



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday April 26, 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	Late	2:35 PM
Philip Lewis	Commissioner	Present	
John Martin	Commissioner	Present	
Brian Pollock	Commissioner	Late	

Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Mike Gilloppo, Police Chief, Brittany Kovach, Community Affairs, Jerry Hodge, Attorney, Patricia Hestekin, Recording Secretary

II. Public Comment (Each speaker is limited to three (3) minutes)

None

III. Presentation and Approval of the Minutes from February 23, 2016

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, Philip Lewis, John Martin, Brian Pollock

IV. New and Unfinished Business

A. Presentation and Approval of an Intergovernmental Agreement for Shadowing of Trained Employees for Prescribed Burning

In order to be certified by the state, individuals must participate in five prescribed burns and successfully complete two prescribed burns as an apprentice prescribed burn manager under the supervision of a certified prescribed burn manager. As a leading prescribed burn agency in Kane County, the District has been approached on occasion by outside organizations, requesting shadowing/apprenticing time for their employees with our highly skilled, certified burn managers.

Recently, the District formalized its burn manager criteria and, in doing so, re-evaluated the shadowing program. At the advice of the District's attorney, Gerald Hodge, and risk management representative, Dane Mall, the District developed an intergovernmental agreement for the shadowing/apprentice program.

Any outside organizations requesting entry into the District's shadowing program will be required to sign the intergovernmental agreement and provide a certificate of insurance.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Forest Preserve Executive Committee 5/6/2016 8:30 AM
MOVER:	Philip Lewis, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Martin, Brian Pollock
ABSENT:	John Hoscheit

B. Presentation and Approval of the Surplus Vehicles & Equipment

In 2013, the District began using an on-line auction house to dispose its surplus vehicles and equipment with good results. Staff is requesting approval to dispose of surplus vehicles and equipment through an on-line service.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Forest Preserve Executive Committee 5/6/2016 8:30 AM
MOVER:	John Martin, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Martin, Brian Pollock
ABSENT:	John Hoscheit

C. Presentation and Direction of the Establishment of a Foundation

Executive Director Meyers stated that Staff has researched foundations, how to establish a foundation, and identified 2 organizations that help with starting a foundation. The following are needed when establishing a foundation, 1) purpose, 2) fund raising and 3) management.

The National Association of Park Foundations charge \$8,000 and will do all the paperwork to set up the foundation and the 5013C plus help with establishing the board, job descriptions, marketing, and web site set up.

The consent of the Committee is to continue to move forward with researching the establishment of a foundation, establish projects for the monies from the foundation, create job descriptions and leadership structure. The District will need to establish an operating, print, marketing and infrastructure budget. This will come back to Committee with more information.

RESULT: **SENT BACK TO COMMITTEE [UNANIMOUS]Next: 5/24/2016 2:00 PM**
TO: Finance and Administration Committee
AYES: Mark Davoust, Michael Kenyon, Rebecca Gillam, Joseph Haimann, John Hoscheit, Philip Lewis, John Martin, Brian Pollock

D. Presentation and Direction of the Settler's Hill Cross Country Project

Moved for discussion in Executive Session

E. Presentation and Approval of the 2016 / 17 Proposed Appropriation Ordinance and Budget

The Commission approved a flat property tax levy for 2015 that will be received in 2016 for fiscal year 2016-17. Monies were adjusted between funds to meet budget requirements as detailed below. Below is a table that shows the capped portion of the tax levy by fund (bonds & interest is excluded since the dollar amounts were determined at the time the bond levy ordinances were approved and is not part of the capped portion of the tax levy).

	2014 Levy Year	2015 Levy Year
Fund	2015 Pay Year	2016 Pay Year
Corporate	\$5,372,631	\$5,347,643
IMRF	\$460,034	\$460,116
Liability Insurance	\$150,081	\$150,043
Social Security	\$312,026	\$320,060
Construction & Development	\$95,255	\$112,622
TOTALS	\$6,390,027	\$6,390,484

2016-2017 Proposed Budget

The proposed budget represents a consolidated effort of all staff in maintaining very tight controls on expenditures within the District. Prior year trends were reviewed, as well as, a priority analysis of new initiatives/purchases was created to determine the best uses of the funds available. Summary highlights of the requested initiatives are in that follows.

