



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### COMMISSION MINUTES

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#### I. Call to Order

The Forest Preserve District Commission meeting was held Tuesday, June 14, 2022 at 9:00 AM at Kane County Government Center, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134. The meeting was opened by President Chris Kious at 9:00 AM. Remote=\*

#### II. Pledge of Allegiance

President Kious asked Commissioner Dale Berman to lead the pledge.

#### III. Roll Call

	Status
President Chris Kious	Present
Commissioner Dale Berman	Present
Commissioner David Brown	Present
Commissioner Michael Kenyon	Present
Commissioner Bill Lenert	Present
Commissioner Anita Lewis	Present
Commissioner John Martin	Present
Commissioner Myrna Molina	Present
Commissioner Kenneth Shepro	Present
Commissioner Monica Silva	Present
Commissioner Cheryl Strathmann	Present
Commissioner Clifford Surges	Present
Commissioner Vern Tepe	Present
Commissioner Barbara Wojnicki	Present
Commissioner Deborah Allan	Present* (via remote @ 9:04 am)
Commissioner Mavis Bates	Present*
Commissioner Michelle Gumz	Present*
Commissioner Drew Frasz	Present (in person @ 9:04 am)
Commissioner Jarett Sanchez	Present* (via remote @ 9:05 am)
Commissioner Tom Koppie	Present* (via remote @ 9:19 am)
Commissioner Mo Iqbal	Present* (via remote @ 9:32 am)
Commissioner Mark Davoust	Absent
Commissioner Ron Ford	Absent
Commissioner Todd Wallace	Absent

#### Others Present:

Also Present: Exec. Dir. Meyers; CFO Stanish & staff Petschke; Dir. NRM Haberthur & staff Rodeghero\*; Landscape Architect Tegge; Dir. Ops. Goreth; Dir. of Planning & Land Management Rooks-Lopez; Dir. of

Comm. Affairs Metanchuk & staff Kovach; Chief of Police & Public Safety Dir. Burger; HR Dir. Yee, Sarro; Attorney Hodge; KCIT Peters, Tierney; Recording Secretary Figliozzi and members of the public.

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

*None.*

**V. Presentation and Approval of the Minutes of May 10, 2022**

**RESULT:** APPROVED BY ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Dale Berman, Commissioner  
**SECONDER:** Barbara Wojnicki, Commissioner  
**AYES:** Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cherryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki  
**ABSENT:** Mark Davoust, Ron Ford, Mo Iqbal, Tom Koppie

*Minutes were approved as amended to reflect the President's abstention on item IX, the Authorization of the President's Expenses Attending the 2022 IAPD Legislative Conference. Commissioner Shepro presented a motion for unanimous consent, motioned approved. (Commissioner Allan arrived via remote @ 9:04 am, Commissioner Frasz arrived in person @ 9:04 am)*

**VI. Presentation and Approval of the Bills and Commissioner's Per Diem for May 2022**

**RESULT:** APPROVED BY ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Deborah Allan, Commissioner  
**SECONDER:** Kenneth C. Shepro, Commissioner  
**AYES:** Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Kenneth C. Shepro, Monica Silva, Cherryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki  
**ABSENT:** Mark Davoust, Ron Ford, Mo Iqbal, Tom Koppie, Jarett Sanchez, Todd Wallace

*(Commissioner Sanchez arrived via remote @ 9:05 am)*

**VII. Presentations:**

**FP-R-22-06-2948 Resolution of Commendation for John Goreth, Operations Director**  
*Exec. Dir. Meyers and President Kious thanked Mr. Goreth for his many years of service to the Forest Preserve District of Kane County and wished him well on his retirement.*

**RESULT:** ADOPTED BY ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Barbara Wojnicki, Commissioner  
**SECONDER:** Michael Kenyon, Commissioner  
**AYES:** Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cherryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki  
**ABSENT:** Mark Davoust, Ron Ford, Mo Iqbal, Tom Koppie, Todd Wallace

## VIII. Administration

**FP-R-22-06-2949                      Resolution Approving a Request from Friends of Fabyan to Install a Memorial Plaque in Memory of Mrs. Darlene Larson at Fabyan Forest Preserve**

