

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

JULY 13, 2016

I. Call to Order

Acting Chairman Wehrli called the meeting to order at 4:30 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder and Wehrli all were present.

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. 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 \$16,606.55.

Commissioner Gryder made a motion to forward claims to Commission in the amount of \$16,606.55. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

Director Guritz reported that as part of ongoing research on electricity bills from ComEd for Hoover, ComEd includes a \$250 per month transformer rental fee, as well as meter rental fees that are included within the Hoover multiple meter billing statements.

Director Guritz stated he would be following up with the ComEd engineer to determine if there are ways to reduce these monthly costs.

Director Guritz reported that there is a \$500 claim for the Forest Foundation that is a sponsorship pass through for the Fall Fest event.

The Finance Committee discussed the cost center coding for the propane contract. Director Guritz reported that a check had been received and processed for the savings on the previous contract of just under \$2,000.

Commissioner Cullick entered the meeting at 4:40 pm, and presided over the remainder of the meeting.

Director Guritz stated that he would be processing two ABC checks to return deposits for recent wedding events at Ellis. Commissioner Davidson expressed concerns over the need to issue checks between cycles. Director Guritz stated that in this case, we are looking at this as good customer service to return the deposits in a timely manner.

The Finance Committee reviewed the financial statements for the period ending June 30, 2016.

Commissioner Gryder inquired into the farm lease agreement expense. Director Guritz reported that the amount coded represented a reimbursement of an overpayment of base rent payment from Dan and Don Roberts.

Director Guritz advised the Committee that revenues for farm lease agreements is currently overstated on a cash basis, with approximately \$40,000 credited in the audit to the prior fiscal year.

Director Guritz reported that he was contacted by a farmer that is farming the northeast corner of Henneberry. A farm license agreement will be presented at the upcoming meeting for a base rent lease amount around \$750.00.

Commissioner Davidson inquired into balances of the other District accounts.

The Finance Committee discussed the balances in the Land-Cash Fund, and other bond funds held by the District. Director Guritz stated that additional reports will be included for review at future Committee meetings. The Land-Cash Fund balance is currently over \$30,000. There are additional bond fund balances of \$1,500 and \$19,000 currently available.

Latreese Caldwell reported that the District's surplus year to date is \$133,000.

The Finance Committee reviewed the cost center reports for the District. The Finance Committee noted that the Environmental Education budget is doing well. Director Guritz stated that this is a big change from the (\$70,000) deficit budget in the prior year.

Director Guritz reported that the District will have a \$65,000 workers' compensation bill that will come due at the end of the fiscal year that will need to be scheduled for repayment.

The Finance Committee discussed bond refunding opportunities that will be considered later in the year for closing in early 2016.

The Finance Committee discussed the potential savings, providing direction to research the language that would need to be included on the ballot to ask the voters whether the savings realized should be retained by the District for supporting capital improvements and operations.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. Motion unanimously approved.

VI. Procurement Card Requests – Ellis House and Equestrian Center Manager and Executive Director Card Limit Increase

The Finance Committee discussed requests to issue a procurement card to Marty Vick, Ellis House and Equestrian Center Manager, and increase the maximum limit for David Guritz, Executive Director.

Director Guritz stated that he was overdrawn in the current month due to the increase in monthly bills assigned for automated payment.

Advantages include timely payments to avoid late fees, and efficiencies with payment processing.

Separately, staff is requesting issuance of a procurement card to Marshall Vick in order to provide the ability to charge District expenses rather than using a personal card.

Commissioner Davidson cautioned against use of credit cards, citing previous issues with other County offices.

The Finance Committee reached consensus to place the motions discussed on the Commission agenda for consideration, including a reduction of the procurement card limit to \$1,000.00 for the Ellis House Events Coordinator.

The Finance Committee requested copies of the actual billing statements as part of Finance Committee packets for review.

VII. Intermittent Part Time Staffing Needs – Grounds Maintenance Worker and Events and Facilities Attendant

Director Guritz reported on the need to hire additional part time staff to support grounds maintenance in the preserves, and support of weddings at Ellis House and Meadowhawk Lodge.

The Finance Committee discussed the staffing needs, and authority of the Executive Director, citing that so long as the District is on track with the budget for staffing, the positions can be posted for hiring.

Director Guritz stated that District staff and department heads will continue to manage part time staffing costs within each of the program budgets, regardless of the number of part time staff supporting the different operational functions.

Commissioner Davidson stated that so long as budgets are on track, it does not matter how many part time staff are hired so long as the District does not over expend on the budget part time salary line items.

Director Guritz expressed appreciation for the direction, stating that all requests of this nature will be presented to the Committee of the Whole and Commission for review and consideration.

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 Blackberry Trail Forest Preserve trail pothole had been filled. Commissioner Davidson suggested that there may be a broken drain tile undercutting the trail. Director Guritz stated that the site will be inspected to see what needs to be done.

The Finance Committee discussed the trail construction history, and noted that there is still an outstanding bond for completion of additional trails within the subdivision through Jericho Builders, Inc..

XI. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 5:29 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District