GENERAL FUND

Category	Amount Requested	% of New Requests	% of General Fund Budget
Additional Staff Hours ¹	\$7,144	1.60%	0.09%
Vehicles/Trailers ²	\$241,800	54.19%	3.08%
Machinery/Equipment ³	\$116,800	26.18%	1.49%
Projects ⁴	\$40,400	9.05%	0.51%
Other ⁵	\$40,029	8.97%	0.51%

The General Fund's revenues remained relatively flat going from \$7,850,523 in the current year to \$7,937,023 for FY16-17, an increase of 1.1%. The largest changes in revenues are:

- State Replacement Tax - \$50,000
- Camping Revenue - \$13,000
- Federal & State Grants - \$15,000

Expenses of note are as follows:

- Full-time salaries include a 3% merit increase.
- ¹The additional staff hours is an overtime budget for Natural Resources which has never had one in the past.
- ²All vehicles and trailers in the budget are replacements of existing pieces except for a new 14-foot trailer for Natural Resources that will enable them to move smaller items, such as gators, with lighter trucks.
- ³Machinery & Equipment is comprised of 4 zero turn mowers, 2 liquid de-icing units, a truck lift, an ATV and landscape equipment.
- ⁴Various projects will be conducted throughout the year such as maintenance and bearing repairs at the Fabyan Windmill, a website redesign for the District's site and a new interpretative signage system.
- ⁵The "Other" category includes various other small adjustments to the General Fund budget to meet the needs of staff. No request is larger than \$3,750.

CONSTRUCTION & DEVELOPMENT FUND

A total of \$1,622,873 in new projects is being proposed within the Construction & Development Fund. A few of the larger projects are:

- Payment to Aurora for the Bridge - \$400,000
- Burnidge & Paul Wolff Repaving - \$299,000
- Fabyan Pedestrian Bridge & Lighthouse - \$275,000
- Bridge Evaluations - \$121,200
- ADA Corrections - \$100,000
- Trail Resurfacing - \$100,000

Grant projects within the fund include the following:

- Fabyan Causeway Removal - \$700,000
- Raymond St. Reroute - \$500,000
- Settler's Hill Youth Golf Area & Building Renovation - \$400,000
- Oak Glen Drainage Project - \$35,000
- Pingree Grove Wetland & Upland Restoration - \$35,000

Also included in the Construction & Development Fund are projects that are still ongoing or have yet to be started but have already been approved in prior fiscal years. The carry-over amount will be updated prior to formal Commission approval in order to provide as accurate of an amount as possible. As of March 31st, the carry-over amount is \$5,815,649. One project that is being carried over is the Natural Resources Facility at a price of \$1,595,000.

Appropriation Ordinance

The amount appropriated differs from the budgeted amount by 10%. It is common among municipalities to appropriate more than the amount budgeted by fund to allow for any unexpected expenditures that may arise during the fiscal year while keeping the District in compliance with state statute. Management monitors and reports its financial performance based on the amount **budgeted** and not appropriated. This practice was implemented in the 2012-13 budget cycle and has continued each year.

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]Next: 5/6/2016 8:30 AM**
TO: Forest Preserve Executive Committee
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

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

RESULT: **APPROVED WITH VOICE VOTE [UNANIMOUS]**
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

VI. Communications

A. Presentation of the Fourth Quarter Golf Course 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 fourth quarter of the golf season (January 1st - March 31st).

Golf Year 2015-16			
	Settler's Hill		
	Current Year	Prior Year	Difference
Green Fees	\$ 51,753.10	\$ 46,262.16	\$ 5,490.94
Rentals	\$ 4,175.00	\$ 1,228.00	\$ 2,947.00
Golf Shop Sales	\$ 529.34	\$ 506.32	\$ 23.02
Food & Beverage	\$ 2,354.66	\$ 542.94	\$ 1,811.72
Misc./Gratuities	\$ 70.65	\$ 35.76	\$ 34.89
Totals	\$ 58,882.75	\$ 48,575.18	\$ 10,307.57
	Deer Valley		
	Current Year	Prior Year	Difference
Green Fees	\$ -	\$ -	\$ -
Rentals	\$ -	\$ -	\$ -
Golf Shop Sales	\$ -	\$ -	\$ -
Food & Beverage	\$ -	\$ -	\$ -
Misc./Gratuities	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -
	Hughes Creek		
	Current Year	Prior Year	Difference
Green Fees	\$ 7,918.50	\$ 2,846.50	\$ 5,072.00
Rentals	\$ 16,898.50	\$ 1,570.00	\$ 15,328.50
Golf Shop Sales	\$ 688.79	\$ 105.61	\$ 583.18
Food & Beverage	\$ 5,689.35	\$ 3,426.90	\$ 2,262.45
Misc./Gratuities	\$ -	\$ -	\$ -
Totals	\$ 31,195.14	\$ 7,949.01	\$ 23,246.13

Based on the agreements, GolfVisions had to make an additional payment of \$36,990.07 and Meyer Family Golf a payment of \$30,787.93 to meet the \$190,000 minimum based on a revenue share of 14.5%.

