

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

OCTOBER 27, 2016

I. Call to Order

Finance Committee Chairman Cullick called the meeting to order at 6:34 pm in the Kendall County Board Room. Chairman Cullick appointed Commissioner Prochaska to committee service for the meeting.

II. Roll Call

Commissioners Gryder, Prochaska, and Cullick all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Approval to Forward Claims in an Amount Not-to-Exceed \$15,118.60.

Commissioner Gryder made a motion to forward claims to Commission in an amount not-to-exceed \$15,118.60. Seconded by Commissioner Prochaska.

The Finance Committee reviewed the claims list.

Commissioner Gryder inquired into claim #201 totaling \$1,336.00 for Selective Insurance Company. Director Guritz reported that the claim is for the new flood insurance policy for the Ellis House required in order to receive the FEMA disbursement for flooding impacts.

Commissioner Prochaska inquired into claim #207 for Clean Tech of Illinois for \$650.00. Director Guritz stated that the charges incurred were for cleaning services for the Ellis House. The bill presented was reviewed, with a revised and lower invoice presented per contract terms. Director Guritz stated that the plan for the upcoming year is to begin to handle wedding event cleanup in-house.

Commissioner Prochaska inquired into claim #247 from Martenson Turf Products for the purchase of herbicide in the amount of \$277.50. Director Guritz reported that the District routinely purchases herbicide at concentration for application on trails, parking areas, and invasive species control.

Commissioner Prochaska inquired into claim #237 for Kendall Plumbing and Heating in the amount of \$1,342.00. Director Guritz reported that Kendall Plumbing and Heating has been called in this year to provide guidance with preventative maintenance of the on-demand water heaters in the bunkhouses. Support was also needed with troubleshooting cleanout of debris buildup in the water supply system.

Commissioner Davidson entered the meeting at 6:40 pm.

Commissioner Prochaska inquired into claim #'s 243 and 244 for the repair of the Hoover Forest Preserve trailer (tire) and mower. Commissioner Davidson stated that one is for a tire repair. Director Guritz pulled the claim for review of the mower repairs performed.

Commissioner Gryder inquired into claim #245 for Plano Collision Center in the amount of \$410.53. Director Guritz reported that the grill on one of the District pickup trucks used for closing was damaged due to a collision with a Barred Owl.

Commissioner Cullick called the question. All, aye. Opposed, none.

VI. FY 16-17 Budget Updates

A. FY 16-17 Insurance Premium Costs and Deductibles

Director Guritz presented updates for the FY 16-17 operating budget. Director Guritz reported that the District's trash service will be re-bid in November in order to reduce costs based on trash service needs of the District. Director Guritz reported that the District will realize a savings of approximately \$4,500 for the FY 16 insurance claim deductible. This amount is partially offset by an increase for covering the cost of Ellis House flood insurance, recommending that the difference remain in the budget to cover potential costs for claims that may present in the coming year.

B. Kendall County Outdoor Education Canoe Purchases

Director Guritz reported that the Kendall County Outdoor Education Center is covering the costs for the purchase of 9 canoes, equipment and canoe trailer that will be stored at Hoover Forest Preserve for use in programs. There will be a resulting budget savings in District summer camp programs, and allows for expansion of public programming for Fox River canoe trips.

Commissioner Gryder inquired into the salary increase schedule included in the preliminary budget for the upcoming fiscal year. Director Guritz stated that the proposed increases will be reviewed by Commission in executive session on Tuesday, November 1, 2016 for review and discussion. Commissioner Gryder expressed concerns that the development of the salary schedule was not presented at the time the preliminary budget was presented. Director Guritz stated that he will meet with President Wehrli to review the proposed salary schedule next week for presentation to Commission in closed session during the Commission meeting on November 1, 2016. The salary schedule report takes

time to pull together into a digestible format, but he was open to modifying process in subsequent years.

Commissioner Gryder expressed concerns that the process is not transparent. Director Guritz stated that the District is following the same process as the previous year. In the previous year, the salary increase schedule was not presented until after the approval of the budget. The approved budget did not include salary increases. Commission reviewed and approved the salary schedule after health insurance cost savings were confirmed following the open enrollment period. The budget was not amended following the approval of the salary increases for the year. Director Guritz further stated that the budget guidelines had been presented in September, and that the budget was developed around the guidelines presented at that time.

Following review of the proposed schedule, a final schedule will be presented to Commission during the Committee of the Whole, and scheduled for approval in open session at the second Commission meeting in November.

Commissioner Davidson stated that he would not be in support of salary increases over 2%.

Finance Committee Chairman Cullick stated that the preliminary salary increase schedule will also be reviewed by the Finance Committee following discussion on Tuesday prior to presentation to the Commission at the second November meeting.

Commissioner Davidson inquired into the capital fund schedule for Ellis House improvements.

Director Guritz stated that the 2007 capital fund balance is approximately \$1M. These funds are needed to address the Board's direction with respect to Millbrook Bridge, and to support the potential land acquisition closing costs for reimbursement if the District receives a 2016 OSLAD/LWCF grant. The District is still waiting to receive the \$750,000 grant reimbursement from the State of Illinois for the acquisition of Fox River Bluffs. Until this reimbursement is received, the District is not able to move forward on addressing other capital project priorities. For Ellis House and Equestrian Center, the capital budget presents revenues from the FEMA reimbursement offsetting a portion of the costs for roof replacement, painting, and sealing of the Ellis House exterior.

Commissioner Davidson stated that the new board needs to be seated, with the costs for operating Ellis House and Equestrian Center reviewed prior to presenting the scheduled capital improvements.

Director Guritz reported that the District is one of seven agencies that presented to the IDNR Advisory Board for review of the 2016 OSLAD/LWCF application earlier in the week.

Director Guritz reported on discussions with the Kendall County Highway Department regarding the department's requirement to mitigate tree loss for the Eldamain Road

widening project. The District is exploring the possibility of accepting the contribution of trees and seed that would be used to restore Henneberry Woods and Fox River Bluffs at a significant cost savings to both agencies.

VII. Illinois Clean Energy Community Foundation Grant – Plant Material Purchases

Director Guritz reported that the District is required to close out the Illinois Clean Energy Community Foundation Grant for the acquisition and restoration of Fox River Bluffs. Director Guritz reported that seed will be purchased totaling \$2,000.00 for application at Fox River Bluffs.

VIII. Executive Session

None.

IX. Citizens to be Heard

No public comments were offered by those in attendance.

X. Other Items of Business

Director Guritz reported that the District needs to expend the matching funds to satisfy the ComEd Green Region grant. Purchases will be made for restoration and prescribed burn equipment, and restoration supplies in order to close out the grant. All expenditures will be coded to capital.

XI. Citizens to Be Heard

None.

XII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 7:13 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District