ordinance. The state implemented a higher threshold of \$60,000. The District’s Purchasing Policy (the “Policy”) was comprehensively amended in February of 2025. Since that time, Illinois Senate Bill 1612, amending the Downstate Forest Preserve Act was signed into law on August 1, 2025 and became effective immediately (P.A. 104-0114). The new law raises the competitive bidding threshold for Forest Preserve District’s purchases of supplies and materials from \$30,000 to \$60,000. The competitive bidding threshold for contracts for work (labor) remains at \$30,000. The District’s current Purchasing Ordinance requires competitive bidding for purchases of supplies and materials equal to or greater than a \$30,000 amount. District Finance staff have reviewed the Board approved resolutions for supplies and materials over a 3-year period and determined that there were six (6) resolutions that were passed by the board would have not been necessary under the new \$60,000 threshold. This modification to the policy will improve efficiency and cost-effectiveness while still maintaining appropriate controls for larger purchases. The District’s corporate counsel, Ancel Glink, reviewed the Purchasing Ordinance and suggested limited edits to the language.

DISCUSSION: None.

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

TO: Forest Preserve District Commission

MOVER: Jon Gripe

SECONDER: Bill Roth

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

TMP-25-1161 Resolution Approving the Fiscal Year 2026-2027 Estimated Budget for the Purpose of Establishing the 2025 Tax Levy

Dir. of Finance Petschke presented the resolution approving the estimated budget for establishing the 2025 tax levy. Preliminary audit results for fiscal year 2024/25 summarized below (please note full figures will not be available for approximately two months):

GENERAL FUND

Revenues

- Budgeted Amount - \$12,036,081
- Actual Amount - \$12,427,804
- Difference – Surplus of \$391,723 (3.3%)
- Investment Income – Surplus of \$260,980 – A majority of the surplus was due to the current interest rate environment and the diversified investments resulting in more interest income than what was budgeted in the fiscal year.
- Personal Property Replacement Tax (PPRT) – Deficit of \$207,184 – The original amount budgeted was based on Illinois Municipal League (IML) guidance, however the revenue was lower than anticipated due to the State continuing to divert revenue prior to it being distributed to local agencies.
- Campground Revenue – Surplus of \$185,412 – This surplus was primarily due to an accounting methodology change that was approved by the District’s auditors. The District had previously recorded a deferred revenue for reservations recorded online prior to the reservation date in the next fiscal year. Due to the immateriality of the entry, the reservations system will be on a cash basis going forward to greatly reduce staff time involved in the manual accrual calculation process.

- Sale of Material – Surplus of \$105,009 – Surplus was due to the District selling vacant lots, vehicles, and equipment in excess of the budget estimates through the online Public Surplus auction website.

Expenses

- Budgeted Amount - \$12,759,082
- Actual Amount - \$11,491,439
- Difference – Surplus of \$1,267,643 (9.9%)
- Full Time, Part Time, and Overtime Employee Wages – Surplus of \$182,218 – The District had a surplus budget of \$182,218 in full time, part time, and overtime wages. While the District spent 97.3% of the total budget in the fiscal year, the primary factor that contributed to a surplus in wages was staff turnover and the time it took to replace vacant positions with qualified replacements.
- Employer Portion of Health Insurance – Surplus of \$218,977 – The District budgeted a total of \$1,039,137 for employer paid health insurance in the fiscal year. The actual expenses were \$820,160 during the year. This surplus was primarily due to employees electing plans that have lower costs or waiving coverages. It is also due to employee turnover and the time it took to replace positions with qualified candidates.
- Carry-Over Expenditures (Vehicles & Fuel System) – Surplus of \$535,680 – This carryover amount represents both vehicles and a fuel system replacement that were budgeted in fiscal year 2024-2025, but were not delivered prior to the District’s fiscal year end. The District anticipated a delay in the delivery of these items and had budgeted for the carry-over of these vehicles and fuel system into the 2025-2026 fiscal year.
- Interfund Transfers – Surplus of \$190,085– The District budgeted a total of \$1,308,411 of operating transfers to the IMRF, Social Security and Liability Funds. Actual expenses were \$1,118,189 to comply with each respective fund balance policy.

IMRF FUND

Revenues

- Budgeted Amount - \$492,894
- Actual Amount - \$362,785
- Difference – Deficit of \$130,109 (26.4%)

Expenses

- Budgeted Amount - \$492,894
- Actual Amount - \$372,868
- Difference – Deficit of \$120,026 (24.4%)
- The IMRF Fund performed as expected for the fiscal year.

