

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

APRIL 26, 2018

I. Call to Order

President Gilmour called the Finance Committee meeting to order at 5:30 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$18,051.71

President Gilmour motioned to forward claims not-to-exceed \$18,051.71 to Commission for approval. Seconded by Commissioner Cullick.

Director Guritz remarked that supplemental claims amount is in line with typical monthly expenditures. Capital expenses include the new mower, a progress payment to HLR Engineering, the administrative assistant's work station, and the lift station inspection completed by RJ Kuhn.

President Gilmour asked if the electrical payment for the Pickerill house was on the claims.

Director Guritz responded that it is and noted that the cost has decreased significantly due to the change in weather.

Commissioner Davidson remarked that there are higher than usual costs for vet bills at Ellis.

Director Guritz responded that there are four horses that each lesson horse receives spring vaccines.

Motion to forward claims not-to-exceed \$18,051.71. Aye, all. Opposed, none.

VI. Discussion of the TCL Proposal for the Repair of the Meadowhawk Lodge Parking Lot Solar Light Fixtures

Commissioner Gryder left the meeting room at 5:33 pm and returned at 5:34 pm.

Director Guritz remarked that there are seven (7) light fixtures, with the majority of the cost associated with replacing the lamps, ballasts, and batteries in all fixtures, plus prevailing wage labor and lift truck fees. Director Guritz requested direction on whether all should be fixed, if one should be fixed to see how it goes, or if more capital should be invested to replace all the fixtures with conventional lighting units.

Commissioner Davidson remarked that the Highway Department no longer uses solar lights due to issues with them.

Commissioner Cullick remarked that the District should wait until next month when an estimate is received for conversion to conventional fixtures is provided.

VII. Discussion of the Proposed 1-Year Residence Lease Agreement for Pickerill-Pigott Forest Preserve

Director Guritz remarked the FY 18 budget includes a \$500 monthly rent payment scheduled to offset the combined hourly work performed for the maintenance of the grounds and estate house at Pickerill-Pigott Forest Preserve. The candidate recommended is an internal employee who is also a Kendall County law enforcement officer. In accordance with labor laws, the renter will pay a monthly rent, and will be paid for hourly work performed to maintain the property. Without having a part-time staff member to maintain the property, the District's Grounds Maintenance staff will need to be pulled from the maintenance of the other preserves, diverting time and materials to maintain the property.

President Gilmour remarked that at the Commission meeting, there were concerns about the \$500.00 a month rent that was included with the lease agreement, noting that these had already been discussed with the Committees prior to consideration of the agreement.

Commissioner Davidson asked how many hours a week the resident will be working on maintenance, and why it is not stated in the agreement.

Director Guritz remarked that it will be around 10 to 15 hours a week. This information is extended in the employment offer since it is separate from the terms of the lease agreement. Director Guritz noted that this is how all District facility lease agreements are handled based on the State's Attorney's Office guidance and lease agreement template.

Commissioner Davidson remarked that at \$500.00 a month for rent payment, and an estimated rent market value of \$600.00 per week, there is a \$1,900.00 residual market value that could be translated into work performed at the preserve.

Director Guritz remarked that the draft agreement has already been presented to the candidate after being presented to the District's Committees. Any agreement regarding lease of District lands and facilities must further District purposes in order to insure that the District's property exemption remains in place. There is a residual market value that is considered part of the employment package. This is in accordance with the State's Attorney's Office guidance on the District's previous lease agreements.

President Gilmour asked if the candidate will continue with the original assigned duties.

Director Guritz responded that the candidate is an interment Grounds Maintenance worker who helps to fill gaps, and will now mainly be focused at maintaining the Pickerill-Pigott Forest Preserve.

Commissioner Cullick asked Commissioners present what would be needed to improve the agreement so that the Finance Committee is comfortable recommending approval of the lease agreement.

Commissioner Davidson remarked that the District could be renting the house out for more.

Director Guritz remarked that use of the facility for District purposes allows the property to remain untaxed. If there was a lease agreement with a private individual or entity who was not a District employee, property tax payment is required.

Commissioner Gryder remarked that having an employee on the grounds and having a presence at the preserve is a benefit to the District.

The Committee asked how this would work with future plans such as the possibility of relocation of the District's offices.

Director Guritz responded that there would then no longer be someone leasing the property and other measures would be considered to secure the property at night.

President Gilmour asked if the District would have to pay property taxes if the house was leased to Waubensee Community College.

Director Guritz responded that Waubensee Community College is an exempt agency.

Commissioner Gryder asked if the timeline for preserve improvements can be moved up so that this lease is not needed.

Director Guritz responded that there are many items that will require considerations. The lease agreement gives the District time to complete the master plan, leverage funding, and complete phase I improvements.

President Gilmour stated that the timeframe for completion of the District's improvement plans should be discussed in light of the proposed lease agreement for consideration by the Committee of the Whole.

Director Guritz responded that the master plan will be completed prior to the end of the lease agreement, and discussed with the Operations Committee before returning to the Committee of the Whole.

Commissioner Gryder made a motion to forward the 1-year residence lease agreement for Pickerill-Pigott Forest Preserve to Operations Committee for consideration. Seconded by Commissioner Cullick.

Aye, all. Opposed, none.

VIII. Review of a Proposal Received from Artlip and Sons for the Replacement of Evaporator Coils (2) at Meadowhawk Lodge

Director Guritz reported on the proposed repairs to the geothermal system for Meadowhawk Lodge. The evaporator coils connect into the geothermal pumps to maintain temperature control. The District is currently contracted Artlip and Sons for preventative maintenance. The leaks in the two evaporator coils were found during the recent inspection, with the other two coils replaced last year.

Commissioner Gryder made a motion to forward the proposal from Artlip and Sons for the replacement of evaporator coils (2) at Meadowhawk Lodge to Commission. Seconded by Commissioner Davidson.

Aye, all. Opposed, none.

IX. Review of Pickerill-Pigott Concept Plan Costs and Discussion of Need to Complete a Phase I Archaeological Survey

Director Guritz reported on the cost estimates for the two master plan concepts, noting that the final plan will be developed over the next few months. State grants that may be available for support of preserve improvements at Pickerill-Pigott Forest Preserve will require completion of a Phase I archaeological survey.

Commissioner Davidson asked what the cost of the project has been so far.

Director Guritz responded that master planning will cost about \$10K and the District is about half way through the master planning effort.

President Gilmour remarked that the list of possible projects at the Pickerill-Pigott Forest Preserve has not yet been decided, but the District should be prepared to take advantage of grant opportunities when they present. Director Guritz stated that he is in process of requesting a proposal for consideration.

X. Review of a Deed of Gift for the Ellis Lesson Horse “Willie”

Director Guritz reported that the lesson horse “Willie” is on loan, with direction received from the Operations Committee to secure full ownership of all Ellis lesson horses. Nicole Norton, Equestrian Program Coordinator, recommends retaining Willie as a lesson horse. The current owners are willing to donate Willie to the District on condition that if Willie ever leaves the program, the current owners will be offered a right of first refusal.

The Committee concurred that the District’s Director has the authority to accept the donation on behalf of the District.

XI. Review of Bid Specifications for a 3-Year Lease of Baker Woods Forest Preserve Agricultural Lands

Director Guritz remarked that a current 3-year lease agreement will expire this year, and the proposed bid specifications will be for all row crop areas at Baker Woods currently farmed by two separate operators. The recommendation is to combine all leased row crop areas into a single bid package. The draft package includes the underlying soil types and yield expectations.

Commissioner Gryder asked what soil type is best.

Director Guritz remarked that all of the soil is considered relatively poor quality in terms of productivity for Kendall County, but overall productivity has increased overtime due to improved farming practices.

Commissioner Davidson asked whether this would be a one-year agreement.

Director Guritz remarked that it has been recommended to have longer agreements so that the farmers are incentivized to practice proper soil management.

The Committee recommended inclusion of an optional one-year extension of the agreement after the three years.

XII. Review of Bid Specifications for the Replacement of Lift Station Pumps at Hoover Forest Preserve

Director Guritz reported that RJ Kuhn was only able to provide the pump model information for one of the two lift station pumps. Director Guritz reported that he has contacted Xylem, Inc. to secure specifications for the recommended replacement pumps, with a representative from the company scheduled to inspect the lift station and provide their recommendations. The current lift station pumps have lasted over 30 years, with an updated Flygt pump model equivalent or better to be required in the bid packets.

Commissioner Davidson recommended to check model equivalency if other pumps are recommended for a cost savings, with bidders writing in cost effective alternatives for a better model.

President Gilmour asked how old the pumps are.

Director Guritz responded that 30 years is estimated, with one of the pumps older than the other.

XIII. Review of a Proposal for the Purchase of Forest Preserve Boundary Markers

Director Guritz reported that Henneberry, Little Rock Creek, and Fox River Bluffs preserves all do not have boundary markers. The proposal is for the purchase of 100 markers.

Commissioner Gryder asked if the marker will have the District's logo on it.

Director Guritz responded the Forest Preserve logo will be fixed to both sides using a decal. The 100 markers should provide the District with enough to address the three mentioned preserves with some to spare.

Commissioner Gryder made a motion to forward the proposal for the purchase of forest preserve boundary markers to Commission. Seconded by Commissioner Cullick.

Aye, all. Opposed, none.

XIV. Executive Session

None.

XV. Other Items of Business

Director Guritz reported that volunteer t-shirts will be ordered, as well as polos with the District's logo for interested Commissioners.

Director Guritz reported that Wire Wizard will be contacted for a proposal to complete the bunkhouse alarm wire connections.

Director Guritz reported that the Army Corps of Engineers has responded that Commission will be able to consider whether or not to remove the Millbrook bridge center piers. The Coast Guard extended their approval to proceed with either option.

Director Guritz reported the District did receive all three Clean Energy Foundation Amenities and Events grants totaling \$16,500. The District did not receive the Illinois American Water grant. The final billing statement for the Land and Water Conservation Fund grant is under development and should be sent out next week.

XVI. Citizens to be Heard

There were no citizens to be heard.

XVII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Meeting adjourned at 6:43 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District