



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, September 27, 2022 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chair Dale Berman at 2:00 PM. Remote=*

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present
Chair Dale Berman	Present
Commissioner Ron Ford	Present
Commissioner Drew Frasz	Present
Commissioner Mo Iqbal	Present*
Commissioner Bill Lenert	Present
Commissioner Cherryl Strathmann	Present*
Commissioner Vern Tepe	Present
Commissioner Mark Davoust	Absent

Others Present:

Commissioners: Gumz*, Kenyon; Exec. Dir. Meyers; CFO Stanish & staff Petschke; Chief of Planning Rooks-Lopez & staff Rodeghero; Dir. of Ops. Pentecost; NRM Dir. Haberthur; Comm. Affairs Dir. Metanchuk & staff Kovach; HR Dir. Sarro; Attorney Hodge and Exec. Assist. Figliozzi

II. Approval of Minutes from June 28, 2022

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Ron Ford, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust

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

None.

IV. Bids and Proposals

A. Presentation and Approval of a Bid to Purchase a Utility Tractor for the Natural Resource Management Department

NRM Dir. Haberthur presented the bid for the purchase of the utility tracker. In accordance with the 2022/23 fiscal year budget, staff is seeking approval for the replacement of a 2000 JD 6410 open station utility tractor. After 21 years of service, this utility tractor is in need of replacement. The 6410 was the first tractor purchased by the District capable of operating a 15-foot rotary mower. It has been used extensively since 2001. During the summer months, it is used to mechanically control sweet clover and Canada thistle populations throughout Kane County. It has also proven its worth in the construction of prescribed burn breaks, seeding new prairies, tree planting, and applying herbicides. It is one of NRM's most versatile and valuable pieces of equipment. At the time of its

purchase, the 6410 was a great improvement over other tractors in the District in terms of horsepower and engine-cooling capability. The 6410 could operate a large mower for hours in the hot, dusty prairie while other tractors would overheat frequently. This increased its productivity immensely. One thing that didn't improve was the work environment for the operator. They still had to deal with the elements; heat compounded by engine heat, cold, dust, pollen, insects, flying debris, noise and occasional precipitation. The replacement for the 6410 will include an enclosed cab to provide a more comfortable, safer work environment for the operator. Bids were sought from eight vendors for a John Deere Powertech 6120E Utility Tractor. The only bid submitted was received from Arends Hogan Walker LLC dba AHW LLC of Champaign, Illinois, for \$82,725.

DISCUSSION: *NRM Dir. Haberthur responded to questions asked by the Committee. He noted the tractor is equipped to pull a mower, currently owned by the District, no additional attachments are needed at this time.*

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]
TO:	Forest Preserve District Executive Committee
MOVER:	Drew Frasz, Commissioner
SECONDER:	Cherryl Strathmann, Commissioner
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust

B. Presentation and Approval of a Bid to Purchase a Compact Track Loader for North Operations Division

Chief of Planning Rooks-Lopez presented the bid for the compact track loader for the north operations division. In accordance with the approved 2022/23 fiscal year budget, staff is seeking approval for the replacement of a 1994 Ford backhoe and a 2000 New Holland Tractor with a compact track loader. The new machine will be a Caterpillar 299D3XE compact track loader with hi-flow hydraulics. The District currently owns several hydraulic implements with specific functions (power broom, power rake, trencher, grapple bucket) and can rent others, if necessary, to efficiently tackle projects. Additionally, replacing wheels with tracks will allow for better traction in muddy conditions, will do less damage to the ground and will compact the soil less than the wheeled machines. The new Caterpillar 99D3XE compact track loader will be procured through the joint-purchasing cooperative with Sourcewell, formerly National Joint Powers Alliance (NJPA), from Altofer Cat of East Dundee, Illinois, in the amount of \$104,890. Funds totaling \$105,000 were budgeted in the 2022/23 fiscal year for the purchase of a track loader for North Operations division. Sufficient funds totaling \$151,500 are available in the North Operations Machinery & Equipment Account for this expense, totaling \$104,890.