*Exec. Dir. Meyers presented the installation of a plaque request. Mrs. Darlene Larson was the founder and past president of Friends of Fabyan in Geneva, Illinois from 1979 to 2018. She, and Friends of Fabyan, played an integral part in acknowledging the historical significance and interpretation of Fabyan Forest Preserve, by coordinating restoration projects and donating funds for the preservation of Fabyan Estate artifacts, structures and the Japanese Garden within the preserve. The Friends of Fabyan are requesting permission to install a bronze, memorial plaque at Fabyan Forest Preserve in memory of Mrs. Darlene Larson*

**DISCUSSION:** *Commissioner Frasz stated his parents were fully involved in the Friends of Fabyan group and were close friends with Darlene Larson, he noted this has been a huge accomplishment.*

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Mo Iqbal, Tom Koppie, Todd Wallace

## IX. Bid and Proposals

**FP-R-22-06-2950                      Resolution Approving a Contract Extension with Waste Management Inc. for Refuse and Recycling Services**

*Finance staff Petschke presented the final contract extension with Waste Management for the refuse and recycling. In 2017, the District partnered with the County of Kane to be included in their bidding process for refuse and recycling services, which resulted in substantial reduction in costs for the District. The original contract was for three years and the bid included an additional three one-year options, if both parties agree. It is now the desire of the District to approve the third, one-year extension option, with the adjusted prices as mutually agreed upon. (Commissioner Koppie arrived via remote @ 9:19 am)*

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Dale Berman, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Mo Iqbal, Todd Wallace

**FP-R-22-06-2951                      Resolution Authorizing Change Order #1 From V3 Construction Group for Additional Engineering Services Associated with the Water Control Structure as part of the Nelson Lake Marsh Revitalization Project**

*NRM Dir. Haberthur presented the change order for the Nelson Lake Marsh project. In an effort to address the problem of water control at Nelson Lake Marsh, the District hired WBK Engineering of St.*

Charles in fall of 2019 to design, engineer, and permit the project of a water-control structure at the mouth of Lake Run. In February of 2022, V3 Construction Group, LTD was hired by the District to complete this project. A portion of the project includes installation of a water control structure. A small amount of engineering work is needed to ensure the brackets that hold the stop-log structures onto the concrete double box culvert fit properly for water restriction. No contingency was anticipated or requested for this project at the time of original award. It is now the desire of the District to change the approved amount for an additional \$2,639, to complete a revision to engineering drawings for the water control structure.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah Allan, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Mo Iqbal, Todd Wallace

**FP-R-22-06-2952                      Resolution Authorizing a Bid for Resurfacing a Portion of the Fox River Trail in Elgin Township**

*Dir. of Ops. Goreth presented the bid for the trail resurfacing project.* Bids were sought for the resurfacing approximately one mile of the Fox River Trail in Elgin Township. As part of this project, the new trail will connect to the new asphalt that was installed for the Raymond Street Tunnel. These funds will cover recycling the asphalt in place, paving and site restoration. One option and one allowance was offered as part of this project. Option One was an additional 10,400 square feet of paving to be completed, following the same specifications, and one allowance which was offered for over dig excavation for unsuitable soils. Schroeder Asphalt of Huntley, Illinois, was the qualified, lowest bidder, with a base bid total of \$112,100 and an allowance amount of \$2,000 for over dig excavation for unsuitable soils, for a total bid of \$114,100 for this project.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, Commissioner
<b>SECONDER:</b>	Barbara Wojnicki, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Mo Iqbal, Todd Wallace

**FP-R-22-06-2953                      Resolution Approving a Bid for Parking Lot and Roadway Resurfacing at Rutland and Blackberry Maples Forest Preserves**

*Dir. of Ops. Goreth presented the bid for the parking lot and roadway resurfacing.* Staff consulted with the Kane County Division of Transportation (KDOT) in 2020, to look for ways to prolong the life expectancy of the roadways and parking lots throughout District preserves. Through discussions with KDOT, it was determined that it would be beneficial to try a chip and seal process on a limited number of paved areas, as a trial. In 2021, this process was completed at both Burnidge and LeRoy Oakes Forest Preserves, with positive results. AC Pavement Striping Co. of Elgin, Illinois, was the sole bidder, with a total bid amount of \$49,649.60 to perform asphalt repairs, crack filling, and chipping and sealing at the

Rutland Forest Preserve parking lot and the Blackberry Maples Forest Preserve parking lot and entrance road.

