I. Call to Order

Vice-Chair Cullick called the meeting to order at 6:46 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder, Koukol, Prochaska, and Cullick all were present.

III. Approval of Agenda

Commissioner Koukol made a motion to approve the agenda. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

IV. Citizens to be Heard

No public comments offered.

V. Review of Claims in an Amount not to Exceed $12,539.93

Commissioner Prochaska made a motion to forward claims in the amount of $12,539.93 for Commission approval. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claim for Charles Schrader and Associates in the amount of $2,687.00. Director Guritz stated that the claim represents a quarterly payment to the grants consulting firm, and is included as part of the 2007 bond series capital budget.

Commissioner Gryder expressed concerns that the billing did not provide a detail of the work performed, and was unaware of the details of the relationship.

Commissioner Cullick stated that this retainer was discussed in the past when she assumed her position on the board, and questions were raised on whether the retainer payments were required if there were not active projects, with the response provided that this was factored into the retainer cost calculation.

Director Guritz stated that this is a straight-line, quarterly billing from Charles Schrader and Associates. The District has retained the firm’s service for a number of years, possibly back to the 2007 referendum, and has provided assistance with every major state and federal grant the District had received to the present. This includes support for the current OSLAD and Illinois Clean Energy Community Foundation grant agreements. Director Guritz stated that he has met with Laura Stuart three times and held several phone consultations in order
to check in on grant program requirements. Laura Stuart has also supported efforts to interpret and communicate Land and Water Conservation fund requirements for completion of a fair market appraisal of the Fox River Bluffs property. Beyond this, she assists with pulling together informational reports required for past grant projects, including a recent inspection report received in December from the IDNR for the District’s OSLAD grants for both Millbrook South Forest Preserve and Henneberry Forest Preserve. Beyond these projects, the firm is assisting with grant program research for recreational trails that may assist the District with securing funding for Millbrook bridge improvements and trail linkages to the Millbrook North Forest Preserve.

Commissioner Davidson requested information on the terms for the current agreement for the next meeting.

Commissioner Koukol inquired into whether or not the firm assisted with the grant application for the recent application to the Grand Victoria Foundation submitted by The Conservation Foundation. Director Guritz stated that the firm did not perform work on that application.

Commissioner Prochaska requested review of the claim for the County Record in the amount of $226.80. A note on the claim indicated that the amount of payment was less than the actual billing. Director Guritz stated that a payment had been made against a portion of the charges listed in a previous claims cycle.

Commissioner Cullick expressed concern over the amount of advertising expense paid year-to-date in comparison to the overall budget, cautioning that the advertising program for the year needs to be examined by the Events and Programming Committee. Latreese Caldwell reported that the Ellis advertising budget is $7,000.00. The Finance Committee discussed the overall District budget for promotions and advertising, including the overall budget for Ellis wedding events.

Commissioner Cullick stated that this issue had been discussed in the Programming and Events Committee, where guidance was provided regarding discontinuing advertising in bridal magazines because of lack of return and response from these types of promotions.

Commissioner Gryder observed that while the Ellis promotional budget appears sound, 53% of the District’s promotional budget had been expended year-to-date.

Director Guritz stated that he would check on what has been coded to this expense line-item, and manage the remaining budget in accordance with the remaining balance.
Commissioner Koukol stated that paper advertising in newspapers and magazines is not an effective means for advertising, suggesting that promotions should shift to web-based opportunities.

The Finance Committee did acknowledge that District staff had implemented changes in advertising approaches as discussed.

Committee Chair Cullick called the question on the motion. Aye, all. Opposed, none. Motion passed unanimously.

VI. Other Items of Business

Director Guritz reported to the Finance Committee that he would be examining the District’s farm license agreements to determine the extent of agricultural lands scheduled for cropland conversion under the District’s previous grant agreements.

Commissioner Davidson stated that this needs to be examined to determine the extent of the District’s commitments, costs associated with these commitments, and impacts to the District’s finances.

Director Guritz stated that the resources are available to address these commitments within the 2007 bond series capital funds, and that he will work to bring actual figures forward. Director Guritz stated that work will need to be accomplished at Millbrook North and South, Henneberry, and the Fox River Bluffs Forest Preserves.

Commissioner Koukol advised Director Guritz that product costs for a claim previously approved for new door lock hardware for two of the District’s washroom facilities was available locally at a reduced rate from a source within Kendall County, encouraging further efforts to ingrain behavior changes with District staff to reduce costs and seek out local sources for products purchased.

Latreese Caldwell provided an update on the budget coding project, reporting that additional cost centers have been added for grounds and maintenance and natural area volunteer programs, adding that the initial breakdown of costs had been recently presented to District supervisory and program staff with instructions to make and forward adjustments to the program budgets based on their working knowledge and understanding of cost assignments within each of the program areas under their supervision.

Director Guritz stated that once this is completed the final revisions will be presented to the Finance Committee for review and discussion.
Director Guritz stated that Latreese is also working on the market study for the proposed Administrative Assistant position.

VII. Executive Session

Commissioner Davidson 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 Gryder. All, aye. Opposed, none. Executive session called to order at 7:33 pm.

Commissioner Davidson adjourned from the meeting at 8:50 pm.

Commissioner Prochaska made a motion to reconvene the regular meeting at 8:55 pm. Seconded by Commissioner Gryder. All, aye. Regular meeting reconvened at 8:55 pm.

VIII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Cullick. All, aye. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District