

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

MAY 25, 2017

I. Call to Order

Committee Chairman Cullick called the meeting to order at 7:07 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Kellogg 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. Approval to Forward Claims in an Amount Not-to-Exceed \$8,135.32.

Commissioner Cullick made a motion to forward claims to Commission in an amount not-to-exceed \$8,135.32. Seconded by Commissioner Kellogg.

The Finance Committee reviewed the claims list.

Director Guritz reported that gas and electric service has been cut to the old residence house at Hoover Forest Preserve.

Chairman Cullick called the question. All, aye. Opposed, none.

VI. KCFPD Endowment Fund and Subat Project Fund Deposit – The Illinois Funds

The Finance Committee discussed the establishment of an Endowment Fund for the District.

Director Guritz reported that an ordinance will need to be developed, recommending review of the draft ordinance at the Committee of the Whole meeting in June. Separately, Treasurer Ferko is recommending transfer and deposit of the Subat Project Fund into The Illinois Funds.

Commissioner Davidson made a motion to forward a recommendation to Commission for approval of the transfer of the Subat Project Fund to The Illinois Funds, and presentation of

a draft endowment fund ordinance to the Committee of the Whole in June, 2017.
Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

VII. McDaniels Property – Inspection Results and Discussion

Director Guritz presented a report on the results of the property inspection of the McDaniels property that was conducted with support of Village of Minooka personnel. Director Guritz stated he would be working with the State's Attorney's Office to draft a cease and desist letter.

VIII. Hoover Fuel Dispensing Tank Options

Commissioner Gryder made a motion to forward the GRAINCO, FS proposal totaling \$1,771.00 to Commission for approval. Seconded by Commissioner Cullick.

Director Guritz presented a report and overview of options for site refueling at Hoover Forest Preserve. GRAINCO, FS provided the low-cost quote for bringing the existing fuel tanks at Hoover back into operation. Quotes were shared for pickup truck mounted fuel dispensing tanks estimated between \$700 and \$1,300. Director Guritz stated if the pickup truck option was pursued, the refueling tank will need to be removed during the winter months when the salt spreader is in use.

Roll call: Commissioner Gryder and Cullick, aye. Opposed, Commissioner Davidson and Kellogg. Motion failed by a vote of 2 to 2.

The Finance Committee discussed source fueling, and how refueling may, or may not be supported within the current Elburn Coop fuel bid. Director Guritz stated that Elburn may honor costs for fuel extended in the County bid price.

The Finance Committee provided direction to present the available options to the Committee of the Whole meeting in June for consideration.

IX. Harris Forest Preserve Shop Roof Replacement Proposals

Director Guritz presented a report on the proposed replacement or repair of the Grounds Maintenance shop roof at Harris Forest Preserve. Costs ranged from \$16,874 for a full roof replacement to \$4,700 for sealing, and painting including replacement of gutters and down spouts.

Director Guritz stated that the staff recommendation is to forward the Ultimate Roof Coaters of Aurora proposal for the repair of the roof and replacement of gutters and down spouts for a cost of \$4,700.00, which includes a 10-year material and labor warranty.

Commissioner Cullick made a motion to forward the proposal received from Ultimate Roof Coaters of Aurora for sealing, and painting in the amount of \$3,500.00 to Commission for approval. Seconded by Commissioner Gryder.

The Finance Committee discussed the URC proposal. Commissioner Cullick amended her motion to include recommendation for approval of costs for the replacement of gutters and down spouts for an additional \$1,200.00. Seconded by Commissioner Gryder.

Aye, all. Opposed, none.

X. Omnitrax, Inc. – Illinois Railway Crossing Agreement Updates

Director Guritz reported that IDOT and Illinois Railway have been contacted to discuss next steps towards completing the crossing improvements at Hoover Forest Preserve. Director Guritz reported that a contract for construction of the crossing improvements will be developed by IDOT working with Illinois Railway. Director Guritz added that there may be an opportunity to wrap costs for the public crossing application into the grant-funded project agreement.

