

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

**OCTOBER 17, 2017**

**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**

X	Cullick	X	Gryder
X	Davidson	X	Hendrix (Entered the meeting at 9:03 am)
	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles	X	Purcell (Entered the meeting at 9:05 am)

Commissioners Cullick, Davidson, Gryder, Kellogg, Prochaska, and Gilmour all were present. Commissioner Hendrix entered the meeting at 9:03 am. Commissioner Purcell entered the meeting at 9:05 am.

**V. Approval of Agenda**

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

**VI. Citizens to Be Heard**

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

**VII. Approval of Claims in an Amount Not-to-Exceed \$16,978.37.**

Commissioner Hendrix made a motion to approve claims in an amount not-to-exceed \$16,978.37. Seconded by Commissioner Cullick.

Commissioner Hendrix entered the meeting.

Motion: Commissioner Hendrix  
Second: Commissioner Cullick

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

## **VIII. Operations Committee Report**

None.

## **IX. Finance Committee Report**

Finance Committee Chair Cullick reported that work continues on the development of the FY 17-18 budget. Commissioner Cullick recommended approval of the preliminary budget for publication, with anticipated revisions based on Commission discussions. The preliminary budget is positive with a current projected surplus of \$4,000.00.

Commissioner Cullick reported that the Finance Committee completed an initial review of the resident lease agreements for Hoover Forest Preserve, Pickerill-Pigott Forest Preserve, and Ellis House, and associated position descriptions.

Commissioner Cullick reported that the Finance Committee recommends approval of the revised Natural Beginnings 2-day program tuition fee increase, and the Ellis Farm Pond restoration project agreement funded by a grant from The Conservation Foundation.

## **X. Approval of Minutes**

- **Kendall County Forest Preserve Commission Meeting – October 3, 2017**
- **Kendall County Forest Preserve Operations Committee Meeting – October 4, 2017**
- **Kendall County Forest Preserve Committee of the Whole Meeting – October 11, 2017**

Commissioner Hendrix made a motion to approve the minutes for the Forest Preserve Commission meeting held on October 3, 2017; the Operations Committee meeting held on October 4, 2017, and the Committee of the Whole meeting held on October 11, 2017. Seconded by Commissioner Cullick.

Commissioner Purcell entered the meeting.

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

## **XI. New Business**

- **Motion to Approve the Publication of the Preliminary Annual Operating Budget for the Fiscal Year 17-18 of the Kendall County Forest Preserve District for Public Inspection**

Commissioner Cullick made a motion to approve the publication of the District's preliminary FY 17-18 operating budget for public inspection. Seconded by Commissioner Hendrix.

Director Guritz reported that Treasurer Ferko anticipates interest earnings of \$7,500.00 in the District's Endowment Fund that will be credited to the Subat Project Fund subaccount.

Director Guritz reported that adjustments have been entered to address negotiations in progress to establish a railway crossing agreement at Hoover Forest Preserve.

District employee salaries and benefits have been reviewed by Budget Coordinator Caldwell, and tied out to current spreadsheet projections.

The Natural Beginnings budget has been adjusted based on the proposed tuition increase.

Director Guritz reported that the budget is similar to budgets presented and approved in the last two years, and includes a \$10,000.00 general ledger contingency plus a \$15,000.00 contingency to address potential general liability and/or workers' compensation claims.

The preliminary budget also includes funds for a projected 21% increase in employee health insurance premiums.

Commissioner Gryder asked whether the Capital Fund budget includes a potential transfer of funds to support the operations budget. Director Guritz stated that there are no funds scheduled for transfer, but added that \$2,500.00 of salary expense is coded to the Capital Fund to address the Subat Forest Preserve fen restoration project funded by a \$5,500 payment received from the KC Highway Department for their IDNR incidental take permit associated with Eldamain Road improvements.

Commissioner Purcell stated that the operating budget will continue to be informed through Commission discussions.

President Gilmour thanked Director Guritz for his efforts in pulling together the budget, and efforts to balance the District's budget over the past two years. Director Guritz reported that Budget Coordinator Latreese Caldwell continues to extend her talents in support of the collective effort.

Motion: Commissioner Cullick  
Second: Commissioner Hendrix

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

- **Motion to Approve a \$10.00 per Student Fee for the Middle and High School Wetland Study Field Trip Program**

Commissioner Hendrix made a motion to approve the \$10.00 per student fee for the District's new Middle and High School Wetland Study field trip program. Seconded by Commissioner Kellogg.

Director Guritz reported that the proposed field trip program is consistent with the per student fee approved last year for Project Maramech.

