



## 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, June 25, 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:

President Michael Kenyon	Present
Chairman Mark Davoust	Present
Commissioner Penny Wegman	Present
Commissioner Theresa Barreiro	Present
Commissioner Matt Hanson	Present/Late
Commissioner John Hoscheit	Present
Commissioner Bill Lenert	Present
Commissioner Anita Lewis	Absent
Commissioner John Martin	Present

#### Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, Ben Haberthur, Director of Natural Resource Management, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Laurie Metanchuk, Director of Community Affairs, Mike Gilloffo, Director of Public Safety, Dave Petschke, Accounting Manager, Brittany Kovach, Community Affairs Specialist, Caitlin Rodeghero, Administrative Specialist, Jerry Hodge

#### II. Approval of Minutes from April 23, 2019

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

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

#### IV. Bids and Proposals

##### A. Presentation and Approval for Electric Brokerage Service Extension and to Procure Bulk Pricing Discounts for Electrical Service for the District

CFO Stanish explained that this was a contract with Vanguard Energy Services, LLC, for electric brokerage services so the District can obtain the best possible pricing for electric energy through a real-time solicitation of bids. In addition, the County has recently approved an Electric Supply Broker agreement with Vanguard Energy Services, LLC for a three-year contract with an option to renew for three additional years. The District is looking to piggyback onto County's agreement with the same terms and conditions.

**DISCUSSION:** Commissioner Lenert indicated that he thought this was a great idea.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Penny Wegman, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Matt Hanson, Anita Lewis

#### V. New or Unfinished Business

##### A. Presentation and Approval of Commissioners' Expenses Attending the 2019 IAPD Annual Legislative Conference in Springfield

Executive Director Meyers explained that this was to approve conference and travel expenses of the commissioners who attended the IAPD Annual Legislative Conference held in Springfield, April 29 – May 1, 2019.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [6 TO 0]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	John Hoscheit, Commissioner
<b>AYES:</b>	Mark Davoust, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSTAIN:</b>	Theresa Barreiro
<b>ABSENT:</b>	Matt Hanson, Anita Lewis

##### B. Presentation and Approval of the 2nd Amendment to the Intergovernmental Agreement to Fund Improvements at the Settler's Hill Golf Course with the County of Kane

Chief of Planning, Ken Anderson, Jr., explained that this is the Second Amendment to the Intergovernmental Agreement "IGA" to fund improvements at Settler's Hill Golf Course with the County of Kane. This Second Amendment to the IGA requests County final disbursement for all outstanding funds for all remaining phases related to the Settler's Hill Golf Course improvements. The imbursement amount is \$4,300,000.00 to help cover final engineering and construction costs for all required improvements associated with the renovation of the Settler's Hill Golf Course. This project completion is contingent on receiving these funds from the County.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM</b>
<b>MOVER:</b>	John Martin, Commissioner
<b>SECONDER:</b>	Penny Wegman, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Anita Lewis

**C. Presentation and Approval of the 2019 Employee Handbook Revision**

Director of Human Resources, Tracey Smith presented the information. The Commission approved minor revisions to the Employee Handbook in April 2018.

Below is a summary of the recommended modifications for 2019:

1. Nursing Mothers in the Workplace Act requires language regarding conditions in the workplace for nursing mothers.
2. Modified the vacation schedule to better acknowledge long-term employees.
3. Modified the appearance section to include language on religious beliefs.
4. Illinois Wage Payment and Collection Act requires language regarding payment to employees for personal expenses.
5. Added clarifying language to the Severe Weather Leave, Compensation and District Closures sections.

**DISCUSSION:** *Chairman Davoust clarified that the employees will not be receiving an increase in the maximum number of days, this revision just redistributes the vacation days for years 13-17. President Kenyon added his thanks to staff for a job well done.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Anita Lewis

**D. Presentation and Approval of IDNR Grant Submissions for the Redevelopment Project at the Jon J. Duerr Forest Preserve**

Executive Director Meyers explained that the District would like to apply for grant funding through the Illinois Department of Natural Resources (IDNR) to include the Open Space Land Acquisition & Development (OSLAD) Grant and the Boat Access and Area Development (BAAD) Grant for the Redevelopment of Jon J. Duerr Forest Preserve.

