

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES**

DECEMBER 6, 2016

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

II. Pledge of Allegiance

Oswego, Illinois Boy Scout Pack #384 led the recitation of the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No public comments were offered by citizens present at the meeting.

VII. Approval of Minutes

Kendall County Forest Preserve Commission Meeting – November 15, 2016
Kendall County Forest Preserve District Finance Committee Meeting – November 21, 2016

Commissioner Prochaska made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on November 15, 2016, and the Forest Preserve Finance Committee meeting held on November 21, 2016. Seconded by Commissioner Cullick.

All, aye. Opposed, none. Motion unanimously approved.

VIII. Approval of Claims in an Amount Not-to-Exceed \$14,303.35.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$14,303.35. Seconded by Commissioner Gryder.

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Commissioner Purcell inquired into whether the County Board had already approved the claims list presented. Director Guritz stated that the claims list should be approved by the District's Board of Commissioners as well.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none.

IX. Kendall County Forest Preserve District 2016-2017 Standing Committees and Appointments

Commissioner Cullick made a motion to approve the Kendall County Forest Preserve District standing committees and appointments as presented. Seconded by Commissioner Gryder. Commissioner Purcell stated that the motion should be amended to show committee assignments and appointments for a full 2-year term.

Commissioner Cullick made an amendatory motion to approve the standing committees and appointments for a two-year period. Seconded by Commissioner Gryder. All, aye. Opposed, none. Motion passed unanimously.

X. Motion to Approve the Termination of the December 2, 2015 Grounds Supervisor and Resident Lease Agreement between the Kendall County Forest Preserve District and Jay Teckenbrock of Yorkville, Illinois

Commissioner Cullick made a motion to approve the termination of the December 2, 2015 Grounds Supervisor and Resident lease agreement between the Kendall County Forest Preserve District and Jay Teckenbrock of Yorkville, Illinois. Seconded by Commissioner Hendrix.

Director Guritz stated that the first formal three-year agreement for use of the Hoover residence was approved on December 2, 2015. As part of negotiated salary discussions related to the minimum salary threshold for FLSA exempt employees, the 2016 agreement has been revised to include a new \$250.00 required monthly lease payment for use of the residence. Before the new agreement can be approved, the previous agreement needs to be rescinded. All changes have been reviewed by Jay Teckenbrock, and he has signed off on the amendment rescinding the 2015 agreement.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none.

XI. Motion to Approve the Kendall County Forest Preserve District Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois, Establishing a \$250.00 Monthly Rent Payment for Use of the Hoover Residence Effective December 6, 2016

Commissioner Cullick made a motion to approve the Kendall County Forest Preserve District Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois for use of the Hoover residence effective December 6, 2016. Seconded by Commissioner Kellogg.

Director Guritz stated that the agreement has been revised to include a \$250.00 monthly lease payment, with the term reduced from three years to a one year agreement.

Commissioner Gryder stated his intentions to vote against the agreement for reasons of general opposition for allowing individuals to reside on District property.

Roll call: Commissioners Cullick, Davidson, Giles, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, Commissioner Gryder. Motion carried by a vote of 8 to 1.

XII. Motion to Approve the Engagement Letter and Contract in the Amount of \$7,500.00 between the Kendall County Forest Preserve District and WIPFLI CPAs for Completion of the District's FY 2015-2016 Audit

Commissioner Purcell made a motion to approve the engagement letter and contract in the amount of \$7,500.00 between the Kendall County Forest Preserve District and WIPFLI CPAs for completion of the District's FY 2015-2016 audit. Seconded by Commissioner Cullick.

Commissioner Davidson inquired into whether the contract terms have remained the same in comparison to the previous year's costs. Director Guritz stated that the cost is the same. Commissioner Purcell stated that this is the third year of a three year contract for auditing services.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIII. Motion to Approve the Natural Beginnings Preschool Program 2017-2018 Tuition Fees and Charges in the Amount of \$1,800.00 for 3-day Sessions, and \$1,500.00 for 2-day Sessions

Commissioner Cullick made a motion to approve the Natural Beginnings Preschool Program 2017-2018 tuition fees and charges as presented. Seconded by Commissioner Gryder.

Commission reviewed the Natural Beginnings Preschool Program budget for FY 16-17. The proposed fees and charges as presented are tied into the approved budget.

Commissioner Purcell expressed concerns over the tuition increases of 4-5% versus the costs for approved increases of Natural Beginnings program staff salaries of roughly 10%.

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Commissioner Purcell made an amendatory motion to increase the Natural Beginnings Preschool Program 2017-2018 fees and charges to \$1,825 for the 3-day sessions, and \$1,525 for the 2-day sessions. Seconded by Commissioner Davidson.

Commissioner Hendrix stated that in accordance with the approved budget, program revenues significantly exceed all direct program expenses, and expressed opposition to increasing tuition fees beyond the staff recommended \$75 for all sessions.