DISCUSSION: *Chief of Planning answered questions from the Committee. Brief conversation occurred.*

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]	Next: 10/6/2022 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Bill Lenert, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe	
ABSENT:	Mark Davoust	

V. New or Unfinished Business

A. Presentation and Approval of an Amendment to the 2022 Holiday Schedule to Include the General Election Day November 8, 2022

Exec. Dir. Meyers presented the approval to amend the 2022 Holiday calendar to include Election Day. Election Day is a US State Holiday, observed in several states on the first Tuesday after the first Monday in November, every even-numbered year. Governor Pritzker signed Senate Bill 825 which declared 2022 Election Day a state holiday for Illinois. The 2022 Election Day on November 8 is

not currently identified within the District's Employee Handbook as an observed holiday. The District's Organizational Ordinance requires holidays be approved by the Commission. As with other holidays, the preserves will remain open and reduced operating and public safety staff will be scheduled.

DISCUSSION: Commissioner Lenert asked why the inclusion of the General Election Day Holiday. Exec. Dir. Meyers stated that the item was approved earlier in the year at Kane County, therefore, the District was following suit. Commissioner Frasz stated he would be voting no on approving the Holiday for the District as there is ample time and ways to vote in addition to Election Day. Commissioner Iqbal stated he would also be voting no.

RESULT: DEFEATED BY ROLL CALL VOTE [3 TO 4]
MOVER: Cherryl Strathmann, Commissioner
SECONDER: Ron Ford, Commissioner
AYES: Dale Berman, Ron Ford, Cherryl Strathmann
NAYS: Drew Frasz, Mo Iqbal, Bill Lenert, Vern Tepe
ABSENT: Mark Davoust

B. Presentation and Approval of the 2023 Holiday Schedule

Exec. Dir. Meyers presented the 2023 Holiday schedule.

DISCUSSION: None.

RESULT: MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/6/2022 8:30 AM
TO: Forest Preserve District Executive Committee
MOVER: Mo Iqbal, Commissioner
SECONDER: Vern Tepe, Commissioner
AYES: Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT: Mark Davoust

C. Presentation and Approval of Surplus Vehicles & Equipment

CFO Stanish presented the approval of disposal for the surplus of vehicles and equipment. In 2013, the District began using an online auction house to dispose of surplus vehicles and equipment, with good results. Staff views this process as instrumental in obtaining the best results and numerous bids. All proceeds from the auction go into the General Fund under Sale of Material. In calendar year 2021, the District received \$67,866.50 from the online sale of vehicles and equipment.

DISCUSSION: None.

RESULT: MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS] Next: 10/6/2022 8:30 AM
TO: Forest Preserve District Executive Committee
MOVER: Drew Frasz, Commissioner
SECONDER: Bill Lenert, Commissioner
AYES: Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT: Mark Davoust

D. Presentation and Approval of the Tax Levy for Fiscal Year 23-24

Interim Chief of Finance Petschke presented the Committee with information regarding various options for the upcoming 2022 property tax levy. 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 \$17,570,443,952 (final percentage is not determined)
- Preliminary new construction figures for the county are \$146,673,203 (partial year)

The Committee has the following options available regarding the levy.

1. Increase the levy by both CPI and new construction - The levy would increase for CPI by \$376,968, which for the upcoming levy year will be 5%. The increase in the levy due to new construction is estimated between \$65,000 and \$90,000. A Truth in taxation hearing would be required for an increase over 5% in order to comply with State Statute.
2. Increase the levy by CPI only - The levy would increase for CPI by \$376,968.
3. Freeze the levy but allow for new construction - New construction has been relatively steady over the past few years (2019 - \$144 million and 2020 - \$145 million 2021 - \$160 million). The increase in the levy due to new construction is estimated between \$65,000 and \$90,000.