Regardless, the District will need to enter into a crossing agreement with Omnitrax-Illinois Railway, with a negotiated annual crossing fee paid to the company. Director Guritz has contacted Elizabeth McGuire with Omnitrax to request a template for the crossing agreement.

Director Guritz reported that he located the August 2012 draft crossing agreement in the District's files, and sent this agreement on to Omnitrax and the State's Attorney's Office for review, noting that the annual crossing fee proposed was \$1,200 as opposed to the \$3,000 - \$4,000 fee recently quoted. The ICC court order indicates that Illinois Railway is not allowed to charge the District a crossing fee.

Assistant State's Attorney David Berault responded that the August 2012 draft agreement is very one sided. Director Guritz stated that the District's ability to negotiate the terms of the crossing agreement may be limited.

XI. Executive Session

None.

XII. Other Items of Business

Director Guritz reported that The Conservation Foundation has been awarded a \$500,000 grant from the Illinois Clean Energy Foundation for support of the Little Rock Creek Forest Preserve acquisition project. The District anticipates receiving updates from The Conservation Foundation in the near future.

Separately, a meeting was held with Attorney Dan Kramer, President Gilmour, Jeff Wehrli, and Ron Wehrli to discuss the possible purchase of property to create an access corridor for Henneberry Forest Preserve that would include the acceptance of open space parcels within the Henneberry Woods subdivision.

Director Guritz presented a proposed change to the General Use Ordinance that would allow companies that extend State certified (BASSET-trained) bartending services for events to serve alcohol at Ellis House and Meadowhawk Lodge. State law allows for companies to serve alcohol at private events without the need to secure a State liquor license. Essentially, clients purchase the alcohol to be served by the licensed bartenders, reducing event costs while meeting District requirements for insurance coverage extension.

Director Guritz stated he was in contact with the State's Attorney's Office to support the drafting of changes to the General Use Ordinance to allow for this exception. The proposed changes were prompted by an inquiry from a client holding a wedding event at Meadowhawk Lodge in the fall, and for an upcoming wedding scheduled for June 18, 2017 where a client did not receive the correct information and interpretation of the Kendall County Liquor Control Ordinance prior to scheduling catering services that did not have the required annual liquor license through Kendall County. Efforts are underway to insure that the event plan for catering and alcohol service complies with the District's General Use Ordinance and the Kendall County Liquor Control Ordinance. The proposed changes to the District's General Use Ordinance will comply with State law and open up cost-effective options for clients, and expand participation in the District's Preferred Caterer's Program. Through the Preferred Caterer's Program, companies wishing to extend bartending services will need to meet the District's insurance coverage extension requirements currently defined within the District's Preferred Caterer's Program.

District staff are also examining the required insurance coverage amounts recommended by the State's Attorney's Office, and comparing coverage amounts to those required by the District's insurance carrier to insure that the coverage defined within the Preferred Caterer's Program meets acceptable standards.

Direction and consensus was received from the Finance Committee to place the proposed changes to the General Use Ordinance's Alcohol and Controlled Substances exceptions on the June 6, 2017 Commission agenda for approval.

Director Guritz reported that Amy Martin, Equestrian Center Coordinator, will be resigning her position with the District. Director Guritz reported that Ellis Equestrian Center currently has sufficient staffing to operate, and would not be considering hiring of a second coordinator at this time.

Director Guritz stated that he had contacted the Kendall County Health Department to examine possible grant support funding for controlled burns within forest preserve areas to combat the spread of Lyme disease in Kendall County.

Director Guritz reported that HLR Engineering will be presenting permitting progress updates for the removal or reconstruction of the Millbrook Bridge, and to receive direction from the Board on permitting approach to insure that no additional costs are incurred for permitting based on the directions received from the Board.

Director Guritz stated that he was concerned about the direction the permitting process was taking in terms of approach for the possible removal of the bridge.

XIII. Citizens to be Heard

No public comments were offered by those in attendance.

XIV. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Opposed, none. Meeting adjourned at 8:02 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District