

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

JANUARY 10, 2018

I. Call to Order

Finance Committee Chair Cullick called the Finance Committee meeting to order at 4:56 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Cullick, and Gilmour all were present.

Commissioners Gryder entered the meeting at 4:48 pm.

III. Approval of Agenda

Commissioner Gilmour made a motion to approve the agenda as presented. Seconded by Commissioner Cullick. 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 \$9,914.01.

Commissioner Gilmour made a motion to forward claims to Commission in the amount of \$9,914.01. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list. The Finance Committee reviewed the electric bill for Pickerill-Pigott Forest Preserve, noting that the cold weather has resulted in increased electric bills for the Pickerill house.

Commissioner Cullick recommended that the District reach out to wedding clients from the recently closed Country Mansion in Dwight to see if Ellis House rentals can be increased due to cancelled events. Director Guritz stated that he would examine outreach to the business's clients.

The Finance Committee confirmed the total amount for the claims listing.

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

VI. Review of Financial Statements and Cost Center Income Statements through December 31, 2017

Director Guritz reported that the HLR Engineering billing statement from October did not get paid, and will appear on an upcoming claims list. Director Guritz reported that there are approximately \$17,250 of receivables to be reimbursed to the District's capital fund from FY17 expenditures. The total amount reflects a pending grant reimbursement for the monarch corridor grant for Henneberry Forest Preserve, and a \$2,250 reimbursement for the Polach Appraisal Group contract.

Director Guritz reported that the District will receive approximately \$19,000 in yield payments on the 2017 farm lease contracts that will be credited to FY17, resulting in a positive net surplus for the year.

Commissioners Gryder entered the meeting at 4:58 pm.

The Finance Committee reviewed the financial and cost center income statements through December 31, 2017. Kendall County Deputy Administrator Caldwell presented a report on the District's year-to-date cost center comparison to the prior fiscal year, noting that the District's revenues are up for the year, and expenses down from the prior year's actuals.

Deputy Administrator Caldwell distributed the Income Statement through December 30, 2017.

Deputy Administrator Caldwell reported that the District's beginning balance (pre-audit) is \$309,838, a decrease of \$7,834 over the prior year operating fund balance of \$317,672.

Total revenue is at 1.5%, noting that Hoover Forest Preserve is at 11.6% of its total projected revenues for the year, ahead of the straight-line calculation of 8.3%. Director Guritz reported that four additional contracts were booked on the day of the meeting.

Director Guritz reported that two clients took advantage of the 50% second-event discount on rental of District facilities.

Director Guritz complimented on Farm Manager Vick's efforts to support the rentals program and tours, monitoring of staff timesheets, and improved customer service at Ellis. Farm Manager Vick reported that 22 gift certificates were sold in the month of December for horsemanship lesson packages.

Director Guritz reported that expanded social media training will be delivered for Ellis staff to assist with program service promotions in 2018.

Director Guritz reported that LyondellBassell will be invited out for a work day to assist with planting activities of the farm pond scheduled for fall 2018.

Farm Manager Vick reported that a planning retreat was held to examine possibilities for expanding environmental education and equestrian tour field trip opportunities for schools located in closer approximation to the Ellis House and Equestrian Center.

Mr. Caldwell noted that Ellis revenue is up 250% over last year's figure, with \$5,706 deposited year-to-date.

Overall, the District has received \$12,000 more of revenue for the current period over last year, and has expended \$12,000 less in the same period.

Reductions in salary expenditures are partially attributable to the end-of-year payroll period assigned to FY17.

Ms. Caldwell shared insights from the report into the various operational areas.

VII. Ellis Equestrian Center – FY17 End-of-Year Cost Center Report

Director Guritz presented a report on FY17 revenues and expenses for the Ellis Equestrian Center's cost centers, including the effort to close the \$7,000 deficit in the last 4-months of the fiscal year. Overall, the equestrian center ended with a positive \$89 over direct costs.

Director Guritz reported that the program is getting back on track thanks to the efforts of the Equestrian Center staff. Staff responsiveness to customer inquiries has improved, resulting in increased program bookings.

The Finance Committee discussed the report and equestrian center operations.

Director Guritz reported that the Sunrise Center lease agreement will need to be renewed in November 2018.

VIII. Natural Beginnings 17-18 and 18-19 Program Years Enrollment Status Report

Director Guritz presented a report on current year enrollments, and registration progress for the 18-19 program year. Open enrollment for the 18-19 program year is off to a good start, with stronger initial enrollment figures compared to the previous year.

Ms. Caldwell requested the quarterly payment dates for the program to assist with budget tracking.

IX. Executive Session

None.

X. Other Items of Business

Director Guritz reported on a \$4,800 emergency expenditure for a boiler replacement for the Harris Shop.

Director Guritz presented a proposal from Riemenschneider Electric for repairs and improvements to the Pickerill house that will be presented at the Committee of the Whole for discussion.

The first phase of the radon mitigation project has been completed for the Pickerill house, with in-house retesting scheduled to determine if background concentrations have been sufficiently reduced.

XI. Citizens to be Heard

No public comments were offered by those in attendance.

XII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Meeting adjourned at 5:27 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District