

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

**JANUARY 26, 2017**

**I. Call to Order**

Finance Committee Chairman Cullick called the meeting to order at 6:45 pm in the Kendall County Board Room.

**II. Roll Call**

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

**III. Approval of Agenda**

Commissioner Gilmour 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 in an Amount Not-to-Exceed \$21,358.05.**

Commissioner Davidson made a motion to forward claims to Commission in an amount not-to-exceed \$21,358.05. Seconded by Commissioner Kellogg.

The Finance Committee discussed Claim #207 for Top Notch Rental for the 2017 tent lease for Ellis House wedding events for \$15,525.00. Director Guritz reported that the claim represents full payment for the lease. After speaking with the owner, payment of the full amount was requested in order to provide funding up front for canopy and accessory purchases.

The Finance Committee discussed the Hoover Forest Preserve water distribution system, and resulting maintenance for connected infrastructure including the on-demand water heaters.

Commissioner Davidson provided insights into how to determine whether the water pump is operating within normal limits by checking the amps at the time the pump is engaged, and how long it takes for the amps usage to drop off. If it is taking a longer time to drop off on the amps needed, it could indicate that the pump is reaching its useful life.

The Finance Committee reviewed the claim costs from Kendall Heating and Plumbing for on-demand water heater maintenance.

The Finance Committee discussed the payment of District utility bills on District procurement cards. Director Guritz stated that automated payments for monthly utility bills are paid on the Director's credit card, where feasible. Director Guritz stated that this is a question for the Kendall County Treasurer's Office who has oversight over the credit card program.

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

## **VI. Review of Authorizing Ordinance – 2017 Refunding Bonds**

Director Guritz presented the authorizing ordinance for the 2017 refunding bonds for review.

Commissioner Davidson inquired into the District's debt service schedules. Latreese Caldwell stated that she would prepare a summary of the District's remaining debt service schedules for the District's capital bonds.

## **VII. Progressive Energy Group – Market Analysis Request for Cooperative Energy Suppliers**

Director Guritz presented a signed agreement to begin the process for selecting cooperative energy suppliers for both electricity and natural gas.

The Finance Committee instructed Director Guritz to make Chris Childress with Progressive Energy Group aware of the market analysis research project.

## **VIII. Request for Bids for Trash and Recycling Receptacle Removal Services**

Director Guritz presented a revised quote sheet for District trash and recycling services at Ellis, Hoover Forest Preserve, and Harris Forest Preserve.

Based on review of the current billing statements and contract, it appears that Republic has been overbilling the District beyond the stated contract rates. Latreese Caldwell offered to assist with billing review with Republic. Latreese reported that it appears the Ellis contract is being handled correctly according to the contract terms. All contract terms end in May 2017. A letter will be sent to Republic by March 1 informing them that the District would be discontinuing service pending the receipt of final quotes from service providers.

Director Guritz stated that he is reviewing a contract template that will be integrated into the request for quotes to attempt to avoid a post-award contract terms negotiation that was needed the last time the District secured competitive quotes and contracts.

Results from the review of past billings with Republic will be presented at a Finance Committee meeting in February.

## **IX. Henneberry Forest Preserve – Bid Specifications and Timeline Updates**

Director Guritz presented a breakdown of material costs and allocations to the District, Kendall County Highway Mitigation Project, and the National Fish and Wildlife Foundation – The Conservation Foundation grant award.

Director Guritz presented an overview of the restoration project and methodology, and mitigation requirements including first year survival.

The fencing corrals will be constructed to protect the trees, shrubs, and native-plant plugs from deer browse.

Commissioner Kellogg cautioned that the specifications for seed mixes need to insure that the seed mixes are not contaminated with Palmer Amaranth, which is devastating soybean and corn fields. Spread from conservation seed mixes has been confirmed.

The Finance Committee provided direction to work with the State’s Attorney’s Office to insure that the restriction of this species is addressed in the specifications. Director Guritz stated he would work with Commissioner Kellogg to review the proposed language.

Director Guritz pointed out the significant cost savings over the estimated \$5,000 to \$7,000 restoration cost per acre received from professional ecological restoration firms.

Director Guritz stated that the District is eligible to apply for a second ComEd Green Region grant focusing on pollinator habitat restoration. This source could provide an additional \$10,000 of funding towards the restoration of the area.

The Finance Committee discussed the encroachment issues at Henneberry Forest Preserve.

The Finance Committee discussed the grant covenant requirements to establish public access of the preserve that has yet to be completed.

Director Guritz reported that the FY 17-18 levy will be reduced in order to return refunded savings to the taxpayers of Kendall County for the 2015 and 2016 refunding savings. This will be clarified as part of this year’s audit presentation.

## **X. Executive Session**

Commissioner Davidson made a motion to enter into executive session under 2(c)(21) of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Gilmour.

Roll call: Commissioners Davidson, Gilmour, Kellogg and Cullick, aye. Opposed, none.

Executive session called to order at 8:01 pm.

Commissioner Gilmour made a motion to adjourn from executive session. Seconded by Commissioner Kellogg. Aye, all. Regular meeting reconvened at 8:05 pm.

Commissioner Gilmour made a motion to forward the Finance Committee executive session minutes of January 13, 2016 and June 30, 2016 to the Committee of the Whole for review, with a recommendation to approve and release the minutes of January 13, 2016. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

Commissioner Gilmour stated that new procedures will be implemented in 2017 for handling executive session meetings. At the start of executive session meetings, the room will be cleared, with individuals and legal counsel invited back into the room as needed to address specific executive session topics. For the District, the Director will continue to handle recording of meetings, unless otherwise recused from the meeting for confidential discussions, and in such case, a separate recording secretary will be assigned the role of taping the meeting and completing executive session minutes.

#### **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

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

None.

#### **XIII. Adjournment**

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Kellogg. All, aye. Meeting adjourned at 8:23 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District