RESULT: PLACED ON FILE BY VOICE VOTE

VII. Chairman's Comments

None,

VIII. Adjournment

RESULT:	APPROVED WITH VOICE VOTE [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

Adjournment Until: Tuesday, May 24, 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



AGENDA MEMORANDUM

DATE: April 26, 2016

TO: Finance and Administration Committee

FROM: Monica Meyers, Executive Director
Tracey Smith, Director of Human Resources

SUBJECT: Presentation and Approval of an Intergovernmental Agreement for Shadowing of Trained Employees for Prescribed Burning

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider approving an Intergovernmental Agreement for Shadowing of Trained Employees for Prescribed Burning.

BACKGROUND:

In order to be certified by the state, individuals must participate in five prescribed burns and successfully complete two prescribed burns as an apprentice prescribed burn manager under the supervision of a certified prescribed burn manager. As a leading prescribed burn agency in Kane County, the District has been approached on occasion by outside organizations, requesting shadowing/apprenticing time for their employees with our highly skilled, certified burn managers.

Recently, the District formalized its burn manager criteria and, in doing so, re-evaluated the shadowing program. At the advice of the District's attorney, Gerald Hodge, and risk management representative, Dane Mall, the District developed an intergovernmental agreement for the shadowing/apprentice program.

Any outside organizations requesting entry into the District's shadowing program will be required to sign the intergovernmental agreement and provide a certificate of insurance.

FINANCIAL IMPACT:

There is no financial impact to the District. Implementing this new intergovernmental agreement process is geared toward formalizing an important, professional service the District offers local sister agencies.

RECOMMENDATION:

Staff recommends the Committee approve the Intergovernmental Agreement for Shadowing of Trained Employees for Prescribed Burning as presented.

ATTACHMENTS: Intergovernmental Agreement for Shadowing of Trained Employees for Prescribed Burning

**INTERGOVERNMENTAL AGREEMENT FOR SHADOWING
OF TRAINED EMPLOYEES FOR PRESCRIBED BURNING**

THIS AGREEMENT is entered into the ___ day of _____, 2016 by and between the Forest Preserve District of Kane County (the “District”) and _____ (the “Benefitted Organization”) for the benefit of the below identified employee(s);

WHEREAS the Benefitted Organization and District desire to cooperate in permitting employees of the Benefitted Organization to gain training and experience related to prescribed burns to be held on District properties from time to time; and

WHEREAS the Benefitted Organization and District propose to cooperate in the prescribed burns on the terms and conditions hereinafter set forth to enable the employees of the Benefitted Organization to participate in the District’s prescribed burns by accompanying trained District staff in the field during such prescribed burns (i.e., “shadowing”) to gain experience required for the certification process of such employees relative to conducting prescribed burns; and

WHEREAS, the employees of the Benefitted Organization shall not be considered to be employees, joint employees, volunteers or agents of the District while shadowing the District staff during such burns and the parties acknowledge that no compensation shall be paid nor shall any liability attach to the District by allowing the employees of the Benefitted Organization to shadow the District Staff; and

WHEREAS the District and Benefitted Organization are authorized by Article 7, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) to enter into an intergovernmental agreement providing for the execution of agreements and implementation of cooperative ventures between public bodies in the State of Illinois.

NOW THEREFORE, in the consideration of the statements in the preamble and the understandings herein made, the parties hereto agree as follows:

1. Date(s) of shadowing events: ___/___/___ thru ___/___/___.

2. Names of Benefitted Organization’s employees who will participate in the prescribed burns (hereafter referred to collectively as “Shadowing Employees” and individually as a “Shadowing Employee”):

3. Location(s) of prescribed burns where Shadowing Employees will be assigned to District staff for shadowing during prescribed burns:

4. Shadowing Employees shall be deemed for all purposes to be and remain at all times employees of the Benefitted Organization and expressly shall not be considered to be the employee, joint employee, volunteer, agent or contractor of the District for any and all activities arising out of or connected with the prescribed burns.

5. The management, direction, supervision and control of the Shadowing Employees will remain exclusively with the Benefitted Organization as the employer, subject to reasonable safety measures implemented by the District and its staff as part of the requirements of undertaking a prescribed burn. Failure by any Shadowing Employee to comply with safety measures prescribed by District Staff or other inappropriate or unsafe conduct shall result in immediate removal of the Shadowing Employee from further participation in the prescribed burns.