**DISCUSSION:** President Kious wanted to know why staff only received one bid, Dir. Goreth responded that a lot of companies are busy this time of year. He noted that the company AC Paving has conducted chip and seal projects for the Division of Transportation for Kane County (KDOT) in the past and was not concerned.

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Clifford Surges, Commissioner
<b>SECONDER:</b>	Cherryl Strathmann, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cherryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Todd Wallace

## X. Grants

### **FP-R-22-06-2954 Resolution Approving a Request to Submit an IDNR Open Space Land Acquisition and Development (OSLAD) Grant Application for the Development of Mill Creek Greenway Forest Preserve**

Landscape Architect Tegge presented the application for the OSLAD grant. to seek the aid of the Illinois Department of Natural Resources through funding from the Open Space Land Acquisition & Development (OSLAD) grant to assist in funding for the Mill Creek Greenway Forest Preserve Development Project. The improvements include new roadway and parking areas, agriculture-to-prairie natural area conversions, shelter, restroom, trail improvements and a mowed archery range. The Commission prioritized the Mill Creek Greenway Forest Preserve Development Project for inclusion in the District's Master Plan (2022 Update) and budgeted \$50,000 for design and engineering services in the 2022/23 Fiscal Year Budget. The OSLAD grant will provide up to 50% (\$400,000 cap) reimbursement for those funds spent on projects, the IDNR has graciously consented to support the District in past efforts to provide recreational development and improvements for the Citizens of Kane County.

**DISCUSSION:** Commissioner Kenyon stated that this project would be the first archery range in the County and would be a great asset. Commissioner Allan noted the high point of the proposed shelter would provide a wide scenic view. Commissioner Frasz noted that the high point in the topography where the proposed shelter would be is unique, it almost reaches Randall road and the judicial center.  
(Commissioner Iqbal arrived via remote @ 9:32 am)

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Dale Berman, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Mo Iqbal, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cherryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Todd Wallace

## XI. Land Acquisition

### **FP-R-22-06-2955 Resolution Authorizing the Sale of District Owned Parcels in Valley View and Fox River Estates Subdivisions, Kane County.**

Landscape Architect Tegge presented the District owned parcels for sale. Staff performed a site review of

the District owned parcels within the Valley View and Fox River Estates subdivisions, a list of parcels was compiled of little habitat quality and limited to no public access or use potential. The Land Acquisition Committee directed staff to finalize parcels for sale and obtain appraisals. The parcels were valued at \$2,000 per acre or a minimum \$500 per lot. Lots will be sold by public auction with notices mailed to adjoining property owners. Government agencies that adjoin any of the lots will be contacted first, prior to sale by auction, and offered a first right-of-refusal to maintain the land for public use.

**DISCUSSION:** Commissioner Shepro shared background information of how the District acquired the parcels. These particular parcels were purchased through tax sales in the past. Exec. Dir. Meyers noted that purchases were an active approach for the Fox River trail connections. Commissioner Koppie asked why the District offers the first right of refusal to another government agency. Exec. Dir. Meyers responded, reasons to offer to a St. Charles government entity would be in the case they are interested in providing a park area for the neighborhood. In the case the city is not interested, other options would be discussed.

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, Commissioner
<b>SECONDER:</b>	Kenneth C. Shepro, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Mo Iqbal, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Todd Wallace

## XII. Policies

### A. FP-R-22-06-2956 Resolution Amending The Employee Handbook

HR Dir. Yee presented the 2022 updated employee handbook, noting the last revision by the District's attorneys was 2019. As is best practice, the Human Resources department has completed a full review of the Employee Policy Handbook. Overall, the intention of the review was to construct a consistent format and terminology throughout the Handbook. In addition, updates were made to policies or procedures to ensure alignment with current practices, policies and laws. Below is a summary of the recommended modifications for 2022:

#### Format Changes

- Developed a consistent policy format including headers for: Policy, Eligibility, Guidelines, etc.
- Reorganized the policies so they are grouped together and numbered
- Edited writing to apply a uniform use of language and terminology