Commissioner Davidson inquired into whether the item requires approval at this meeting. Director Guritz stated that the District needs to move forward with open enrollment in December. Director Guritz cautioned against increasing fees for citing concerns over how cost may impact market demand for the program.

Commissioner Giles inquired into the where the District's program falls within the market for both paid staff and tuition costs with other preschool programs in the area. Director Guritz stated that this can be examined during the upcoming year.

Commission discussed the proposed increase. Discussion points included program capacity and class sizes, historical class size and waiting lists, and acknowledgement of a high program quality compared to other area programs.

Regarding class size, Commission discussed instructor ratio, citing interests in continued examination of potential for increasing class size respectful of potential safety concerns for Natural Beginnings students.

Roll call on the amendatory motion: Commissioners Gryder, Kellogg, and Purcell, aye. Opposed, Commissioners Cullick, Davidson, Giles, Hendrix, Prochaska, and Gilmour, aye. Amendatory motion failed by a vote of 3 to 6.

Roll call on the original motion as presented: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIV. Motion to Approve the 2017 Nature Education and Equestrian Summer Camp Offerings, Fees, and Charges

Commissioner Cullick made a motion to approve the 2017 Nature Education and Equestrian Summer Camp offerings, fees, and charges. Seconded by Commissioner Gryder.

Environmental Education Coordinator Emily Dombrowski presented a proposed fee schedule for all District summer programs.

Coordinator Dombrowski reported that the District will be benefiting from a grant approved by the Kendall Education Cooperative for the purchase of a canoe trailer, canoes, paddles, and floatation vests that will reduce paddling camp costs in the upcoming year.

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In order to expand promotion of summer camp opportunities, the District will be expanding advertising in social media, including promotion of summer camp opportunities in Oakley's Family Guide, and distribution of promotional materials to school field trip students.

All summer camp programs will be collectively marketed within a single catalog.

Commissioner Purcell inquired into whether a target mailing is planned in the upcoming year.

Commissioner Hendrix stated that a targeted mailing to previous participant households is a good idea, but would anticipate limited recruitment from a direct mailing to target households, stating that social media promotions are the most effective mechanism for expanding participation.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

Meeting Suspension

Commissioner Hendrix made a motion to suspend the Kendall County Forest Preserve District Commission meeting for continuance following the Kendall County Board meeting. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Regular meeting suspended at 6:40 pm.

Commissioner Gryder made a motion to reconvene the regular meeting of the Kendall County Forest Preserve District. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

Regular meeting reconvened at 7:17 pm.

XV. Executive Session

Commissioner Gryder made a motion to enter into executive session under 2(c)1 and 2(c)5 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; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Cullick.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

Executive session called to order at 7:17 pm.

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Commissioner Gryder made a motion to adjourn from executive session. Seconded by Commissioner Prochaska. Aye, all.

Regular meeting reconvened at 8:10 pm.

XVI. Other Items of Business

President Gilmour reminded the Board that the December Programming and Events Committee meeting is cancelled.

XVII. Citizens to Be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Davidson. Aye, all. Opposed, none. Meeting adjourned at 8:12 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES**

DECEMBER 20, 2016

I. Call to Order

President Gilmour called the meeting to order at 9:00 am in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

Commissioners Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present.

V. Approval of Agenda

President Gilmour requested amendment of the agenda to remove item VIII from consideration on the agenda.

Commissioner Hendrix made a motion to approve the agenda as amended. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

VI. Citizens to Be Heard

No public comments were offered by citizens present at the meeting.

VII. Approval of Claims for an Amount Not-to-Exceed \$8,567.14

Commissioner Davidson made a motion to approve claims in an amount not-to-exceed \$8,567.14. Seconded by Commissioner Gryder.

Roll call: Commissioners Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none.

VIII. Motion to Approve an Amendment of the January 8, 2008 Declaration of Gift Memorandum and Agreement between the Kendall County Forest Preserve District and Kenneth L. Pickerill of Yorkville, Illinois, Including Acceptance of a Quit Claim Deed and Early Termination of the Life Estate for Parcel #05-02-400-029, with an Effective Date of March 1, 2017, in Consideration of the District's Full Payment of the 2016 Tax Bill Due in 2017 Estimated at \$30,320.41

Agenda item removed from consideration.

IX. Motion to Approve the Equestrian Center Coordinator Position Description

Commissioner Purcell made a motion to approve the amended Equestrian Center Coordinator position description. Seconded by Commissioner Flowers.

Commissioner Purcell inquired into whether there were any changes to the description following review during the December Committee of the Whole meeting. President Gilmour stated that no additional changes had been made.