6. The Benefitted Organization acknowledges that the opportunity presented hereunder is solely for the benefit of the Benefitted Organization and its Shadowing Employees. The Benefitted Organization remains at all times solely responsible for determining whether any Shadowing Employee is qualified and sufficiently skilled and ready for any activity contemplated by this agreement. The Benefitted Organization and each Shadowing Employee acknowledges that participation in a prescribed burn involves inherent risk of serious injury, including sustaining burns, smoke inhalation, and even death. The District makes no representation whatsoever as to the suitability, skills, or qualifications of any Shadowing Employee and, notwithstanding anything herein to the contrary, shall bear no responsibility for the safety of the individuals who participate as a Shadowing Employee in any prescribed burns.

7. This Agreement shall not be construed as creating any joint employment relationship or loaned employee relationship between the Benefitted Organization as the sole employer of the Shadowing Employees and the District as the program provider.

8. The Benefitted Organization shall at its own expense maintain during the term of this Agreement the following insurance:

- (a) General Liability: Benefitted Organization shall at its own expense obtain and maintain during the term of this Agreement general liability insurance insuring itself, the Shadowing Employees (as named insured) and the District (as named additional insured) against third party liability, employment practices liability, bodily injury, personal injury, wrongful death and property damage, in an amount not less than \$3,000,000 combined single limit per occurrence.

- (b) Workers' Compensation and Employers Liability: Workers' compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

OTHER INSURANCE PROVISIONS:

- (a) The District, its officers, officials, agents, volunteers, and employees shall be covered as additional insureds as respects: liability arising out of any negligent or wrongful act or omission of the Benefitted Organization or any Shadowing Employee.
- (b) Shadowing Employees shall be considered employees and agents of the Benefitted Organization and shall be covered under the Benefitted Organization's Workers' Compensation Insurance.
- (c) The Benefitted Organization shall furnish certificates of the insurance and/or coverage in place as required herein. The certificates of insurance must specifically state that coverage is extended to the Shadowing Employees as named insured.

9. The Benefitted Organization and each of the Shadowing Employees hereby grants to the District a waiver of any right to subrogation which any insurer of said entity or person may acquire against the District by virtue of the payment of any loss under such insurance. The Benefitted Organization agrees to obtain any endorsement that may be necessary to affirmatively effectuate and evidence this waiver of subrogation, but the parties understand and agree that this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer of the Benefitted Organization.

10. To the fullest extent permitted by law, the Benefitted Organization shall protect, indemnify, save, defend and hold harmless the District, its officers, officials, agents, volunteers, employees, and other authorized prescribed burn participants from other entities (collectively "District Indemnitees"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney and paralegal fees, court costs and expert expenses), which the District Indemnitees may become obligated by reason of any accident, injury or death of persons, or loss of or damage to property arising indirectly or directly in connection with or under, or as a result of this agreement, whether or not covered by insurance; including, but not limited to, any negligent or wrongful act of any Shadowing Employee while acting in the course of his/her employment for the Benefitted Organization, expressly including any activities as a Shadowing Employee at a prescribed burn or otherwise hereunder.

11. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any

right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

12. This Agreement may only be modified by written mutual consent.

The below parties accept the terms and conditions of this Agreement.

Forest Preserve District of Kane County _____

By: _____
Its Authorized Agent

By: _____
Its Authorized Agent

Acknowledgment and Acceptance by Shadowing Employees:

Each of the undersigned acknowledges: (1) that he/she has read the foregoing and agrees to be bound by the terms thereof, (2) that he/she desires to participate in a prescribed burn as contemplated in the agreement above and (3) that he/she signs this voluntary acknowledgment and agreement to the foregoing terms as a voluntarily participating Shadowing Employee, as defined above. Further, by signing below, the Shadowing Employee acknowledges that participation in prescribed burns by the District Staff involves serious risk of injury, including burns, smoke inhalation and possible death and that the Shadowing Employee, individually and on behalf of his/her successors and assigns, hereby waives on his/her behalf any and all claims that may arise against the District or its staff and volunteers resulting from the participation in the prescribed burns by the District.

Dated: _____

Dated: _____

Dated: _____

Dated: _____

Dated: _____

Dated: _____



AGENDA MEMORANDUM

DATE: April 26, 2016
TO: Finance and Administration Committee
FROM: Monica Meyers, Executive Director
Ken Stanish, Director of Finance
SUBJECT: Presentation and Approval of the Surplus Vehicles & Equipment

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of the list of surplus vehicles and equipment and authorize their disposal through an on-line auction service.

BACKGROUND:

In 2013, the District began using an on-line auction house to dispose its surplus vehicles and equipment with good results. Attached is the current listing of vehicles and equipment that staff is requesting the Committee to declare as surplus and approve disposing of them through an on-line auction service.

