

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

APRIL 13, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 4:36 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Gryder 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 \$23,303.61.

Commissioner Davidson made a motion to forward claims to Commission in the amount of \$23,303.61. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claims list.

Commissioner Wehrli inquired about claim numbers 284 and 285 for banners. Director Guritz stated that banners were ordered from Vesco Reprographics for the Maple Syrup program and summer camps. Banners will be posted at Hoover and Baker Woods (Route 52) to promote summer camps and equestrian programs.

Commissioner Wehrli inquired about claim numbers 299 and 300 for Vortex Industries. The claims represented a payment for an annual calibration of monitoring equipment, and installation of a new wastewater monitoring sensor.

Commissioner Gryder inquired into claim number 315 for Gjovik Ford for F350 repairs. Director Guritz reported that the repairs were reviewed at the last Finance Committee meeting.

Commissioner Davidson inquired into claim numbers 287 and 288 for ComEd and Champion Energy, and why the District pays for two electric bills for the same location. Director Guritz reported that under our contract with Champion, the District pays a fixed rate per kilowatt hour. ComEd bills for delivery of the electricity, but does not charge for actual usage.

Commissioner Wehrli inquired into claim 322 for Republic Services. Director Guritz stated that this is for trash pickup at both Harris and Hoover.

Director Guritz reported that the District has cancelled its internet service with ClearSky at Ellis in favor of better rates with Verizon. The goal is to transfer the main phone line for Ellis over to Verizon service, and cut one AT&T line charge at this location.

The Finance Committee discussed claim number 379 for Natural Resource Management, Inc. Director Guritz stated that this was part of the ComEd Green Region grant program. NRM provided a 5-member crew workday at Maramech Forest Preserve.

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

VI. Facility and Event Attendant Position Discussion

Director Guritz presented a draft description for the proposed Facility and Event Attendant position. The purpose for the position description is to formalize extensions of internal part time staff support for weddings and other rental functions when the Events Coordinator is not present during an event, and for additional support for weddings. Assignment of additional hours to part time staff for wedding coverage is common practice at Ellis, and the goal is to formalize the extension of time under a separate position description.

Director Guritz stated he does not think he will need to hire additional staff to fill this role, but it remains to be seen if all events can be covered by current staff. Event support is also included in the Ellis House and Equestrian Center seasonal position description.

Commissioner Gryder asked whether this means that part-time staff would have two position descriptions. Director Guritz stated that he would have part-time staff members assigned to this role sign off on the new description. The other alternative would be to modify other existing position descriptions, but the intent is to insure that the position duties, responsibilities, and other requirements are established for the role and position for those extending support to rental functions. Again, the extension of part-time staff support for rental events has been the practice.

Commissioner Gryder inquired into whether there would be salary changes when part time staff extend support of rental events. Director Guritz stated that for staff extending support, their current assigned salary rate would be paid to staff extending time to this role. District staff averaging just under 30 hours per week would not be extended additional hours under this position title.

Commissioner Wehrli made a motion to forward the draft position description to the Committee of the Whole for further discussion. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VII. Online Marketing Proposal Discussion – “The Knot”

Director Guritz reported on the discussion of marketing costs for three on-line platforms presented to the Programming and Events Committee meeting. The Finance Committee discussed the costs for creation of a storefront on “The Knot.” Cost is \$3,000.00 for a one-year contract payable in monthly payments of \$250.00 that would allow development of an online event venue storefront. It is anticipated that this would increase the volume of rental events at Ellis House and Meadowhawk Lodge.

Commissioner Wehrli inquired into what it takes to design the storefront. Director Guritz stated that the process looks relatively simple, and should not take too much time to develop.

The Finance Committee discussed the company’s promotional materials.

Commissioner Wehrli made a motion to forward consideration of the proposal received from “The Knot” for Committee of the Whole consideration. Seconded by Commissioner Gryder. All, aye. Opposed, none.

VIII. IDOT US 30 Widening Project Updates

Director Guritz presented an overview of correspondence received from IDOT as part of their due diligence for the US Route 30 widening project. As part of their report and process, IDOT will be requesting District concurrence with their findings of de minimis impacts to preserve lands from the project following a public hearing to be scheduled later this year.

Commissioner Wehrli stated that this item is in follow-up to a previously approved motion that provided IDOT with the District’s intention to sell about one-half acre of property.

The Finance Committee discussed the anticipated proceeds from the sale of property to IDOT needed in order to complete this project.

IX. Executive Session

None.

X. Citizens to be Heard

No public comments were offered.

XI. Other Items of Business

None.

XII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 5:10 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District