Roll call: Commissioners Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

X. Motion to Approve the Revised Organizational Chart for the Kendall County Forest Preserve District

Commissioner Purcell made a motion to approve the revised Organizational Chart for the Kendall County Forest Preserve District. Seconded by Commissioner Gryder.

Aye, all. Opposed, none. Motion unanimously approved.

XI. Motion to Approve the 2017 Annual Schedule for Regular Meetings of the Kendall County Forest Preserve District

Commissioner Purcell made a motion to approve the 2017 annual schedule for regular meetings of the Kendall County Forest Preserve District. Seconded by Commissioner Hendrix.

Aye, all. Opposed, none. Motion unanimously approved.

XII. Executive Session

None.

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XIII. Other Items of Business

None.

XIV. Citizens to Be Heard

No public comments were offered by those in attendance.

XV. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 9:06 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

DECEMBER 14, 2016

I. Call to Order

President Gilmour called the meeting to order at 5:35 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Giles, Gryder, Hendrix, Prochaska, Purcell, and Gilmour all were present.

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Cullick.

Commissioner Gryder made an amendatory motion to revise the agenda for the meeting removing item VII(a) – a proposed position description for a Forest Preserve Master Planner and Resident Caretaker; and item XI – a draft lease agreement between the District and Ken Pickerill for use of the residence at Pickerill-Pigott Forest Preserve. Seconded by Commissioner Cullick. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

No public comments were offered by those present at the meeting.

V. Director's Report

Director Guritz reported that incident reporting has been added to the Superintendent's section of the Director's report in order to begin to develop a picture on the types of issues and negative encounters taking place within the scope of District operations. The intention is to begin to look at ways for addressing these issues and improving security within District operations. While most public encounters and feedback are positive, there have been an increasing number of incidents taking place within preserves, particularly during closing and after hours seen over this past year.

Director Guritz stated that grounds maintenance staffing is limited and spread thin, which is impacting preventative building and grounds maintenance activities. While the annual report presented highlights significant accomplishments from the past year, and positive directions for 2017, it is important that time is taken to also examine the challenges the District is confronting in sustaining its operations, preserve quality, and facilities.

Commissioner Prochaska, in review of the incident reports, expressed concerns over staff security on a portion of the incidents reported.

Commissioner Purcell requested that Director Guritz take some time to develop and present a picture of staffing required to address facility maintenance challenges.

Commissioner Hendrix expressed concern over increased costs to the District resulting from deferred maintenance within the preserves.

Director Guritz stated that part of this issue is time. Capital funds are available to address many of the short term maintenance priorities, but carving out the time needed to develop bid specifications and manage priority projects is part of the challenge. For example, asphalt replacement and sealing has been needed in many preserve areas. Funds are available, but competing priorities have delayed getting the project out to bid to have the work completed.

Generally, the goal is to build awareness on the scope of projects needed so these can be prioritized and addressed accordingly. Director Guritz stated he would develop a status report on facility and grounds projects needed.

Commissioner Purcell stated that this would also provide insights into opportunity costs incurred for District programs which impact District staff time towards addressing other competing priorities.

Commissioner Hendrix inquired into whether the programs have been examined to determine whether they are covering their costs. Director Guritz stated that in the past year, significant time was taken to examine program performance and make adjustments, with most programs now offsetting their direct costs.

Commissioner Gryder added that this was a significant undertaking, but provided insights into the District's revenue streams and expenditures associated with all programs, helping inform decisions for restructuring operations and program offerings.

Director Guritz reported that the Illinois Nature Preserves Commission has notified the District of award of \$5,000 in restoration project funding to support the control of Reed canary grass at Maramech Forest Preserve. Reed canary grass is a difficult species to control requiring a multi-year commitment to herbicide and burn impacted areas, including seeding and planting of native plants, trees and shrubs into impacted areas to increase competition and shade. Restoration project funding for Maramech includes a US Fish and Wildlife Partners for Wildlife grant in the amount of \$5,000 requiring a 1:1 District match to continue efforts to eradicate non-native and invasive Honeysuckle species within the oak uplands and riparian slopes.

VI. 2017 Refunding Bonds – Overview of Market Conditions, Anticipated Bond Rating, and Direction to Issue a Request for Proposals for Underwriter Services

President Gilmour introduced Anthony Miceli, Senior Vice President from Speer Financial, Inc. to present an overview of market conditions for the proposed refunding of the remaining 2007 series callable bonds.

Anthony Miceli, Senior Vice President for Speer Financial, Inc. presented a report on market conditions and refunding savings for the remaining callable balance of the 2007 series bonds.

Vice President Miceli presented a brief history of prior bond refunding issuances. The proposed 2017 refunding represents the third and final refunding of 2007 series callable bonds, with the generated net savings applied to reduce the overall 2007 series debt service levy and generation of taxpayer savings.

