



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, September 26, 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> |
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| Commissioner Theresa Barreiro | Present |
| Commissioner Brian Dahl | Present |
| Chairman Mark Davoust | Present |
| Commissioner Rebecca Gillam | Present |
| Commissioner John Hoscheit | Absent |
| Commissioner Don Ishmael | Present |
| President Michael Kenyon | Present |
| Commissioner Bill Lenert | Present |
| Secretary Philip Lewis | Absent |
| Commissioner John Martin | Present |
| Commissioner Penny Wegman | Present |

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 Minutes from August 29, 2017

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Brian Dahl, Commissioner |
| SECONDER: | Bill Lenert, Commissioner |
| AYES: | Michael Kenyon, Mark Davoust, Brian Dahl, Rebecca Gillam, Bill Lenert, John Martin, Penny Wegman |
| ABSENT: | Theresa Barreiro, John Hoscheit, 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 License Agreement with the Chicago Area Track and Field Organizing Committee for the Management of the Settler's Hill Cross Country Events Center

In September, 2016 the District issued a Request for Proposals (RFP) for the management of the Settler's Hill Cross Country Events Center. One proposal was received from the Chicago Area Track and Field Association Organizing Committee (CATFOC). The District, CATFOC, the County and Waste Management Inc. have been working collectively to complete the site design/bid specifications for the cross country course and events center and solidify coordination and maintenance responsibilities in order to finalize the terms of the agreement.

The County is responsible for the construction of the facility. The County is planning to bid the construction of the project this year for a projected opening in the fall of 2019.

Daily public access to the site will be managed by the District via a small parking lot off of the Fox Valley Ice Arena parking lot and located behind the Strikers Soccer building.

The terms of the agreement with CATFOC are as follows:

- Term is for 10.5 years with two additional 5-year extension options if mutually agreeable.
- CATFOC will be responsible for;
 - Recruiting and scheduling events
 - Marketing and promoting of site and events
 - Sponsorship recruitment
 - Managing running events and competitions that require their expertise and timing services
 - Maintaining the site to include mowing of the trail/track, event set-up/clean-up, garbage pickup, etc.
 - All expenses relative to their management of the facility and events
- County will be responsible for the construction of the facility and shall continue to have maintenance and oversight responsibilities as defined in existing agreements and permits by the IEPA and USEPA as the landowner and while facility is in post-closure. County shall further be responsible for the repair of any drainage related damage.
- WMI shall be responsible for the mowing of the open space around the cross country and shall continue to have maintenance and oversight responsibilities as defined in existing agreements and permits by the IEPA and USEPA as the landowner and while facility is in post-closure.
- District will be responsible for the daily public use of the property and the maintenance of a small parking lot off the Fox Valley Ice Arena lot and situated behind the Strikers Soccer building. Agreement was developed by the District's legal counsel with review by PDRMA, the District's insurance provider. Standard insurance coverages, indemnity and hold harmless language have been included.

DISCUSSION: *Chairman Davoust made the statement of his skepticism in the beginning, but today, he is optimistic at the opportunity this would have. Commissioner Martin explained that the District would not have any financial hindrance to the project. The parking lot would be maintained by the District all other will be maintained and operated by the County, the CATFOC and WMI. He went on to explain that he has been approached by other organizations that this is going to be the premier location in the area.*

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| RESULT: | MOVED FORWARD BY VOICE VOTE [UNANIMOUS] |
| TO: | FOREST PRESERVE EXECUTIVE COMMITTEE 10/6/2017 8:30 AM |
| MOVER: | John Martin, Commissioner |
| SECONDER: | Brian Dahl, Commissioner |
| AYES: | Theresa Barreiro, Brian Dahl, Mark Davoust, Rebecca Gillam, Don Ishmael, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman |
| ABSENT: | John Hoscheit, Philip Lewis |

B. Presentation of an Update on the Settler's Hill Golf Course Improvement Project

Greg Martin of Greg Martin Design was introduced to explain the history and current Master Plan for the Settler's Hill Golf Course. An analysis was completed in regards to the golf course with regards to its strengths, weaknesses, opportunities and threats. SHGC is set in a unique topography with landscape variety golf hole variety and internal and external views that are vast and beautiful. The location of the course is central to the County and it has high visibility from the main street of Fabyan Parkway. SHGC is over 30 years old with most amenities having a life span of about 12. The infrastructure is declining. There are serious issues with settling and drainage. The lack of returning 9's and limited food service or event options is a weakness in the market. SHGC currently depends on the discounting practice. There are currently high maintenance and operational costs along with golfer expectations that are not being met as well as they could be. However, SHGC has a great location, possibilities of market expansion with youth and educational opportunities, maintenance and operational efficiencies, and a driving range that will increase usage.

The Master Plan is strategically created to use the mission statement to improve Settler's Hill Golf Course to be more economically viable, environmentally sustainable, operationally efficient, and recreationally purposeful. All the plans for improvements relate back to this mission statement as a test for its purpose.

The improvements include a new irrigation/pumping system, renovations to the bunkers, tees, cart paths and turf throughout the course, drainage improvements both overland and underground. These changes will update the playability, challenge and strategy of the course as well as improve the overall aesthetics.

C. Presentation and Approval of a Proposal from Martin Design for the Settler's Hill Golf Course Improvement Project

Continuing to move forward on the approved concept plan, Martin Design has submitted a proposal to complete the design for the balance of the proposed improvements in the amount of \$251,225. Staff is recommending to move forward at this time with only Phase I Master Planning (\$14,000) and a portion of Phase II Design Development through final Committee approval (\$124,438) plus reimbursables of \$3,500 for a total not to exceed amount of \$141,938.

Outlined in the proposal, the plan will address specific goals that will include improving economic viability of the course, which includes needed infrastructure repairs; improving the landscape functions and expanding natural habitat; and improving the recreational opportunities at Settler's Hill. Throughout this comprehensive review, the District will continue to move forward with its plan for improving the Settler's Hill Golf Course as approved by the Committee.

DISCUSSION: None.

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| RESULT: | MOVED FORWARD BY VOICE VOTE [UNANIMOUS] |
| TO: | FOREST PRESERVE EXECUTIVE COMMITTEE 10/6/2017 8:30 AM |
| MOVER: | Bill Lenert, Commissioner |
| SECONDER: | Don Ishmael, Commissioner |
| AYES: | Theresa Barreiro, Brian Dahl, Mark Davoust, Rebecca Gillam, Don Ishmael, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman |
| ABSENT: | John Hoscheit, Philip Lewis |

D. Presentation and Approval of the Fiscal Year 2018-19 Estimated Budget for the Purpose of Establishing the 2017 Property Tax Levy

Director Stanish explained that each year the Finance and Administration Committee determines the direction for the upcoming property tax levy which is then forwarded to the Executive Committee and then to the Full Commission. Staff requested the most current information from the assessor and received the following:

- Existing EAV will increase in the county (final percentage is not determined).
- Preliminary new construction figures for the county are \$157 million (partial year).

The Committee has 3 options available regarding the levy.

1. Complete levy freeze - Last year's total capped levy figure was \$6.5 million and could be kept at that level.
2. Freeze the levy but allow for new construction - New construction has continued to increase over the past few years (2013 - \$83.2 million, 2014 - \$101 million, 2015 - \$129 million, 2016 - \$137 million). Having new residents pay their share for services is another option.

3. Increase the levy by both CPI and new construction - The levy would increase for the new construction discussed in #2 and also increase for CPI, which for the upcoming levy year will be 2.1%.

The other component of the tax levy is the debt portion. This amount is fixed based on the ordinances that are approved at the time bonds are sold or refinanced. In 2016 the debt levy was \$29 million, in 2017 it is \$22.7 million and for 2018, it will be \$16.1 million. This figure is to remain constant for the next 8 years unless any refinancing occurs or new debt is incurred.

Staff is recommending that the majority of the capped levy be placed into the General Fund with planned transfers to the other funds to meet their requirements. This allows the District the most flexibility with the use of these funds and will help in the management of fund balance requirements, since the final budget for next fiscal year (18/19) will not be finalized for several months.

DISCUSSION: *Commissioner Lenert asked why we had to do this with so little information. Director Stanish explained that this is a statute set by the Downstate Forest Preserve Act. Two votes were taken. The first resulted in a 5/4 vote. Commissioners Barreiro and Lenert expressed their confusion to the information. Director Stanish explained the 3 options that may be voted upon as detailed in the agenda memo. The vote was taken with the Third Option - which is to increase the levy by both CPI and new construction Due to the reduction of the District's bond debt, even with the operating increase, the residents will experience a reduction on their tax bills. Commissioner Gillam stated that her tax bill resulted in all line items increasing except the Forest Preserve District. After further discussion and explanation of the options, another vote was taken. This vote resulted in a 6/3 approval of option 3 at this point in the process.*

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| RESULT: | MOVED FORWARD BY VOICE VOTE [6 TO 3] |
| TO: | FOREST PRESERVE EXECUTIVE COMMITTEE 10/6/2017 8:30 AM |
| MOVER: | Michael Kenyon, President |
| SECONDER: | Mark Davoust, Chairman |
| AYES: | Theresa Barreiro, Mark Davoust, Rebecca Gillam, Don Ishmael, Michael Kenyon, John Martin |
| NAYS: | Brian Dahl, Bill Lenert, Penny Wegman |
| ABSENT: | John Hoscheit, Philip Lewis |

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

VI. Communications

Chairman Davoust took a poll to move the next scheduled Finance and Administration Committee meeting ahead one week to October 31, 2017 from the previous week of October 24th. All were in agreement. Notice to be sent out October 6, 2017 with revised meeting date.

Presentation of the Kane Forest Preserve Foundation Update

Executive Director Meyers provided an update on the Foundation established earlier this year. Commissioner Mark Davoust is the Chairman, Laurie Metanchuk is the Board's Secretary, Ken Stanish is the Treasurer, and Monica Meyers is the Vice-Chair. John McGovern of Recreation Accessibility Consultants is the first Board member approved by the group.

The Foundation is a 501(c)3 organization. Financial software has been installed for the organization as well as a PayPal account for donations and contributions.

The Foundation has organized its first program (the Adopt-a-Turtle program) which is a huge success. To date, 33 adoptions have occurred and has raised \$6,700. The monies will be used to hire an additional wildlife biologist intern next summer.

VII. Chairman's Comments

National Public Lands Day will be held on September 30 from 10am to 1pm at the Dick Young Forest Preserve.

Harvest of the Acorn Moon will be held on Sunday, October 6 from 1-4 pm at the Oakhurst Forest Preserve.

VIII. Adjournment

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

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

Adjournment until: Tuesday, October 31, 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