

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

NOVEMBER 9, 2016

I. Call to Order

President Wehrli called the meeting to order at 5:37 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Koukol, Prochaska, Purcell, Shaw, and Wehrli all were present.

III. Approval of Agenda

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. 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 priority projects in October included planning and completion of the "Monster Dash" 5K run, closing out of the ComEd Green Region and Illinois Clean Energy Community Foundation grant agreements, and budget planning for the upcoming fiscal year.

Director Guritz reported on a significant graffiti incident at Harris Forest Preserve. Three bridges were defaced in the same event. Director Guritz commended Grounds and Resources staff members for their quick turnaround on addressing the issue and covering over the graffiti areas.

Director Guritz reported that the District is gearing up for controlled burns scheduled in several preserves.

Director Guritz reported that scout program enrollments are increasing, with education staff participating in an upcoming program resource fair for the Boy Scout's Three Fires Council.

Director Guritz reported that Sunrise Center North presented a check of just over \$1,300 representing the District's net proceeds from the event. The overall net proceeds totaled just over \$1,500 for the event for each agency.

Director Guritz reported on progress with securing FEMA reimbursement for Ellis House flood damages.

VI. FY 16-17 Budget – Discussion of District Staff Salary Recommendations

Director Guritz presented a final draft of proposed salary increases for all District staff.

President Wehrli reported that the District is in the financial position to fully reimburse Kendall County for workers' compensation claims incurred during the year, and will end with a fund balance of approximately \$32,000.

Commissioner Flowers inquired into the difference in salary increases and total cost presented for the two Equestrian Program Coordinator positions. Director Guritz stated that the reason for the difference is that Nicole Norton will receive an initial increase effective December 1, with the remaining increase assigned later in the fiscal year on the date of her first anniversary of employment with the District.

President Wehrli stated that the Finance Committee is recommending an increase of the District's Director's salary to \$80,000, and the Budget Coordinator's stipend to \$485 per month.

Commissioner Koukol stated that regarding the increase to the Budget Coordinator's stipend, most Districts have a separate staff member supporting the financial tracking and management.

Commissioner Purcell inquired into the Ellis Farm Manager, noting that the position received two increases in the past fiscal year, and is recommended for an additional 16% increase in the upcoming year.

Director Guritz stated that the mid-year increase was for the candidate's promotion to the Farm Manager position. Marty Vick has taken on additional responsibilities, and the recommended increase is to bring this position into a competitive market salary for similar positions.

President Wehrli stated that the increases are consistent with the change in position responsibilities. Mr. Vick started as a Grounds Maintenance worker, and is now supervising the staff and programs at Ellis in addition to his grounds and building maintenance responsibilities.

Commissioner Purcell inquired into the residence lease payment that will be assigned to Jay Teckenbrock as part of his salary adjustment to the FLSA exempt required minimum salary threshold. As part of this increase, Mr. Teckenbrock will be required to pay \$250 per month for use of the Hoover residence.

Commissioner Koukol stated that the proposed lease agreement was reviewed at the Finance Committee, and that Mr. Teckenbrock will be paying a monthly check to the District, and required to leave the property at the termination of his employment with the District.

The Committee of the Whole discussed the line item for the projected revenue from the monthly residence lease payment. Commissioner Purcell suggested that the lease payment be shown as a separate line item within the budget.

Commissioner Purcell expressed concerns that within the budget, projected revenue increases are offset almost entirely by increased expenses.

Commissioner Purcell commented on the great job managing the budget this year, and suggested that the additional increases recommended by the Finance Committee be offset by budget reductions in other areas.

Director Guritz stated that there will be savings recognized through staff attrition in the upcoming year. This year's budgeted expenditures are based largely on the previous year's budget, noting that there will be savings both within the staff medical insurance costs and general liability insurance premium costs.

Commissioner Purcell asked whether the projected farm license revenue projections for the upcoming fiscal year is reasonable and attainable. Director Guritz stated that the amount was reviewed at the Finance Committee, and is based on calculated base rents, with additional proceeds anticipated from yield payments, hay sales, and facility use fees and associated utility reimbursements. Base rent will not decrease in the coming year, but will in the year following, which will reduce the budget in FY 17-18 by approximately \$8,500, but the District should meet and possibly exceed the projected revenues in the upcoming year.

Commissioner Purcell inquired into the budget for Natural Beginnings. Director Guritz reported that the figures presented are based on budget spreadsheets presented, anticipating full enrollment in both the current and upcoming school years.

Commissioner Purcell requested confirmation that the District was not planning to expend capital funds to support District operations. Director Guritz confirmed that capital funding is not anticipated for use or transfer to support operations. Within the combined budget and appropriations ordinance, Fund 290 for capital projects, the fund balance of \$19,494 has been scheduled for expenditure, with the understanding that use of this source for capital funding is not anticipated in the coming year.

Commissioner Purcell stated that this fund has historically provided funding for the purchase and replacement of District vehicles.

Director Guritz stated that there is also approximately \$37,000 available in the Land Cash Fund if needed.

