

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE of the WHOLE MEETING MINUTES**

NOVEMBER 14, 2023

I. Call to Order

Vice President Rodriguez called the meeting to order at 4:37 pm in the Kendall County Office Building – Second Floor County Board Meeting Rooms 209 and 210.

II. Roll Call

X	Bachmann	X	Koukol
	DeBolt		Peterson
X	Flowers	X	Rodriguez
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Rodriguez, Shanley, and Wormley were all present.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered by citizens in attendance.

V. Executive Director's Report

Director Guritz and Grounds and Natural Resources Supervisor White provided updates on District projects and priorities.

VI. Motion to Forward Claims to Commission

Commissioner Wormley made a motion to forward claims to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

VII. Review of Preliminary Financial Statements through October 31, 2023

Director Guritz presented an overview of the preliminary financial statements through October 31, 2023.

VIII. OLD BUSINESS

a) MOTION: Approval to Forward the Proposed KCFPD FY24 Organizational Chart to Commission for Approval

Commissioner Flowers made a motion to forward the proposed KCFPD FY24 Organizational Chart to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

b) MOTION: Approval to Forward the FY24 General Fund Tax Levy Ordinance #23-11-001 to Commission for Approval

Commissioner Shanley made a motion to forward the FY24 General Fund Tax Levy Ordinance #23-11-001 to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

c) MOTION: Approval to Forward the FY24 Combined Annual Budget and Appropriations Ordinance #23-11-002 to Commission for Approval

Commissioner Shanley made a motion to forward the FY24 Combined Annual Budget and Appropriations Ordinance #23-11-002 to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

d) MOTION: Approval to Forward the FY24 Salary Schedule to Commission for Approval

Commissioner Bachmann made a motion to forward the FY24 salary schedule to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

IX. NEW BUSINESS

a. MOTION: Approval to Forward the Proposed CY2024 KCFPD Annual Meetings and Holiday Schedule to Commission for Approval

Commissioner Kellogg made a motion to forward the proposed CY2024 KCFPD annual meetings and holiday schedule to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

b. MOTION: Approval to Forward Revised Position Descriptions to Commission for Approval (1. Executive Advisor; 2. Acting Executive Director; 3. Education and Outreach Division Manager; 4. Grounds and Natural Resources Division Manager)

Commissioner Flowers made a motion to forward the revised position descriptions (Executive Advisor; 2. Acting Executive Director; 3. Education and Outreach Division Manager; 4. Grounds and Natural Resources Division Manager) to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

c. MOTION: Approval to Forward a Proposed Exhibit Addendum to the Intergovernmental Agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for Disbursement of American Rescue Plan Act Funds

Commissioner Bachmann made a motion to forward a proposed exhibit addendum to the intergovernmental agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for disbursement of American Rescue Plan Act funds to Commission for approval. Seconded Commissioner Flowers. Aye, all. Opposed, none.

XVIII. Other Items of Business

a. MOTION: Approval to Forward End-of-Year Interfund Transfers to Commission for Approval:

- 1. A Transfer of \$289,292.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the 2007 15/16/17 Debt Service Fund (Fund 1903)**
- 2. A Transfer of \$244,548.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the Capital Fund (Fund 1907)**
- 3. A Transfer of \$80,000.00 from the General Fund (Fund 1900) to the Capital Fund (Fund 1907)**

Commissioner Kellogg made a motion to forward interfund transfers to Commission for approval including 1) a transfer of \$289,292.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the 2007 15/16/17 Debt Service Fund (Fund 1903); 2) a transfer of \$244,548.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the Capital Fund (Fund 1907), and 3) a transfer of \$80,000.00 from the General Fund (Fund 1900) to the Capital Fund (Fund 1907). Seconded by Commissioner Flowers. Aye, all. Opposed, none.

b. November 14, 2023 Public Hearing Discussion - KCFPD FY24 Budget

The Committee of the Whole discussed the public hearing held on November 14, 2023.

XIX. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)

Finance Chair Wormley reported the agenda today covered the recent Finance Committee discussions.

Operations Chair Koukol reported nothing new since the report given at the previous Commission meeting.

XX. Public Comments

Director Guritz thanked the Forest Preserve District Board of Commissioners and Finance Chair Wormley for all of the work completed on the District's finances and FY24 budget.

XXI. Executive Session

None.

XXII. Summary of Action Items

Director Guritz, provided a summary of action items to be presented to Commission for approval.

XXIII. Adjournment

Commissioner Shanley made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 4:49 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District