



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, August 29, 2017 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:

<u>Attendee Name:</u>	<u>Status:</u>
President Michael Kenyon	Present
Chairman Mark Davoust	Present
Commissioner Theresa Barreiro	Present
Commissioner Brian Dahl	Present
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Present
Commissioner Bill Lenert	Present
Commissioner John Martin	Present
Commissioner Penny Wegman	Present
Commissioner Don Ishmael	Absent
Secretary Philip Lewis	Absent

Others Present:

Executive Director Meyers, Directors: Metanchuk, Stanish, Culp, Goreth, Gilloffo, and Haberthur. Restoration Ecologist, Pat Chess, Planner, Michele Springer, Accounting Manager, Dave Petschke, Administrative Assistant, Caitlin Rodeghero, Buyer, Anna Marano, Community Affairs Specialist, Brittany Kovach, Attorney Gerald Hodge, and Recording Secretary, Ellen J. Maglio

II. Approval of the Minutes from July 25, 2017

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Penny Wegman, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Theresa Barreiro, Don Ishmael, Philip Lewis

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

IV. New or Unfinished Business

A. Presentation and Approval of a Bid for a Replacement Vehicle for Use by the Public Safety Department

Chief Gilloffo explained the request. The Commission approved funds in the FY 2017/18 Budget to replace two vehicles for the Police Department. This is a replacement for a 2013 Ford Explorer (squad 218) which presently has 145,000 miles. It is proposed to purchase the replacement, a 2018 Chevrolet, Silverado Crew Cab pick-up truck, from Miles Chevrolet of Decatur, Illinois, under the State Bid contract number PSD4018025. The total purchase price would be \$34,143. Note, the original budget request specified the purchase of Chevy Tahoes.

This Chevrolet pick-up is being offered as a substitute with an approximate \$3,500 cost savings, and should meet the needs of patrolling our properties. Additionally, new equipment and labor to transfer reusable equipment from the retired vehicle is \$7,279.80 from Communications Direct in Batavia. This also includes transferring a light bar from the retired vehicle (218) to another vehicle being transferred for patrol officer use. An equipment box for the truck bed, to be installed by our District mechanic, is \$350. The total cost for the vehicle and equipment is not to exceed \$41,772.80.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 9/8/2017 8:30 AM
MOVER:	John Hoscheit, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Theresa Barreiro, Don Ishmael, Philip Lewis

B. Presentation and Approval of a Neighbor Stewardship Agreement

Numerous homeowners that live adjacent to property owned by the Forest Preserve District have requested assistance in managing invasive vegetation present on District property. This has been of particular interest to individuals living along the Fox River Trail in Batavia, where homeowners would like to open the area up to create a better view of the river. The Natural Resources Department has consulted with many of these homeowners and found that the vast majority of them wish to remove non-native invasive species. Allowing interested neighbors to clear these species from District land would provide a large ecological benefit to the District while also satisfying the neighbor's view shed concerns.

This agreement allows that to happen by permitting interested landowners to become stewards of these small, delineated areas of District property adjacent to their homes. Consultation with a representative of the District must take place before clearing could begin and the District would mark and document desirable species so that they are not removed. Additionally, signage would be placed on District property to inform the public of the agreement and to distinguish their work from any unauthorized encroachment issues.

DISCUSSION: Executive Director Meyers explained that this agreement gives staff authority to use it throughout the County. Chairman Davoust added that there is education as well as cooperation between the residents and the District. Director Haberthur also stated that there will be signage posted in the volunteer's yard stating that there is an agreement with the District being implemented. This will hopefully encourage others to participate and will educate the public in general. President Kenyon added praise to the Natural Resources staff for taking what can be a contentious situation and turning it into a win-win.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 9/8/2017 8:30 AM
MOVER:	Rebecca Gillam, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Michael Kenyon, Mark Davoust, Theresa Barreiro, Brian Dahl, Rebecca Gillam, John Hoscheit, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Don Ishmael, Philip Lewis

C. Presentation and Approval of a Monetary Donation from ComEd for the Helm Woods Forest Preserve Woodland Restoration

ComEd is proposing to donate \$115,000 to the District for a woodland habitat restoration project for migratory birds at Helm Woods Forest Preserve. The purpose of the donation is a voluntary action, in coordination with U.S. Fish and Wildlife Service (USFWS), to mitigate the loss of migratory bird forest habitat resulting from ComEd activities.

