



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, September 28, 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 2:08 PM. Remote=*

Members Present:

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

Others Present:

Also Present: Commissioner Kenyon; Exec. Dir. Meyers; CFO Stanish; Purchasing Officer Marano*; Chief of Planning Anderson; Dir. of Ops. Goreth; Dir. of NRM Haberthur & staff Rodeghero*; Dir of Comm. Affairs Metanchuk & staff Kovach; Chief of Police Burger; Attorney Hodge; KC IT Peters and members of the public.

II. Approval of Minutes from August 24, 2021

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

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

None.

IV. Bids and Proposals

A. Presentation and Approval of a Second, One-Year Fuel Extension

CFO Stanish presented the second, one year fuel extension. The District partnered with Kane County in October 2019 to be included on the joint fuel bid that included the City of Aurora, Kane County Division of Transportation (KDOT) and various other County departments. The original contract was for a one-year period, ending Dec. 1, 2020, with an option to extend for two additional one-year periods. The bid was structured so that the base cost of the fuel is determined from the Oil Price

Information Service (OPIS) rack pricing on the date of the delivery, and the quoted per-gallon mark-up contained within the bid. Due to the District having smaller tanks (500 – 1,500 gallons), the mark-up quoted by the vendors was higher as compared to the County, which takes full semi-loads per delivery. The vendor is holding its mark-up fee rates constant for the second extension year for unleaded gasoline at \$.13 per gallon and B5 biodiesel at \$.15 per gallon.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/7/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Vern Tepe, Commissioner	
SECONDER:	Ron Ford, Commissioner	
AYES:	Dale Berman, Ron Ford, Mo Iqbal, Vern Tepe, Cherryl Strathmann	
ABSENT:	Drew Frasz, Bill Lenert	
REMOTE:	Mark Davoust	

V. New or Unfinished Business

A. Presentation and Approval of the Tax Levy for Fiscal Year 2022-2023

CFO Stanish presented the Committee with information regarding various options for the upcoming 2021 property tax levy. Each year, the Finance & Administration Committee determines the direction for the upcoming property tax levy, which is then forwarded to the Executive Committee, and approved at the Full Commission meeting. Staff requested the most-current information from the clerk's office and received the following:

- Rate Setting EAV is estimated at \$15,868,716,983 (final percentage is not determined)
- Preliminary new construction figures for the county are \$153,437,119 (partial year)

The Committee has 3 options available regarding the levy.

1. Increase the levy by both CPI and new construction – The levy would increase for CPI by \$103,032, which for the upcoming levy year will be 1.4%. The increase in the levy due to new construction is estimated between \$70,000 and \$95,000.
2. Freeze the levy but allow for new construction – New construction has been relatively steady over the past few years (2018 - \$150.6 million and 2019 - \$144 million 2020 – \$145 million). The increase in the levy due to new construction is estimated between \$70,000 and \$95,000.
3. Complete levy freeze – Last year's total capped levy figure was \$7,359,395 and maintaining the levy at that same level is an option.

Based on estimates and the new construction figures shown above, the three options presented would generate the following capped tax levy:

- **Option #1** – Taking both CPI and new construction, the District would receive \$103,032 from CPI and an estimated \$70,000 - \$95,000 from new construction, for increased funding between \$173,032 and \$198,032.
- **Option #2** – Taking solely new construction, the District would receive increased funding between \$70,000 and \$95,000.
- **Option #3** – Taking neither CPI nor new construction, the levy would remain constant, the District would receive no increased funding.

DISCUSSION: CFO Stanish provided a brief overview of the budget performance for FY2020-2021. The Auditors completed their field work and will be presenting sometime in November 2021. A snapshot of variances in revenues and expenditures was presented, Stanish explained the variance in the General Fund revenues may be due to the Cares Act grant funding and time of the report. Commissioner Davoust reminded the Committee in regards to the levy options presented, that you can always reduce the increase later during the budget process, however you can't ask for more at a later time. Commissioner Tepe was in favor for Option # 1, taking both CPI and new construction. Chair Berman noted that the District should take advantage of small increment every year, this is a small fraction per year that can help make an impact. Commissioner Tepe stated that the District needs to stay competitive with the economic demands.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]	Next: 10/7/2021 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Vern Tepe, Commissioner	
SECONDER:	Mo Iqbal, Commissioner	
AYES:	Dale Berman, Ron Ford, Mo Iqbal, Vern Tepe, Cheryl Strathmann	
ABSENT:	Drew Frasz, Bill Lenert	
REMOTE:	Mark Davoust	

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

The Committee moved into Executive Closed Session at 2:19 p.m. on a motion by Ford, second by Iqbal.

