



## 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, March 26, 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 2:04 PM.

##### **Members Present:**

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

##### **Others Present:**

Commissioner Kious. Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, Ben Haberthur, Director of Natural Resources Management, John Goreth, Director of Operations, Caitlin Rodeghero, Administrative Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

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

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

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

#### IV. New or Unfinished Business

##### **A. Presentation and Approval of Commissioners' Expenses Attending the 2019 IAPD/IPRA Annual Soaring to New Heights Conference in Chicago**

Commissioners and staff attended the IAPD/IPRA Annual Soaring to New Heights Conference held in Chicago, January 24 -26, 2019. The following were the commissioners in attendance and their expenses including items such as conference registration, hotel, mileage, and meals during this three day conference and those attending the Chairman's Luncheon:

Theresa Barreiro: \$ 60.00  
Mohamed Iqbal: \$ 60.00  
Mike Kenyon: \$810.86  
Steve Weber: \$ 60.00

Over 4,000 parks, recreation and conservation professionals and commissioners attend this multi-day conference, which highlights over 150 educational sessions and workshops as well as an exhibition hall featuring more than 300 product and service vendors. Some commissioners and staff earn continuing education credits to maintain professional certification status in their respective fields through attendance of educational sessions and workshops.

Additionally, annual meetings are conducted during the conference for Illinois Association of Park Districts (IAPD), Illinois Parks and Recreation Association (IPRA) and the Illinois Association of Conservation and Forest Preserve Districts (IACFPD) of which commissioners and/or staff are members. There is an All-Conference Awards luncheon held on Friday, which is hosted by the outgoing IAPD Chairman, this year, 2018, John Hoscheit. This luncheon recognizes and honors leaders and volunteers of park districts, forest preserves, conservation, recreation and special recreation agencies.

**DISCUSSION:** *Commissioner Hoscheit commented that the IAPD is a great lobbying group and would encourage all the Commissioners to attend if their schedule permits. Many recreational conservation as well as Special Recreation agencies are members, which benefits all constituents.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [6 TO 0]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 4/5/2019 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, Penny Wegman
<b>ABSTAIN:</b>	Theresa Barreiro
<b>ABSENT:</b>	Anita Lewis, John Martin

**B. Presentation and Approval of Invoice #426 from the Kane County IT Department for Equipment and Service Work at the Natural Resource Management Facility**

The Commission approved funding in the FY 2017/18 budget for the construction of a new Natural Resources Facility at the Mill Creek Greenway site at the corner of Route 38 and Brundige Road. The new 6,800 square foot facility was completed at the end of last summer and the building includes indoor space for equipment and material storage work space for repairing equipment, as well as office space for the staff.

Eight full time staff and one part time employee work out of facility daily with an addition 5-7 seasonal staff in the summer and two in the winter. These staff are the bulk of our Natural Resource Management (NRM) department and include our Restoration Ecologist, Wildlife Biologist and Restoration Technicians.

High speed cable internet is not currently available at the intersection of Hwy 38 & Brundige, but was available north of this site at the Kane County Juvenile Detention Facility. The attached invoice details the costs associated with installing point-to-point wireless data transmitters to bring the high speed internet from the Detention Facility to the silo on the old barn at the site and subsequently into the NRM office space. The invoice also details the hardware and labor costs for installing the initial hardware as well as six refurbished desktop personal computers for staff workstations. The invoice total for this work is \$51,653.23. All work was completed last fall and performs well as described.

Funds totaling \$2,268,645 were budgeted in the 2017/18 fiscal year for the construction of the Natural Resource Management Facility. Sufficient funds totaling \$218,084 are available in the Construction & Development Account #03-35-35-7050 for this expense totaling \$51,653.23.

**DISCUSSION:** Commissioner Hoscheit asked who requested that this work be done. Executive Director Meyers responded that the work was part of the NRM facility building plans and that most of the work was completed by contractors hired on behalf of the County IT Department and those charges are being passed on to the District. Staff worked with County IT to calculate options such as the installation of a tower, and concluded the other options would have been substantially higher. Staff has reviewed the invoice.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 4/5/2019 8:30 AM</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	John Hoscheit, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

### C. Presentation of the 2018 Campground Season Report

Director Goreth made a brief presentation summarizing the 2018 Campground Season Report. It cited the expenses and revenues of the Big Rock Campground as well as the Paul Wolff Campground. He stated that there will be evaluations completed for the possibility of sewer on sites and showers.

**DISCUSSION:** Commissioner Hanson asked if there would be a possibility of a season pass. Director Goreth responded that the maximum stay is 14 days at one time at each campground, so the pass would not be feasible. Chairman Davoust added that the public may be price sensitive, but the increase was needed to maximize the competitive pricing in the area. Additionally added that staff will continue to monitor and evaluate the price increase and at this time will accept the recommendation to keep the rates the same as the 2018 season.

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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**V. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel**

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

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

**VI. Communications**

TCF Earth Day Benefit Dinner to be held on Thursday, April 25, 2019 at the Bobak's Signature Banquets in Woodridge.

**VII. Chairman's Comments**

President Kenyon stated that the Volunteer Recognition Dinner was held on March 21st. It was a great event and very proud of all the hard work the volunteers contribute to the District.

**VIII. Adjournment**

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

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

**Adjournment until: Tuesday, April 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