



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FINANCE AND ADMINISTRATION COMMITTEE MINUTES

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#### I. Call to Order

The Finance and Administration Committee meeting was held Monday February 27, 2017 at 2:00 PM at the Administration Offices located at Kane County Government Center, 719 South Batavia Avenue, Building A, Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 2:00 PM.

#### Members Present:

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

#### Others Present:

OTHER COMMISSIONERS PRESENT: Margaret Auger,

STAFF PRESENT: Monica Meyers, Executive Director, Ken Stanish, Director of Finance, Ben Habarthur, Director of Natural Resources, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffe, Director of Public Safety, Dave Petschke, Accounting Manager, Anna Marano, Buyer, Brittany Kovach, Communications Specialist, Caitlin Rodehero, Administrative Assistant, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Presentation and Approval of the Minutes from January 24, 2017

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

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

**IV. New and Unfinished Business**

**A. Presentation of the Quarterly Investment Performance Report from Sawyer Falduto**

Dave Harrington from Sawyer Falduto reviewed the Quarterly Investment Performance Report.

**DISCUSSION:** *Commissioner Hoscheit asked to evaluate the investment with regards to increasing the investment amount, but would like to see more information. Director Stanish stated that he would bring an analysis to the next meeting.*

*There was further discussion as to when the investment was started, which was in September of 2015. President Kenyon asked if these funds were liquid assets. Mr. Harrington stated that yes these funds were liquid.*

**B. Presentation of the Year End Financial Report for the Cougars**

Finance Director Stanish described the item as follows: 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%. Below is the chart that shows the fourth quarter results and compares them to last year's figures.

	<b>Cougars</b>		
	<b>Current Year</b>	<b>Prior Year</b>	<b>Difference</b>
Tickets	\$ 2,337,834	\$ 2,328,734	\$ 9,100
Advertising & Naming Rights	\$ 1,819,475	\$ 1,613,762	\$ 205,713
Concession Sales (Gross)	\$ 3,175,586	\$ 3,273,175	\$ (97,589)
Parking	\$ 360,720	\$ 372,535	\$ (11,815)
Souvenir Sales	\$ 284,758	\$ 278,212	\$ 6,546
Other	\$ 224,398	\$ 319,468	\$ (95,070)
<b>Totals</b>	<b>\$ 8,202,771</b>	<b>\$ 8,185,886</b>	<b>\$ 16,885</b>

The current year ended up being 0.21% ahead as compared to last year. Based on these figures, the District will not receive any revenue sharing for 2016.

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

Director of Finance Stanish explained the item as follows:  
 Attached is the quarterly and annual update for the District's three golf courses. The golf year, per the contracts, is April 1<sup>st</sup> to March 31<sup>st</sup>. The table below shows how each course compared to the prior year for the third quarter of the golf season (October 1<sup>st</sup> - December 31<sup>st</sup>).

	<b>Settler's Hill</b>		
	<b>Current Year</b>	<b>Prior Year</b>	<b>Difference</b>
Green Fees	\$ 86,776.15	\$ 89,185.37	\$ (2,409.22)
Rentals	\$ 16,772.00	\$ 17,854.40	\$ (1,082.50)
Golf Shop Sales	\$ 5,613.92	\$ 5,789.56	\$ (175.64)
Food & Beverages	\$ 15,778.66	\$ 14,701.00	\$ 1,077.50
Misc./Gratuities	\$ 2,166.67	\$ 1,624.02	\$ 542.65
<b>Totals</b>	<b>\$ 127,107.40</b>	<b>\$ 129,154.35</b>	<b>\$ (2,047.21)</b>

	<b>Deer Valley</b>		
	<b>Current Year</b>	<b>Prior Year</b>	<b>Difference</b>
Green Fees	\$ 4,672.00	\$ 4,266.00	\$ 406.00
Rentals	\$ 1,138.50	\$ 921.00	\$ 217.50
Golf Shop Sales	\$ 79.08	\$ 44.64	\$ 34.44
Food & Beverages	\$ 141.40	\$ 172.90	\$ (31.50)
Misc./Gratuities	\$ 12.09	\$ 12.11	\$ (0.02)
<b>Totals</b>	<b>\$ 6,043.07</b>	<b>\$ 5,416.65</b>	<b>\$ 626.42</b>

