



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, July 27, 2021 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.

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
Chair Dale Berman	Present
Commissioner Drew Frasz	Present
Commissioner Ron Ford	Present
Commissioner Mo Iqbal	Present
Commissioner Cherryl Strathmann	Present
Commissioner Bill Lenert	Present
Commissioner Vern Tepe	Present
Commissioner Mark Davoust	Present (in person @ 2:03 p.m.)
President Chris Kious	Present (in person @ 2:08 p.m.)

Others Present:

Also Present: Exec. Dir. Meyers; CFO Stanish; Comm. Affairs Dir. Metanchuk & staff Kovach; Dir. of Operations Goreth; NRM Dir. Haberthur & staff Rodeghero; Chief of Police Burger; HR Dir. Yee; District Purchaser Marano; Attorney Hodge and Recording Secretary Figliozzi.

II. Approval of Minutes from June 22, 2021

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

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

None.

IV. Reports and Presentations

A. Presentation of Quarterly Golf Course Revenue Update

CFO Stanish presented the Hughes creek Golf Course revenue report, highlighting the highest second quarter numbers in the past 10 years. The increase in revenues focused primarily on the green fees and rentals, this offset the loss of food and beverage. Hughes Creek Management has been current on their quarterly payments.

DISCUSSION: *None.*

RESULT: REPORT PLACED ON FILE BY VOICE VOTE
MOVER: Bill Lenert, Commissioner
SECONDER: Mark Davoust, Commissioner
AYES: Drew Frasz, Dale Berman, Ron Ford, Mark Davoust, Mo Iqbal, Cherryl Strathmann, Bill Lenert, Vern Tepe

V. Bids and Proposals

A. Presentation and Approval of the Bid for Grow-In of the Settler's Hill Golf Course Improvements Project

Major funding of this project is being provided by the County of Kane's Settler's Hill Landfill Fund. In addition, the District is elated to have secured a grant from the Wadsworth Golf Charities Foundation for \$250,000.

Wadsworth Golf portion of the project is nearly 80% complete and is within budget to date. To fund the grow-in portion of the project, District staff is requesting Wadsworth's contingency funds be reduced by \$100,000 and reallocated for the grow-in. With the fund reallocation, funds totaling \$439,000 are available for the grow-in portion of the Settler's Hill Golf Course Improvement Project. Sufficient funds for the base amount of \$339,500 and the additional services amount of \$100,000 for a total \$439,500 are available. Staff recommends the Commission approval of the contract with the qualified lowest bidder GolfVisions, Inc., of Mundelein, Illinois, for the base amount of \$339,500, with authority to spend an additional \$100,500 to cover services necessary for the grow-in. The total contract amount is \$439,500.

DISCUSSION:

CFO Stanish answered questions from the Committee. He noted that the contract includes stipulations that the course is to be ready by next year July 1, 2022. Committee discussed the irrigation system and seed dropping.

RESULT: MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS] Next: 8/5/2021 8:30 AM
TO: Forest Preserve District Executive Committee
MOVER: Bill Lenert, Commissioner
SECONDER: Mark Davoust, Commissioner
AYES: Drew Frasz, Dale Berman, Ron Ford, Mark Davoust, Mo Iqbal, Cherryl Strathmann, Bill Lenert, Vern Tepe

VI. Closed Session to Discuss Land Acquisition, Contracts, Litigation, or Personnel

The Committee moved into Executive Closed Session at 2:08 p.m. on a motion by Frasz, second by Lenert to discuss contracts. *(President Kiouss arrived in person @ 2:08 p.m.)*

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

The Committee returned to Open Session at 2:50 p.m. on a motion by Davoust, Second by Strathmann. Roll Call Vote was taken, unanimous.

VII. New or Unfinished Business

A. Presentation and Approval of Selling the Signs through Online Auction from the Closed Deer Valley Golf Course

Exec. Dir. Meyers briefly discussed auctioning the former Deer Valley Golf Course signs. They will be offered to the public through an online auction, Committee approval was requested.

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

B. Presentation and Approval of the Partial Release of License Fees Due to Force Majeure

Due to the pandemic, the entire 2020 minor league baseball season was cancelled. Thus, the Kane County Cougars did not make any payments per the “force majeure clause” contained within the contract. This clause states that during times of an epidemic, “the performance of the contract would be suspended or excused to the extent commensurate with such interfering occurrence. The expected revenues remain on the District’s accounting system. In order to remove the 2020 season (calendar year) outstanding receivables, it is being recommended that the Commission approve the removal of these receivables for the entire 2020 calendar year. This amount totals \$500,000.

