

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

**JANUARY 25, 2018**

**I. Call to Order**

Finance Committee Chair Cullick called the Finance Committee meeting to order at 6:02 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Davidson, Gilmour, Kellogg, and Cullick all were present.

Commissioners Gryder entered the meeting at 6:22 pm.

**III. Approval of Agenda**

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

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. Approval to Forward Claims to Commission for an Amount Not-to-Exceed \$9,511.76.**

Commissioner Cullick made a motion to forward claims to Commission in the amount of \$9,511.76. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

Director Guritz reported that Chicago Beverage Catering is withdrawing from the Preferred Caterers' Program, with a return of their \$150 deposit included in the claims list.

Director Guritz updated the Committee on changes to the Alarm Detection Services monitoring services, with reduced costs anticipated. Fire alarm services will be maintained based on recommendations from the Bristol-Seward Fire Department.

The Committee discussed the in-progress payment to the HLR Engineering contract for permitting work for Millbrook Bridge.

Finance Chair Cullick called the question. All, aye. Opposed, none. Motion unanimously approved.

## **VI. Ellis House Event Tent Rental Proposal – Top Notch Rental Systems**

Director Guritz presented a proposal received from Top Notch Rental, Inc. in the amount of \$15,255.00 for the event tent rental at Ellis House for 2018. The rental amount was equal to the amount paid to the company in 2017, and includes doorway improvements to the tent structure scheduled for 2018.

Director Guritz reported that the District is on track for achieving FY18 projections for wedding and rental events at Ellis House, with 8 events currently scheduled in 2018.

Commissioner Davidson made a motion to forward the Top Notch Rental, Inc. proposal to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

## **VII. Comp. Time Adjustments Request for Christmas Eve**

Director Guritz presented a report on staff hours worked, and rates of pay for full time and part time staff work efforts on December 24, 2017.

Director Guritz received direction to compensate staff for the calculated difference over straight time paid at a rate of 1.5 times for the actual hours of work performed.

## **VIII. Farm Lease Bidding Project – Operator Access, Scope and Timeframe Discussions**

Director Guritz presented an overview of District parcels under agricultural production, including access challenges to properties located at Millington and Henneberry Forest Preserves.

Director Guritz expressed concerns over the financial impacts if the District were to lose the ability to farm the agricultural areas at Millington Forest Preserve.

Commissioner Kellogg cautioned that the District would be taking a risk with bidding the ground based on market conditions.

The Finance Committee discussed the scope for bidding of farm lease agreements for 2019. Committee direction was received to continue discussions, present information on Baker Woods soil types towards the development of bid documents for possible bidding in June 2018, pending continued discussions and monitoring of market conditions.

Commissioners Gryder entered the meeting at 6:22 pm.

## **IX. Riemenschneider Electric, Inc. – Revised Pickerill House Electrical Code and Worker Safety Proposal**

Director Guritz presented a revised proposal from Riemenschneider Electric, Inc. for electrical system improvements at the Pickerill House to address code compliance and worker safety issues. The original proposal was modified to include the installation of one additional LED closet-light fixture, and repair of the outside pole-mounted security light fixture. The revised total presented is \$2,367. Director Guritz reported that Phase I radon mitigation had been completed with retesting underway, anticipating that additional mitigation work should not be necessary.

The Finance Committee discussed the proposal.

Director Guritz stated that the budget goal is to offset grounds maintenance costs in FY18 with lease payment costs. Currently, the District's Superintendent and Grounds Maintenance staff are extending time for weekly checks, snow clearing activities, with additional support anticipated over the summer months.

Commissioner Cullick asked whether this would complete the initial work needed. Director Guritz stated that this would complete the life-safety and code work needed to prepare the house for resident use, with no other improvements anticipated.

Commissioner Kellogg made a motion to forward the Riemenschneider Electric, Inc. proposal as presented to Commission for approval. Seconded by Commissioner Gilmour.

Roll call: Commissioners Cullick, Davidson, Kellogg, and Gilmour, aye. Opposed, Commissioner Gryder. Motion carried by a vote of 4:1.

## **X. Executive Session**

None.

## **XI. Other Items of Business**

The Finance Committee discussed the possible acquisition of an access easement to Henneberry Forest Preserve. Commissioner Davidson presented information on initial discussions and approaches. Direction was received from the Finance Committee for President Gilmour and Commissioner Davidson to schedule a meeting with Attorney Kramer to discuss the terms and process required to establish an access easement to Henneberry Forest Preserve.

The Finance Committee discussed the status of permitting for the demolition of Millbrook Bridge. Director Guritz reported that he has requested a proposal from HLR engineering to begin development of the bid specifications for the project that will be presented to the Finance Committee in February. The Finance Committee discussed the timing for permitting, and bidding, providing direction to bid the project in early 2019 for completion in fall 2019. The Committee discussed the approach to demolition, public engagement process, and possibility of relocation and/or reuse of some portion of the bridge infrastructure. Steve Megginson from HLR Engineering will be invited to an upcoming

Committee of the Whole meeting to present a progress update, and to discuss the scope and direction for the Millbrook Bridge demolition project.

Director Guritz presented a draft bill of sale for Kash, an 18-year old American Paint – Gelding owned by Angie Gingerich of Tremont, Illinois. Director Guritz stated that the bill of sale will be presented to Commission for approval, with a negotiated cost of \$750.00, including a 30-day trial period.

Director Guritz presented a proposal from Chamlin & Associates, Inc. to complete rights-of-way legal descriptions for Maramech Forest Preserve. As part of the LWCF/OSLAD grant and acquisition project for Little Rock Creek, the District is able to exempt the rights-of-way for Burr Oak Road, Fox River Drive, and Griswold Springs Road from the conservation covenants required for both preserves as part of the grant conditions. Direction was received to present the Chamlin & Associates, Inc. proposal to Commission for approval. The Committee discussed the State’s progress with certification of the appraised fair market value.

Director Guritz reported on the District’s interest in conveying ownership of a homemade trailer and performance stage to the City of Yorkville. The District no longer uses the stage, with the trailer used for transport of the stage once per year to a City of Yorkville Memorial Day event. Direction was received by the Finance Committee to present a motion to convey ownership of the stage and trailer at the upcoming Commission meeting.

Director Guritz reported that work is underway to schedule a public hearing on February 15 for a proposed access and trail configuration plan for Fox River Bluffs Forest Preserves pursuant to the submission of a Regional Trails Program grant to the State of Illinois to fund the trail construction at the preserve. Director Guritz provided timeline updates for completion of cropland conversion and public access improvements to Fox River Bluffs Forest Preserve. The access road and parking lot will be completed following harvest in 2018, with the trail installed as part of cropland conversion efforts following harvest in 2019.

Commssioner Kellogg made a motion to prepare the resolution for the RTP grant for presentation to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

## **XII. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XIII. Adjournment**

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Kellogg.  
Aye, all. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District