



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FINANCE AND ADMINISTRATION COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, April 23, 2019 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chairman Mark Davoust at 2:00 PM.

##### Members Present:

Chairman/President Pro-Tem, Mark Davoust	Present
Commissioner Theresa Barreiro	Absent
Commissioner Matt Hanson	Present
Commissioner John Hoscheit	Present
President Michael Kenyon	Present
Commissioner Bill Lenert	Present
Commissioner Anita Lewis	Present
Commissioner John Martin	Present
Treasurer, Penny Wegman	Present

##### Others Present:

Commissioner Kious

Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, Ben Habberthur, Director of Natural Resource Management, Caitlin Rodeghero, Administrative Specialist, Anna Marano, Buyer, Brittany Kovach, Community Affairs Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from March 26, 2019

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Anita Lewis, Commissioner
<b>AYES:</b>	Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Theresa Barreiro

#### III. Public Comment (Each speaker is limited to three minutes) *None.*

#### IV. Bids and Proposals

##### A. Presentation and Approval of a Contract for Website Redesign

The District issued a Request for Proposals for website redesign and implementation, with an option for web hosting, on April 15, 2019. The RFP was advertised and sent to 41 firms with 11 responding. District staff evaluated proposals based on five main criteria: firm experience and qualifications, team experience, references, proposed work plan and

schedule, and cost. Of the 11 respondents, PUREi stood out due to their combined experience as a web development company and full-service creative agency with in-house photography, video production and multi-media services - all of which could benefit our redesigned site. They have strong experience developing municipal websites with references from many local park districts. Their content management system will allow us to edit every page in the District's site. Their work plan does not use contractors or third parties, which will streamline workflow.

Their proposal allows for a completely customized web page design, instead of using standard templates, which will allow our site to stand out. Lastly, in terms of cost, their price was the second-lowest. Proposals were evaluated by two Community Affairs staff who will oversee the redesign and regular management of the site, along with a member of the District's I.T. Committee. Through our evaluation process, PUREi received the highest rating. Because their estimate is well within our budgeted allotment, we recommend including Option A for web hosting. This would mean that PUREi, instead of County I.T., would host the redesigned site after July 1, 2019. Their dedicated servers are housed at a datacenter which offers full redundancy in power, data and hardware as well as full security 24/7/365. Everything on their servers is backed up nightly. Outside hosting for this type of full website overhaul was also the recommendation from County I.T. the proposal from PUREi of Batavia, Illinois for the purpose of redesigning and hosting the District's website, in the amount of \$25,565 for the redesign plus \$1,140 annually for web hosting (option A), for a combined total of \$26,705.

**DISCUSSION:** *Commissioner Hoscheit stated that he was around when the first website was introduced and agrees that it is time to update and make it more user friendly. Commissioner Martin asked if staff received positive references from the other agencies that are using this vendor currently. Director Metanchuk affirmed that references were checked and the agencies are in fact happy with the results and customer service. Commissioner Hanson asked if the website will be compatible with the KaneForest notify app. Director Mentanchuk stated that the app is another vendor but it has been confirmed that the use of it on the new website will be seamless.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 5/3/2019 8:30 AM</b>
<b>MOVER:</b>	John Hoscheit, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Theresa Barreiro

**V. New or Unfinished Business**

**A. Presentation and Approval of the Proposed Budget and Appropriation Ordinance**

The General Fund's revenues will increase from \$9,392,724 in the current year to \$9,707,265 for FY19-20, an increase of 3.35%. The largest changes in revenues are:

- Property Tax – Increase of \$207,000. This is due to the Commission approving both adding new construction and the CPI increase from the prior year's levy.
- Investment Income – Increase of \$90,000. This revenue line item is being increased due to interest rates steadily increasing during calendar year 2018.
- Camping - North – Decrease of (\$17,688) Camping – South – Decrease of (\$13,400). Based on results from the 2018 camping season, staff has slightly reduced budget estimates for both the north and south campgrounds.
- License Fees – Raging Buffalo – Decrease of (\$10,000). Because the operation will be closed for the fiscal year due to the work that is being done at the site, no revenue is being budgeted.

Expenses of note are as follows:

- Salaries include a 3% merit pool increase.
- Health insurance premiums decreased by 0.2% for the upcoming fiscal year.
- Vehicles & Trailers - \$227,968 – All vehicles and trailers are replacements.
- Machinery & Equipment - \$121,387 – The category includes the purchase of a replacement tractor for \$65,000, a forestry mower skid steer attachment for \$30,000 and a replacement Flail vacuum seed stripper for \$15,000.
- Projects - \$101,050 – The largest projects out of the General Fund is a roof replacement at Tomo Chi Chi lodge for \$46,800 and a roof replacement at Les Arends Shelter #1 for \$20,000.
- Staff - \$54,090 – The Safety Coordinator is being moved from a part-time position to a full-time position. Public Safety is adding \$30,000 to the part-time salary line item.

