



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, October 26, 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 President Kious as Chair Berman was in attendance remotely at 2:00 PM. Remote=*

Members Present:

Attendee Name:

Status:

President Chris Kious	Present
Commissioner Drew Frasz	Present
Commissioner Ron Ford	Present
Commissioner Mark Davoust	Present
Commissioner Mo Iqbal	Present (In person @ 2:07 p.m.)
Commissioner Cherryl Strathmann	Present
Commissioner Bill Lenert	Present
Board Member Vern Tepe	Present
Chair Dale Berman	Present*

Others Present:

Also Present: Commissioners Brown*; Kenyon; Exec. Dir. Meyers; CFO Stanish; NRM Dir Haberthur; Comm. Affairs Dir. Metanchuk; Police Chief Burger; HR Dir. Yee; Dir. of Ops. Goreth; Chief of Planning Anderson Jr.; KCIT Peters and Recording Secretary Figliozzi

II. Approval of Minutes from September 28, 2021

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

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

None.

IV. Bids and Proposals

A. Presentation and Approval of a Budget Amendment for Asphalt Paving, Gutter and Fence Installation at the Hughes Creek Golf Club Maintenance Facility

Dir. of Ops. Goreth presented the budget amendment. In Fiscal Year 2020/21, the Commission approved \$350,000 for the construction of the new Hughes Creek Golf Club maintenance building.

During construction, staff determined that the new building needed to be repositioned for proper drainage and prevailing wind direction. These adjustments required additional stone to be purchased and installed, as well as construction of a concrete retaining wall, concrete fuel island, and the relocation of utilities. Other incidental items have also been addressed, such as septic and water system repairs and upgrades. Total additional funds needed to complete this project are \$59,500. Staff would also like to request a contingency amount of \$10,000 for incidental expenditures, such as unstable soil conditions during paving. The total fund transfer would be \$69,500. Currently there are \$173,676 remaining in the fund balance for the paving of the Hughes Creek Golf Club parking lot. Staff would like to utilize these funds to complete this project. The funds are available in Account #03-21-24-7050 Project #10809 for this expense, totaling \$69,500.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/4/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Bill Lenert, Commissioner	
SECONDER:	Mark Davoust, Commissioner	
AYES:	Chris Kious, Drew Frasz, Ron Ford, Mark Davoust, Cherryl Strathmann, Bill Lenert, Vern Tepe	
ABSENT:	Mo Iqbal	
REMOTE:	Dale Berman	

V. New or Unfinished Business

A. Presentation and Approval of an Update to the Employee Handbook Regarding Alcohol and Drug Testing Policy for CDL Drivers

HR Dir. Yee presented the updated requirements to the Employee Handbook Commercial Driver's License policy. (Commissioner Iqbal arrived at 2:07 pm. in person)

Employers are required to report alcohol and drug testing violations to the Clearinghouse, to query the Clearinghouse before hiring new CDL drivers, and to query on an annual basis for all CDL drivers. Because of the new Clearinghouse requirements, the Park District Risk Management Agency (PDRMA) provided members with recommended policy revisions. The attached Alcohol and Drug Testing Policy for CDL Drivers includes recommendations from PDRMA.

DISCUSSION: *President Kious asked about the PDRMA requirements, noting the change in the control substances language. Dir. Yee explained that PDRM is strict with their requirements. She noted that the old policy individualized different opioids, and the new language groups them together, appearing as if there are less.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/4/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Ron Ford, Commissioner	
SECONDER:	Drew Frasz, Commissioner	
AYES:	Chris Kious, Drew Frasz, Ron Ford, Mark Davoust, Mo Iqbal, Cherryl Strathmann, Bill Lenert, Vern Tepe	
REMOTE:	Dale Berman	

B. Presentation and Approval of an Amendment and Restatement of the District's Cafeteria 125 Plan

HR Dir. Yee presented the District's Cafeteria Plan 125. She noted the last update was made January of 2017. Recent changes made by the IRS include Covid 19 provisions, allowing employers to permit

employees to carry over funds that were not utilized during the pandemic emergency order, 2020-2021. This includes flexible spending accounts and dependent care funds among others.