The project includes planting trees in 8.5 acres of old field to connect existing woodlands, as well as invasive brush clearing and chemical treatment across approximately 85 acres of existing oak hickory woodland. Additionally, follow-up in-house enrichment woodland seeding would occur and ongoing long-term maintenance of the areas for no less than 10 years.

The initial clearing and tree planting would occur within 30 months of the donation and a written report must be submitted to ComEd annually as to completion of project elements, ongoing maintenance, and monitoring with a final project report submitted December 31, 2019.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 9/8/2017 8:30 AM
MOVER:	John Martin, Commissioner
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Theresa Barreiro, Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Don Ishmael, Philip Lewis

D. Presentation of the Quarterly Golf Courses Financial Update

Director Stanish reviewed the memo regarding the 2nd quarter revenues for the Settler's Hill, Deer Valley, and Hughes Creek Golf Clubs. The golf year is now the calendar year. Per the revised agreement, each course pays \$40,000 per quarter and shared revenue of 14.5% on any revenue in excess of \$1,103,448 for both Settler's Hill and Hughes Creek. The District receives 5% of total revenues from Deer Valley. All vendors stated that their revenues were down because of bad weather. This report reflects April 1 through June 30 revenues.

DISCUSSION: *Commissioner Hoscheit stated that we have had good weather in June and July, so the numbers next quarter should reflect that as well.*

RESULT:	PLACED ON FILE
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E. Presentation of the Cougars' Financial Update

The current contract requires the Cougars to pay \$50,000 in the first quarter, \$250,000 in the second and third quarters and \$150,000 in the fourth quarter, as well as, revenue sharing when gross revenues are between \$8.25 million and \$13.25 million. The percentage the District would receive is 12%. The current year is approximately 10% behind as compared to the same timeframe as last year, with every category lagging last year's figures. The Cougars attribute poor weather as the main reason for the decline.

DISCUSSION: *President Kenyon was disappointed in the lack of marketing for the event "Support the Troops" – Lynyrd Skynyrd Concert. Commissioner Hoscheit reminded all that our revenue stream is solid.*

RESULT:	PLACED ON FILE
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F. Presentation of the Quarterly Financial Update from Sawyer Falduto Inc.

Director Stanish gave a brief summary of the Sawyer Falduto Investment Update. He said the District takes a market value approach. Although this approach is taken, the District has still met its agreed benchmarks. He also shared that the CD's were opened at the WinTrust Bank with a portion of the Bond Referendum Funds.

DISCUSSION: *None.*

RESULT:	PLACED ON FILE
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V. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel *None.*

VI. Communications

Director Metanchuk introduced the "Adopt a Turtle" Program. Turtle adoptions will directly support Blanding's Turtle habitat projects through the Kane Forest Preserve Foundation. The Blanding's Turtle is on the endangered species list. These conservation efforts include research above and beyond our current capacity. If we reach our goal of \$6,000, we would be able to hire another summer seasonal intern to assist with our efforts to learn about the Blanding's Turtle populations throughout Kane County.

These turtles were hatched by Bill Graser our Wildlife Biologist. There are three levels of donation for the program. More information is available on the website.

VII. Chairman's Comments *None.*

VIII. Adjournment

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Penny Wegman, Commissioner
SECONDER:	Theresa Barreiro, Commissioner
AYES:	Theresa Barreiro, Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Don Ishmael, Philip Lewis

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

Adjournment until: Tuesday, September 26, 2017 at 2:00 pm
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

Recording Secretary