Based on estimates, and using the new construction figure shown above, the 3 options presented would generate the following capped tax levy:

- **Option #1** - Taking both CPI and new construction, the District would receive \$376,968 from CPI and an estimated \$65,000 - \$90,000 from new construction, for increased funding between \$441,968 and \$466,968.
- **Option #2** - Taking solely new CPI, the District would receive \$376,968.
- **Option #3** - Taking solely new construction, the District would receive increased funding between \$65,000 and \$90,000.

DISCUSSION: *Interim Chief of Finance Petschke provided a brief overview of the budget performance for FY2021-2022. The Auditors completed their field work and will be presenting sometime in late November 2022. A snapshot of variances in revenues and expenditures was presented, Petschke noted that the performance was as expected. He explained that the increase in CPI reaching 5% would require a Truth in taxation hearing, which would be the first time for the District.*

Commissioner Frasz asked about the options that were agreed upon last year, Petschke responded that the District applied both CPI and new construction, however this year 2022 has been unique due to the ongoing inflation. Commissioner Frasz was in favor of applying option 1, noting that small increases were better suited rather than larger hits. Commissioner Lenert asked what the increase for tax payers would be. Petschke responded that the dollar amount based on an average home of \$230,000 would be a \$1.81 increase for their property taxes. Commissioner Iqbal asked about the 2022 merit increase for the employees related to Covid relief funds and how that related to the levy increase. Exec. Dir. Meyers clarified, the bonus increase previously provided this year was a onetime bonus amount due to the Covid pandemic. The District was able to take advantage of the cost savings in employee salaries, due to attrition, to fund the onetime bonus within the budget.

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]	Next: 10/6/2022 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Ron Ford, Commissioner	
SECONDER:	Bill Lenert, Commissioner	
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cheryl Strathmann, Vern Tepe	
ABSENT:	Mark Davoust	

E. Presentation and Approval of Closed Session Minutes from January 2020 through June 2022

Finance Chair Berman presented the biannual review of the release of closed session minutes. The Finance and Administration Committee of the Forest Preserve District of Kane County, Kane County, Illinois has reviewed the minutes of the Closed Sessions pursuant to Illinois Compiled Statute 5ILCS 120/2.03 and has made a determination as to whether the need for confidentiality still exists as to all or part of those minutes which have not been made fully public. The Committee has determined that

the need for confidentiality still exists as to the Closed Session minutes of: 01/28/2020, 02/25/2020, 04/21/2020, 05/19/2020, 06/23/2020, 08/25/2020, 09/22/2020, 01/26/2021, 02/23/2021, 05/25/2021, 06/22/2021, 07/27/2021, 09/28/2021, 01/25/2022, 03/22/2022, and 05/24/2022. The Committee has determined that there is no longer a need for full or partial confidentiality as to the Closed Session minutes of: 05/19/2020, 05/25/2021, 06/22/2021, 11/16/2021 and 01/25/2022.

The Committee recommends the approval of the release of Closed Session minutes and to request permission to destroy audio recordings of same which are older than 18 months and completely released as presented.

DISCUSSION: None.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Drew Frasz, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust

VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation, or Personnel

The Committee moved into Executive Closed Session at 2:32 PM on a motion by Lenert, second by Tepe to discuss license agreements and potential litigation.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Bill Lenert, Commissioner
SECONDER:	Vern Tepe, Commissioner
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust

The Committee returned to Open Session at 2:55 p.m. on a motion by Lenert, second by Frasz. Roll Call Vote was taken, unanimous.

VII. Communications

Exec. Dir. Meyers thanked everyone who attended the ribbon cutting at Settler's Hill Golf Course yesterday, September 26, 2022.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 2:58 PM.

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Vern Tepe, Commissioner
SECONDER:	Ron Ford, Commissioner
AYES:	Dale Berman, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust

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

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary