



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, October 25, 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	Absent	
John Martin	Commissioner	Present	
Brian Pollock	Commissioner	Late	2:10 PM

Others Present:

Monica Meyers, Executive Director
Ken J. Stanish, Director of Finance
Ben Haberkurth Director of Natural Resources
Jerry Culp, Director of Planning and Development
Laurie Metanchuk, Director of Community Affairs
Mike Gilloffo, Police Chief

Dave Petschke, Accounting Manager
Anna Marano, Buyer
Brittany Kovach, Community Affairs
Jerry Hodge, Attorney
Patricia Hestekin, Recording Secretary

II. Public Comment (Each speaker is limited to three minutes)

None.

III. New and Unfinished Business

A. Presentation of the Golf Course Report

The quarterly and annual update for the District's three golf courses was presented. The golf year, per the contracts, is April 1st to March 31st. The table shows how each course compared to the prior year for the second quarter of the golf season (July 1st - September 30th).

Golf Year 2016-17			
	Settler's Hill		
	Current Year	Prior Year	Difference
Green Fees	\$ 331,965.43	\$ 368,897.46	\$ (36,932.03)
Rentals	\$ 55,353.00	\$ 60,732.34	\$ (5,379.34)
Golf Shop Sales	\$ 12,820.29	\$ 13,877.07	\$ (1,056.78)
Food & Beverage	\$ 69,180.11	\$ 73,874.68	\$ (4,694.57)
Misc./Gratuities	\$ 1,261.20	\$ 962.43	\$ 298.77
Totals	\$ 470,580.03	\$ 518,343.98	\$ (47,763.95)
	Deer Valley		
	Current Year	Prior Year	Difference
Green Fees	\$ 36,651.00	\$ 45,665.00	\$ (9,014.00)
Rentals	\$ 8,668.00	\$ 10,800.00	\$ (2,132.00)
Golf Shop Sales	\$ 540.85	\$ 711.18	\$ (170.33)
Food & Beverage	\$ 1,727.90	\$ 2,283.40	\$ (555.50)
Misc./Gratuities	\$ 81.83	\$ 140.44	\$ (58.61)
Totals	\$ 47,669.58	\$ 59,600.02	\$ (11,930.44)
	Hughes Creek		
	Current Year	Prior Year	Difference
Green Fees	\$ 240,083.50	\$ 215,383.25	\$ 24,700.25
Rentals	\$ 120,093.00	\$ 134,234.00	\$ (14,141.00)
Golf Shop Sales	\$ 14,220.30	\$ 15,676.64	\$ (1,456.34)
Food & Beverage	\$ 200,698.43	\$ 180,378.79	\$ 20,319.64
Misc./Gratuities	\$ -	\$ 20.00	\$ (20.00)
Totals	\$ 575,095.23	\$ 545,692.68	\$ 29,402.55

Director Stanish stated that Settler's Hill is down \$48,000, Deer Valley is down \$12,000 while Hughes Creek is up \$29,000.

Executive Director Meyers explained that she has spoken to John O'Connor from Settler's Hill. He stated the rounds of golf are up this year by 1,200 rounds, however rounds for the 3rd quarter are down by 468 rounds. Revenue from membership sales is front uploaded in the beginning of the season and less revenue posted later in the season with rounds played on memberships. August experienced the worst month in revenues (down \$34,000) as the weekend weather was rainy. Additionally, tee boxes on holes 6,7, and 8 were not usable due to turf loss, so staff created temporary tee boxes until the repairs could be made. The issue with the tee boxes is moisture, and warm temperatures combined created a turf fungus issue. Staff will be cutting back some trees and bush to create more air flow to the tee boxes. Settler's Hill and Tanna Farms are cross selling promotional membership and punch card. 65% of the memberships were sold at Settler's Hill and 35% were sold at Tanna Farms. Revenues were distributed to the courses according to the location of the sales.

Commissioner Hoscheit commented that cross memberships should not be allowed as the revenues are between Settler's Hill and the District. If it is possible, maybe the District should call for an audit of their books.

Discussion continued with Commissioners asking to get more information on the membership sales, how pass usage is tracked, and the agreement with Tanna Farms. This will be brought back next month with more information.

RESULT: PLACED ON FILE BY VOICE VOTE

B. Presentation and Approval of a Bid for Fuel with Parent Petroleum

The District worked with County staff to be included on the joint fuel bid that includes the City of Aurora, KDOT, and various other County departments. The agreement will be for a one-year period and allows District staff to call for fuel to be delivered on a keep fill basis. The bid is structured so that the base cost of the fuel is determined from the OPIS rack pricing on the date of the delivery, plus the quoted per gallon mark-up contained within the bid. Due to the District having smaller tanks, (500 - 1,000 gallons), the mark-up quoted by the vendors is higher as compared to the County that takes full semi-loads each time.

Within the County bid, 5 vendors submitted pricing for the District's needs. The lowest bidder for the Forest Preserve District was Parent Petroleum with a mark-up of \$0.1000 per gallon for unleaded gasoline, and a mark-up of \$0.1500 per gallon for the B5 bio-diesel.

Vendor	Gasoline Mark-up Per Gallon	B5 Diesel Mark-up Per Gallon
Al Warren Oil	\$0.1750	\$0.1750
Mansfield Oil	\$0.2203	\$0.1955
Parent Petroleum	\$0.1000	\$0.1500
Petroleum Traders	\$0.2500	\$0.2500
Petro Choice	\$0.1500	\$0.1850
Hartland Fuel Products LLC	No bid	No bid
Gas Depot	No bid	No bid

Staff recommends awarding the one-year contract to Parent Petroleum to provide the District with unleaded fuel at a mark-up price of \$0.1000 per gallon and B5 diesel fuel with a mark-up price of \$0.1500 per gallon.

RESULT: **MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 11/4/2016 8:30 AM**
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

C. Presentation and Approval of the Property Tax Levies

Director Stanish presented the property tax levies for the Committee's review. The tax bills will be going down \$6 million dollars due to the refinancing and retirement of the bonds.

Commissioner Pollock asked to get a breakdown of this year's levies vs. last year's levies.

RESULT: **MOVED FORWARD BY VOICE VOTE [6 TO 1]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 11/4/2016 8:30 AM**
MOVER: John Hoscheit, Commissioner
SECONDER: Joseph Haimann, Commissioner
AYES: Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, John Martin
NAYS: Brian Pollock
ABSENT: Philip Lewis

D. FP-O-16-11-0534 Ordinance Abating the Tax Heretofore Levied for the Year 2016 to Pay Debt Service on Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Kane County, Illinois

Director Stanish stated that the abatement is done yearly and that these are for the improvements at the 5/3 Bank Ball Park. The abatement now replaces the 2008 bond with the 2016B, due to the refinancing and refunding of the 2008 Bond.

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]** **Next: 11/4/2016 8:30 AM**
TO: Forest Preserve Executive Committee
MOVER: John Hoscheit, Commissioner
SECONDER: Rebecca Gillam, Commissioner
AYES: Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, John Martin, Brian Pollock
ABSENT: Philip Lewis

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

None

V. Communications

1. Foundation:

Executive Director Meyers gave an update on the Foundation which has now been named Kane Forest Foundation. The foundation has received the approval to be a 501C3 foundation. The next step is to create the bylaws and job descriptions. The temporary board members are Ken Stanish, Laurie Metanchuk and Monica Meyers. A Board needs to be formed and at that time staff will transition off of the Board. The mission statement of the foundation is: "To Support the Mission Statement of the Kane County Forest Preserve with Emphasis on Conservation, Education, Recreation, Preservation and the Greater Good of the Community". Commissioner Davoust agreed to help draft the bylaws, and be the Commission liaison member on the Board.

2. Referendum:

Executive Director Meyers stated that there was a meeting with the referendum committee during which a progress report was given. The three major capital projects the District completed were, creation of the Creek Bend Nature Center, development of the Big Rock Campground and the opening of the Brunner property. The District acquired an additional 2,000 acres with the bond monies. The referendum committee will do a phone poll in January to see if the residents of Kane County have any interest in another referendum. The timing is good due to the fact that the District has recently refunded / refinanced several bond issues, thus reducing the tax bills.

VI. Chairman's Comments

None.

VII. 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

Adjournment Until: Thursday, December 15, 2016 at 2:00 pm
Forest Preserve District Offices Board Room
1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134

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

Respectfully Submitted,

Patricia Hestekin

Patricia Hestekin
Recording Secretary