

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES
JANUARY 28, 2021**

I. Call to Order

Finance Committee Chair Gengler called the meeting to order at 6:00 pm in the Kendall County Historic Courthouse 3RD Floor Courtroom.

II. Roll Call

Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye.

	DeBolt	X	Gilmour
X	Cesich		Gryder
	Flowers	X	Kellogg (left meeting at 7:01 pm)
X	Gengler		Koukol
	Rodriguez	X	Vickers

III. Approval of Agenda

Commissioner Kellogg made a motion to approve the Finance Committee meeting agenda as presented. Seconded by Commissioner Gilmour. Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none.

Motion: Commissioner Kellogg					
Second: Commissioner Gilmour					
Roll call: Approval of Agenda					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

IV. Approval of the Appointment of Matt Kellogg as Finance Committee Vice-Chair

Commissioner Gilmour made a motion to approve Matt Kellogg as Finance Committee Vice-Chair. Seconded by Commissioner Vickers.

Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Motion: Commissioner Gilmour					
Second: Commissioner Vickers					
Roll call: Matt Kellogg Finance Vice-Chair					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

V. Public Comment

No public comments were offered from citizens in attendance.

VI. Motion to Forward Claims to Commission for Approval

Commissioner Gilmour made a motion to forward claims in the amount of \$6,568.60 to Commission for approval. Seconded by Commissioner Vickers. Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Motion: Commissioner Gilmour					
Second: Commissioner Vickers					
Roll call: Claims					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

VII. Review of Financial Statements through December 31, 2020

Finance Committee reviewed the financial statements through December 31, 2020. Director Guritz reported that the MUNIS system will need to be updated with final budget figures. Director Guritz also reported that expense coding corrections for salaries and benefits will need to be addressed.

VIII. Review of Final Drafts of the Amended FY21 Operating Fund and Capital Fund Budgets

Director Guritz presented a review of final drafts of the amended FY21 budgets.

IX. Review of the Final Draft of the Amended FY21 Combined Budget and Appropriations Ordinance

Director Guritz presented a review of the final draft of the amended FY21 Combined Budget and Appropriations Ordinance. The Finance Committee provided direction to amend the final budgets and ordinance to account for FY21 accrued interest posted to Fund 1901 and Fund 1906 in order to close out the funds.

X. Review of the Final Draft of the Amended Fund Balance Policy for the District

- **Year-to-Year Fund Balance Growth Needed Prior to Increasing Subsequent Fiscal Year Appropriations**
- **Programmatic Growth Impacts due to Staffing Limitations**
- **Anticipated Expenditure Increases for FY22**

Director Guritz presented a report and overview of impacts of the final draft of the amended fund balance policy for the District. This included a review of Operating Fund 1901 cash flow projections from FY20 and FY19, noting that the increase in the Operating Fund balance, needed to retain a net positive balance within FY21, may require adjustment to allow for sufficient budget appropriations for the anticipated reopening of services in FY22.

XI. Review of Capital Fund Cash Flow Projections through FY22

Director Guritz presented a report on the District's Capital Fund (Fund 1907) cash flow projections through FY22. The District's available capital funds is limited to approximately \$60,000 for the next two years until the District receives the IDNR-RTP grant reimbursement of \$177,100.

XII. Discussion: Process for Management and Transfers of Budget Appropriations

The Finance Committee discussed the process for management and transfer of general ledger budget appropriations and transfer of contingency.

XIII. Review of Proposals for Utility Line Tree Clearing at Pickerill-Pigott Forest Preserve (Phase I OSLAD)

The Finance Committee reviewed proposals for utility line tree clearing at Pickerill-Pigott Forest Preserve. Busted Knuckles extended the lowest responsible quote for clearing.

XIV. Review of Proposals for Restoration Clearing at Pickerill-Pigott Forest Preserve (Phase I OSLAD)

The Finance Committee reviewed proposals for restoration clearing at Pickerill-Pigott Forest Preserve. SepmerFi Land, Inc. extended the lowest responsible quote for restoration clearing.

XV. Review of Proposals for Restoration Clearing – Multiple Locations (LSR Grant)

The Finance Committee reviewed proposals for restoration clearing at multiple locations for the Landscape Scale Restoration grant. SepmerFi Land, Inc. extended the lowest responsible quote for restoration clearing.

Commissioner Vickers made a motion to forward proposal items XIII, XIV, and XV to Commission for approval. Seconded by Commissioner Gilmour. Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Motion: Commissioner Vickers Second: Commissioner Gilmour					
Roll call: Items XIII, XIV, XV					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

XVI. Pickerill-Pigott Phase I OSLAD Project – Final IDNR Change Order Submission

Director Guritz presented a final IDNR change order submission for the Pickerill-Pigott Phase I OSLAD project. The expense report ties out with the total OSLAD project fund expenditures.

XVII. Other Items of Business

- Rt. 71 Trail Segment Construction Project – Local Share Request

The Finance Committee discussed the status of the District’s limited capital funds. Kendall County will examine opportunities for extending the \$76,000 local cost share to complete the trail segment.

XVIII. Public Comments

No public comments were offered from citizens in attendance.

XIX. Executive Session

Commissioner Vickers made a motion to enter into Executive Session under 2(c)21 of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Gilmour.

Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Executive Session called to order at 7:46 pm.

Motion: Commissioner Vickers					
Second: Commissioner Gilmour					
Roll call: Executive Session					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

Commissioner Gilmour made a motion to adjourn from Executive Session. Seconded by Commissioner Vickers. Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Motion: Commissioner Gilmour					
Second: Commissioner Vickers					
Roll call: Executive Session Adjournment					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers
Motion unanimously approved.					

Regular meeting resumed at 7:52 pm.

XX. Adjournment

Commissioner Vickers made a motion to adjourn. Seconded by Commissioner Cesich.

Roll call: Commissioners Cesich, Gilmour, Kellogg, Vickers, and Gengler, aye. Opposed, none. Motion unanimously approved.

Motion: Commissioner Vickers

Second: Commissioner Cesich

Roll call: Adjournment

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
		DeBolt	X		Gilmour
X		Cesich			Gryder
		Flowers	X		Kellogg
X		Gengler			Koukol
		Rodriguez	X		Vickers

Motion unanimously approved.

Meeting adjourned at 7:56 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District