The proposed 2017 non-bank qualified refund bond issuance of \$24.013 million (\$19.865M principal / \$4.149 interest) will result in an estimated net savings of \$1.225 million (\$1.1 million present value savings) based on market conditions at the time of sale. Interest rates are higher than last year, and projected to increase over the next year reducing the overall savings.

Anthony Miceli reported on current market volatility based on rising bond interest rates. Generally, when the stock market is performing well, there is less demand for municipal bonds, resulting in increased bond interest rates. While rates are still favorable, they are less favorable than they were in the last quarter, with concerns that interest rates will continue to climb in 2017.

Anthony Miceli reported that the District's financial situation has stabilized, anticipating that this will result in the removal of the negative outlook of the District's bond rating by both bond rating agencies. The District's current bond rating under Standard & Poors is A- with a stable outlook, which is improved from the A- with a negative outlook from the prior year's assigned rating, and A2 with a negative outlook for Moody's. Because the Moody's bond rating remains higher overall than the rating assigned by Standard & Poors, the District will again receive its bond rating assignment for the 2017 issuance from Moody's, with the anticipation that Moody's will remove the assignment of a negative outlook based on the District's financial performance in the previous year.

At this point, direction is needed to secure proposals from underwriting firms. As part of this process, Speer Financial, Inc. issues a call for proposals from underwriting firms, and screens all proposals to secure the best anticipated rates based on comparable issuances.

Anthony Miceli presented a preliminary timetable for the 2017 issuance. Once direction is received from the Committee of the Whole to request proposals from underwriting firms, an RFP will be distributed, with concurrent development of the draft bond ordinance for presentation to the Committee of the Whole Commission at the January meeting, and subsequent approval at the second Commission meeting in January, or first Commission meeting in February in order to complete the sale of bonds by mid- to late March.

Within the parameters ordinance, Anthony Miceli recommended establishing a minimum savings threshold of 3%, or \$595,950 in order to move forward with the sale and refunding based on current market conditions.

Director Guritz stated that beyond supporting bond refunding, the District is required to produce an annual continuing disclosure statement for bond investors. Typically, the District pays Speer Financial, Inc. each year to develop the disclosure statement. This cost and service has been waived in each of the past three years because the disclosure statement is already developed as part of the bond refunding process. In subsequent years beginning in 2018, the District should anticipate receiving an invoice for this service from Speer Financial, Inc.

Commissioner Purcell inquired into the process for selecting underwriting firms. Anthony Miceli stated that the process involves examination of the proposals received including review of recent and similar issuance history of the firm for to insure that the proposals are in line with both issuance history and current market conditions.

Anthony Miceli explained that with the Kendall County bond issuances, underwriting firms are locked into rates extended within their bids. With the District's refund bonds, it is a negotiated bond sale.

Commissioner Prochaska asked for confirmation that issuance of non-bank qualified refund bonds is still the recommended course. Anthony Miceli affirmed the recommendation for a non-bank qualified issuance because the remaining bonds are closer to their call date, and interest rates are beginning to rise.

Director Guritz stated that the District will again appoint disclosure council for the issuance.

Commissioner Gilmour received Board consensus directing Speer Financial, Inc. to move forward with their request for proposals for underwriting services.

Commissioner Purcell inquired into what costs the District would incur if market conditions prevented the sale of bonds. Anthony Miceli stated that the District will incur a \$15,000 cost for issuance of the bond rating, scheduled for mid-January. Should market conditions change significantly between now and mid-January, the rating call can be cancelled to avoid this charge.

The Committee of the Whole discussed application of the possible savings, with consensus that the schedule for savings with an even spread over the six year period is the best strategy moving forward.

VII. Review of Proposed and Revised Position Descriptions

- a. Forest Preserve Master Planner and Resident Caretaker**
- b. Natural Resources Technician**
- c. Equestrian Program Coordinator**

The Forest Preserve Master Planner and Resident Caretaker position description was removed from consideration on the agenda.

Director Guritz presented a draft position description for a new part time Natural Resources Technician, and a revised description for the Equestrian Program Coordinator positions.

Director Guritz stated that a Natural Resources Technician is needed to support District efforts with natural resource management within District preserves. This position will assist with restoration initiatives planned for 2017, and support expanded volunteer work days that will help build capacity to manage District preserve areas. This position also will begin to build the District's GIS maps and data recording for the location of critical resources and threats.

Commissioner Purcell asked what has been budgeted for the position. Director Guritz stated that the position is scheduled at \$14 per hour for 1,000 hours. Depending on the availability of the applicant pool, this role may be served by one employee, or multiple employees hired to perform this function within the allowable budget.

Commissioner Purcell asked whether this role will help support the Grounds Maintenance division. Director Guritz stated that the roles this position will take on will help to reduce the project support burden for both the Director and Superintendent positions, and provide needed assistance with supporting natural resource management activities typically performed by the grounds maintenance staff. Director Guritz stated that individuals fulfilling this role need to have a background in local ecology and natural resource management.

