

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

JUNE 30, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:52 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gryder, Koukol, Wehrli, and Cullick all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered.

V. Approval to Forward Claims in an Amount Not-to-Exceed \$28,678.67.

Commissioner Wehrli made a motion to forward claims to Commission for approval in the amount of \$28,678.67. Seconded by Commissioner Gryder.

Commissioner Gryder inquired into claims related to the cleanup of Ellis House following a pipe breakage in the Ellis House kitchen.

Director Guritz reported that Marty Vick did a great job responding to the cleanup and repair needs.

Commissioner Gryder inquired into claim number 186 – for \$1,500.00 Rec Pro software licensing. Director Guritz reported that the District anticipated payment of the annual license fee within the current fiscal year budget.

Commissioner Koukol inquired into claim number 200 for septic pumping at Ellis House and Equestrian Center. Director Guritz reported this was a portion of a larger invoice for cleaning out of all District washroom vaults.

Commissioner Wehrli inquired into supply claim numbers 222, 223, and 224 for the Natural Beginnings program. Director Guritz responded that he was not sure what the specific purchases were for, but were minor supply purchases, likely for the added class portfolios. Photo purchases are made to include within student portfolios.

Director Guritz reported that recent communications with a ComEd engineer identified a \$250.00 monthly transformer rental is included as part of the District's monthly billing statements.

Director Guritz reported on a company that attempted to switch the District's assigned energy cooperative service for District NICOR contracts. This was addressed with support from Progressive Energy Consulting and Champion Energy.

Director Guritz reported that the Forest Foundation will be reimbursing the District for a portion of the USIC private utility locate invoice and the Riemenschneider Electric billing that are part of the current construction phase for the Hoover Nature Play Space.

Director Guritz reported that the phone cable running between The Rookery and Blazing Star Bunkhouse is too severely damaged to adequately maintain fire alarm monitoring. Installation a new line from Kingfisher to Blazing Star, tying into unused pairs in the cable line servicing Kingfisher, will be explored as the most cost effective approach.

Director Guritz reported that the Finance Committee will begin to see additional charges for water testing due to changes in IEPA regulations and services for potable public water supplies.

Director Guritz reported that the District has received a credit for just under \$2,000.00 from Grainco FS, Inc. representing a savings on pre-paid contract expense for propane based on actual usage which was down over this past winter.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. The motion was unanimously approved.

VI. Ellis Farm Manager – Discussion of Supervisory Roles

Director Guritz requested that the Finance Committee consider amendment of the supervisory roles for Marty Vick, Farm Manager at Ellis House and Equestrian Center.

Director Guritz reported that Mr. Vick has been doing an exemplary job of supporting grounds and building maintenance, and insuring that all operational areas including event rentals and equestrian programming runs smoothly. Mr. Vick has been extending coaching to equestrian center staff, and coordinating staffing for facility rental events. Director Guritz requested that an organizational chart change and amendment to the position description, along with a promotional salary increase, be considered at the upcoming Commission meeting.

The Finance Committee discussed the employee roster for Ellis House and Equestrian Center.

The Finance Committee discussed the proposed changes to the position description.

The Finance Committee discussed a proposed salary increase based on the increased responsibilities, recommending continued discussion during executive session.

VII. Grainco FS, Inc. Propane Supply Contract Review

Director Guritz reported that the proposed 2016-2017 propane contract cost will be slightly lower due to reduced fuel costs.

Director Guritz reported that the gallons estimate is based on a 4-year consumption average for both Ellis House and Harris Forest Preserve.

Commissioner Koukol made a motion to forward the Grainco FS, Inc. propane supply contract to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VIII. Kendall County Fair Association – Request for Tree Removals

The Finance Committee discussed a request received from the Kendall County Fair Association to remove two dead ash trees located near a new livestock wash stall.

Director Guritz reported that the wash stall has now been completed, which will complicate the tree removals. The Finance Committee reviewed a report showing that the trees in question are located on Fair Association property.

The Finance Committee provided direction to send the report to the Fair Association, and inform them that the District will not be removing the trees which are located on Fair Association property.

IX. HLR Engineering Proposal – Millbrook Bridge Phase I Permitting

Director Guritz presented a proposal received from HLR Engineering to complete permitting for the removal or restoration of Millbrook Bridge. The proposed approach to complete repairs, or removal requires the installation of a causeway in the Fox River to support heavy construction equipment. Stone used to establish the temporary causeway can be reused for shoreline erosion protection and to improve shoreline fishing opportunities at the Shuh-Shuh-Gah canoe launch area.

Use of explosives is not recommended, which would first require the District to abate, or encapsulate lead paint prior to demolition.

Construction of the causeway from the canoe launch bank provides the shortest approach for construction equipment. Construction of the causeway from the other bank could require Village of Millbrook or Fox Township approval for construction a temporary road through Millbrook North Forest Preserve, which would likely increase cost for the project.

The Finance Committee discussed the proposal, recommending that a representative from HLR Engineering attend the July Committee of the Whole meeting to discuss their proposal.

X. 2016 Hay Contract – Inventory Updates and Proposed Reduction of Licensee Purchase Cost for District Surplus Hay

Director Guritz reported that Ellis hay storage areas have been filled to capacity with first-cutting grass hay. This includes a significant surplus that has been approved for sale at \$4.50 per bale per Commission direction. Kyle Connell is helping to promote the availability of the District's surplus hay for sale to his clients at \$4.50. In discussions with Kyle Connell and Marty Vick, Mr. Connell expressed confidence that he would be able to sell all of the District's surplus over the course of the remainder of the growing season, but requested consideration that the buy-back provisions within the current contract be reduced from \$4.00 per bale to \$3.00 per bale. Director Guritz stated that the alternative involves use of staff time to store, promote and assist with loading of surplus hay to potential customers. Because of the labor cost and time required, Director Guritz recommended that the most cost effective approach for selling surplus hay is to work directly with Mr. Connell to store and sell surplus hay harvested in the current year. As part of this, Mr. Connell will help store a portion of the surplus hay to restock the District's inventory during over the winter months.

The Finance Committee discussed the current hay contract, and impacts to staff hours.

Commissioner Gryder made a motion to forward an amendment to the 2016 hay contract reducing the cost for purchase of District surplus hay from \$4.00 per small bale to \$3.50 per small bale for Commission approval. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

XI. Executive Session

Commissioner Koukol made a motion to enter into executive session under 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Gryder.

Roll call: Commissioners Wehrli, Gryder, Koukol, and Cullick, aye. Opposed, none. Executive session called to order at 7:36 pm.

Commissioner Koukol made a motion to adjourn from executive session. Seconded by Commissioner Wehril. All, aye. Opposed, none.

Regular meeting reconvened at 7:54 pm.

XII. Other Items of Business

Commissioner Koukol inquired into the reasons for increased use of facilities at Hoover Forest Preserve in the current year. Director Guritz reported that the District has been

marketing the facilities more using social media. Increased use and visitation is providing greater exposure as well. As the facilities have only been opened for four years, we should anticipate increased use as more individuals attend events at the preserve.

Commissioner Koukol suggested that Director Guritz represent the District as part of the Oswego TIF District Joint Review Board.

Director Guritz stated that a motion appointing Director Guritz to represent the District is included on the upcoming Commission agenda. Director Guritz reported that at an average CPI 2% increase year-after-year, impact to the District's tax proceeds will be approximately \$10,000.00

Director Guritz reported that Standard and Poor's have removed the District's negative outlook from the District's bond rating.

XIII. Citizens to be Heard

None.

XIV. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 7:58 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District