A report that shows the results of last year's auctions is also attached. Staff views these results as being very good with most items having numerous bids submitted.

FINANCIAL IMPACT:

All proceeds from the auction go into the General Fund under 01-00-00-3070 Sale of Material.

RECOMMENDATION:

Staff recommends the Committee approve the list of surplus vehicles and equipment and authorize their disposal through an on-line auction service as presented.

ATTACHMENTS: 2016 Surplus Vehicles & Equipment
2015 Auction Results

Surplus vehicles and equipment-2016

1. #208---Trades 2005 Chevy Impala 99,720 miles in fair condition. Condition of tires and body good. Engine starts and is drivable.
2. #311-- North Operations 2004 GMC Canyon- 148,275 miles, untrustworthy car has not been used within a year. Needs new battery. Major leak in the vacuum. Hood latch doesn't work. Fan only works on high. Rear brakes work poorly. Engine starts with cables and is drivable.
3. #315-- North Operations 2007 Ford F250 4x4-, 149,374 miles. Truck is drivable. Body and tires are in fair condition.
4. #317-- North Operations 2008 Ford F250- 4x4 Super Cab- 129,171miles includes rebuilt plow. The truck was involved in a head on collision. The plow and truck were damaged and repaired. The vehicle starts and is drivable.
5. #412-- South Operations 2005 Ford F250-4x4 Regular Cab- 115,711 miles. Vehicle condition is in poor shape as there is rust through the body, bumpers and frame. Needs a new dipstick tube. Worn and torn interior seats and dash. Vehicle starts and is drivable.
6. #414-- South Operations 2007 Ford F250 4x4 Regular Cab- 120,882 miles. Rust throughout body, bumpers and frame. Engine starts and is drivable.
7. #207--2010 Public Safety Ford Explorer, - 109,737 miles. Transmission and Motor is bad. Vehicle starts with jump.
8. #202--2006 Public Safety Ford Explorer- 111,583 miles. Transmission and Motor is bad. Does not start and is not drivable.
9. #M418—South Operations 2010 Exmark Mower, 1,459 hours in fair condition, maintained regularly and winterize. Engine starts. Body and Tires are in fair condition.
10. #M44—Natural Resources DR All Terrain Mower with Briggs and Stratton engine 10.5 hp. Engine starts. Tires are in fair condition.
11. #M45—Natural Resources DR All Terrain Mower with Briggs and Stratton engine 10.5 hp with pull start engine. There are two flat tires and a missing battery.
12. #C42—Natural Resources John Deer Model Gator 6 x 4, 1,847 hours with 2 flat tires. Engine starts and is drivable in fair condition.
13. #M49—Natural Resources Ferris 20 precut, Model H2223K, 864 hours, 23 HP. Condition of tires good. Engine starts but has issues.
14. Natural Resources Sea King Motor, Model GG1873213 5 hp with two stroke engine. Boat motor with fuel line, gas tank and stand. Engine does not start.
15. Natural Resources Tree planter Beloit woodlands, Model Tm in fair condition.
16. Trades Gasoline Generator- Trades
17. Trades 32 Steel Electrical Boxes – Trades- 18" x 18" x 18" boss steel with hole for locks and vents.
18. Natural Resources Eleven (11) Barn Timbers measuring 8.5 x 8.5 by 10', 10', 10', 10, 17', 19', 22', 22',25',25'
19. Planning HP Design Jet Plotter 1050c plus Plotter Model No. c6074B. Powers up, print heads will not align.