Director Guritz presented an amended Equestrian Program Coordinator position description. With the restructure of Ellis House and Equestrian Center operations, Marty Vick is now serving in the role of Farm Manager, with oversight and supervisory responsibilities for all Ellis staff members and volunteers. Reclassification of the Equestrian Program Manager position to an Equestrian Program Coordinator position is the last step needed to complete the restructure, with two coordinator positions working to direct equestrian programming at Ellis. This change mirrors the functions performed by the Environmental Education Coordinator positions, providing improved continuity in staffing and programming in the event of staff turnover, and is working well in the environmental education department. The Ellis Equestrian Center program is a 7-day a week operation, and includes responsibilities for attending to the Sunrise Center North license agreement.

The change will improve coverage for program development, marketing, and coordination, and horse care responsibilities.

Commissioner Gryder asked whether this will increase Farm Manager responsibilities, expressing concerns over the significant wage increases requested for this position. Director Guritz stated that the Farm Manager position description includes staff oversight roles. Restructure of the Equestrian Program Manager position description to an Equestrian Program Coordinator naturally follows. The second coordinator position will support responsibilities currently handled by Amy Martin, who expressed the need for this type of additional support earlier this year.

Director Guritz stated that the Natural Resource Technician position description is currently under review by the State's Attorney's Office, and will be presented for approval once the review is completed.

VIII. Review of Proposed Organizational Chart Revisions

Director Guritz presented an updated organizational chart for the Kendall County Forest Preserve District.

Commissioner Gilmour inquired into the Office Assistant part time position. Director Guritz stated that this position was reassigned from Ellis House and Equestrian Center to Administration in late 2015. The individual employed as the Office Assistant resigned in early 2016, and the position was not immediately filled due to budget concerns. The budget includes funding for this position, which will extend support one day per week on average.

Commissioner Gilmour inquired into whether approval of the revised chart is needed. Director Guritz stated that the revised chart will be presented to Commission for approval at next week's meeting.

IX. Review of an Intergovernmental Agreement with the City of Plano for the Rebate of Delinquent Property Taxes

Director Guritz presented a draft intergovernmental agreement received from the City of Plano requesting a rebate of delinquent property taxes.

Director Guritz stated that the District will follow suit with Kendall County's deliberations. Once the County Board has had an opportunity to review the agreement, it will come back to Commission for final approval. Financial impact to the District is approximately \$295.00.

X. Review of a Quit Claim Deed for Parcel Number 05-02-400-029 at Pickerill-Pigott Forest Preserve, Including the Amount Payable for the Early Termination of the Life Estate Agreement

Director Guritz updated Commission on the proposed early termination of the life estate agreement for the residence parcel at Pickerill-Pigott Forest Preserve. A meeting was held earlier in the week with Mr. Pickerill to discuss the District's offer to accept an early termination of the life estate agreement in exchange for the District's payment of the 2016 tax bill and extension of an offer of employment that would allow Mr. Pickerill to support preserve planning and maintenance activities while continuing to reside in the Pickerill-Pigott residence. Mr. Pickerill indicated that he has been considering vacating the life estate for some time, possibly as early as March 2017. In the event that Mr. Pickerill wishes to move forward with an early termination of the life estate, the quit claim deed will be presented to Commission for approval. The District anticipates hearing back from Mr. Pickerill later this week. Should Mr. Pickerill decide to move forward, signed documents will be included with next week's Commission packets.

XI. Review of a Draft Lease Agreement between the District and Ken Pickerill for Use of the Residence at Pickerill-Pigott Forest Preserve

This item was removed from consideration as part of the meeting agenda.

XII. Review of the 2017 Annual Schedule for Regular Meetings of the Kendall County Forest Preserve District Board of Commissioners

Director Guritz presented a proposed annual schedule for Kendall County Forest Preserve District meetings for 2017. Direction was received to cancel the July 2017 Programming and Events Committee meeting, and move the revised schedule forward for approval by Commission.

XIII. Annual Report on 2016 Accomplishments – 2017 Projects and Initiatives

Director Guritz presented an annual report on the District's accomplishments in 2016, and 2017 projects and initiatives for Committee of the Whole review and discussion.

Director Guritz reported that one of the most significant accomplishments of the past year was the resulting operating fund balance increase of \$67,000 on a cash basis over the prior year, bringing the total operating fund balance to \$317,672.

Commissioner Purcell inquired into whether the calculation of the net gain included the District's repayment of workers' compensation claims to Kendall County. Director Guritz stated that the County was reimbursed and included within the final calculation.

Commissioner Purcell inquired into whether the District had received grant reimbursement for the Fox River Bluffs acquisition. Director Guritz stated that the District received the final

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\$750,000 check in early December, and separately, the \$28,000 FEMA reimbursement for flood damages to Ellis House.

