



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, April 26, 2022 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chair Dale Berman at 2:00 PM. Remote=*

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
Chair Dale Berman	Present
President Chris Kious	Present
Commissioner Mark Davoust	Present
Commissioner Ron Ford	Present
Commissioner Drew Frasz	Present
Commissioner Bill Lenert	Present
Commissioner Vern Tepe	Present
Commissioner Mo Iqbal	Present*
Commissioner Cherryl Strathmann	Absent

Others Present:

Also Present: Commissioner Bates*; Exec. Dir. Meyers; CFO Stanish & staff Marano, Petschke*; NRM Dir. Haberthur & staff Rodeghero*; Dir. of Ops. Goreth; Landscape Architect Tegge; Dir. of Comm. Affairs Metanchuk & staff Kovach; Chief of Police & Public Safety Dir. Burger; Attorney Hodge; Recording Secretary Figliozzi*.

II. Approval of Minutes from March 22, 2022

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Bill Lenert, Commissioner
SECONDER:	Ron Ford, Commissioner
AYES:	Dale Berman, Mark Davoust, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Vern Tepe
ABSENT:	Cherryl Strathmann

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

None.

IV. Bids and Proposals

A. Presentation and Approval of a Bid for the Hughes Creek Golf Club Maintenance Building Paving

Dir. of Ops. Goreth presented the maintenance building paving bid and provided background information. At the Finance and Administration meeting held on October 26, 2021, Commission approved an amendment to the 2021/22 Fiscal Year budget for the transfer of \$69,500 of additional funds to install asphalt paving (13,000 square feet), as well as gutters/downspouts and a perimeter fence, at the Hughes Creek Golf Club maintenance facility. Throughout the winter months, the Operations Trades Division completed the interior build out of the facility in-house, and coordinated

the contracted installation of the fire alarm system. \$18,410 has been expensed for the installation of the fire alarm system, leaving a fund balance of \$63,074. Staff completed specifications for the paving of the maintenance facility parking area, and the bid was sent to out to 48 vendors with eight responding. Lakewood Paving from Chicago Ridge, Illinois was the qualified lowest bidder, with a total price of \$36,905.44. References were provided by the company and confirmed by staff. Funds totaling \$419,500 were budgeted in the 2020/21 fiscal year for the construction of the Hughes Creek Golf Club maintenance facility. Sufficient funds totaling \$63,074 are available for this expense totaling \$36,905.44.

DISCUSSION: Commissioner Frasz expressed his concern regarding the range of price difference between the vendors. Dir. Goreth stated staff plans to watch the project closely. A pre-construction meeting will be held prior to starting of the project. Dir. Goreth answered questions from the Committee.

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]	Next: 5/5/2022 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Mark Davoust, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Dale Berman, Mark Davoust, Ron Ford, Drew Frasz, Mo Iqbal, Bill Lenert, Vern Tepe	
ABSENT:	Cherryl Strathmann	

V. New or Unfinished Business

A. Presentation and Approval of the Proposed Appropriation Ordinance and Budget Fiscal Year 2022-2023

CFO Stanish presented the fiscal year 2022/2023 budget. Prior year trends were reviewed, and a priority analysis of new initiatives/purchases was created to determine the best uses of the funds available. The General Fund's revenues are expected to increase slightly, from \$9,847,426 to \$10,648,145. Stanish presented the main changes in revenues starting with the State Replacement Tax increase of \$263,000. This is based on the Illinois Municipal League (IML), noting that the increase has been estimated at 49% for next fiscal year's budget. The Property Tax increase of \$197,000 was due to the Commission approving both new construction and CPI form prior year's levy. Stanish discussed the sale of material increase of \$181,000. This is based on a one time revenue for the vehicles that are being sold, the District has a contract with Enterprise for leasing vehicles. In order to balance the one time revenue source, the contingency fund has increased. Lastly, the Golf Course revenues from Hughes Creek Golf Club were moved out of the General Fund, noting \$135,000 into the Construction and Development Fund. These funds can be utilized for capital improvements.

