I. Call to Order

Committee Chairman Cullick called the meeting to order at 4:45 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gilmour, and Cullick all were present.

III. Approval of Agenda

Commissioner 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. Approval to Forward Claims in an Amount Not-to-Exceed $614,911.76.

Commissioner Gilmour made a motion to forward claims to Commission in an amount not-to-exceed $614,991.76. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

Commissioner Davidson inquired into claim #291 for Ed Bell, Bellfry Bees. Director Guritz stated that the claim is for presentations as part of the District’s “Bug Fest” school field trip programming.

Commissioner Davidson inquired into claim #294 for the Forest Foundation. Director Guritz stated that the claim amount represents a pass through to the Forest Foundation for the Henry Weidman memorial fund to support environmental education programming.

The Finance Committee discussed the future possibility of the District to accept endowment fund contributions to support District projects. Director Guritz reported that there is no reason the District would not be able to accept restricted contributions in the future. Director Guritz reported that the transfer to the Forest Foundation will keep all memorial fund received in one restricted account.

Chairman Cullick called the question. All, aye. Opposed, none.
VI. Review of Financial and Income Statements through May 31, 2017


Budget Coordinator Latreese Caldwell provided an overview of the District’s budget performance for the current fiscal year.

Ms. Caldwell reported the following:

Current revenues are down by $92K representing lower amounts received for farm license revenue, and lower year-to-date property tax collections.

Expenditures are higher in the current fiscal year by $54K attributed to higher salary costs $20 Ellis; $18 Hoover; $15K Environmental Education.

Overall, the District is down approximately $55K over last year, primarily attributed to timing for receipt of tax and farm license revenues.

Commissioner Cullick thanked Latreese Caldwell for pulling these informational reports together.

Director Guritz reported that equestrian center revenues are down considerably, particularly with summer camp enrollments. This is concerning considering the expanded marketing efforts put in place for the current year. Director Guritz stated that more effort is needed in the area of target marketing for equestrian center programming. Director Guritz stated that overall, the District is down by a net of $3,500 for the year.

Director Guritz stated that changing over to session-based scheduling should help with improving the organization of equestrian center programming.

Commissioner Cullick recommended focusing efforts to cross-promote District programs with other large community events.

The Finance Committee discussed the possibility of cancelling the second Finance Committee meeting in June.

Commissioner Davidson expressed concerns over the increase in personnel expenditures for Hoover Forest Preserve and Ellis House and Equestrian Center.

Director Guritz explained that for Hoover, one full-time staff member was on worker’s compensation leave, which was paid off at the end of the last fiscal year.

Director Guritz explained that for Ellis, salaries are higher in part due to expenses for support of Sunrise Center North operations offset by the monthly lease payments.
The Finance Committee discussed facility rental performance for Ellis and Hoover for the year. Director Guritz reported that facility rentals are both up in the current fiscal year. The website marketing presences are beginning to generate leads and tours.


The Finance Committee reviewed the proposed pre-pay propane contract for Ellis House and Harris Forest Preserve for 2017-2018.

Director Guritz stated that the District’s propane use refund from the 16-17 contract is just over $800.00.

The Finance Committee discussed the contract savings and usage, suggesting that the District retain the propane volume at the 16-17 cost for the upcoming year.

Commissioner Davidson offered to contact GRAINCO, FS to request that the unused gallons for 2016-2017 be applied towards the 2017-2018 total estimated usage rather than applying a refund to the 2017-2018 contract balance, and will report back to the Finance Committee at the second meeting in June.

VIII. Executive Session

None.

IX. Other Items of Business

Rich Ryan with Wine-Sergi Insurance, Inc. presented updated recommendations for the District’s Preferred Catering Program. The revised recommendations are more in line with the State’s Attorney’s Office recommendations, which will be presented to the Board for approval at the upcoming Commission meeting.

Steve Megginson with HLR Engineering presented an overview of permitting progress for work to be performed on Millbrook Bridge. This included an overview and drawing showing a two-phase approach for dewatering sections of the Fox River for access using coffer dams.

The Finance Committee discussed the equipment access approach to the bridge infrastructure, and Illinois Historic Preservation Agency requirements. The IHPA public review process will require 6-9 months to complete and include a public hearing, and generation of options that could include selling the structure to an interested third party, or possibly deconstructing and reconstructing bridge spans at an alternate location.

Director Guritz asked whether the IHPA public review process is included within the approved HLR Engineering contract. Mr. Megginson stated that all costs are included within the current contract.
Director Guritz asked for clarification on the most cost effective approach for construction, or deconstruction activities. Mr. Megginson stated that the most cost effective approach is to access the bridge from both approaches. Approaching the bridge with equipment from the northwest approach only will increase costs for conducting in-stream coffer dam approaches into two phases.

The Finance Committee discussed options, providing direction to present an overview of permit approaches to the Committee of the Whole at the July meeting in order to provide direction to HLR Engineering.

Commissioner Davidson suggested that if the District demolishes the structure, the piers should be left standing to save costs and reduce environmental impact.

Mr. Megginson reported that the proposed acquisition of the Little Rock Creek Forest Preserve would serve as mitigation to possible impacts to State listed fish species known to occur in the project area.

The Finance Committee discussed the WIPFLI CPAs proposal for FY 16-17 auditing services. Director Guritz stated that the cost needs to include a single-audit for the current LWCF-OSLAD grant for the proposed Little Rock Creek acquisition project. Director Guritz stated that the District can follow suit with approval of the District’s share of the audit costs following approval by the County Board.

The Finance Committee discussed other items of business, providing direction to post the following items to the upcoming Commission meeting agenda approval:

1. Preferred Caterers Program insurance coverage recommendations.
2. Endowment fund ordinance.
3. Rules of Order for the Kendall County Forest Preserve District
4. Ellis Equestrian Center lesson session schedule and prorated lesson package pricing.
5. Annual sponsorship program framework and policies.
6. Community Forestry grant project application.

The Finance Committee discussed the possibility of changing the regular meeting date for the first Finance Committee meeting and Committee of the Whole meeting to the second Tuesday of each month in order to better accommodate the schedules for Commissioners.

X. Citizens to be Heard

No public comments were offered by those in attendance.

XI. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Meeting adjourned at 6:48 pm.
Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District