Commissioner Gilmour encouraged Commission to review the information included in the report.

Director Guritz stated that the headings are aligned to the goals stated in the District's Master Plan.

XIV. Executive Session

None.

XV. Other Items of Business

None.

XVI. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Cullick. Aye, all. Opposed, none. Meeting adjourned at 7:48 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

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

DECEMBER 14, 2016

I. Call to Order

Finance Committee Chairman Cullick called the meeting to order at 4:34 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Gryder, and Cullick all were present.

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. 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 \$8,567.14.

Commissioner Gilmour made a motion to forward claims to Commission in an amount not-to-exceed \$8,567.14. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claims list and the December 1, 2016 credit card transaction detail report.

Commissioner Gryder inquired into the \$1,790.00 charge from Factory Outlet Store on Kim Olson's procurement card. Director Guritz stated that this was likely for the purchase of walkie-talkies for the prescription burn program, which was approved on the previous claims list. Director Guritz stated that he would work to confirm the charge.

Commissioner Gryder inquired into the Wire Wizard charges. Director Guritz stated that the charges were for the quarterly alarm monitoring services for Hoover Forest Preserve buildings.

Director Guritz stated that the monitoring line to the Blazing Star bunkhouse will need to be installed and reconnected in the upcoming year.

Commissioner Gryder inquired into the Central Limestone Quarry charges. Director Guritz stated that the charges were for maintenance of the gravel roads at Hoover Forest Preserve.

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

VI. 2017 Refunding Bonds – Overview of Market Conditions, Anticipated Bond Rating, and Direction to Issue a Request for Proposals for Underwriter Services

Anthony Miceli, Senior Vice President for Speer Financial, Inc. presented a report on market conditions and refunding savings for the refunding of the remaining callable balance of the 2007 series bonds.

The proposed 2017 non-bank qualified refund bond issuance of \$24.013 million (\$19.865M principal / \$4.149 interest) will result in an estimated net savings of \$1.225 million (\$1.1 million present value savings) based on market conditions at the time of sale.

Vice President Miceli presented a brief history of prior bond refunding issuances. The proposed 2017 refunding represents the third and final refunding of 2007 series callable bonds, with the generated net savings applied to reduce the overall 2007 series debt service levy and generation of taxpayer savings.

Anthony Miceli reported on current market volatility based on rising bond interest rates. Generally, when the stock market is performing well, there is less demand for municipal bonds, resulting in increased bond interest rates. While rates are still favorable, they are less favorable than they were in the last quarter, with concerns that interest rates will continue to climb in 2017.

Anthony Miceli reported that the District's financial situation has stabilized, anticipating that this will result in the removal of the negative outlook of the District's bond rating by both bond rating agencies. The District's current bond rating under Standard & Poors is A- with a stable outlook, which is improved from the A- with a negative outlook from the prior year's assigned rating, and A2 with a negative outlook for Moody's. Because the Moody's bond rating remains higher overall than the rating assigned by Standard & Poors, the District will again receive its bond rating assignment for the 2017 issuance from Moody's, with the anticipation that Moody's will remove the assignment of a negative outlook based on the District's financial performance in the previous year.

At this point, direction is needed to secure proposals from underwriting firms. As part of this process, Speer Financial, Inc. issues a call for proposals from underwriting firms, and screens all proposals to secure the best anticipated rates based on comparable issuances.

Anthony Miceli presented a preliminary timetable for the 2017 issuance. Once direction is received from the Committee of the Whole to request proposals from underwriting firms, an RFP will be distributed, with concurrent development of the draft bond ordinance for presentation to the Committee of the Whole Commission at the January meeting, and

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subsequent approval at the second Commission meeting in January, or first Commission meeting in February in order to complete the sale of bonds by mid- to late March.

Within the parameters ordinance, Anthony Miceli recommended establishing a minimum savings threshold of 3%, or \$595,950 in order to move forward with the sale and refunding based on current market conditions.

Director Guritz stated that beyond supporting bond refunding, the District is required to produce an annual continuing disclosure statement for bond investors. Typically, the District pays Speer Financial, Inc. each year to develop the disclosure statement. This cost and service has been waived in each of the past three years because the disclosure statement is already developed as part of the bond refunding process. In subsequent years beginning in 2018, the District should anticipate receiving an invoice for this service from Speer Financial, Inc.

VII. Review of an Intergovernmental Agreement with the City of Plano for the Rebate of Delinquent Property Taxes

Director Guritz presented a proposed intergovernmental agreement with the City of Plano for the rebate of delinquent property taxes. Director Guritz stated that the District will follow the lead of Kendall County in review of the intergovernmental agreement prior to presentation to Commission for consideration likely in late January or early February 2017.

