

**FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES
FEBRUARY 9, 2021**

PRESENT: Committee members - K. Swanson, D. Cremeens(via teleconference), A. Normoyle, K. Maranda(via teleconference), L. Moreno, E. Sowards(via teleconference).

ABSENT: R. Simmer.

ALSO PRESENT: Jeff Craver, District Director; Lee Jackson, Niabi Zoo Director; Ben Mills, Loud Thunder Ranger; Todd Collins, Club House Manager; Kurt Davis, IT; April Palmer, Auditor; Louisa Ewert, Treasurer.

President Swanson called the monthly meeting of the Forest Preserve Executive Committee to order at 9:31 AM on Tuesday, February 9, 2021, in the Rock Island County Building in the third floor chambers, Rock Island, Illinois.

President Swanson called for a motion approving the January Committee minutes.

MOTION: Mr. Maranda moved to approve the January Committee minutes. Dr. Moreno seconded the motion.

A roll call vote was taken.

A. Normoyle, K. Maranda, D. Cremeens, K. Swanson, E. Sowards, L. Moreno.

TOTAL YES 7

TOTAL NO 0

Motion carried.

President Swanson called for a motion to approve the claims and treasurer's disbursements in the amount of \$156,424.48.

MOTION: Dr. Moreno moved to approve the claims and treasurer's disbursements in the amount of \$156,424.48. Mr. Cremeens seconded the motion.

MOTION: Ms. Normoyle moved to adopt the previous roll call. Mr. Maranda seconded the motion.

Motion carried.

President Swanson made three calls to the public for public comment.

There were no requests for public comment.

President Swanson stated that Mr. Verstraete was not able to be at the meeting. However, if there were any questions regarding the trade-in and purchase of equipment for Indian Bluff Golf Course, Mr. Craver could answer those.

There were no questions.

President Swanson asked if Mr. Craver needed any motion on that from the Committee, or if a motion at Commission was satisfactory.

Mr. Craver stated that it would be best to have motion from the Committee to give Mr. Verstraete the authority to move ahead with the trade-in and purchase of a ProGator Sprayer.

MOTION: Mr. Maranda moved to give Mr. Verstraete the authority to proceed with the trade-in and purchase of a ProGator Sprayer. Ms. Normoyle seconded the motion.

MOTION: Mr. Maranda moved to adopt the previous roll call. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to remove from display and approve of the District's Procedure Manual.

MOTION: Mr. Maranda moved to remove from display and approve of the District's Procedure Manual. Ms. Normoyle seconded the motion.

Mr. Craver stated that he emailed the Procedure Manual to Committee members, but was not able to upload the changes onto the District's website due to a transfers of webhost providers. There were some changes to the governance section, some to the liability section, and a few other grammatical corrections throughout. There is also a sample of a blood born pathogen procedure, which isn't quite ready yet.

Ms. Normoyle stated that perhaps in the future it would be better to take the review section by section instead of all at once. It was a struggle to get all the through the manual in just a few days.

President Swanson stated that he concurred.

Mr. Craver stated that was his intent to do it in smaller increments going forward, and that he too found going through the entire thing in one go was difficult.

MOTION: Dr. Moreno moved to adopt the previous roll call. Ms. Sowards seconded the motion.

Motion carried.

President Swanson asked Ms. Palmer if there was anything from the Auditor's reports that she would like to bring attention to.

Ms. Palmer stated that the trial balance report looks as expected. Have been keeping a close eye on the fund balances and the five month reserves. The numbers shown are now the audited numbers. Continued diligence in expenses down is warranted.

Mr. Craver asked when the annual cost allocation billing would be sent out.

Ms. Palmer stated that she had not yet had a chance to finalize those plans with Ms. Ewert, but usually those are sent out in March. Will want the District to meet those expenses by the end of their current fiscal year.

Mr. Craver expressed concern at being able to meet Niabi's portion.

Ms. Palmer stated that she and Ms. Ewert would discuss the concern, and see if it was possible to postpone the timing of the billing for Niabi's portion.

President Swanson asked Mr. Collins if there was anything from the Indian Bluff reports that he would like to bring attention to.

Mr. Collins stated that things have been pretty slow, but preparation has begun in planning the upcoming golf season.

President Swanson asked Mr. Mills if there was anything from his report that he would like to bring attention to.

Mr. Mills stated that when weather has been warm enough staff has been removing ash trees, and on days that it is too cold to work outdoors staff has been doing indoor maintenance projects.

President Swanson asked Mr. Jackson if there was anything from his report that he would like to bring attention to.

Mr. Jackson stated that staff is doing online orientation for seasonal employees this year due to COVID. Two keepers have moved on to other facilities, and interviews are being conducted for those vacancies. The auction fund raiser for the Rhino exhibit is going well. So far \$9,000.00 has been collected from the auction. All totaled for the exhibit's fund raisers has brought in \$56,000.00.

Ms. Normoyle asked what the average tenure of an animal handler is at Niabi.

Mr. Jackson stated that about four years ago the majority of the current keepers came on, and there are a couple keepers that have been with Niabi for around a decade.

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

Mr. Craver stated that there was nothing further of note. Though am happy to answer any questions.

There were no questions.

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

MOTION: Dr. Moreno moved to approve all routine reports. Mr. Maranda seconded the motion.

MOTION: Mr. Maranda moved to adopt the previous roll call. Dr. Moreno seconded the motion.

Motion carried.

Adjourned the meeting at 9:58 AM.

Submitted by:
Cassie Sullivan
Forest Preserve Administrative Assistant