

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES**

**FEBRUARY 28, 2019**

**I. Call to Order**

Committee Chair Kellogg called the Finance Committee meeting to order at 6:22 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Cesich, Vickers, and Kellogg all were present.

**III. Approval of Agenda**

Commissioner Cesich made a motion to approve the agenda as presented. Seconded by Commissioner Vickers. All, aye. Opposed, none.

**IV. Citizens to be Heard**

Bill Baumann stated he was present to respond to questions on the Kluber Architect + Engineers proposal for development of construction cost estimates for the Pickerill estate project.

**V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$6,090.77**

The Finance Committee reviewed the claims list.

Commissioner Cesich made a motion to forward claims for an amount not-to-exceed \$6,090.77. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

**VI. Review of Financial Statements and Cost Center Reports through January 31, 2019**

Latreese Caldwell presented a review of the financial statements and cost center reports through January 31, 2019.

**VII. FY18 Audit Presentation – Mack & Associates, P.C.**

Lauri Pope, Senior Associate of Mack & Associates, P.C., presented the FY18 audit for the Kendall County Forest Preserve District. Two items were discussed to improve the District's internal checks. The first item presented focused on review and signature sign-off on the District Director's procurement card purchases.

The second item noted was the need to put in place a process to confirm fulfillment of equestrian program services within the program calendar based on program revenues received.

The audit was clean, with the District meeting budget expectations for the fiscal year. The District over expended total appropriations within the operations fund for the year.

### **VIII. Pickerill-Pigott Phase I Improvements – Upland Design, Ltd. Proposal for Bid Specifications Development and Construction Management Services**

The Finance Committee reviewed the final proposal received from Upland Design, which was scheduled for presentation to the Committee of the Whole. The District will be able to enter contract with Upland Design following execution of the State of Illinois OSLAD grant agreement for the project.

### **IX. Review of Architectural Firm Proposals for the Development of Construction Cost Estimates for Building Code and Public Access Improvements of the Pickerill Estate House**

The Finance Committee reviewed the two proposals submitted by architectural firms for the development of construction cost estimates for converting the Pickerill estate house to public use. The two proposals are scheduled for further review and discussion by the Committee of the Whole.

### **X. Galena Road Parcel – Potential Farm License Agreement for Hay Production**

The Finance Committee discussed a potential farm license agreement for production of hay on the Galena Road parcel. Direction was received to reach out to the farmer expressing interest in licensing the property to develop a 3-year license agreement. Finance Chair Kellogg indicated that a viable harvest of hay should not take 3-years to achieve.

### **XI. Waste Management Trash and Recycling Collection Services – Contract Review and 1-Year Extension**

The District is completing an audit of Waste Management billings against the contract and bid results. An update will be provided to the Finance Committee once the analysis is complete. The contract allows for a 1-year contract extension if the District elects to extend the agreement, and Waste Management confirms the contracted amounts for the upcoming year.

**XII. Hoover Forest Preserve – Meadowhawk Lodge Lighting – Quotes for Solar Fixture Repair and LED Fixtures Replacements**

Estimates for repairing or converting the Hoover Forest Preserve – Meadowhawk Lodge parking lot fixtures from existing solar to LED fixtures was reviewed, with direction received to develop the scope of work and cost estimates for fixture replacements.

**XIII. 2019 Farm License Agreement – Baker Woods Hay Production**

The Finance Committee reviewed the proposed 2019 farm license agreement for the production of hay at Baker Woods Forest Preserve. Commissioner Cesich made a motion to forward the draft license agreement to the Committee of the Whole for review. Seconded by Commissioner Vickers. All, aye. Opposed, none.

**XIV. Executive Session**

None.

**XV. Other Items of Business**

None.

**XVI. Citizens to be Heard**

No public comments were offered by citizens in attendance.

**XVII. Adjournment**

Commissioner Cesich made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none. Meeting adjourned at 7:25 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District