The total amount of payment for rebated taxes is \$305.31 for tax years 2007 through 2015. The City of Plano intends to lease the building for \$1.00 per year to the Plano Historical Society.

VIII. Review of the Proposed Costs for the Early Termination of the Life Estate Agreement with Ken Pickerill for Parcel 05-02-400-030

Director Guritz presented the estimate for the anticipated 2016 tax bill for the parcel to be paid in 2017. The total amount of anticipated 2016 taxes is just over \$30,000.

Director Guritz stated that he and President Gilmour met with Ken Pickerill, Assistant State's Attorney Coffey, and Attorney Mark Shea to discuss the early termination of the life estate agreement, including the proposed lease agreement and position description. During the meeting, Mr. Pickerill indicated that he intends to vacate the property in March 2017, and is considering the District's proposed lease agreement and offer for employment. The position description, lease agreement, and quit claim deed will be included on next Tuesday's Commission meeting agenda for consideration should Mr. Pickerill choose to accept the offer presented.

President Gilmour stated that during the meeting, Mr. Pickerill indicated his intention to vacate the property in 2017.

IX. Review of a Draft Lease Agreement between the District and Ken Pickerill for Use of the Residence at Pickerill-Pigott Forest Preserve

Director Guritz presented the draft lease agreement for the use of the residence at Pickerill-Pigott Forest Preserve.

X. Eldamain Road Corridor Mitigation Project Updates – Henneberry Forest Preserve Cropland Conversion Project

Director Guritz presented updates on the proposed cropland conversion and tree mitigation projected scheduled for restoration in late fall 2017 at Henneberry Forest Preserve.

Director Guritz reported that the Illinois Department of Transportation has approved use of Henneberry Forest Preserve as the Phase I Eldamain Road Corridor Project mitigation site. As part of the review, the scope of the mitigation project has changed to insure that tree and shrub survivorship targets are hit in order to achieve regulatory sign-off, and includes monitoring for planted tree and shrub survivorship in the first year. As part of the project revisions, the District will plant 341 5-gallon large trees representing a 15.5% overstock over mitigation requirements, and 230 5-gallon small trees and shrubs representing a 19.5% overstock over mitigation requirements. The contractor will be required to fence around all planted areas, install wood chip mulch for root protection, and water on an as-needed basis for the first 12 months following the planting. The mitigation project will also include purchase and installation of 15-acres of pure live seed mix into the mitigation project area.

Director Guritz stated that there is a need to restore the soil hydrology by breaking of drain tiles within the 45-acre footprint. The District will be working to determine whether a drain tile and hydrology study should be undertaken in the coming year.

Commissioner Gilmour inquired into the status of the public access requirements for Henneberry Forest Preserve. Director Guritz stated that the District is working to complete a Post Inspection Completion Report for the IDNR to provide an update on status for completing public access improvements. At this point, the District has not completed the required improvements due to limitations on preserve access from adjacent public roads, but the cropland conversion is an important first step towards meeting acquisition grant requirements. As part of the project, the Whitetail Ridge Homeowners' Association has been approached to see if there is interest in constructing a single loop trail for preserve access by local residents.

XI. Maramech Restoration Project Updates

Director Guritz presented updates on the restoration project at Maramech Forest Preserve scheduled for 2017, including correspondence with the Illinois Nature Preserves Commission that has approved an additional \$5,000 restoration project targeting the restoration of preserve core flatwoods areas impacted by Reed canary grass (*Phalaris*

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arundinacea). INPC funding will be applied to a prescribed burn and herbicide treatment(s) of the Reed canary grass immediately following post emergence in late March and early April 2017. The District will seed, plant, and continue to apply herbicide within the impacted areas over the next three to five years to insure proper control is achieved.

XII. Executive Session

None.

XIII. Other Items of Business

Director Guritz reported that there may be an opportunity to install net metering at Meadowhawk Lodge that would establish electricity generation tracking and consumption, and possibly reduce the ComEd and Champion Energy electric bills.

Director Guritz reported that the District did not receive yield payments under its farm license agreement in 2016 due primarily to depressed grain prices in the year. Grain price increases may result in yield payments in the upcoming year.

Commissioner Gryder inquired into whether the District had been reimbursed for use of the grain dryers for 2016. Director Guritz stated that the District has received reimbursement for gas bills paid in 2016 with a final December bill anticipated for reimbursement, and has received payment of \$.01 per bushel dried for the year based on estimates presented. Final figures will be forthcoming, with an additional invoice presented based on grain sale tickets presented.

Chairman Cullick cancelled the Finance Committee meeting scheduled for December 22, 2016. The claims list will be forwarded straight to the first Commission meeting in January 2017 for approval.

The Finance Committee discussed the regular meeting schedule, recommending that the District retain the current Finance Committee schedule for the upcoming year.