**CONSTRUCTION & DEVELOPMENT FUND**

A total of \$5,123,043 in new projects or additional funding of current projects is being proposed within the Construction & Development Fund. A few of the larger projects are:

- ~~Settler's Hill Golf Course & Clubhouse Improvements (Additional Funds) – \$2,106,000~~

- Capital Improvements as Determined by the Commission - \$2,106,000

- Oakhurst Forest Preserve Improvements - \$1,000,000
- Raymond St. Reroute (Additional Funds) - \$613,133

- LeRoy Oakes FP Interpretive Signage & Trail (Additional Funds) - \$350,000
- Trail Resurfacing - \$316,000

Also included in the Construction & Development Fund are projects that are still ongoing or have yet to be started but have already been approved in prior fiscal years. The carry-over amount will be updated prior to formal Commission approval in order to provide as accurate of an amount as possible.

*CFO Stanish began by explaining the difference between the appropriation budget and the proposed budget. Appropriation differs from budgeted amount by 10%. It is common among municipalities to appropriate more than the amount budgeted by fund to allow for any unexpected expenditures that may arise during the fiscal year while keeping the District in compliance with state statute. Management monitors and reports its financial performance based on the amount budgeted and not appropriated. The proposed budget represents a consolidated effort of all staff in maintaining very tight controls on expenditures within the District. Prior year trends were reviewed, as well as, a priority analysis of new initiatives/purchases was created to determine the best uses of the funds available. He then explained some of the highlights in the specific funds. He explained that the current capital funds are for increases to the long term large projects, which includes the Settlers' Hill Golf Course improvements and the grant funded improvements at the Oakhurst Forest Preserve.*

**DISCUSSION:** *Commissioner Hoscheit stated that he would like to have more discussion regarding the Settlers' Hill improvements – he doesn't want the monies to go to the clubhouse. Chairman Davoust reminded the committee that the discussion has been progressing at other meetings, and the course needs improvements. The overall design has been approved and this would include the returning 9's. The building (which has not been designed) would be required for registration, concessions, and driving range, also included in the funding are site work/grading, parking lot, and shelter. He went on to explain that the clubhouse would allow for future food and beverage revenues as well as marrying well with the cross country course. Commissioner Hoscheit declared that he would not be in favor of the budget as it stands – he would like to change the language to be more generic. Executive Director Meyers clarified that this is not a referendum specific project, but it is capital funds which has multiple sources of revenue. CFO Stanish also pointed out that the funds have not been received from the County for the golf course as well as the Buffalo Park project. That amount is \$4M. Discussion continued that the golf course project is in final design stage in preparation for bidding. The plan/recommendation is that the SHGC will be closed for these improvements in the 2020 season. The new RFP will include the improvements to the SHGC but will be for the three current courses. CFO Stanish then continued to review the other funds.*

Commissioner Lenert asked if the language of the funding could be worded to allow for further review and discretion of Commission for these funds. CFO Stanish affirmed that that could be done and will be presented that way at the Executive Committee meeting. Commissioner Hoscheit added his gratitude to staff for the ease in readability as well as understanding for the budget documents.

**RESULT:** **MOVED FORWARD WITH REVISION TO LANGUAGE BY VOICE VOTE [UNANIMOUS]**  
**TO:** **FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 5/3/2019 8:30 AM**  
**MOVER:** John Hoscheit, Commissioner  
**SECONDER:** Bill Lenert, Commissioner  
**AYES:** Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman  
**ABSENT:** Theresa Barreiro

#### VI. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel

**RESULT:** **APPROVED BY ROLL CALL VOTE [UNANIMOUS]**  
**MOVER:** Bill Lenert, Commissioner  
**SECONDER:** Michael Kenyon, President  
**AYES:** Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman  
**ABSENT:** Theresa Barreiro

**RESULT:** **APPROVED BY ROLL CALL VOTE [UNANIMOUS]**  
**MOVER:** Bill Lenert, Commissioner  
**SECONDER:** John Martin, Commissioner  
**AYES:** Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman  
**ABSENT:** Theresa Barreiro

#### VII. Communications

Earth Day: held Saturday, April 20 at the Big Rock Forest Preserve. It was a lovely day and the event was well attended.

**VIII. Chairman's Comments** *None.*

**IX. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Penny Wegman, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Anita Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Theresa Barreiro

Mark Davoust, Chairman  
Forest Preserve District Finance and Administration Committee  
Forest Preserve District of Kane County

**Adjournment until: Tuesday, May 21, 2019 at 2:00 pm**  
**Forest Preserve District Administration Offices**  
**1996 S. Kirk Road, Suite 320 Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Ellen J. Maglio  
Recording Secretary