	<b>Hughes Creek</b>		
	<b>Current Year</b>	<b>Prior Year</b>	<b>Difference</b>
Green Fees	\$ 57,616.50	\$ 51,668.50	\$ 5,948.00
Rentals	\$ 32,652.50	\$ 35,448.50	\$ (2,796.00)
Golf Shop Sales	\$ 3,247.51	\$ 3,808.88	\$ (561.37)
Food & Beverages	\$ 35,583.97	\$ 43,498.88	\$ (7,914.91)
Misc./Gratuities	\$ (529.50)	\$ 15.00	\$ (544.50)
<b>Totals</b>	<b>\$ 128,570.98</b>	<b>\$ 134,439.76</b>	<b>\$ (5,868.78)</b>

This quarter completes the old agreement format with each management company. Going forward, the District will be receiving \$40,000 per quarter from each company with the potential of additional revenue sharing based on total sales at the end of the calendar year.

The District received a total of \$37,949.61 in revenues for the quarter.

**D. Presentation and Approval of Change Order #4 with Martin Design Partnership, Ltd. for Architectural Services for the Settler's Hill Golf Course Driving Range Project**

Change Order #4 from Martin Design for the architectural services needed to complete the Settlers Hill Golf Course Driving Range. The Commission approved funding to evaluate the feasibility of adding a driving range to the Settler's Hill Golf Course and review other potential improvements to the facility. In October 2011, Martin Design was hired to develop a design for a new driving range for the golf course, which included an updated master plan for the entire course. The plan over the past few years has had several alterations as we continue to work with the County and Waste Management on the Master Plan for the Settlers Hill Landfill and stay within budget constraints.

The latest plan was approved by the Finance and Administration Committee in January of 2017. The plan created a hub of golf amenities including returning 9s, a driving range, new parking area, youth learning center and location for a modest clubhouse in the future. Based on the plan, Martin Design has submitted a proposal in the amount of \$24,000 to complete the construction drawings, bid documents and construction observation for the construction of the driving range.

Funds totaling \$850,000 were originally budgeted in the 2015-16 fiscal year for the Settler's Hill Golf Course Driving Range Project following the County's \$850,000 payment from the Settler's Hill Landfill Fund. Sufficient funds totaling \$814,990 are available in the Construction & Development Account for this expense totaling \$24,000. An additional \$400,000 has been budgeted in the 2016-17 fiscal year for the youth learning center; bringing the total project budget to \$1,250,000. Funding has been requested from the County Landfill Fund for this project as well.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 3/3/2017 8:30 AM</b>
<b>MOVER:</b>	Rebecca Gillam, Commissioner
<b>SECONDER:</b>	John Martin, Commissioner
<b>AYES:</b>	Theresa Barreiro, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Brian Dahl, Mark Davoust, Don Ishmael

**E. Presentation and Approval of Authorizing Participation by Elected Officials in the Illinois Municipal Retirement Fund (IMRF)**

The Forest Preserve District Commission is a participant in the Illinois Municipal Retirement Fund (IMRF). District Commissioners may elect to participate in IMRF if they are in positions normally requiring performance of duty for 600 hours or more per year.

On August 26, 2016, Public Act 099-900 was signed into law, requiring IMRF agencies to adopt and file a resolution with IMRF within 90 days after each election in which a member or members of the Commission are elected or re-elected.

The resolution must certify that Forest Preserve District Commissioners, who elect to participate in IMRF, are required to work at least 600 hours annually to be eligible.

P.A. 099-900 also requires that Forest Preserve Commissioners, who have elected to participate in the District's IMRF, submit a monthly time sheet to the District's fiscal officer.

Commissioners receive IMRF contributions against their commission meeting attendance per diems. The per diem and the District's IMRF contribution portion are currently budgeted.

**DISCUSSION:** *Committee would like further information from Staff regarding the requirements and the statute.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 3/3/2017 8:30 AM</b>
<b>MOVER:</b>	Philip Lewis, Secretary
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Theresa Barreiro, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Brian Dahl, Mark Davoust, Don Ishmael

**V. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel** *None.*

**VI. Communications**

President Kenyon thanked Director Metanchuk for her help during the recent Public Referendum meeting.

Commissioner Lewis asked if there was a public schedule of the meetings that are being held throughout the County. Staff stated that yes there was a schedule and that it would be sent to all Commissioners.

Commissioner Martin asked if the general feedback was positive or negative. Executive Director Meyers stated that the feedback for the most part was positive.

**VII. Chairman's Comments** *None.*

**VIII. Adjournment**

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

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

**Adjourned until:** **Tuesday, March 28, 2018 at 2:00 p.m.**  
**Forest Preserve District Administration Offices**  
**1996 S. Kirk Road, Suite 320 Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Recording Secretary