FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday February 23, 2016 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:

Attendee Name	Title	Status	Arrived
Mark Davoust	Chairman	Present	
Michael Kenyon	President	Present	
Rebecca Gillam	Commissioner	Present	
Joseph Haimann	Commissioner	Present	
John Hoscheit	Commissioner	Present	
Philip Lewis	Commissioner	Present	
John Martin	Commissioner	Present	
Brian Pollock	Commissioner	Late	2:15 PM

Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, Tracey Smith, Director of Human Resources, Mike Gilloffo, Police Chief, Dave Petschke, Accounting Manager, Anna Marano, Buyer, Betsy Scaletta, HR Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary.

Additional Attendees include: Mr. Thomas Sawyer of Sawyer Falduto Asset Management, LLC.

II. Public Comment (Each speaker is limited to three (3) minutes) *None.*

III. Presentation and Approval of the Minutes from December 15, 2015. *Minutes approved as read.*

RESULT:	**APPROVED AS READ - PLACED WRITTEN REPORTS ON FILE [UNANIMOUS]**
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Philip Lewis, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

IV. New and Unfinished Business

A. Report by Sawyer Falduto Asset Management

The presentation was made as the first item on the agenda for timing reasons. Mr. Tom Sawyer of Sawyer Falduto Asset Management, LLC. presented the Committee with an investment performance report.

DISCUSSION: It was decided that the report would be sent quarterly but have in-person reporting done only bi-annually.

RESULT:	**PLACED ON FILE BY VOICE VOTE [UNANIMOUS]**
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

B. Presentation of the Cougars' Report Fourth Quarter of 2015

The current contract requires the Cougars to pay $175,000 quarterly, 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%. Below is the chart that shows the fourth quarter results and compares them to last year's figures.

	Cougars		
REVENUE	**Current Year**	**Prior Year**	**Difference**
Tickets	$ 2,328,734	$ 2,300,015	$ 28,719
Advertising & Naming Rights	$ 1,613,762	$ 1,888,871	$ (275,109)
Concession Sales (Gross)	$ 3,273,175	$ 3,272,134	$ 1,041
Parking	$ 372,535	$ 373,245	$ (710)
Souvenir Sales	$ 278,212	$ 234,944	$ 43,268
Other	$ 319,468	$ 261,555	$ 57,913
TOTALS	**$ 8,185,886**	**$ 8,330,764**	**$ (144,878)**

The current year is approximately 1.74% behind as compared to last year. Advertising and Naming Rights revenue were the reason for the decrease in revenues as compared to last year. Since revenues fell short of $8.25 million, no revenue sharing occurred for the 2015 year.

RESULT:	**PLACED ON FILE BY VOICE VOTE**

C. Presentation of the Golf Courses Report

Attached is the quarterly and annual update for the District's three golf courses. The golf year, per the contracts, is April 1st to March 31st. The table below shows how each course compared to the prior year for the third quarter of the golf season (October 1st - December 31st).

	Settler's Hill		
	Current Year	**Prior Year**	**Difference**
Green Fees	$ 89,185.37	$ 60,172.95	$ 29,012.42
Rentals	$ 17,854.50	$ 12,405.00	$ 5,449.50
Golf Shop Sales	$ 5,789.56	$ 6,137.59	$ (348.03)
Food & Beverage	$ 14,701.16	$ 12,190.60	$ 2,510.56
Misc./Gratuities	$ 1,624.02	$ 1,400.35	$ 223.67
TOTALS	**$ 129,154.61**	**$ 92,306.49**	**$ 36,848.12**

	Deer Valley		
	Current Year	**Prior Year**	**Difference**
Green Fees	$ 4,266.00	$ 2,693.60	$ 1,572.40
Rentals	$ 921.00	$ 545.00	$ 376.00
Golf Shop Sales	$ 44.64	$ -	$ 44.64
Food & Beverage	$ 172.90	$ 112.70	$ 60.20
Misc./Gratuities	$ 12.11	$ 31.62	$ (19.51)
TOTALS	**$ 5,416.65**	**$ 3,382.92**	**$ 2,033.73**

	Hughes Creek		
	Current Year	**Prior Year**	**Difference**
Green Fees	$ 51,668.50	$ 43,707.50	$ 7,961.00
Rentals	$ 35,448.50	$ 28,560.50	$ 6,888.00
Golf Shop Sales	$ 3,808.88	$ 1,899.04	$ 1,909.84
Food & Beverage	$ 43,498.88	$ 40,845.10	$ 2,653.78
Misc./Gratuities	$ 15.00	$ 48.00	$ (33.00)
TOTALS	**$ 134,439.76**	**$ 115,060.14**	**$ 19,379.62**

RESULT: **PLACED ON FILE BY VOICE VOTE**

D. Presentation and Approval of Pay Scale Changes for Summer Seasonal and Intern Positions

Director Smith explained that there is a need to change the pay scale for the seasonal and intern staff. She reported that in 2015 there were significant changes in the hiring trend which led to two positions unable to be filled and the repeating filling of positions due to premature resignations during the season. Commissioner Hoscheit made the motion to amend the language of the item to a pay scale change rather than the minimum wage increase - since the District is not changing the current minimum wage.

DISCUSSION: *The Committee consensus was in agreement with the pay scale changes.*

RESULT:	**MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]**
TO:	**FOREST PRESERVE EXECUTIVE COMMITTEE 3/4/2016 8:30 AM**
MOVER:	John Hoscheit, Commissioner
SECONDER:	Philip Lewis, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

E. Presentation and Approval of a Third Amendment to the License Agreement with GolfVisions Management

After further discussion in *Executive Session*, the Committee agrees to recommend the amendment moves to Executive Committee.

RESULT:	**MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]**
TO:	**FOREST PRESERVE EXECUTIVE COMMITTEE 3/4/2016 8:30 AM**
MOVER:	John Martin, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

V. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel

RESULT:	**ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Brian Pollock, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

VI. Communications

The Conservation Foundation Benefit Luncheon is March 2nd and the Earth Day Dinner is April 21st.

VII. Chairman's Comments

President Kenyon suggested that as we continue to want to acquire lands, and since the referendum monies are now gone, we need to begin to plan and think about presenting another referendum to the voters.

VIII. Adjournment

RESULT:	**APPROVED WITH VOICE VOTE [UNANIMOUS]**
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Brian Pollock, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, John Martin, Brian Pollock
ABSENT:	Philip Lewis

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

Adjournment until: **March 29, 2016 at 2:00 pm**
Forest Preserve District Offices Board Room
1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary