I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:40 pm in the Kendall County Board Room.

II. Roll Call

Commissioner Davidson left the meeting at 6:41 pm.

Commissioners Koukol, Wehrli, and Cullick all were present.

Commissioner Davidson returned to the meeting at 6:44 pm.

III. Approval of Agenda

Chairman Koukol 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.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $12,067.56.

Commissioner Wehrli made a motion to forward claims for approval in the amount of $12,067.56 for Commission approval. Seconded by Commissioner Davidson.

The Finance Committee discussed the claims listings.

Commission reviewed claim numbers 171, 172, 179 and 180 for Champion Energy, noting the charges presented appear more in line than those from the previous month.

Commissioner Wehrli inquired into fuel reimbursements for $20 for both Amy Clever and Kellen Hulbert as presented in claim numbers 167 and 168. Director Guritz stated that these reimbursements were necessary, as both staff members travelled across county to secure supplies needed to address the emergent health condition of the Ellis horse, Faline.

Commissioner Cullick adjourned from the meeting at 6:46 pm.

Commissioner Wehrli presided over the review of claims as acting committee chair.
Commissioner Koukol inquired into the return of deposits presented in claim numbers 210 and 211. These charges represented the return of security deposits for recently completed events.

Commissioner Davidson inquired into whether the District’s year-to-date budget and expenditures can be included with future packets.

Commissioner Wehrli inquired into claim 161 for RecPro. Director Guritz stated that this amount listed is the balance owed on the $6,000 software purchase.

Commissioner Wehrli called the question. All, aye. Opposed, none. Motion passed unanimously.

VI. Busted Knuckles Landscaping, LLC Tree Removal Proposal

Commissioner Koukol made a motion to forward the proposal from Busted Knuckles Landscaping to Commission for approval. Seconded by Commissioner Davidson.

Director Guritz stated this was for removal of a tree on District property leaning over adjacent private property which will cause damage to a fence and house if not addressed.

The Finance Committee discussed setting a threshold for the District’s Director to approve expenditures up to a certain amount, and asked that this be placed on the agenda for discussion at the next Committee of the Whole meeting.

Aye, all. Opposed, none.

VII. Preschool Education Programs Fees and Charges

Commissioner Koukol made a motion to forward the proposed preschool education programs fees and charges to Commission for approval. Seconded by Commissioner Davidson.

Director Guritz stated that the District’s Environmental Education Coordinators, Emily Dombrowski and Elise Worthel, have prepared new preschool field trip program offerings for consideration. Following approval, the new programs will be marketed to area preschools. All preschool programs presented will generate revenue that will exceed program costs.

Aye, all. Opposed, none.

VIII. First Aid / CPR Training Expenses

Director Guritz informed Commission that 16 District staff participated in First Aid / CPR training classes in order to renew staff certifications. Training was offered by the Bristol-Kendall Fire Department at a cost of $40 per staff member, or $640 total.
Director Guritz stated that certification is for two years. The Finance Committee instructed District staff to research free or low-cost opportunities for recertification when the time comes.

**IX. FY 15-16 Capital Fund Budget Discussion**

Director Guritz presented a report of capital fund expense projections through FY 17-18. The report detailed an initial fund balance of $4,418,367 once reimbursement of the $750,000 Land and Water Conservation Fund / OSLAD grant is received; year-to-date expenditures for FY 14-15 totaling ($2,350,669); anticipated expenditures for the remaining fiscal year 15-16 ($173,273) which includes completion of road improvement projects at Hoover and other forest preserves, and replacement of Ellis House windows; remaining capital project priorities appropriated within the current fiscal year ($28,250); a transfer of interest earnings to the District’s general fund ($80,000); and future projects including the restoration or demolition of Millbrook Bridge ($300,000); Forest Preserve Improvement Projects for Fox River Bluffs and Henneberry ($701,599) and Cropland Conversion for Fox River Bluffs and Henneberry ($1,027,033) based on estimates received from Upland Design. Within the report presented, capital project costs exceed funding available by $253,525.

Commissioner Cullick reentered the meeting at 7:10 pm, presiding as chair over the remainder of the meeting.

The Finance Committee discussed the status of Millbrook Bridge, and the possibility of reducing cropland conversion costs by extending an offer to native-plant nurseries to grow prairie plants within the conversion area footprints, manage these areas for selective species for seed harvest, and over seed with a diverse mix at the end of the production cycle as part of a farm lease agreement.

Director Guritz reported on an initial conversation with Applied Ecological Services to explore a model for cropland conversion through extension of a farm lease agreement.

Director Guritz stated that the Finance Committee and Commission should consider transfer of a greater portion of interest earnings into the operating fund in order to improve the District’s declining bond rating, and retain these funds within the District’s fund balance temporarily if needed to address capital project obligations, or permanently under an adopted policy if capital project cost savings can be found to reduce overall capital budget expenses.

Latreese Caldwell stated that the County adopted a similar fund balance policy.

The Finance Committee suggested that discussion of this concept be carried to the Committee of the Whole for discussion.

Latreese Caldwell stated that one of the consequences of establishing a fund balance policy is that it would require the board to make tough decisions to balance a budget within any
given operating year should projections fall below expectations that would require use of the fund balance to continue operations.

The Finance Committee instructed Director Guritz to prepare a balanced operating budget for the upcoming year, and develop a fund balance policy for consideration by the Finance Committee for presentation to the Committee of the Whole.

The Finance Committee discussed the revenues, and expenditures for credit card fees.

Director Guritz inquired into the budget review process and timeframes. Latreese Caldwell stated that there are firm dates for the approval of the budget, and approval of the fund levies, and this information will be provided to the Committee for review.

The Finance Committee discussed the Rob Roy Drainage District. Commissioner Davidson stated that the board is now up and running, with an assessment of $5 per acre within the District. Commissioner Davidson stated that inclusion of the District’s preserve holdings within the boundaries of the drainage district could be a positive move for the District to address any issues that might impact Rob Roy Creek at Subat Forest Preserve.

Director Guritz stated that the benefit to the District depends largely on the approach taken by the drainage district. If the drainage district’s goal is to move water off the land as quickly as possible, this will impact downstream landholders by increasing flood water volumes and velocities. If the approach of the drainage district is to improve floodwater control along the Rob Roy Creek, it could benefit the Forest Preserve District to be included within the Drainage District’s boundaries in order to enhance floodplain areas.

X. Executive Session

Commissioner Wehrli made a motion to enter into executive session under 2(c)1 and 2(c)5 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Koukol.

Roll call: Commissioners Davidson, Koukol, Wehrli, and Cullick, aye. All, aye. Opposed, none. Executive session called to order at 7:26 pm.

Commissioner Wehrli made a motion to enter out of executive session. Seconded by Commissioner Davidson. Regular meeting reconvened at 8:08 pm.

XI. Other Items of Business

The Finance Committee instructed Director Guritz to perform an inventory of Ellis tack and equipment.
The Finance Committee discussed the Ellis herd count. Director Guritz stated that additional lesson horses will be needed in order to support the program. The Committee felt that purchasing prior to the spring program season would be more economical.

Commissioner Wehrli offered to secure mulch for the Ellis grounds.

Commissioner Wehrli reported on the outcomes from the tour of Stephanie’s Garden at Hoover Forest Preserve.

Director Guritz thanked Commissioner Wehrli and Commissioner Cullick for their participation in the site meeting and tour.

Director Guritz discussed examining the possibility of opening hunting within remote preserves, and offered to look into similar programs taking place within other forest preserve districts.

XII. Citizens to be Heard

None.

XIII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 8:20 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District