

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

OCTOBER 12, 2016

I. Call to Order

President Wehrli called the meeting to order at 5:33 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Koukol, Purcell, Shaw, and Wehrli all were present.

III. Approval of Agenda

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

No public comments were offered by those present at the meeting.

V. Director's Report

Commissioners Prochaska, and Gryder entered the meeting at 5:40 pm.

Director Guritz reported that the 2016 Forest Foundation Fall Fest was a successful event with over 800 attendees. The public enjoyed the event and special presentations, and assisted with planting the District's butterfly garden at the Hoover Nature Play Space. Director Guritz stated that the Forest Foundation is deliberating whether or not to offer the event in the upcoming year.

President Wehrli stated that Fall Fest was initially conceived to bring the public into Hoover Forest Preserve.

Director Guritz reported that prescribed burn planning is underway.

Efforts are underway to plan for the Monster Dash and Family Fun Day at Ellis House and Equestrian Center.

Work on the Hoover Nature Play Space phase 1a is nearing completion, and a donors' opening is scheduled from noon to 1 pm this coming Saturday, October 15, 2016.

The District will be presenting the Maramech Forest Preserve Expansion Project to the IDNR on Monday, October 24, 2016.

Director Guritz reported that Cliff Oleson will be retiring from the District effective November 1. The District has recently hired part time Environmental Education instructors, and is looking to hire a part time Events Coordinator and part time Grounds Maintenance Worker to replace Mr. Oleson.

VI. Review of FY 16-17 Preliminary Operating and Capital Fund Budgets

Budget Coordinator Latreese Caldwell presented a cost center breakdown of the September 30, 2016 Financial Statements. Revenues for the period just over \$1M, with expenditures for the period totaling \$750,000 leaving a surplus for the fiscal year of \$252,000, and total fund balance for the District of \$502,583.

For the Administration cost center, the District is 20% over revenues and 16% under budgeted expenditures through the end of September.

For the Ellis House and Equestrian Center cost center, revenues are exceeding budget projections by 18%, with the Equestrian Center up \$1,200 for lessons, and the Weddings cost center up \$9,800, with expenditures over projections by 8% (\$8,000 total), particularly under utilities. Director Guritz reminded Commission about the costs incurred for replacing electric utility poles earlier in the year.

For the Hoover Forest Preserve cost center, revenues are exceeding budget projections by 11%, with revenues for Meadowhawk Lodge rentals exceeding budget projections by \$5,000 and Campsites by \$1,400, with total expenditures below projections by 22%. Of this amount, personnel costs including benefits are below projections by 50%.

For the Environmental Education cost center, revenues are trailing projections by 8%, with school programs at 50% of projections. Camps brought in 60% of projected revenues. Expenditures are below projections by 9%, and includes Natural Beginnings revenues and expenses.

For the Grounds and Resources cost center, revenues are exceeding budget projections by over 30%, and includes \$940 for preserve improvement grants, with expenditures in line with budget projections for the year.

Director Guritz presented the FY 16-17 operating budget. The budget is positive, with an increased surplus projection from \$6,700 to just over \$11,000 for the upcoming year.

Director Guritz presented an overview of the cost center structure.

For the Ellis House and Equestrian Center cost center, program budgets exceed costs generating a collective surplus \$18,000 partially offsetting the projected operational deficit of \$66,000.

For the Administration cost center, a surplus of \$155,000 is projected that will cover operating deficits within the remaining cost centers. Grounds and Resources is budget neutral, with all costs offset by revenue sources including extension of tax levy proceeds.

For the Hoover Forest Preserve cost center, the projected operational deficit is \$80,000, with a program deficit of \$30,000.

For the Environmental Education cost center, the overall projected surplus for the year is \$13,000, with Natural Beginnings generating income over expenditures for the year. The District is seeing an increase in the number of Scout program reservations, but has also seen a reduction in the number of school programs compared to budget, including a decrease in the number of Native American program reservations for this fall. Within the upcoming budget, revenues for school programs are adjusted down, with corresponding expenditures decreased.