The Fox Valley Ice Arena also was impacted due to the pandemic. Throughout calendar year 2020, the ice arena was either closed or subjected to occupancy limits that were less than 100%. Their contract also includes a force majeure clause. Centrum East-West Arenas Venture, LLC was able to make some payments, and it is being recommended that the Commission deem the payments made in calendar year 2020 as being sufficient to meet the terms of the agreement. The amount that is being removed from the receivables total \$215,442.50. The removal of the receivables will impact the revenues for the current fiscal year, 2020-2021. The baseball revenues will be adjusted in the Enterprise Fund, and the ice arena receivables will be adjusted in the General Fund.

DISCUSSION: *Commissioner Tepe felt the recommendation should be amended to include a financial audit report reviewed by a firm. Commissioner Frasz seconded the amendment to the motion. Dir. Meyers indicated that the Cougar’s management did provide financial reports that were reviewed by a firm and their contract states they are not required to provide such documents. Commissioner Tepe withdrew his amendment to the motion, Motion passed as presented.*

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]	Next: 8/5/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Drew Frasz, Commissioner	
SECONDER:	Bill Lenert, Commissioner	
AYES:	Drew Frasz, Dale Berman, Ron Ford, Mark Davoust, Mo Iqbal, Cheryl Strathmann, Bill Lenert, Vern Tepe	

C. Presentation and Approval of New Policies and a Comprehensive Board of Commissioner’s Policy Manual as Amended

The Forest Preserve District of Kane County has been compiling materials to apply for Distinguished Park and Recreation Accreditation through the Illinois Park & Recreation Association (IPRA) and the Illinois Association of Park Districts (IAPD). The process requires the District maintain a *Board of Commissioners’ Policies Manual* containing all of the District’s policies, and to be reviewed every five years. While many of the policies have been approved within the five-year review period, others have been edited or are newly drafted policies that need to be established and approved. The

Comprehensive Board of Commissioners' Policies Manual will be available electronically. Commissioners will be provided with the link to the document in its entirety following Commission approval. Staff recommends the Committee approve the Gift Policy, Information Security Policy, Fund Balance, Unclaimed Property Policy, Exhibit A of Capital Asset Policy, Environmental Action Plan, Diversity, Equity & Inclusion Policy, Environmental Education Policy, Behavior Management Policy, Seizure Management Policy, Employee Handbook Statement of Purpose and Tuition Reimbursement Policy, and the Comprehensive Board of Commissioner's Policies Manual (*link provided*), as presented.

DISCUSSION: *Commissioner Iqbal asked about the new polices. Exec. Dir. Meyers explained that the District had various practicing procedures that have been written to establish a policy. Commissioner Davoust recognized and commended staff for all their time and work. Commissioner Frasz noted staff should review the Environmental Action Plan to see if more specific language is warranted regarding limiting night light. Additionally, he requested staff look at the lighting at the recently built NRM shop to make sure it meets district criteria.*

RESULT:	MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS]	Next: 8/5/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Mark Davoust, Commissioner	
SECONDER:	Ron Ford, Commissioner	
AYES:	Drew Frasz, Dale Berman, Ron Ford, Mark Davoust, Mo Iqbal, Cherryl Strathmann, Bill Lenert, Vern Tepe	

D. Presentation and Approval of Closed Session Minutes from June 2019 through May 2021

The Finance and Administration Committee of the Forest Preserve District of Kane County, Kane County, Illinois has reviewed the minutes of the Closed Sessions pursuant to Illinois Compiled Statute 5ILCS 120/2.03 and has made a determination as to whether the need for confidentiality still exists as to all or part of those minutes which have not been made fully public.

The Committee has determined that the need for confidentiality still exists as to the Closed Session minutes of: 01/28/2020, 02/25/2020, 04/21/2020, 05/19/2020, 06/23/2020, 08/25/2020, 09/22/2020, 12/18/2020, 01/26/2021, 02/23/2021 and 05/25/2021.

The Committee has determined that there is no longer a need for full or partial confidentiality as to the Closed Session minutes of: 06/25/2019, 01/28/2020, 02/25/2020, 04/21/2020, 08/25/2020, 09/22/2020, 01/26/2021 and 02/23/2021.

The Committee recommends the approval of the release of Closed Session minutes and to request permission to destroy audio recordings of same which are older than 18 months and completely released as presented.

DISCUSSION: *None.*

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

VIII. Communications

Commissioner Frasz suggested staff should provide a sign on the Deer Valley Golf Course property to inform the public of the online auction sale for the golf signs. He felt that neighbors may be interested in purchasing the signs.

IX. Chairman's Comments

None.

X. Adjournment

The meeting adjourned at 3:09 p.m.

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

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

Respectfully Submitted,

Gabriella Figliozzi

Gabriella Figliozzi
Recording Secretary