

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

September 27, 2018

I. Call to Order

Commissioner Cullick called the Finance Committee meeting to order at 6:58 pm in the Kendall County Board Room.

Commissioner Cullick appointed Commissioner Prochaska to the KCFPD Finance Board to establish a quorum. Seconded by President Gilmour. Aye, all. Opposed, none.

II. Roll Call

Commissioners Gilmour, Cullick, and Prochaska all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by President Gilmour. All, aye. Opposed, none.

IV. Citizens to be Heard

There were no citizens to be heard.

V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$5,648.35

The board reviewed the claims listed.

Commissioner Prochaska made a motion to forward claims not-to-exceed \$5,648.35. Seconded by President Gilmour. Aye, all. Opposed, none.

VI. FY19 Preliminary Budget Review and Discussion

Director Guritz remarked the budget is preliminary and is estimated to be final mid October. An overview of the summary report was given. There were details given on insurance contingencies. Farm license is expected to be less. The full levy will be taken and was factored into the budget.

President Gilmour remarked other wedding venues that are increasing competition.

Director Guritz replied there are staff increasing effort and trying new strategies to promote KCFPD venues.

Director Guritz asked for direction to place the Baker Woods farm license revenue into the Ellis House and Equestrian Center.

The board discussed the Ellis House and Equestrian Center budget and the different cost centers.

The board discussed the pros and cons of raising fees to support cost centers.

Director Guritz presented the proposed salaries for the FY19 budget.

VII. HLR Engineering – Review of a Revised Proposal for the Millbrook Bridge Demolition Project – Phase II and Phase III

Director Guritz reported a revised proposal from HLR Engineering. The timeline has been adjusted as requested. Once the contract is approved then bid specs can be obtained. There is one DNR permit received and one permit to apply for. The shown cost will go down with the received permit factored out.

VIII. Millbrook Bridge Commemorative Signage Discussion

Director Guritz reported this is an easy and cost effective way to commemorate the bridge.

IX. Harris Shelter 1 and 4 Exterior Renovation Project Proposals and Recommendations

Director Guritz reported the proposed project renovations for Harris Shelter 1 and 4. The estimates from A&B Exteriors of Sandwich, Illinois.

Commissioner Prochaska made a motion to forward Harris Shelter 1 and 4 exterior renovation project proposals and recommendations to Commissions. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

X. Natural Areas Grant Projects Overview and Restoration Contractor Proposals

- a. Ellis House and Equestrian Center Farm Pond (TCF Grand Project)

Director Guritz reported updates and plans for the Ellis pond. The Conservation Foundation is funding the grant and the District is doing the work.

- b. Hoover Forest Preserve (Forest Foundation – ICECF Grant Project)

Director Guritz presented the proposed plan for the ICECF grant. The Forest Foundation will receive the grant and reimburse the District. The majority of the work will be in December.

- c. Maramech Forest Preserve (INPC Grant Project)

Director Guritz presented proposed grant projects for Maramech Forest Preserve. This will be a \$15,000 effort to complete the clearing that has been started. This would include a prescribed burn.

Commissioner Cullick made a motion to forward natural areas grant projects overview and restoration contractor proposals to Commissions. Seconded by Commissioner Prochaska.

XI. Baker Woods 3-year Farm License Agreement – Bid Results and Discussion

Director Guritz presented a Baker Woods 3-year farm license agreement – bid results and discussion. The higher bid was \$202 per acre by Kyle Connell. The access to the field is being considered. The suggestion is to forward the agreement to Committee of the Whole.

President Gilmour made a motion to forward Baker Woods 3-year farm license agreement – bid results and discussion to Committee of the Whole. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XII. Ellis House and Equestrian Center – Preventative Maintenance Proposal Review

Director Guritz presented an Ellis House and Equestrian Center – preventative maintenance proposal review. This agreement is with Golden Seal to replace filter, check boilers and AC.

XIII. Executive Session

Commissioner Prochaska made a motion to enter Executive Session at 8:12 pm to discuss 2c1 and 2c21. Seconded by President Gilmour. Aye, all. Opposed, none.

Commissioner Prochaska, Gilmour, and Cullick were all present.

President Gilmour made a motion close Executive Session at 8:43 pm. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XIV. Other Items of Business

Director Guritz reported the PNA 100 Oak Tree event is this weekend. There is a Save the Jail event this Saturday to fundraise.

Director Guritz reported confirmed reports of Oak Wilt in Kendall County.

XV. Citizens to be Heard

There were no citizens to be heard.

XVI. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by President Gilmour. Aye, all. Opposed, none. Meeting adjourned at 8:50 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District