The Committee of the Whole discussed the performance of school program budgets. Commissioner Gilmour inquired into whether programs are up or down from previous years. Director Guritz stated this is the first year program performance has been fully tracked. It is unclear whether the District is experiencing a drop in enrollment, or whether the projections based on previous year's data were overestimated.

The Committee of the Whole discussed the proposed FY 16-17 2007 series capital fund budget.

Director Guritz pointed out that within current funding limitations, sufficient resources are in place to address the potential closing of the Maramech Forest Preserve expansion land acquisition project, and Millbrook Bridge. The District anticipates eventual reimbursement of LWCF funding for the acquisition of Fox River Bluffs, but until this time, remaining projects scheduled will be necessarily delayed.

Director Guritz presented the revenues and expenses scheduled in the capital fund budget.

Commissioner Purcell expressed concerns over the District's capital fund cash flow which will need to be taken into consideration in determining whether or not to move forward on the proposed land acquisition project.

Revenue sources include two LWCF-OSLAD grant reimbursements, land acquisition matching funds from The Conservation Foundation, FEMA funds reimbursement for storm damage of Ellis House, a \$15,000 grant for restoration from the National Fish and Wildlife Foundation to support creation of monarch butterfly habitat, a \$5,000 matching grant from the US Fish and Wildlife Service to support natural area improvements, IDOT land sale proceeds for sale of less than 1 acre of land along Route 30, and proceeds for trail improvements held within an escrow account for incomplete trail work in Blackberry Creek Forest Preserve. The budget also includes projected revenues and related expenses for second phase improvements of the Hoover Nature Play Space project. The capital budget anticipates that FEMA reimbursement proceeds will partially offset roof replacement, painting and sealing of the Ellis House.

The Committee of the Whole reviewed the capital fund budget line items.

Commissioner Purcell inquired into the \$50,000 interest earnings transfer from the capital fund. Director Guritz stated that similar to last year, this is a placeholder. The Committee

of the Whole provided direction to remove this line item with the operating fund balance now in place.

Direction was received from the Committee of the Whole to include a motion to approve the preliminary budgets for public review at the upcoming Commission meeting.

VII. Insurance Premium and Workers' Compensation Claim Estimates for Discussion and Payment in November 2016

The Committee of the Whole reviewed the costs for the District's insurance premium and Workers' Compensation claim payments owed to Kendall County for the year.

Director Guritz stated that the insurance premium transfer of \$40,979 will be scheduled for approval on the upcoming Commission meeting agenda.

The District currently owes just over \$64,000 to Kendall County for Workers' Compensation claim payments paid by Kendall County on behalf of the District for the year.

Director Guritz stated that the full amount should be reimbursed in the current fiscal year if there is a sufficient surplus to cover the full cost in order to retain or improve the District's bond rating, and corresponding interest rates for the upcoming refunding, for the upcoming fiscal year. This decision will need to be determined at the November 15 Commission meeting after review of the October 31 financial statements.

Commissioner Prochaska requested that one of the claims listing "Parks Department" be checked in order to insure the cost was actually incurred by the District.

The Finance Committee discussed the end-of-year projections, with consensus received to hold off on determining the amount of Workers' Compensation claim repayment to Kendall County until November after the October 31 financial statements are reviewed.

VIII. Hoover Nature Play Space – Donors' Opening

Director Guritz informed Commission that a Donors' Opening for the Hoover Nature Play Space is scheduled for this coming Saturday, October 15, 2016 at noon. An invitation to attend was included within the Committee of the Whole meeting packets.

IX. Executive Session

None.

X. Other Items of Business

Commissioner Gryder inquired into the raise schedule within the FY 16-17 budget. Director Guritz stated that he and Budget Coordinator Caldwell are working to develop the FY 15-16 to FY 16-17 staff salary comparison spreadsheet, and will be presented to Commission in November.

Commissioner Gryder asked whether the staff salary spreadsheet could be presented at the upcoming Commission meeting. Director Guritz stated that he would not have sufficient time to pull together this report by the next meeting, but overall, a 3.5% salary increase is scheduled within the FY 16-17 budget.

XI. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 6:30 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District