Auction #	Title	Qty	# of Bids	End Price	Start Date	End Date	Paid
1184990	Dell 5130cdn/C5765dn Imaging Drums	1	2	\$55.00	Aug 06,2014	Aug 20,2014	Yes
1027762	Reel Mowers- Worthington Jacobsen	1	4	\$150.00	Sep 10,2014	Sep 24,2014	Yes
1203749	2003 Chevrolet HD Crew Cab Pick-Up Truck - 310	1	5	\$3,701.00	Sep 10,2014	Sep 25,2014	Yes
1203805	2004 Ford F350 Dump Truck with Snow Plow/Salt Spreader-411	1	17	\$10,001.00	Sep 10,2014	Sep 25,2014	Yes
1203823	2009 Ex Mark Mower M- 413	1	10	\$2,125.00	Sep 10,2014	Sep 25,2014	Yes
1204086	1979 Honda Dirt Bike	1	5	\$40.00	Sep 10,2014	Sep 25,2014	Yes
1204110	Valby Model MH-2 Log Grapple - SE-44	1	6	\$1,400.00	Sep 10,2014	Sep 25,2014	Yes
1204525	1995 Dynaweld Flatbed Trailer - No. 210	1	3	\$5,500.00	Sep 10,2014	Sep 25,2014	Yes
1203684	2003 GMC 3500 Dump Truck-309 w/Snow Plow & Salt Spreader	1	24	\$8,500.00	Sep 10,2014	Sep 25,2014	Yes
1203987	2009 Ex-Mark M414	1	12	\$2,375.00	Sep 10,2014	Sep 25,2014	Yes
1204103	2003 Polaris Model 500 ATV-C-40	1	28	\$3,027.00	Sep 10,2014	Sep 25,2014	Yes
1204084	Two (2) Goodyear Tractor Tires 18.4-30	1	1	\$80.00	Sep 10,2014	Sep 30,2014	Yes
1204115	1995 BefCo Model 212 Hopper Seeder	1	2	\$125.00	Sep 10,2014	Sep 30,2014	Yes
1203767	2004 GMC Canyon Pick-Up Truck - 409	1	7	\$1,175.00	Sep 10,2014	Sep 30,2014	Yes
1203782	2004 GMC Canyon Pick-Up Truck - 410	1	9	\$1,430.00	Sep 10,2014	Sep 30,2014	Yes
1232875	Surplus Land Parcel #3	1	1	\$15,000.00	Oct 30,2014	Nov 27,2014	Yes
1204000	2009 Ford Exploer - 209	1	8	\$5,550.00	Nov 24,2014	Dec 08,2014	Yes
1204034	2007 Ford Crown Victorian -203	1	9	\$1,934.09	Nov 24,2014	Dec 08,2014	Yes
1346474	2007 Explorer 4x4- #202	1	7	\$3,395.00	May 18,2015	Jun 01,2015	Yes

Auction #	Title	Qty	# of Bids	End Price	Start Date	End Date	Paid
1346523	(1) Firestone Tractor Tire with rim	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1347248	2008 Exmark Mower-Lazer Z Ultra Cut 60#415	1	13	\$3,085.00	May 18,2015	Jun 01,2015	Yes
1352320	Mercury Boat Motor	1	15	\$178.50	May 18,2015	Jun 01,2015	Yes
1352329	DR Brush Mower	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1352337	Weed Whips-Echo (3)	1	3	\$56.50	May 18,2015	Jun 01,2015	Yes
1352342	Scott's Lawn Mower	1	6	\$56.00	May 18,2015	Jun 01,2015	Yes
1352561	Toro Lawn Mower	1	6	\$41.00	May 18,2015	Jun 01,2015	Yes
1352571	Hot/Cold Pressure Nilfisk	1	13	\$238.51	May 18,2015	Jun 01,2015	Yes
1354994	AB Crunch-Cybes-Gym Equipment	1	2	\$150.00	May 18,2015	Jun 01,2015	Yes
1354996	Tricep Extension-Cybex Gym Equipment	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1354999	Arm Curl-Cybex-Gym Equipment	1	7	\$127.50	May 18,2015	Jun 01,2015	Yes
1355239	Calf Raise-Icarian-Gym Equipment	1	4	\$127.50	May 18,2015	Jun 01,2015	Yes
1355241	Incline Sit Up-Pro Elite-Gym Equipment	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1355253	Flat Bench-Hammer Strength-Gym Equipment	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1355260	Adjustable Bench-Hammer Strength-Gym Equipment	1	4	\$123.50	May 18,2015	Jun 01,2015	Yes
1355280	Weight Plate Rack-Gym Equipment	1	1	\$100.00	May 18,2015	Jun 01,2015	Yes
1346519	2002- Bob Cat Zero-Turn Mower	1	10	\$1,960.00	May 18,2015	Jun 01,2015	Yes
1376126	Montgomery Ward Sea King Motor 5HP	1	2	\$81.00	May 22,2015	Jun 05,2015	Yes
1383062	Karcher Pressure Washer	1	7	\$52.00	Jun 08,2015	Jun 22,2015	Yes
1383063	Grain Bin Fan-16 inch	1	3	\$31.00	Jun 08,2015	Jun 22,2015	Yes

