

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

JANUARY 13, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 4:30 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered.

V. Approval of Claims in an Amount Not-to-Exceed \$11,110.15.

Commissioner Gryder made a motion to forward claims to Commission in the amount of \$11,110.15. Seconded by Commissioner Koukol.

The Finance Committee reviewed the claims list.

Commissioner Gryder inquired into claim number 250 for conferences. Director Guritz reported that the \$1,800 conference budget will be largely expended by February. Conference funds have allowed 2 Natural Beginnings lead instructors to attend the Opening Minds preschool conference in Chicago, 13 staff members and volunteers to attend an upcoming Controlled Burn training at Morton Arboretum at a cost of \$70 per person, and 3 staff members to attend the Illinois Association of Conservation Districts conference in Starved Rock at a cost of \$100 per person.

The Finance Committee reviewed the costs incurred for the utility pole repairs at Ellis. The Finance Committee provided direction to recode costs incurred for the utility pole repairs to the Ellis Grounds cost center in order to track these costs within a single cost center.

Commissioner Gryder inquired into claim 283 for the Kubota door handle repair. Director Guritz reported that the Kubota slid on ice colliding with a wooded post damaging the door handle.

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

VI. Equestrian Center Summer Program Schedule and Fees

Director Guritz presented the Ellis summer program proposed fee schedule. The summer schedule has been revised to include more 3-day camps for ages 9-13, which should allow some conservatism within the overall budget.

The goal is to begin marketing Ellis Camps with the District's Nature-based program offerings following approval at the upcoming Commission meeting.

VII. Farm Lease Agreement Updates and Baker Woods FP Farm Operator Bid Results

Director Guritz reported on the bid results for the three year contract for farming of 61-acres at Baker Woods Forest Preserve. Kyle Connell is the high bidder, with base-rent offered at \$202.65 per acre. A farm license agreement will be developed for review and approval at the upcoming Commission meeting.

Director Guritz reported on access issues with Millington Forest Preserve. There are two adjacent property owners that have historically allowed the District's farm operator to access the property. However, a permanent access solution needs to be considered.

VIII. Blackberry Creek Forest Preserve Trail Construction Bond and Escrow Account Updates

Director Guritz reported that efforts are underway to secure the trail construction funding for Blackberry Forest Preserve held in escrow with First American Title Insurance. The District has been approached with a request to release the bond held by Ohio Farmers Insurance Company, and will release the bond once an agreement is reached transferring the escrow proceeds to the District.

IX. Natural Beginnings Updates and Budget Review – Addition of a 2-Day Afternoon Session

Director Guritz presented an updated spreadsheet showing the net budget gains resulting from a proposed addition of a 2-day afternoon session of the Natural Beginnings preschool program. All 2016 sessions offered have filled, with waiting lists generated based on parent interests. The 2-day afternoon session tuition fee will be \$1,425, the same cost already approved for the other 2-day morning session.

The Finance Committee instructed Director Guritz to place approval of the additional session on the Commission meeting agenda for approval, and requested that Director Guritz review the spreadsheet with Latreese Caldwell to confirm the budget figures.

X. Director's Procurement Card Limits Discussion

Director Guritz presented the need to increase procurement card limits in order to auto-pay additional utility billings to the District. Charging utility bills insures that no late fees are charged, and generates reward points that are used to purchase gift items for the employee appreciation breakfast.

The Finance Committee provided direction to place a motion increasing the monthly procurement card purchases limit to \$4,000 for the Director position on the upcoming Commission meeting agenda for approval.

XI. Other Items of Business

Director Guritz reported on a need for repairs to a pedestrian bridge in Lyon Forest Preserve.

XII. Citizens to be Heard

None.

XIII. Executive Session

Commissioner Koukol 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 Davidson.

Roll Call: Commissioners Davidson, Gryder, Koukol, Wehrli, and Cullick, aye. Opposed, none. Executive session called to order at 5:24 pm.

Commissioner Davidson made a motion to adjourn from executive session. Seconded by Commissioner Koukol. Aye, all. Opposed, none. Regular meeting reconvened at 5:30 pm.

XIV. Adjournment

Commissioner Wehrli made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 5:32 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District