Director Guritz stated that the fund balance increased by \$67,977 in the past fiscal year on a cash basis as indicated in the 11/30/16 financial statement.

XIV. Citizens to be Heard

No public comments were offered by those in attendance.

XV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Meeting adjourned at 5:31 pm.

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Respectfully submitted,

David Guritz

Executive Director, Kendall County Forest Preserve District

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
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146	111514	KONICA MINOLTA BUSINESS SOLUTI	9003048038	COPIERS	12/29/16	27020006200	OFFICE SUPPLIES & POSTAGE	299.20	** cwald
147	111514	KONICA MINOLTA BUSINESS SOLUTI	9003052583	COPIERS	12/29/16	27020006200	OFFICE SUPPLIES & POSTAGE	225.75	** cwald
148	230237	WAREHOUSE DIRECT WORKPLACE SOL	3289941,3298097	TONER CARTRIDGES	12/29/16	27020006200	OFFICE SUPPLIES & POSTAGE	382.66	bantrim
								907.61*	

FOREST PRESERVE EXPENDITURE

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
149 190816	SHAW MEDIA	12/12/16	BUDGET AD	12/29/16	27020006209	LEGAL PUBLICATIONS	39.00 39.00*
150 011359	AMEREN IP	FEB 13 2017	MILLBROOK SOUTH	12/29/16	27020006351	ELECTRIC	348.35
151 030794	CHAMPION ENERGY, LLC.	01/05/17	HARRIS ARENA	12/29/16	27020006351	ELECTRIC	6.33
152 030794	CHAMPION ENERGY, LLC.	01/05/17	HARRIS	12/29/16	27020006351	ELECTRIC	45.56 400.24*
Total FOREST PRESERVE EXPENDITURE							1,346.85*
153 030794	CHAMPION ENERGY, LLC.	01/05/17	ELLIS	12/29/16	27021007076	UTILITIES - ELLIS HOUSE	202.37 202.37*
Total ELLIS HOUSE							202.37*
154 130506	MENARDS	65523	HEATER, STRAPS, BULBS	12/29/16	27021017080	GROUND & MAINT - ELLIS B	102.64 102.64*
Total ELLIS BARN							102.64*
155 040538	DEKANE EQUIPMENT CORP	IA48219	ELLIS-LEVEL ROD	12/29/16	27021027080	GROUND & MAINT - ELLIS G	28.96
156 190750	SHOREWOOD HOME & AUTO	738905	SALT SPREADER REPAIR	12/29/16	27021027080	GROUND & MAINT - ELLIS G	90.50 119.46*
Total ELLIS GROUNDS							119.46*
157 140937	NICOR	12/12/16-2	HO MAINT. BLDG	12/29/16	27022006860	HOOVER - GAS	68.89
158 140937	NICOR	12/12/16-3	HO HOUSE	12/29/16	27022006860	HOOVER - GAS	54.75
159 140937	NICOR	12/12/16-4	MEADOWHAWK	12/29/16	27022006860	HOOVER - GAS	33.46
160 140937	NICOR	12/13/16	MOONSEED	12/29/16	27022006860	HOOVER - GAS	31.11
161 140937	NICOR	12/13/16-2	HO BASE	12/29/16	27022006860	HOOVER - GAS	25.75
162 140937	NICOR	12/13/16-3	HO ROOKERY	12/29/16	27022006860	HOOVER - GAS	103.84
163 140937	NICOR	12/13/16-5	BLAZING STAR	12/29/16	27022006860	HOOVER - GAS	49.96
164 140937	NICOR	12/13/16-6	KINGFISHER	12/29/16	27022006860	HOOVER - GAS	79.73 447.49*
165 030794	CHAMPION ENERGY, LLC.	01/05/17	HO BATHHOUSE	12/29/16	27022006861	HOOVER - ELECTRIC	47.65
166 030794	CHAMPION ENERGY, LLC.	01/05/17	HO MULTIPLE	12/29/16	27022006861	HOOVER - ELECTRIC	225.17
167 031510	COMMONWEALTH EDISON	12/27/16	HO HOUSE	12/29/16	27022006861	HOOVER - ELECTRIC	51.34 324.16*
168 130506	MENARDS	65852	ICE MELT, FUNNEL	12/29/16	27022006863	HOOVER - SHOP SUPPLIES	137.59 137.59*

frmPrctClaim

Kendall County

COMBINED Supplemental Claims Listing

12/27/16

7:36:53 AM

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Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

COURTHOUSE RENOVATIONS

212 119960	LESLIE KRESSIN	16-00375	COURTHOUSE SECDEP RE	12/29/16	85020006650	EXPENDITURES	100.00	bantrim
							100.00*	

Total COURTHOUSE RENOVATIONS

100.00*

Total Forest Preserve Claims \$ 4,385.42