

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

**SEPTEMBER 28, 2023**

**I. Call to Order**

Chairman Wormley called the meeting to order at 5:52 pm in the Kendall County Administrative Office Building, Rooms 209 and 210.

**II. Roll Call**

	Bachmann		Koukol
X	DeBolt	X	Peterson (entered meeting at 6:43 pm)
	Flowers		Rodriguez
	Gengler	X	Shanley
X	Kellogg (left meeting at 6:40 pm)	X	Wormley

Commissioners DeBolt, Kellogg, Shanley, and Wormley were all present.

Commissioner Peterson entered the meeting at 6:43 pm.

**III. Approval of Agenda**

Commissioner Shanley made a motion to approve the meeting agenda as presented. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

**IV. Public Comments**

No public comments were offered from citizens present.

**V. Motion to Forward Claims to Commission for Approval**

Commissioner DeBolt made a motion to forward claims to Commission. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

**OLD BUSINESS**

**A. Review of the Updated FY24 Preliminary Budgets**

Director Guritz presented the preliminary budget, including the draft Combined Budget and Appropriations Ordinance and Operating Fund Levy Ordinance for FY23-24.

The Finance Committee reviewed and discussed the Wesley Hughes residual estate donation, with direction received to schedule receipt of the funds in the District's Endowment Fund.

Director Guritz presented an overview of the balance of funds remaining in the 2003/2012 debt service fund (Fund 1902). Of the \$529,443 fund balance as of August 31, 2023, \$289,281 is attributed to additional taxes collected in the year of the 2012 refunding.

Staff recommends reducing the final debt service levy for the 2007 15/16/17 debt service fund (Fund 1903) in the full amount of \$289,281 to be scheduled for transfer to Fund 1903 in the FY24 budget. The remaining Fund 1902 fund balance is attributed to "loss and cost" and interest earnings. Staff recommends scheduling the end-of-year balance of funds to the District's capital fund (Fund 1907) in the FY24 budget. The analysis of the District's debt service schedules and backup materials was completed with support from Speer Financial, Inc.. Backup materials included the District's budgets, tax computation reports, and audit reports included with the Finance Committee packets.

**B. FY24 and FY25 ARPA Projects List and Progress Report**

- **Review of ARPA Projects List and Progress Reports**
- **Hoover Bunkhouse Shelters – Structural Member Repair Estimates**

Finance Chair Wormley provided a review of the District's ARPA budget meeting outcomes, stating that the FY24 budget will begin to reduce reliance on the ARPA Fund, and expand ARPA funds available to complete preserve improvement projects.

Grounds and Natural Resources Division Supervisor, Antoinette White, provided updates on quotes received for allowable preserve improvement projects. A quote for the repair of the two bunkhouse shelters at Hoover Forest Preserve was provided and discussed, with direction received to move forward with the repairs following approval of the final ARPA fund project budget amendment.

**C. FY24 Farm License Agreements – Review of a Draft License Agreement for Baker Woods Forest Preserve**

Director Guritz presented an updated draft License Agreement for Baker Woods Forest Preserve. The agreement include a retire of old hay fields with a new hay field with an exchange agreement for hay for the District.

The Finance Committee provide direction to contact the FY23 50/50 hay share farm operator as well.

Commissioner Kellogg left the meeting at 6:40 pm.

Commissioner Peterson entered the meeting at 6:43 pm.

**D. Review of Proposals for Meadowhawk Lodge Floor Repairs**

Grounds and Natural Resources Division Supervisor, Antoinette White presented a quote for a flooring repair at Meadowhawk Lodge.

The Finance Committee provided direction to move forward with the proposal and floor repairs.

**E. Discussion of the FY24 Fund 1907 Capital Project Budget**

The Finance Committee reviewed and discussed the FY24 Fund 1907 capital budget. Priorities include replacement of the Ellis House roof, replacement of the Old Shop roof and exterior envelope, and replacement of District vehicles.

**VI. NEW BUSINESS**

**A. MOTION: Approval of a Motion to Forward the FY24 Preliminary Budget to Commission for Publication**

Commissioner DeBolt made a motion to forward the FY24 Preliminary Budget to Commission for publication. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

**VII. Other Items of Business**

No other items of business were discussed.

**VIII. Public Comments**

No public comments were offered from citizens in attendance.

**IX. Executive Session**

None.

**X. Adjournment**

Commissioner DeBolt made a motion to adjourn. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

Meeting adjourned at 6:47 pm.

Respectfully submitted,

David Guritz  
Executive Director