INSURANCE LIABILITY FUND

Revenues

- Budgeted Amount - \$395,108
- Actual Amount - \$358,282
- Difference – Surplus of \$49,310 (12.1%)

Expenses

- Budgeted Amount - \$407,592
- Actual Amount - \$354,362
- Difference – Surplus of \$53,230 (13.1%)
- The Insurance Liability Fund performed as expected for the fiscal year.

SOCIAL SECURITY FUND

Revenues

- Budgeted Amount - \$460,858
- Actual Amount - \$455,753
- Difference – Deficit of \$5,105 (1.1%)

Expenses

- Budgeted Amount - \$460,858

- Actual Amount - \$442,572
- Difference – Surplus of \$18,286 (4.0%)
- The Social Security Fund performed as expected for the fiscal year.

Each year the Finance and Administrative Committee determines the direction for the upcoming property tax levy which is then forwarded to the Executive Committee with a budget for levy purposes before going to the Full Commission for approval. Staff requested the most current information from the clerk’s office and received the following:

- Rate Setting EAV is estimated at \$23,436,973,365 (final percentage is not determined)
- Preliminary new construction figures for the county are \$288,425,018 (partial year)

Based on these estimates the District would be eligible for a Consumer Price Index (CPI) increase of 2.9%, or \$445,832 in additional property tax revenue in FY 26-27 and between \$153,973 and \$197,105 in additional revenue from new construction. The Illinois Downstate Forest Preserve Act (70ILCS 805/13.1) stipulates that each Forest Preserve District must approve their tax levy ordinance after the first Monday in October and by the first Monday in December in each year the board shall levy the general taxes for the district by general categories for the next fiscal year. Application of this statutory requirement to the 2025 Forest Preserve District commission meeting schedule, means The District must pass a budget for tax levy purposes at the Full Commission meeting on October 14th, then the tax levy ordinances and abatement ordinances must be filed at the following Full Commission meeting on November 10, 2025.

***DISCUSSION:** President Lenert commented that what was promised to the tax payers was a decrease next year, however staff has exceeded the expectations with a decrease this year, and a higher decrease next year. Commissioner Gripe asked about new construction and what the estimates would look like next year. Dir. Petschke responded that unfortunately staff does not have the ability to calculate those specific projections, staff works closely with the County each year. Additionally, Dir. Petschke noted that as a reminder, this is an estimate and could be a higher figure. The District budgets conservatively for this reason.*

RESULT: MOVED FORWARD BY ROLL CALL VOTE

TO: Forest Preserve District Commission

MOVER: Rick Williams

SECONDER: Mo Iqbal

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

VI. Planning & Utilization

TMP-25-1142 Resolution Authorizing a License For Bison Grazing with American Indian Center, at Burlington Prairie Forest Preserve

President Lenert presented the license agreement. The tallgrass prairie once covered Illinois in an ocean of grass. These diverse and productive ecosystems put down deep, stubborn roots and resisted settlement until the invention of the steel plow in the 1830s. Rapidly, the prairie disappeared from the landscape, ultimately leaving Illinois with less than a tenth of a percent of its original 22 million acres of prairie. Restoring tallgrass prairie has been one of the primary goals of the District. Currently the District is converting about 250 acres of agriculture to prairie annually. Restoration is a hands-on process to manage and maintain the diversity once present. Key to the historic management of the prairie was ecological disturbance, primarily driven by two factors: fire and grazing. Fire has been reintroduced by staff, but the grazing component is still missing. Bison were one of the engineers of the prairie, but suffered and even quicker decline than the prairie itself, and were fully extirpated from the state in the early 1800s.

Conservation efforts to preserve the North American bison have been wildly successful in the west, and more recently have proven to be successful east of the Mississippi River as well. The District has also completed a multi-year pilot project at Aurora West Forest Preserve. Over a 5-year period (2018-2023), cattle were used to simulate bison and demonstrated that our rebuilt grasslands can function following the introduction of a properly stocked grazing species.

