

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

**MAY 10, 2017**

**I. Call to Order**

Committee Chairman Cullick called the meeting to order at 4:34 pm in the Kendall County Board Room.

**II. Roll Call**

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

**III. Approval of Agenda**

Commissioner Gilmour made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. 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 \$11,846.63.**

Commissioner Davidson made a motion to forward claims to Commission in an amount not-to-exceed \$11,846.63. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claims list.

Commissioner Gilmour inquired into claim #204 for supplies for Stephanie's Garden. Director Guritz stated that purchases were for garden improvements including planting for the year. The District is able to request reimbursement from the Forest Foundation for the expenditures.

Commissioner Gilmour reported that the Forest Foundation will be asked to consider establishing a formal memorial program for the District.

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

**VI. Review of Financial and Income Statements through April 30, 2017**

The Finance Committee reviewed the Financial and Income Statements through April 30, 2017.

Commissioner Davidson asked about farm license revenue for the year, noting that revenues are down approximately \$42,000 from the prior year. Director Guritz reported

that the FY16 farm license revenue included yield and base-rent payments credited to the prior fiscal year audit. Base rent payments will be received in May, with the District on track to meet budget projections. The farm license agreement with Junior Collins was revised this year, and does not include a base rent payment. Within this revised agreement, the District will receive half of the market value of the soybean yield in fall.

The Finance Committee also examined the Ellis House and Equestrian Center expenses for the year, noting that the entire tent rental contract was paid up front this year compared to the prior fiscal year where payments were spread out over a six-month period.

Director Guritz reported that the District's budget is generally on track for the year. The three program areas that are not meeting revenue projections include summer camps and lessons for the Ellis Equestrian Center, and enrollment for the Tuesday-Thursday afternoon session of Natural Beginnings for the 17-18 program year. Near-term marketing efforts will focus on increasing enrollments within these program areas.

Director Guritz reported that he is beginning to have concerns about District expenditures related to the repair and replacement of equipment at Hoover Forest Preserve.

## **VII. Subat Project Fund Investment Strategies – The Illinois Funds**

The Finance Committee reviewed information presented on the possible investment of the Subat Project Fund totaling approximately \$842,000 into The Illinois Funds. Director Guritz reported that Treasurer Ferko was unable to attend the meeting, but would be providing a report and recommendation to the Finance Committee at the May or June meeting.

Kendall County currently invests in The Illinois Funds, so the Treasurer's Office is familiar with the program.

Based on current rates of 0.055% interest, the District could expect to earn approximately \$4,500 per year in additional revenue, which may be available for transfer to support District operations under the Illinois Downstate Forest Preserve District Act.

Commissioner Davidson asked if the District needed access to the Subat Project Fund. Director Guritz stated that it will be some time before the District is in a position to build the nature center facility at Subat. Director Guritz stated that there was no timeframe associated with the District's acceptance of the contribution.

Commissioner Davidson suggested that the District look at the development of a plan for entry and access to Subat Forest Preserve considering road improvements planned for the area.

Direction was received to ask Treasurer Ferko to attend an upcoming Finance Committee to present investment recommendations.

## **VIII. Fuel Tank Repair or Replacement Costs for Hoover Forest Preserve**

Director Guritz presented an overview of the needs for onsite fueling for Hoover Forest Preserve, including efficiencies in staff time spent refueling District grounds maintenance equipment.

Director Guritz presented an overview of the three quotes received for establishing onsite fueling for grounds maintenance equipment at Hoover Forest Preserve. Quotes received from Feece Oil-Minooka and Elburn Coop-Newark extended lease-to-own payment. The GRAINCO-FS proposal included only costs for repair of the existing fuel storage tanks at Hoover Forest Preserve to bring the tanks back into operation.

Director Guritz reported that GRAINCO-FS was not going to argue the point of tank ownership. The District is able to claim ownership of the tanks for future purposes.

Commissioner Davidson suggested that a pickup truck-mounted fuel dispensing tank would be more cost effective than restoring the fuel tanks at Hoover Forest Preserve.

Director Guritz stated that he would look into whether this option would be a feasible approach for addressing onsite refueling needs for District equipment.

The Finance Committee discussed the options presented, providing direction to first examine the costs and feasibility for purchase of a bed-mounted fuel transfer tank.

Director Guritz stated that use of the pickup truck at Hoover Forest Preserve will need to be examined to determine if the proposed fuel transfer tank would interfere with other uses of the vehicle over the course of the year.

## **IX. Millbrook Bridge Permit Progress Updates**

Director Guritz presented updates on the permitting progress for the Millbrook Bridge demolition or reconstruction project.

Director Guritz reported on conversations with HLR Project Engineer Joe Frazee regarding the need to dewater the two river channels under the bridge using coffer dams. The resulting possible impact to state-listed fish species will require an IDNR incidental take permit, which may be mitigated if the District moves forward with the Little Rock Creek acquisition project.

As part of the permitting process, the District will also need to secure approval from the Illinois Historic Preservation Agency for removal of the bridge. Information is being compiled for HLR for this review.

Director Guritz reported that the Millbrook Bridge is not likely to be conveyed any status as a historic structure due to the span collapse and rebuild that was completed in the 1960's following a major flood event, with a number of existing and similar structures in other locations.

Director Guritz reported that when the new Fox River vehicular bridge was constructed in the 1980's, it was with the understanding that Millbrook Bridge would be removed as part of the grant-funded project. This was not undertaken, and IDOT expressed strong reservations due to possible structural impacts that could occur if Millbrook Bridge were to collapse and collide with the new vehicular bridge's supports.

Director Guritz stated that Joe Frazee, Project Engineer with HLR reported that the most cost effective approach for restoring or demolishing Millbrook Bridge will involve use of equipment in the riverbed. If the bridge is demolished, explosives will be used to bring the bridge spans into the dewatered channel for deconstruction. Ideally, cranes will lift sections from the east and west approaches to the bridge, which may require coordination with the Village of Millbrook.

Commissioner Gryder asked whether the issue had been discussed with the State's Attorney's Office. Director Guritz stated that he would be checking with the State's Attorney's Office to determine whether Village of Millbrook permission would be required for bringing in the heavy equipment needed for the project.

Commissioner Gryder asked about the timing for the work to be completed. Director Guritz stated that the project would likely go forward in August 2018.

Commissioner Davidson suggested that the District consider selling Millbrook Bridge.

The Finance Committee discussed the possible sale of Millbrook Bridge, providing direction to Director Guritz to contact the State's Attorney's Office to determine whether the District can sell Millbrook Bridge, and determine what steps will need to be taken.

## **X. Review of Proposed Promotional Discount Offers for Ellis Equestrian Center Programs**

The Finance Committee reviewed a proposal from Ellis Equestrian Center Coordinators Amy Martin and Nicole Norton outlining proposed promotional discounts that would be extended to returning program participants.

The Finance Committee reviewed the proposed discounts.

Commissioner Gryder made a motion to forward the proposed promotional discount offers to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

## **XI. Executive Session**

None.

## **XII. Other Items of Business**

Director Guritz reported that no enforcement action is scheduled for the McDaniels property encroachment. Director Guritz stated that he plans to meet with Dan Duffy, Village Administrator for Minooka, to discuss long term plans for a recreational facility at the location.

### **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 Gilmour. All, aye. Opposed, none. Meeting adjourned at 4:25 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District