CFO Stanish reported on the General Fund Expenses. The District budgeted for a merit pool of 3.9%, however the employee percentage increase varies on performance evaluations. The 3.9% is reserved for the employees who obtain an Exceeds rating. The proposed new positions are within the budget, however the savings are all dependent on the success of the Early Retirement Incentive (ERI) program.

CFO Stanish reported, the District's health insurance Blue Cross Blue Shield HMO premium decreased by 6.7%, the PPO premium increased slightly by 5.7%. However 65% of the District's employees participate in the HMO program, thus an overall decrease to the District's premium.

DISCUSSION: Commissioner Lenert asked about the increased line item for health insurance premiums and if this was due to the anticipated new employees. CFO Stanish responded that the increase is to budget conservatively for the new employees, however may be less. Stanish reported on the vehicles and the lease contract with Enterprise, he noted the challenge of timeline when the District actually receives the vehicles and monies accounted for in the fiscal year fund balance.

He stated that the overall budget is balanced. The Construction Development Fund was presented. A total of \$5.7M has been earmarked for new and ongoing projects. Grant projects were discussed reimbursement amounts are dependent on state and federal funding. A main project discussed was the Carpentersville Dam Removal Project funded by the Illinois Department of Natural Resources (IDNR).

Commissioner Davoust reminded the Commission the decision to ask for the tax increase needs to be conservative, there is the ability to decrease, but not increase at a later time. Commissioner Lenert asked about the \$500,000 in baseball revenue line item. CFO Stanish responded on the importance to keep the expectation of the revenues in the budget from the Cougars, it is vital to have all sources documented. Commissioner Lenert noted the increase of professional fees in fund 11. CFO Stanish clarified the increase is related to the construction of the wetland mitigation, these fees are part of the construction.

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AYES:	Dale Berman, Mark Davoust, Ron Ford, Drew Frasz, Mo Iqbal, Chris Kious, Bill Lenert, Vern Tepe	
ABSENT:	Cherryl Strathmann	

B. Presentation and Approval of Presidents' Expenses Attending the 2022 IAPD Legislative Conference

Exec. Dir. Meyers presented the President's expenses for the 2022 IAPD Legislative Conference in Springfield, IL. The Local Government Travel Expense Control Act, Public Act 99-0604, requires all local non-home rule public agencies, including forest preserve districts, to regulate the reimbursement of all travel, meals, and lodging expenses of their commissioners, employees, and representatives effective January 1, 2017. The District approved by resolution FP-R-16-12-2509, a policy for the regulation of said expenses which requires all travel expenses for commissioners be approved through a public meeting of the Commission. The District President and staff attended the 2022 Illinois Association of Park Districts (IAPD) Legislative Conference in Springfield, Illinois on March 8th and 9th, 2022.

DISCUSSION: President Kious commented on the importance of attending the legislative conference, providing the opportunity to meet with state representatives and staff. Exec. Dir. Meyers reported on a meeting that was scheduled with the Illinois Department of Natural Resources (IDNR) Director Colleen Callahan, while attending the conference in Springfield. The District has worked with the IDNR on various grant funded projects for a number of years. Meyers discussed the Carpentersville Dam removal grant project with Dir. Callahan. The District has since received the signed agreement and will receive the total bid value; expected to be over \$1M in addition to the \$500,000 up-front/draw-down for ongoing expenses.

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SECONDER:	Drew Frasz, Commissioner	
AYES:	Dale Berman, Mark Davoust, Ron Ford, Drew Frasz, Mo Iqbal, Chris Kious, Bill Lenert, Vern Tepe	
ABSENT:	Cherryl Strathmann	

VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation and Personnel

None.

VII. Communications

None.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 2:28 p.m.

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Drew Frasz, Commissioner
SECONDER:	Mark Davoust, Commissioner
AYES:	Dale Berman, Mark Davoust, Ron Ford, Drew Frasz, Mo Iqbal, Chris Kious, Bill Lenert, Vern Tepe
ABSENT:	Cherryl Strathmann

Dale Berman, Chairman
Forest Preserve District Finance and Administration Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary