

**FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES  
SEPTEMBER 10, 2019**

**PRESENT:** Committee members - E. Sowards, L. Moreno, K. Swanson, D. Cremeens, A. Normoyle.

**ABSENT:** R. Simmer, K. Maranda.

**ALSO PRESENT:** Jeff Craver, District Director; Lee Jackson, Niabi Zoo Director; Todd Collins, Club House Manager; April Palmer, Auditor; Louisa Ewert, Treasurer; Kurt Davis, Information Systems Director; Steve Holland, IT Specialist; Bill Nelson, Chairman of the Community Advisory Board; Scott Lohman.

President Swanson called the monthly meeting of the Forest Preserve Executive Committee to order at 3:36 PM on Tuesday, September 10, 2019, in the Rock Island County Building on the second floor Rock Island, Illinois.

President Swanson called for a motion approving the August Budget and Committee meeting minutes.

**MOTION:** Ms. Normoyle moved to approve the August Budget and Committee meeting minutes. Dr. Moreno seconded the motion.

Motion carried.

No request for public comment was submitted.

President Swanson called for a motion to approve the fiscal year 2019 Treasurer's Disbursements in the amount of \$64,401.23.

**MOTION:** Mr. Cremeens moved to approve the fiscal year 2019 Treasurer's Disbursements. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to approve the fiscal year 2020 Forest Preserve General Fund claims in the amount of \$62,984.20, Niabi Zoo Fund claims in the amount of \$137,099.59, Liability Fund claims in the amount of \$191.50, Development Forests & Construction of Improvements Fund claims in the amount of \$82,000.00, Loud Thunder Spillway & Improvements Fund claims in the amount of \$92,086.24, Marvin Martin Fund claims in the amount of \$75.00, and Treasurer's Disbursements in the amount of \$49,209.78.

**MOTION:** Ms. Normoyle moved to approve the fiscal year 2020 claims and Treasurer's Disbursements. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to approve the fiscal year 2019 transfers of appropriation in the General Fund and Niabi Zoo Fund.

**MOTION:** Dr. Moreno moved to approve the fiscal year 2019 transfers of appropriation in the General Fund and Niabi Zoo Fund. Mr. Maranda seconded the motion.

Motion carried.

President Swanson called for a motion to approve the fiscal year 2020 transfers of appropriation in the General Fund.

**MOTION:** Dr. Moreno moved to approve the fiscal year 2020 transfers of appropriation in the General Fund. Ms. Normoyle seconded the motion.

Motion carried.

President Swanson called for a motion to approve the resolution regarding Niabi Zoo Fund fiscal year 2019 – additional appropriation of funds needed.

**MOTION:** Dr. Moreno moved to approve the resolution regarding Niabi Zoo Fund fiscal year 2019 – additional appropriation of funds needed. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to approve the resolution regarding General Fund fiscal year 2020 – appropriations amendments.

**MOTION:** Dr. Moreno moved to approve the resolution regarding Niabi Zoo Fund fiscal year 2020 – appropriations amendments. Mr. Cremeens seconded the motion.

Motion carried.

President Swanson called for a motion to approve General Fund Resolution regarding the Appropriation Amendment for the Recreation Software.

**MOTION:** Dr. Moreno moved to approve the General Fund resolution regarding the Appropriation Amendment for the Recreation Software. Mr. Cremeens seconded the motion.

Mr. Craver stated that some time ago he started to look into software that could serve District wide. Currently, each facility has its own software for its specific purpose. Only the staff at that particular facility has access to that software. If there was one program that all the District could use, and also grant access to the Treasurer's Office and Auditor's Office for book keeping and tracking purposes, that would be much easier, and possibly more cost effective. A few of the current programs do not provide a user-friendly interface for the District's customers. Each facility's staff gave input on the functions it needed the program to perform

and an RFP was sent out. For staff to have access to book keeping and demographic information in real time would be extremely helpful as we go forward with improving the facilities and making the customer's experience a smooth and pleasant one. Vermont Systems is the company that came in at the lowest price while still meeting all the District's needs. They provided a demonstration for District staff, the Auditor's and Treasurer's Offices, and Mr. Davis and Mr. Holland attended as well. There was consensus from staff and involved parties that the software would fit the District's needs well. This resolution is asking for the funds from the District's reserves to be added into the budget for this purchase as it is not currently in the 2020 budget. There will be some cost savings that will defer expenditures, and it is not one hundred percent clear at the moment how much of the current hardware will be compatible. That will not be known until the process of implementation has begun.

Ms. Palmer stated that even after pulling these funds from the reserves, the District will still a six-month reserve in the General Fund.

Motion carried.

President Swanson called for a motion to approve the Appropriation Amendment regarding the OSLAD grant.

**MOTION:** Ms. Normoyle moved to approve the Appropriation Amendment regarding the OSLAD grant. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to approve the Appropriation Amendment in the Liability Fund.

**MOTION:** Ms. Sowards moved to approve the Appropriation Amendment in the Liability Fund. Dr. Moreno seconded the motion.

Motion carried.

President Swanson called for a motion to approve the Appropriation Amendment in the Development of Forests and Construction of Improvements Fund.

**MOTION:** Dr. Moreno moved to approve the Appropriation Amendment in the Development of Forests and Construction of Improvements Fund. Ms. Normoyle seconded the motion.

Motion carried.

President Swanson called for a motion to remove from display and approve the fiscal year 2021 schedule A and appropriation ordinances for Forest Preserve General Fund, Niabi Zoological Fund, IMRF Retirement Fund, Liability Fund, FISSA Fund, and Development of Forests and Construction Improvements Fund.

**MOTION:** Mr. Cremeens moved to remove from display and approve the fiscal year 2021 schedule A and appropriation ordinances for Forest Preserve General Fund, Niabi Zoological Fund, IMRF Retirement Fund, Liability Fund, FISSA Fund, and Development of Forests and Construction Improvements Fund. Dr. Moreno seconded the motion.

Motion carried.

President Swanson called for a motion to approve the purchase of the Recreation Software from Vermont Systems for \$56,164.00 plus hardware costs.

**MOTION:** Dr. Moreno moved to approve the purchase of the Recreation Software from Vermont Systems for \$56,164.00 plus hardware costs. Ms. Sowards seconded the motion.

Motion carried.

President Swanson asked Ms. Palmer for the Auditor's Reports.

Ms. Palmer stated that the external auditors from Carpentier, Mitchel, Goddard, and Company had begun the audit for fiscal year 2019. The fund balances report has updated numbers for the five-month reserve and beginning fund balances. Comparing to last year, revenues were down a bit due to the weather this season.

President Swanson asked Mr. Collins if there was anything he'd like to bring attention to in his report.

Mr. Collins stated that August had been busy with the decent weather. The golf course is starting to see the usual September slow down. Leagues are done, but there are still several outings and events scheduled in September and October. The greens look great, and have recently been aerated.

President Swanson asked Mr. Jackson if there was anything he'd like to bring attention to in his report.

Mr. Jackson stated that there had been a male alpaca born on September first. The perimeter fence is coming along. Pints for Preservation was a great success, and people had a lot of fun. This past weekend was spent in New Orleans for the AZA accreditation decision. A full report is in front of you. Unfortunately, accreditation was not granted. It came down to the issues that have been longstanding with capital fund raising, and the antiquated exhibits.

President Swanson stated that he was very proud to be a part of the commission, and appreciative of Niabi's staff and the hard work and dedication that's gone into reaccreditation. It was wonderful to see in the report that the AZA was so impressed with all the hard work that the staff has done to improve what is there now, and in so short a time. There were so many items listed as 'no longer an issue' on the AZA's report, and it nice to see that the hard work of staff has paid off. It looks like the baton is being handed to the community, and it's important to remember that it is the capital funding that is the concern for the accreditation.

Mr. Jackson expressed how very proud he was of the staff and all their hard work. Of course, it is disappointing, but also satisfying to get the validation from the AZA on the major improvements that have been accomplished so far. The master plan is already setup to address the remaining concerns that were listed. The AZA just didn't see the fund raising in place for them to be comfortable with reaccrediting at this time.

President Swanson stated that it's important to remember that even once Niabi receives reaccreditation, staff will always be striving to keep that accreditation. Standards are ever changing and ever improving in those fields that require accreditation such as schools, medical facilities, and zoos.

Mr. Jackson stated that new standards for accreditation will be coming out next month.

Mr. Nelson stated that with the report from the AZA, the master plan can be reviewed, and staff can adjust focus if necessary. The AZA praised the animal care, so this report is a great "report card" for us to use going forward.

President Swanson asked Mr. Craver if there was anything from his report that he wanted to bring attention to.

Mr. Craver stated that Mr. Petersen and Mr. Mills were at a meeting where they were requesting funds for additional prairie plantings at the preserves. Blackhawk College will be back out in October to finish up the project at the boat rental. Work has begun on the cart path project. On the bike path, staff will be doing some tree removal. Mr. McPeck, who spoke at the Commission meeting in August, sent a note thanking us for the opportunity to address the Commission. Hopefully, the software purchase will go through at the full Commission meeting, and implementation can be scheduled with an eye to have it fully operational by the opening next year.

President Swanson called for a motion to approve all routine reports for the District.

**MOTION:** Dr. Moreno moved to approve all routine reports for the District. Mr. Cremeens seconded the motion.

Motion carried.

Adjourned the meeting at 4:22 PM.

Submitted by:  
Cassie Sullivan  
Forest Preserve Administrative Assistant