Situated at the bend in the Fox River in South Elgin, the Jon J. Duerr Forest Preserve is a prime spot for fishing, bird watching, and hiking. There are close to 200 acres of riparian habitat in this preserve, including seven islands in the river. The Fox River Trail crosses the

river on the bridge connecting this preserve and Tekakwitha Woods Forest Preserve. The River Bend Trail also traverses the preserve continuing southwest. The Fox River Trolley Museum, located south of County Park near downtown South Elgin, operates an historic trolley line, with a station stop in the preserve. There is a canoe launch, two shelters, two restrooms, an interpretive kiosk and several parking lots at the river's edge to accommodate all of the public use mentioned above.

In addition to redesign of the boat/canoe/kayak launch to include motor boats, amenities need to be realigned for improved accessibility and user traffic flow. Parking and drive improvements are much needed at this preserve where pedestrians and bicyclists traverse through the parking lot to gain access to the Fox River and River Bend Trail systems. These upgrades will also improve the use of the boat/canoe/kayak launch, and provide adequate parking including boat trailers. This project is prioritized in the District's Comprehensive Master Plan - 2018 Update.

Staff is requesting permission to apply for the IDNR OSLAD and BAAD Grants to assist with funding the project. The OSLAD grant will reimburse the District 50% of the construction costs up to a \$400,000 match. Staff is recommending a maximum project amount of \$800,000 at this time to maximize the grant and until the cost is complete. If the OSLAD is not awarded, the District will apply for a BAAD grant which is a 50% match up to \$200,000.

**DISCUSSION:** *President Kenyon asked how old the preserve amenities were or the last time we upgraded. Director Goreth explained that the preserve acquisitions and development were both prior to 1991. President Kenyon agreed that it would be time to upgrade and make more user friendly. Executive Director Meyers interjected that the opportunity would be for the OSLAD, but if not approved we would then apply for the lesser valued BAAD (Boat) grant funding. Commissioner Lenert asked if we could go for both originally or not. Executive Director Meyers stated that we would apply for the OSLAD first to try to obtain \$400,000, if we aren't awarded, we will apply for the \$200,000 boat launch grant. Commissioner Hanson asked if we would write as two separate grants to maximize. Executive Director Meyers explained that the IDNR would not award both grants for the same project, so we would submit the OSLAD first and the boat if needed.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM</b>
<b>MOVER:</b>	Penny Wegman, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Anita Lewis

**E. Presentation and Approval of an IDNR Open Space Land Area Development (OSLAD) Grant Submission for the Acquisition of the Harrigan Property in Rutland Township**

The grant funds will be used in assistance to purchase the Harrigan property in Rutland Township, which the District feels has unique and high quality native habitat requiring protection and restoration in compliance with the District's mission to preserve and protect.

**DISCUSSION:** None.

**RESULT:** MOVED FORWARD BY VOICE VOTE [UNANIMOUS]  
**TO:** FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/28/2019 8:30 AM  
**MOVER:** Bill Lenert, Commissioner  
**SECONDER:** Penny Wegman, Commissioner  
**AYES:** Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman  
**ABSENT:** Anita Lewis

**VI. Reports and Updates**

**A. Presentation of the Quarterly Golf Courses Financial Report**

**RESULT:** PLACED ON FILE [UNANIMOUS]  
**MOVER:** Penny Wegman, Commissioner  
**SECONDER:** Bill Lenert, Commissioner  
**AYES:** Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman  
**ABSENT:** Anita Lewis

**VII. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel**

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

Exit Closed Session: 3:15 pm

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

**VIII. Communications**

*Chief of Planning, Ken Anderson, Jr. gave a brief update for the Raymond Street Project. The project went out for bid but bids came in over budget. Spoken with KDOT contact with CMAP and she will handle the communication of the overage payment being added to the grant. The District will continue to move forward with project. The IDOT bids and then the District will reimburse.*

*The Fabyan Bridge project has begun. The contractor has found some historic bottles.*

**IX. Chairman's Comments**

**X. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED AT 3:20 PM BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, President
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Anita Lewis

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

**Adjournment until: Tuesday, July 23, 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