Motion: Commissioner Hendrix  
Second: Commissioner Kellogg

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

- **Motion to Approve a Grant from The Conservation Foundation for the Ellis Farm Pond Restoration Project in the Amount of \$3,000.00**

Commissioner Gryder made a motion to approve a grant agreement with The Conservation Foundation for the Ellis Farm Pond restoration project in the amount of \$3,000.00. Seconded by Commissioner Cullick.

Commissioner Davidson asked whether the grant-funded project requires a District match. Director Guritz stated that the project does not require a match, and will be completed within the project budget by District staff rather than contracting out in order to complete the project within the \$3,000.00 budget.

Commissioner Hendrix asked whether the District’s environmental education programs integrate discussions on the District’s efforts to restore and manage forest preserve natural areas. Director Guritz stated that this depends on the program topic, but District programs do work to incorporate conservation messages for students, with certain programs offering direct opportunities to participate in District habitat restoration and management efforts.

Motion: Commissioner Gryder					
Second: Commissioner Cullick					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

- **Forest Foundation of Kendall County Updates**

President Gilmour reported that the Forest Foundation of Kendall County will be working to raise additional funds for the proposed Little Rock Creek acquisition project. The Foundation is announcing a \$5,000 matching challenge grant program where additional funds raised will be donated to The Conservation Foundation towards the purchase of the new forest preserve.

The Forest Foundation Board of Trustees also discussed funding available to support of District education and conservation projects, including efforts currently underway at Henneberry Forest Preserve.

Director Guritz reported that the Forest Foundation has received a pledge from a donor to support an initial plant-community study at Henneberry Forest Preserve, and funding for a seasonal position to support invasive species control that will be integrated into the budget for FY 17-18.

## **XII. Old Business**

- **Motion to Approve the Revised Natural Beginnings Early Learning Program Annual Tuition Fee for the Two-Day Morning and Afternoon Sessions from \$1,440.00 to \$1,540.00 for the 2018-2019 Program Year**

Commissioner Hendrix made a motion to approve the revised Natural Beginnings Early Learning program annual tuition fee for the two-day morning and afternoon sessions from \$1,440.00 to \$1,540.00 for the 2018-2019 program year. Seconded by Commissioner Cullick.

Director Guritz reported that Program Manager Gessler is recommending approval of the amended fee structure based on improved figures for student enrollments in the 2-day sessions.

Commissioner Gryder asked whether there is a waiting list for the program. Director Guritz stated that highest demand is for student enrollment in the 3-day and 2-day morning sessions. There is typically a waiting list for student enrollment within these sessions, with the afternoon sessions slower to fill. Overall, the program has a few remaining openings in the current year, with no wait list.

Commissioner Gryder asked whether the tuition fees are consistent with charges for similar programs. Director Guritz reported that this was discussed earlier in the year with the Operations Committee, with tuition charges for Natural Beginnings similar to those charged by area preschool program providers.

Commissioner Purcell asked how many students the fees and charges will impact. Director Guritz stated that the tuition increase will impact 24 students.

Commission discussed the program budget for the upcoming year.

Commissioner Gryder asked whether the program budget is heading in the right direction. Director Guritz stated that the program is doing well, understanding that in any given year, certain programs will be up, with other programs down from projections, with the intended goal for the District to generate a budget surplus each year.

Commissioner Kellogg stated that for this particular program, the formative experiences of the students translates into emotional ties and longer-term benefits for the District.

Commissioner Purcell stated that the District’s mission does not include offering preschool program services, further stating that the program projected surplus should continue to offset administrative costs for the program.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XIII. Executive Session**

None.

#### **XIV. Other Items of Business**

Director Guritz reported that he is working with Chief County Assessment Official, Andy Nicoletti to process the parcel exemption form for the Pickerill-Pigott residence parcel.

Director Guritz reported that he has contacted all current farm operators, who intend to move forward with the 2018 farm lease agreements with renewal of the current contract terms. Director Guritz reported that end-of-year yield payment calculation worksheets will be forwarded to farm operators, with yield payments owed prior to the end of the fiscal year.

Commissioner Hendrix asked what the District's operating budget levy translates to as far as assessment on the average home value for Kendall County. Director Guritz reported that the levy translates to \$6.47 per \$100,000 assessed valuation, with the assessed valuation representing one-third of the market value.

#### **XV. Citizens to Be Heard**

No citizens present at the meeting offered public comments.

#### **XVI. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Purcell. Aye, all. Opposed, none. Meeting adjourned at 9:40 am.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District