

FOREST PRESERVE COMMITTEE MINUTES FROM AUGUST 10, 2016

PRESENT: Committee members - S. Ballard, M. Burns, D. Cremeens, E. Langdon, K. Maranda, R. Simmer.

ABSENT: S. Doye.

ALSO PRESENT: Larry Burns, District five Commissioner; Jeff Craver, Forest Preserve Director; Lee Jackson, Zoo Director; Mike Petersen, Illiniwek Ranger; Ben Mills, Loud Thunder Ranger; Jay Verstraete, Golf Course Superintendent; Todd Collins, Club House Manager; April Palmer, County Auditor; Carrie Kerr, Treasurer's Office; Jerry Clyde, Human Resources Director.

President Ballard called the monthly meeting of the Forest Preserve Committee to order at 3:44 PM on Wednesday, August 10, 2016, in the County Board Office on the second floor of the County Building, Rock Island, Illinois.

Roll was called:

S. Ballard, R. Simmer, E. Langdon, M. Burns, K. Maranda, D. Cremeens.

Total Present 6

S. Doye.

Total Absent 1

President Ballard called for a motion approving the July Committee meeting minutes.

MOTION: Mr. Maranda moved to approve the July Committee meeting minutes. Dr. Simmer seconded the motion.

Motion carried.

President Ballard called for a motion to approve the 2016 fiscal year claims for the Forest Preserve Fund in the amount of \$29,041.62, the Niabi Zoo Fund claims in the amount of \$31,537.15, Liability Fund claims in the amount of \$1,164.02, Treasurer's Disbursements in the amount of \$53,321.13, and the 2017 fiscal year claims for the Forest Preserve Fund in the amount of \$30,914.39, the Niabi Zoo Fund claims in the amount of \$39,686.29, Liability Fund claims in the amount of \$266.07, and Treasurer's Disbursements in the amount of \$19,484.55.

MOTION: Dr. Simmer moved to approve the 2016 and the 2017 fiscal year claims and treasurer's disbursements. Mr. Maranda seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Transfers of Appropriation in the Forest Preserve General Fund and the Niabi Zoo Fund for fiscal year 2016.

MOTION: Mr. Burns moved to approve the 2016 fiscal year Transfers of Appropriation. Mr. Maranda seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Transfers of Appropriation in the Forest Preserve General Fund, and Niabi Zoo Fund for fiscal year 2017.

MOTION: Dr. Simmer moved to approve the 2017 fiscal year Transfers of Appropriation in the Forest Preserve General Fund, and Niabi Zoo Fund. Mr. Cremeens seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Liability Fund Loan Resolution.

MOTION: Mr. Burns moved to approve the Liability Fund Loan Resolution. Mr. Maranda seconded the motion.

Motion carried.

President Ballard called for a motion to lay on display for thirty days the Annual Budget and Appropriation Ordinances for the General Fund of the District, Niabi Zoological Fund, IMRF Fund, Liability Fund, FISSA Fund and the Development of Forests & Construction of Improvement Fund.

MOTION: Mr. Langdon moved to lay on display for thirty days the Annual Budget and Appropriation Ordinances for the General Fund of the District, Niabi Zoological Fund, IMRF Fund, Liability Fund, FISSA Fund and the Development of Forests & Construction of Improvement Fund. Mr. Maranda seconded the motion.

Motion carried.

President Ballard called for a motion to lay on display for thirty days the changes to the District's Hiring Practices Policy.

MOTION: Dr. Simmer moved to lay on display for thirty days the changes to the District's Hiring Practices Policy. Mr. Maranda seconded the motion.

Motion carried.

President Ballard called for a motion to lay on display for thirty days the changes to the District's Holidays & Holiday Pay Policy.

MOTION: Dr. Simmer moved to lay on display for thirty days the changes to the District's Holidays & Holiday Pay Policy. Mr. Burns seconded the motion.

Motion carried.

President Ballard called on Mr. Craver for an update on the research for the impact of Fair Labor Standards Act Salary Exemption on the District employees.

Mr. Craver stated that last month the Committee and discussed the salaries. Job descriptions were requested, and sent out. The increases are budgeted for in the 2018 budget. Everyone has a sheet of where the salaries are at right now, and where they would be if the recommendation is accepted to adjust the salaries of the salaried managers that are below the threshold of the Fair Labor Standards Act requirements. The two positions this affects is the Guest Services Manager and the Curator of Conservation and Education at the zoo. Though there are a couple other positions that I feel are out of line with what those positions are worth. The first is the District Administrative Assistant. Believe that the salary should be raised to the level of the Field Office Manager because it is the closest comparison. It's not really a true comparison, as the Administrative Assistant has a little more responsibility than the Field Office Manager position. Though it is up to the Committee as to what to those salaries are set at. If you look at the wage one column, that's what the salary is currently, and the wage two column is what it would be on December first of this year. That would affect the current year budget. The other position is the Golf Course Superintendent.

Mr. Clyde stated that the Fair Labor Standards Act threshold has been finalized, and will be in effect on December first. The threshold is \$913.00 per week, or \$47,456.00 annually.

President Ballard told the Committee to consider these changes, and action will be taken in September.

Mr. Craver stated that he was happy to answer any questions that might arise in the Committee's mind during the next month. The last position I wanted to bring up was the Golf Course Superintendent. Right now the Assistant Superintendent is making more than the Superintendent. That seems inappropriate for a manager to be making less than his assistant, and that is why the request to raise that salary has been made.

President Ballard called on Ms. Palmer for the Auditor's reports.

Ms. Palmer stated that there were reports in the packet for both the end of fiscal year closeout and for July 2016. There are a couple weeks left where it's still possible to back date expenses and revenue. As far as revenues, there is one more tax distribution that will go into the old fiscal year. The Fund Balances reports are using estimated fund balances until the audit is finalized. The audit will be starting in the beginning of September. New Year balances look good so far, and all fund are able to meet the three month reserve.

President Ballard called for a motion to approve Ms. Palmer's reports.

MOTION: Mr. Maranda moved to approve Ms. Palmer's reports. Dr. Simmer seconded the motion.

Motion carried.

President Ballard called on Mr. Verstraete and Mr. Collins for the Indian Bluff report.

Mr. Verstraete reported that with the extremes of the heat the golf course has had to use a lot more fungicide than normal, and there has been a lot of mowing. There were some repairs made to the road, filling in potholes.

Mr. Collins reported that because of the weather in July play has been down. It's starting to pick back up as the weather improves.

President Ballard called on Dr. Simmer for his inspection report.

Dr. Simmer reported that the grounds and facilities looked clean and well maintained, with the exception of the concession stand in the back.

President Ballard called for a motion to approve Mr. Verstraete's, Mr. Collins's and Dr. Simmer's reports.

MOTION: Mr. Cremeens moved to approve Mr. Verstraete's, Mr. Collins's and Dr. Simmer's reports. Mr. Burns seconded the motion.

Motion carried.

President Ballard called on Mr. Mills for the Loud Thunder report.

Mr. Mills reported that work has begun to replace the pit toilets on the park. The Fourth of July weekend was abnormally slow, so revenues for the park were down compared to last year. There was a storm recently that blew off some shingles of the Riverview shower building, so that will have to be repaired. The roof on that building will probably have to be redone in a few years. Rockridge PTC is doing a fundraising colorrun, and would like to request that the fee for the shelter rental be waived.

President Ballard called for a motion to waive the rental fee for the Rockridge PTC fundraiser.

MOTION: Mr. Burns moved to waive the rental fee for the Rockridge PTC fundraiser. Dr. Simmer seconded the motion.

Motion carried.

President Ballard called on Dr. Simmer for his inspection report.

Dr. Simmer stated that the staff was friendly and nice, the grounds and facility look great and were clean. The roads need some attention.

President Ballard called for a motion approving Mr. Mills's and Dr. Simmer's reports.

MOTION: Mr. Maranda moved to approve Mr. Millsqand Dr. Simmerç reports. Mr. Cremeens seconded the motion.

Motion carried.

President Ballard called on Mr. Petersen for the Illiniwek report.

Mr. Petersen reported that July was a good month for camping, and a standard month. The city of Port Byron helped us out by coming and mowing with their ditch mower in some places that the Districtç equipment could not get. Staff was able to complete a couple small projects.

President Ballard called on Mr. Cremeens for his inspection report.

Mr. Cremeens stated that grounds and facilities look good and clean. Saw the new truck, very nice. It is a shame that Illiniwek has not been able to have their dock in all season, and resolving that issue should be looked into.

Mr. Craver stated that there is a plan to adjust the docks. Once the river goes down will have someone come in and assess what needs to be done to adjust those.

President Ballard called for a motion to approve Mr. Petersenç and Mr. Cremeensq reports.

MOTION: Mr. Burns moved to approve Mr. Petersenç and Mr. Cremeensqreports. Mr. Langdon seconded the motion.

Motion carried.

President Ballard called on Mr. Jackson for the Niabi Zoo report.

Mr. Jackson reported that weather had affected the attendance at the zoo i n July. There was a large oak tree that fell on the perimeter fence. The tree has been cleared away, and the fence repaired. There are some new animals in at the zoo. Ms. Roderick, the Curator of Conservation and Education, has resigned effective July 28, 2016.

Mr. Craver added that the Committee should request an official written opinion from the Stateç Attorneyç Office regarding shifting the management of the zoo to a Public/Private Partnership.

President Ballard called on Mr. Cremeens for his inspection report.

Mr. Cremeens stated that the grounds and facilities looked good, and were clean. The new playground looks great, and got lots of positive feedback for the playground being ADA accessible. The water tanks were a big concern.

Mr. Craver explained that there were no bids received for the water tank project that is budgeted for this fiscal year. Another public bid will have to go out, and hopefully the District can get more interest in the project.

President Ballard called for a motion to approve Mr. Jackson's and Mr. Cremeens' reports.

MOTION: Mr. Burns moved to approve Mr. Jackson's and Mr. Cremeens' reports. Mr. Langdon seconded the motion.

Motion carried.

President Ballard called on Mr. Craver for the Director's report.

Mr. Craver stated that the District would be working with URICRA to fund the maintenance projects at Dorrance Park. URICRA is the group that gets the most use out of Dorrance. They have put together a Case for Support, and will be fundraising for those projects. The Fiscal Year 2018 budget has some funds put aside to go towards those projects. Felt that was particularly important not only because Dorrance and its facilities are District assets, but it will show that the District is committed to keeping all its preserves usable for the public's enjoyment. If the Committee allows, the next three budgets will include funds for those projects totaling twenty percent of the costs.

President Ballard called for a motion approving Mr. Craver's report.

MOTION: Mr. Maranda moved to approve Mr. Craver's report. Mr. Langdon seconded the motion.

Motion carried.

Adjourned the meeting at 4:31 PM.

Submitted by:
Cassie Sullivan, Forest Preserve Administrative Assistant