President Wehrli stated that the District has the ability to issue bonds similar to those issued that established Fund 290. Commissioner Purcell stated that should additional capital funds be needed, he would be more inclined to support this approach to financing District capital projects compared to the approach taken earlier in the year.

Commissioner Gilmour inquired into whether a cost center breakdown was available for review for the upcoming fiscal year. Director Guritz stated that once the budget is

approved, the Treasurer's Office will work to import the budget figures into the cost center budget reports for the upcoming year.

VII. Review of Proposed Hoover Residence Lease Agreement Terms and Conditions

Director Guritz presented a draft of a revised lease agreement for the Hoover residence.

Director Guritz stated that the agreement has been revised to include a monthly lease payment of \$250. This is below the calculated market value which equates to \$464 per week, utilities included.

Commissioner Purcell noted that the difference in value less the monthly payment equates to approximately \$1,600 per month of benefit value, plus the cost of the increased salary, which is set at the minimum federal threshold at just over \$47,000. An important question that needs to be addressed is the tax impact and handling of the value of the residence benefit.

President Wehrli stated that the Finance Committee discussed this issue, and directed staff to determine whether there were any tax implications for the employee based on the difference in lease payment and market value.

VIII. Review of Draft Levy, Budget, and Appropriation Ordinances for FY 16-17

Director Guritz presented the draft operating levy ordinance, and combined budget and appropriation ordinance. Within the operating levy ordinance, the amount of tax proceeds projected is higher than the actual amount anticipated for collection within the budget. The amount shown in the ordinance is \$555,600, which will allow the District to retain collections that may come in above the District's budgeted figure. This is consistent with Kendall County budgeting approaches.

Director Guritz reported that the combined budget and appropriation ordinance has been restructured by Latreese Caldwell based on auditor recommendations to show the fund balances, income, and expenses separate for the District's operating, capital, and debt service funds.

IX. Review and Discussion of FY 16-17 End-of-Year Projections and Workers' Compensation Claim Amounts Owed

Director Guritz presented a FY 15-16 End-of-Year Operating Fund Projections spreadsheet. Based on projections for anticipated revenues and expenses for the year, the District is in a position to reimburse Kendall County for the full amount of workers' compensation claims incurred by the District, and retain a surplus that will increase the fund balance by approximately \$32,000.

Commissioner Davidson inquired into whether the District included assessment figures for the two drainage districts. Director Guritz stated that in speaking with the Kendall County Treasurer's Office and Clerk's Office, it is unlikely that the drainage districts will be able to levy their assessments in the upcoming year. Committee of the Whole guidance is to include the projected assessments for the upcoming fiscal year.

Commissioner Davidson inquired into whether the District should be looking to repay the interest transferred to the District to establish a positive fund balance. The Committee of the Whole discussed this, and other possibilities including the establishment of capital fund reserves for each of the facilities to address capital improvements.

X. Review of Winter 15-16 Public Program Fees and Charges

Director Guritz presented the proposed winter program offerings, fees and charges. The Committee of the Whole noted the date change error in the agenda title.

Director Guritz reported that he would be meeting with environmental education staff members to formulate IDNR ENTICE workshop offerings in the upcoming year which will assist with meeting revenue goals in the upcoming year.

XI. Review of Kendall County Juvenile Justice Council SKY 5K Run Request on April 29, 2017 at Hoover Forest Preserve

Director Guritz presented a request received to support the KC Juvenile Justice Council to host their April 29, 2017 5K run at Hoover Forest Preserve.

Commissioner Gilmour suggested that the Kendall County Board should consider sponsoring the event in the upcoming year. The Committee of the Whole provided direction to include a motion approving the waiving of facility use and special use permit charges on the upcoming Commission meeting agenda.

XII. Kendall County Forest Preserve District – Board Transition Planning Discussion

Director Guritz requested Commission guidance and suggestions to support the Board transition process. Director Guritz noted that the County Board will appoint a new president for the first time in six years. President Wehrli added that the three new elected county board members will be inundated with a significant amount of new information to digest. The amount of work needed and knowledge to do their job will take months to acquire.

President Wehrli suggested that the group take a field trip to visit the preserve areas to begin the process of familiarizing new board members with the scope of District operations.

Commissioner Cullick stated that the HR/Admin Committee will be pulling together an orientation program for new board members to begin to build an understanding of the county and department governance process, suggesting that the District may want to support the training.

President Wehrli suggested that the District set aside a portion of an upcoming Committee of the Whole meeting to build an understanding of District operations.

Commissioner Prochaska inquired into the process for the selection of the District's officers, and whether this process should be examined. Director Guritz stated that the Illinois Downstate Forest Preserve District Act sets this process, and that the County Board elects the District's officers from its members. The Committee of the Whole discussed the timeframe for the election of District officers, noting that the selection of officers takes place on the first meeting of December.

Director Guritz stated that he was appreciative of President Wehrli's attention paid to assisting with the development of agendas, organizational guidance, and support of emergency situations.

XIII. Executive Session

None.

XIV. Other Items of Business

Director Guritz reported that former County Board Commissioner and District President, John Church has been hospitalized for the past few weeks with hopes for a quick recovery.

XV. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:35 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District