

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

OCTOBER 26, 2017

I. Call to Order

Acting Finance Committee Chair Gilmour called the Finance Committee meeting to order at 6:38 pm in the Kendall County Board Room.

II. Roll Call

Commissioner Davidson made a motion to appoint Commissioner Prochaska to the Finance Committee for the duration of the meeting. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

Commissioners Davidson, Prochaska, and Gilmour were present for the meeting.

Commissioners Cullick and Gryder entered the meeting at 6:43 pm.

III. Approval of Agenda

Commissioner Prochaska 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 \$8,135.00.

Commissioner Davidson made a motion to forward claims to Commission in the amount of \$8,135.00. Seconded by Commissioner Prochaska.

The Finance Committee reviewed the claims list.

The Finance Committee discussed the ADS alarm monitoring service contract, with direction provided to examine whether the District is required by code to maintain alarm monitoring services. Costs associated with alarm monitoring services is approximately \$3,100 per year.

Director Guritz reported that there are several end-of-year contract payments that will be presented within the November claims lists, including payment for the District's dump truck, and progress payment on the SemperFi Land, Inc. contract.

Commissioners Gryder and Cullick entered the meeting at 6:43 pm.

Acting Finance Chair Gilmour called the question. All, aye. Opposed, none. Motion unanimously approved. Chairman Cullick presided over the remainder of the meeting.

VI. FY 17-18 Preliminary Operating Fund (Fund 270) Budget Review and Discussion

Director Guritz presented an updated FY 17-18 preliminary Operating Fund budget. Director Guritz reported that the amended preliminary budget includes revenue adjustments including a \$4,500 increase for an anticipated donation from the Forest Foundation to fund a floristic quality study and seasonal position for Henneberry Woods Forest Preserve, with corresponding expenses to fund the study and position, \$6,000 for anticipated lease payments for the Pickerill-Pigott residence, with corresponding adjustments to anticipated expenditures for grounds maintenance salaries and benefits.

Projected surplus for the year, with budget contingencies built-in, is approximately \$10,500.00.

Commissioner Davidson asked about the farm lease revenues. Director Guritz reported that the Finance Committee packets includes a breakdown of revenue projections for the year.

The Finance Committee reviewed the farm license spreadsheet, which is tied to the preliminary budget.

The Finance Committee discussed the timeframe and process for bidding the District's farm license agreements in the coming year.

Director Guritz stated that the overall budget is in good shape for the coming year, with all budget areas carefully examined. Director Guritz stated that the appropriation ordinance will be amended based on the drawdown of remaining funds in the District's Capital Fund ____ for the payment on the approved vehicle purchase contract for the District's new dump truck.

The Finance Committee reviewed the proposed staff salary increases spreadsheet for the upcoming year that has been tied into the preliminary budget.

The Finance Committee discussed proposed promotional and market-based adjustments for three of the District's positions that exceed the 2-2.5% average increase for all District positions.

Director Guritz reported that adjustments have also been included in anticipation of a crossing agreement for the railway crossing in Hoover Forest Preserve.

VII. FY 17-18 Preliminary Capital Fund (Fund 950) Budget Review and Discussion

Director Guritz presented an overview of an updated FY 17-18 preliminary Capital Fund budget for discussion.

The Finance Committee

VIII. Pickerill-Pigott Forest Preserve – Part Time Resident – Grounds Maintenance Worker Lease Agreement Discussion

Director Guritz presented a draft lease agreement for the proposed Resident-Grounds Maintenance Worker position calling for a \$500.00 monthly lease payment. Director Guritz stated that this will be a temporary assignment pending development of the Master Plan for the preserve. The Resident-Grounds Maintenance position will provide an important presence in the preserve, and will provide for maintenance of the preserve without extending existing Grounds Maintenance staffing resources that are devoted to maintaining other forest preserve areas.

The Finance Committee discussed the proposed position and lease agreement. Director Guritz stated that the District's residence lease agreements extended to employees must provide tangible benefits to the District in order to remain tax-exempt. This language is incorporated into the agreements based on the State's Attorney's Office guidance. Director Guritz stated that the taxes on the residence is approximately \$30,000.00.

Commissioner Gryder stated that he is opposed to the District extending housing to employees. Commissioner Prochaska stated that the District employee selected for the position needs to possess the skill sets needed to maintain the Pickerill house and grounds.

The Finance Committee discussed the pending demolition project for the Pigott house. Director Guritz reported that the Capital Fund includes costs for demolition of dilapidated structures at Pickerill-Pigott and other forest preserve areas.

Commissioner Gryder made a motion to forward the Pickerill-Pigott Forest Preserve Resident – Grounds Maintenance Worker position description to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

IX. 2017 Farm Lease Agreements – Yield Payment Calculations and Hay Production Report

Director Guritz presented a report on the yield payment calculations for the 2017 growing season, and breakdown of hay production at Baker Woods Forest Preserve.

Director Guritz reported that the District's hay storage areas are fully stocked, with 400-bales stored for late-winter restocking. The remaining surplus will generate approximately \$2,400.00 for the year.

Director Guritz reported that the yield payment worksheets have been sent to farm operators to determine if yield payments are due for the year.

X. 2018 Farm Lease Agreements – Renewal of 2017 Contract Terms

Director Guritz presented a spreadsheet showing the terms for contract renewal for the 2018 farm license agreements, with revenue projections tied to the preliminary budget for the year. All current farm operators have been contacted, with no concerns expressed for renewal under current contract terms.

Commissioner Gilmour asked about the wide range of per-acre base rent charges. Commissioner Davidson reported that the base rent is dependent on quality of soils for each location, which impacts yield.

XI. Executive Session

None.

XII. Other Items of Business

Director Guritz reported that the WIPFLI CPAs audit engagement letter will be presented to Commission for approval.

Director Guritz reported that Commission will need to approve a motion to approve the Wine-Sergi general liability insurance coverage costs for the upcoming year once this figure is known.

Director Guritz presented a draft contract deduct for SemperFi Land, Inc., with the contract savings applied towards a supplemental planting effort in 2018 based on the completed field inventory. Director Guritz reported on the contracted nursery falling well short of the project specifications and expectations for the perennial stock pre-planting into 5- and 15-gallon containers. Director Guritz reported that this situation is being carefully tracked.

Director Guritz reported that staff is engaged with the KC Treasurer's Office to resolve an issue with processed credit cards where District staff authorized, but failed to fully process approximately \$1,200.00 in credit card payments for equestrian services. District staff members are working to contact program service clients directly to secure the payments for completed and in-progress services deliveries.

XIII. Citizens to be Heard

No public comments were offered by those in attendance.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Prochaska.
Aye, all. Opposed, none. Meeting adjourned at 7:36 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District