The Federal government, through the adoption of pandemic-related legislation, offered employers the opportunity to make Plan modifications. The modifications can provide flexibility in Plan guidelines, and take into account some of the challenges employees may have faced during the COVID-19 pandemic. The District adopted some of the modifications, and enlisted the support of Laner-Muchin to review the District's Plan.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 11/4/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Mark Davoust, Commissioner	
SECONDER:	Cherryl Strathmann, Commissioner	
AYES:	Drew Frasz, Ron Ford, Mark Davoust, Mo Iqbal, Cherryl Strathmann, Bill Lenert, Vern Tepe	
REMOTE:	Dale Berman	

Items C through G were moved together.

CFO Stanish presented the ordinances for tax levy purposes and explained each Fund.

C. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the General Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$7,415,427.00.

D. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of the Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Illinois Municipal Retirement Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of 10,000.00.

E. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Construction and Development Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$112,000.00.

F. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Insurance Liability Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$10,000.00.

G. Ordinance of the Board of Commissioners for the Forest Preserve District of Kane County, Illinois for the Levy of Taxes for the Fiscal Year Beginning July 1 A.D. 2022 and Ending June 30, 2023 for the Social Security Fund

That there is required to be raised by taxation and that there is levied upon all taxable property within the territorial limits of said Forest Preserve District of Kane County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the total sum of \$10,000.00.

RESULT: ITEMS C-G MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS]
Next: 11/4/2021 8:30 AM
TO: Forest Preserve District Executive Committee
MOVER: Ron Ford, Commissioner
SECONDER: Mark Davoust, Commissioner
AYES: Drew Frasz, Ron Ford, Mark Davoust, Mo Iqbal, Cheryl Strathmann, Bill Lenert, Vern Tepe
REMOTE: Dale Berman

H. An Ordinance Abating the Tax heretofore levied for the Year 2021 to Pay Debt Service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Kane County, Illinois

CFO Stanish presented and explained the tax abatement. An Ordinance abating the tax heretofore levied for the year 2021 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the Forest Preserve District of Kane County, Illinois.

The Board of Commissioners, by ordinance adopted on the 10th day of November 2015, did provide for the issue of \$5,860,000 Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds. The District has irrevocably deposited Pledged Revenues or other available funds in the Bond Fund (as each is defined in the Bond Ordinance) sufficient to pay debt service on the Bonds on June 15, 2022 and December 15, 2022 it is necessary and in the best interests of the District that the tax heretofore levied for the year 2021 to pay such debt service on the Bonds be abated.

DISCUSSION: Brief conversation occurred.

RESULT: MOVED FORWARD BY ROLL CALL VOTE [UNANIMOUS] Next: 11/4/2021 8:30 AM
TO: Forest Preserve District Executive Committee
MOVER: Drew Frasz, Commissioner
SECONDER: Mark Davoust, Commissioner
AYES: Drew Frasz, Ron Ford, Mark Davoust, Mo Iqbal, Cheryl Strathmann, Bill Lenert, Vern Tepe
REMOTE: Dale Berman

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

The Committee moved into Executive Closed Session at 2:17 p.m. on a motion by Frasz, second by Lenert to discuss contracts.

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

The Committee returned to Open Session at 2:31 p.m. on a motion by Davoust, second by Lenert. Roll Call Vote was taken, unanimous.

VII. Communications

Exec. Dir. Meyers reminded the Committee, the Full Commission Retreat will be held on Friday, October 29, 2021 at 8:00 a.m. at the Barbara Belding Lodge, Brewster Creek Forest Preserve.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 2:34 pm

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

Chris Kious, President
Forest Preserve District Finance and Administration Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi
Recording Secretary