#### Policy Changes

- Clarified language on the Vacation and Holiday policies to reflect practices, and added Juneteenth as a recognized holiday
- Added the reporting of unused and unpaid sick time in accordance with IMRF guidelines
- Consolidated and updated the multiple leave policies
- Removed time sheet directions for closures, and will add this language to the general timesheet instructions document
- Removed the Lost and Found policy, as it was outdated, and is now maintained by Public Safety
- Removed the "Statement of Use" form; it will be available with other Human Resources forms
- Added a diversity statement in Workplace Conduct, consistent with the DEI policy adopted by the Commission in 2021

- Modified the “concealed carry” language, included in Workplace Conduct policy

New Language and/or Policies

- Added “IMRF” as policy statement
- Added Recruitment and Hiring as a policy statement
- Added language in the introductions section regarding policy updates that result from mandated regulatory changes or updates:

**DISCUSSION:** *Commissioner Koppie asked if part time employees are illegible for health insurance. HR. Dir. Yee responded that part time employees as a standard do not qualify for health insurance, they need to work over a certain number of hours in the course of a year. The policy for part time employees is written in the handbook. Commissioner Shepro asked if the suggestions/changes that Commissioner Iqbal had voiced at the Finance and Administration Committee meeting had been included. Yee responded yes, she was in discussions with Commissioner Iqbal to meet all necessary changes. Commissioner Surges asked if a redline version was available for everyone, Yee responded that it can be located on the District website, it had been presented at the previous Committee meetings. Commissioner Surges abstained and requested the redline copy be emailed to all the Commissioners.*

<b>RESULT:</b>	<b>ADOPTED BY ROLL CALL VOTE [18 TO 0]</b>
<b>MOVER:</b>	Dale Berman, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Mo Iqbal, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Monica Silva, Cheryl Strathmann, Vern Tepe, Barbara Wojnicki
<b>ABSTAIN:</b>	Kenneth C. Shepro, Clifford Surges
<b>ABSENT:</b>	Mark Davoust, Ron Ford, Todd Wallace

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

*None.*

**XIV. Communications**

*Community Affairs Dir. Metanchuk promoted the Hooked on Fishing event on June 18, 2022 hosted by Illinois Department of Natural Resources (IDNR). Metanchuk reported the environmental education classes have been at full attendance, very successful.*

*Exec. Dir. Meyers introduced the new HR Director Amy Sarro, Katy Yee will be retiring from the District. She commended Ms. Yee for all of her hard work throughout the last two years, especially with the Distinguished Agency procedure requirements. Meyers also welcomed the new Chief of /Planning and Land Management Jennifer Rooks-Lopez.*

**XV. President's Comments**

*President Kious recognized John Goreth once again, wished him well on his retirement and thanked him for all of his assistance and knowledge of the District over the past four years of his term. He noted that Mr. Goreth has always been the “go to person” and expressed his gratitude. President Kious promoted the bird watching event, inviting all to register. Information can be located on the website.*

### XVI. Department Reports for May 2022

**RESULT:** APPROVED BY ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Drew Frasz, Commissioner  
**SECONDER:** Dale Berman, Commissioner  
**AYES:** Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Mo Iqbal, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki  
**ABSENT:** Mark Davoust, Ron Ford, Todd Wallace

### XVII. Adjournment

*The meeting adjourned at 9:55 a.m.*

**RESULT:** ADJOURNED BY VOICE VOTE [UNANIMOUS]  
**MOVER:** Michael Kenyon, Commissioner  
**SECONDER:** Kenneth C. Shepro, Commissioner  
**AYES:** Deborah Allan, Mavis Bates, Dale Berman, David Brown, Drew Frasz, Michelle Gumz, Mo Iqbal, Michael Kenyon, Chris Kious, Tom Koppie, Bill Lenert, Anita Lewis, John Martin, Myrna Molina, Jarett Sanchez, Kenneth C. Shepro, Monica Silva, Cheryl Strathmann, Clifford Surges, Vern Tepe, Barbara Wojnicki  
**ABSENT:** Mark Davoust, Ron Ford, Todd Wallace

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

Respectfully Submitted,

*Gabriella Figliozzi*

Gabriella Figliozzi  
Recording Secretary

*Myrna Molina*

Myrna Molina  
Board Secretary