Auction #	Title	Qty	# of Bids	End Price	Start Date	End Date	Paid
1383065	Torso Rotation-Body Master-Gym Equipment	1	2	\$61.00	Jun 08,2015	Jun 22,2015	Yes
1383068	Sit Up Station-Pro Elite-Gym Equipment	1	1	\$60.00	Jun 08,2015	Jun 22,2015	Yes
1383666	Dumbells and Rack	1	15	\$170.00	Jun 08,2015	Jun 22,2015	Yes
1394734	Curl Bench-Pro Elite-Gym Equipment	1	1	\$30.00	Jun 24,2015	Jul 08,2015	Yes
1346514	1996 Ford F800 DumpTruck- Diesel - #420	1	8	\$6,115.00	Jun 24,2015	Jul 08,2015	Yes
1417102	Torso Rotation-BodyMaster-Gym Equipment	1	3	\$75.00	Jul 28,2015	Aug 11,2015	Yes

Total \$78,982.10



AGENDA MEMORANDUM

DATE: April 22, 2016

TO: Finance Committee

FROM: Monica Meyers, Executive Director
Ken Stanish, Finance Director

SUBJECT: 2016-2017 Proposed Appropriation Ordinance & Budget

PURPOSE:

The purpose of this memorandum is to provide the Committee with information regarding the approval of the proposed Appropriation Ordinance and Budget.

BACKGROUND:

The Commission approved a flat property tax levy for 2015 that will be received in 2016 for fiscal year 2016-17. Monies were adjusted between funds to meet budget requirements as detailed below. Below is a table that shows the capped portion of the tax levy by fund (bonds & interest is excluded since the dollar amounts were determined at the time the bond levy ordinances were approved and is not part of the capped portion of the tax levy).

	2014 Levy Year	2015 Levy Year
Fund	2015 Pay Year	2016 Pay Year
Corporate	\$5,372,631	\$5,347,643
IMRF	\$460,034	\$460,116
Liability Insurance	\$150,081	\$150,043
Social Security	\$312,026	\$320,060
Construction & Development	\$95,255	\$112,622
TOTALS	\$6,390,027	\$6,390,484

2016-2017 Proposed Budget

The proposed budget represents a consolidated effort of all staff in maintaining very tight controls on expenditures within the District. Prior year trends were reviewed, as well as, a priority analysis of new initiatives/purchases was created to determine the best uses of the funds available. Summary highlights of the requested initiatives are in that follows.

GENERAL FUND

Category	Amount Requested	% of New Requests	% of General Fund Budget
Additional Staff Hours ¹	\$7,144	1.60%	0.09%
Vehicles/Trailers ²	\$241,800	54.19%	3.08%
Machinery/Equipment ³	\$116,800	26.18%	1.49%
Projects ⁴	\$40,400	9.05%	0.51%
Other ⁵	\$40,029	8.97%	0.51%

The General Fund’s revenues remained relatively flat going from \$7,850,523 in the current year to \$7,937,023 for FY16-17, an increase of 1.1%. The largest changes in revenues are:

- State Replacement Tax - \$50,000
- Camping Revenue - \$13,000
- Federal & State Grants – \$15,000

Expenses of note are as follows:

- Full-time salaries include a 3% merit increase.
- ¹The additional staff hours is an overtime budget for Natural Resources which has never had one in the past.
- ²All vehicles and trailers in the budget are replacements of existing pieces except for a new 14-foot trailer for Natural Resources that will enable them to move smaller items, such as gators, with lighter trucks.
- ³Machinery & Equipment is comprised of 4 zero turn mowers, 2 liquid de-icing units, a truck lift, an ATV and landscape equipment.
- ⁴Various projects will be conducted throughout the year such as maintenance and bearing repairs at the Fabyan Windmill, a website redesign for the District’s site and a new interpretative signage system.
- ⁵The “Other” category includes various other small adjustments to the General Fund budget to meet the needs of staff. No request is larger than \$3,750.

CONSTRUCTION & DEVELOPMENT FUND

A total of \$1,622,873 in new projects is being proposed within the Construction & Development Fund. A few of the larger projects are:

- Payment to Aurora for the Bridge - \$400,000
- Burnidge & Paul Wolff Repaving - \$299,000
- Fabyan Pedestrian Bridge & Lighthouse - \$275,000

- Bridge Evaluations - \$121,200
- ADA Corrections - \$100,000
- Trail Resurfacing - \$100,000

Grant projects within the fund include the following:

- Fabyan Causeway Removal - \$700,000
- Raymond St. Reroute - \$500,000
- Settler's Hill Youth Golf Area & Building Renovation - \$400,000
- Oak Glen Drainage Project - \$35,000
- Pingree Grove Wetland & Upland Restoration - \$35,000

Also included in the Construction & Development Fund are projects that are still ongoing or have yet to be started but have already been approved in prior fiscal years. The carry-over amount will be updated prior to formal Commission approval in order to provide as accurate of an amount as possible. As of March 31st, the carry-over amount is \$5,815,649. One project that is being carried over is the Natural Resources Facility at a price of \$1,595,000.