In fall 2024, the District built a fence to enclose 32 acres of restored tallgrass prairie with the intent to reintroduce bison to the landscape. In June 2025, the District released a request for proposals to seek a partner organization interested in a regenerative bison grazing collaboration. The only proposal submitted was from the American Indian Center (AIC) in partnership with Ruhter Bison. AIC is the nation's first urban Native center, founded in 1953. AIC serves all Native people thorough a variety of programs, including Traditional Ecological Knowledge programs designed to maintain connections to traditional lifeways and a food sovereignty program that teaches gardening, foraging and traditional foods as tools for healing. Ruhter Bison has extensive experience managing bison herds for conservation purposes, including a herd on McHenry County Conservation District property. They will handle the day-to-day care of the herd, ensuring animal health and safety.

The proposed license agreement with AIC calls for a three-year term with the potential for up to four renewal options. Initially, there will be between 6-12 bison within the Burlington herd, with the potential for expansion as the fenced in area grows in size. As bison owners, AIC will assume liability for the herd. Additionally, to help mitigate potential risks, District staff alongside representatives from AIC and Ruhter Bison have collaborated on a detailed incident response plan outlining emergency response procedure.

DISCUSSION: *Commissioner Iqbal asked about the health and location of the bison. Dir. of NRM Chess responded that the bison would be coming from Nechusa Grasslands, a nature conservancy property in north central Illinois. The stock from this property is the most genetically pure that still exists in the country. They have had herds for over a decade now. Commissioner Gripe asked who would own the bison. Dir. Chess responded that AIC would own the bison. Commissioner Gripe commented on the opportunity to fund raise with naming, along the lines of the turtle program. Dir. Chess responded that AIC would own the bison and they have a different relationship in terms of the bison being seen as ancestors, past relatives returning to the land.*

RESULT: MOVED FORWARD BY ROLL CALL VOTE

TO: Forest Preserve District Commission

MOVER: Michelle Gumz

SECONDER: Mo Iqbal

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby,
Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

VII. Executive

TMP-25-1160 Resolution Approving the Purchase of Parcels Totaling Approximately 44.45 +/- Acres Adjacent to Meissner-Corron Forest Preserve in Campton Township

Dir. of Land Protection Rooks-Lopez presented the resolution to approve a purchase of parcels adjacent to Meissner-Corron Forest Preserve in Campton Township. The District settled on a purchase price of approx. \$900,000 for an estimated 44.45 acres. Dir. Rooks-Lopez reported that the District applied for a grant for this acquisition, if the District is awarded it would significantly reduce the total purchase price.

DISCUSSION: *None.*

RESULT: MOVED FORWARD BY ROLL CALL VOTE

TO: Forest Preserve District Commission

MOVER: Leslie Juby
SECONDER: Bill Roth
AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams
ABSENT: Cheryl Strathmann

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

None.

IX. Communications

Dir. of Community Engagement Metanchuk reported on the Kane Forest Foundation Golf Outing, noting the proceeds would be utilized for the construction of a Nature Play Space at the Leroy Oakes Forest Preserve. The Fox River days clean up event was a success, a total of 100 lbs. of trash was removed from the Fox River. Lastly, the annual Harvest Fest at Oakhurst Forest Preserve went well. Dir. Metanchuk invited all to attend the upcoming Ribbon Cutting at the newly renovated Brunner Forest Preserve on October 16, 2025 at 11AM.

X. President's Comments

None.

XI. Financial Reports

Reports A-C were placed on file.

- A. Bond Investment Analysis Report through August 2025
- B. Cash & Investment Report through August 2025
- C. Income Statement through August 2025

RESULT: PLACED ON FILE BY UNANIMOUS APPROVAL

MOVER: Bill Roth

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

Commissioner Gumz acknowledged Commissioner Dale Berman, who passed away recently. President Lenert noted that the District has planned a recognition for the Full Commission meeting next week Tuesday.

Commissioner Iqbal discussed video capabilities during committee meetings. President Lenert acknowledged the request. Exec. Dir. Haberthur responded in regards to the public comment attendee that had called in, they did have the option to attend via zoom, however they called via phone. The District does have video capabilities. The District does not offer live streaming, as that is a different system.

XII. Adjournment

This meeting adjourned at 8:54AM.

RESULT: APPROVED BY VOICE VOTE

MOVER: Bill Roth

SECONDER: Rick Williams

AYE: Bill Lenert, Michelle Gumz, Jon Gripe, Mo Iqbal, Leslie Juby, Anita Lewis, Bill Roth, Rick Williams

ABSENT: Cheryl Strathmann

Bill Lenert, President
Forest Preserve District Executive Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi, Recording Secretary