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

The Committee returned to Open Session at 3:19 p.m. on a motion by Tepe, second by Iqbal. Roll Call Vote was taken, unanimous.

VII. Communications

Exec. Dir. Meyers reported the ribbon cutting of the grand re-opening of The Oakhurst Forest Preserve was a success. There was an estimated 500 attendees over the course of the day that included the Harvest of the Acorn Moon Festival. The District presented the naming of the shelter in honor of the late Officer Harold H. Carter, Jr. whom retired from the Forest Preserve District Police Department in 2018 and passed away in 2020 from cancer.

VIII. Chairman's Comments

None.

IX. Adjournment

The meeting adjourned at 3:22 p.m.

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

Respectfully Submitted,

Dale Berman, Chairman

Gabriella Figliozi

Forest Preserve District Finance and Administration Committee

Forest Preserve District of Kane County

Gabriella Figliozi
Recording Secretary



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE CLOSED SESSION MINUTES SEPTEMBER 28, 2021

The Forest Preserve District Finance and Administration Committee meeting was held on September 28, 2021 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was called to order by Chairman Berman at 2:08 PM. The Committee entered into a Closed Session to discuss Contracts and Litigation at 2:18 PM, a roll call vote was taken, unanimous vote. Remote=*

Attendance: Chair Berman, President Kious, Commissioners Davoust*, Ford, Iqbal, Strathmann, Tepe.
Absent: Lenert, Frasz.

Others Preset:

Commissioners: Kenyon; Exec. Dir. Meyers; CFO Stanish; Chief of Planning Anderson Jr.; Dir. of Ops Goreth; Dir. NRM Haberthur; Chief of Police Burger; Comm. Affairs Dir. Metanchuk; Attorney Hodge; Recording Secretary Figliozzi; KCIT staff Peters.

The Committee moved into Executive Closed Session @ 2:19 pm

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

DISCUSSION:

Exec. Dir. Meyers stated the reason for the Closed Session was to discuss license agreements.

[REDACTED]

[REDACTED]

[REDACTED]

Golf Visions:

Exec. Dir. Meyers reported on the last discussion regarding an extension to the Golf Visions' contract. The proposal received included two scenarios. A one year extension agreement as requested, and a three year option was provided. Meyers provided the details of the proposals, starting with the one year extension. The one year extension consisted of a 20% payment on revenues exceeding \$1M threshold, with a base pay of \$110,000 for Hughes Creek. For Settler's Hill, the payment to the District would be \$50,000, however the District would have to purchase equipment that would in turn equal \$50,000 creating a wash for the year.

The three year option for Hughes Creek would be \$135,000 for the three years, with a 15% payment on revenues exceeding the \$1M threshold. For Settler's Hill the first year payment would be \$50,000, the following two years would be \$170,000 with a 15% payment on revenues exceeding the \$1M threshold. Meyers opened the floor for discussion.

Commissioner Davoust felt that the financial agreement should be revisited. He noted that the driving range is a separate revenue structure and that it should be detailed in the proposal. Davoust commented that the District should consider taking over the management of the golf courses, he stated his concerns with GolfVisions and their quality of management for the next three years.

Commissioner Ford stated that originally, the intent was to extend the agreement for one year, however a three year obligation would secure a better job on the grow in in the course. Ford noted he would prefer to see more financial details. Commissioner Tepe agreed with the three year and holding them accountable for the quality of the work.

Commissioner Davoust expressed his concerns with GolfVisions and Hughes Creek. He felt that the management company lacked in quality for the course overall and did not provide enough effort to run the restaurant.

Exec. Dir. Meyers responded that GolfVisions was concerned with fully stocking the restaurant and not gaining the revenues due to the social distancing and limitations regulated by Covid. There were also additional expenses for kitchen equipment. Meyers stated the challenges of a management company investing for one year only. Further discussion continued. The Committee did not have consensus for the proposal terms. Meyers indicated that further discussion with Golf Visions would be held and a request for more financial details be provided.

The Committee returned to Open Session @ 3:19pm

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

Gabriella Figliozi

Gabriella Figliozi Recording Secretary