Appropriation Ordinance

The amount appropriated differs from the budgeted amount by 10%. It is common among municipalities to appropriate more than the amount budgeted by fund to allow for any unexpected expenditures that may arise during the fiscal year while keeping the District in compliance with state statute. Management monitors and reports its financial performance based on the amount **budgeted** and not appropriated. This practice was implemented in the 2012-13 budget cycle and has continued each year.

RECOMMENDATION:

Staff recommends that the Committee approve the proposed budget and Appropriation Ordinance as presented.

ATTACHMENT: FY2016/17 Budget Draft



AGENDA MEMORANDUM

DATE: April 26, 2016

TO: Finance and Administration Committee

FROM: Monica Meyers, Executive Director
Ken Stanish, Director of Finance

SUBJECT: Presentation of the Fourth Quarter Golf Course Report

PURPOSE:

The purpose of this memorandum is to provide the committee with information regarding the golf courses' revenues.

BACKGROUND:

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 fourth quarter of the golf season (January 1st – March 31st).

Golf Year 2015-16			
	Settler's Hill		
	Current Year	Prior Year	Difference
Green Fees	\$ 51,753.10	\$ 46,262.16	\$ 5,490.94
Rentals	\$ 4,175.00	\$ 1,228.00	\$ 2,947.00
Golf Shop Sales	\$ 529.34	\$ 506.32	\$ 23.02
Food & Beverage	\$ 2,354.66	\$ 542.94	\$ 1,811.72
Misc./Gratuities	\$ 70.65	\$ 35.76	\$ 34.89
Totals	\$ 58,882.75	\$ 48,575.18	\$ 10,307.57
	Deer Valley		
	Current Year	Prior Year	Difference
Green Fees	\$ -	\$ -	\$ -
Rentals	\$ -	\$ -	\$ -
Golf Shop Sales	\$ -	\$ -	\$ -
Food & Beverage	\$ -	\$ -	\$ -
Misc./Gratuities	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -
	Hughes Creek		
	Current Year	Prior Year	Difference
Green Fees	\$ 7,918.50	\$ 2,846.50	\$ 5,072.00
Rentals	\$ 16,898.50	\$ 1,570.00	\$ 15,328.50
Golf Shop Sales	\$ 688.79	\$ 105.61	\$ 583.18
Food & Beverage	\$ 5,689.35	\$ 3,426.90	\$ 2,262.45
Misc./Gratuities	\$ -	\$ -	\$ -
Totals	\$ 31,195.14	\$ 7,949.01	\$ 23,246.13

The attachment shows a 5-year history of revenues for each of the courses.

FINANCIAL IMPACT:

Based on the agreements, GolfVisions had to make an additional payment of \$36,990.07 and Meyer Family Golf a payment of \$30,787.93 to meet the \$190,000 minimum based on a revenue share of 14.5%.

RECOMMENDATION:

Information only

ATTACHMENTS: 5-Year History of Revenues

FOREST PRESERVE DISTRICT OF KANE COUNTY

GOLF REVENUES

Agreement Year is from 4/1 through 3/31

	4/1/15 - 3/31/16		4/1/14 - 3/31/15		4/1/13 - 3/31/14		4/1/12 - 3/31/13		4/1/11 - 3/31/12	
	Amount		Amount		Amount		Amount		Amount	
	Gross Revenues	Paid To District	Gross Revenues	Paid To District	Gross Revenues	Paid To District	Gross Revenues	Paid To District	Gross Revenues	Paid To District
Settler's Hill	\$ 1,022,577.44	\$ 148,273.73	\$ 970,875.60	\$ 177,767.03	\$ 991,842.52	\$ 176,231.31	\$ 862,553	\$ 176,508	\$ 1,071,700	\$ 178,634
Deer Valley	\$ 100,021.11	\$ 14,503.06	\$ 84,365.29	\$ 12,232.97	\$ 94,956.49	\$ 13,768.69	\$ 93,046	\$ 13,492	\$ 78,388	\$ 11,366
Hughes Creek	\$ 1,136,381.01	\$ 164,775.25	\$ 1,098,014.31	\$ 190,000.00	\$ 1,134,361.05	\$ 190,000.00	\$ 1,172,084	\$ 190,000	\$ 1,182,598	\$ 190,000
Totals	\$ 2,258,979.56	\$ 327,552.04	\$ 2,153,255	\$ 380,000	\$ 2,221,160	\$ 380,000	\$ 2,127,683	\$ 380,000	\$ 2,332,686	\$ 380,000