I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:45 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Gryder, Koukol, and Wehrli were present.

III. Approval of Agenda

Commissioner Wehrli made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

IV. Citizens to be Heard

No public comments offered.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $887,237.32.

Commissioner Wehrli made a motion to forward claims in the amount of $887,237.32 for Commission approval. Seconded by Commissioner Gryder.

Commissioner Koukol inquired into the claim for Busted Knuckles, Inc., and whether the tree removal work went well. Director Guritz stated that Superintendent Olson was pleased with the company’s performance.

The Finance Committee discussed the claim for Ellis birthday party horseshoes, providing direction to look into costs from local suppliers.

The Finance Committee reviewed the return of wedding deposits.

The Finance Committee requested an update on the District’s review of utility payments. Director Guritz stated that an audit is underway, and that efforts were underway to recode payments to the correct line items. Specifically, some of the utility bills were coded to the District’s general utility GL code (6351) that should have been coded to Hoover Utilities and Maintenance (6858).
The Finance Committee discussed the debt service payments, and whether there were other costs the District would be required to pay as part of the issuance or refunding of the bonds. All debt-service payments are made in accordance with the debt service payment schedules approved within the bond series ordinances, with all associated professional service fees for issuance covered within the payment schedules.

Commissioner Cullick called the question on the motion.

Roll call: Commissioners Koukol, Gryder, Wehrli and Cullick, aye. Opposed, none. Motion passed unanimously.

VI. FY 15-16 Budget Discussions

Latreese Caldwell reported that in consultation with the District’s auditors, recoding and reallocation of the District’s budget cannot be implemented within the financial tracking software until FY 15-16. Latreese Caldwell will be updating financial cost center spreadsheets with actual revenues and expenditure comparisons for the year.

Director Guritz stated that going into the FY 15-16 budget development, the Finance Committee has completed its review of the environmental education program budget. Work is now underway to restructure the department, and with this restructure, approval of the proposed school programs fee schedule is needed to promote the revised fee schedule in early August.

Director Guritz stated he is working to present a preliminary budget for FY 15-16 at the next Finance Committee meeting, with a three year plan to follow.

Based on the projected EAV for Kendall County, the District’s levy should produce an additional $10,000 of tax-based revenue in the next fiscal year.

Work is underway to complete a two-year history of Ellis programming for lessons and birthday parties in order to determine peak program times, and modify program staff shift schedules to coincide with peak program schedules more closely to improve cost efficiencies for operations.

Work is also underway to complete a competitive analysis of local wedding venues and pricing in order to compare District event venues and pricing at Ellis and Hoover Forest Preserve. A revised fee structure for facility rentals is now under consideration.

The Park District Risk Management Agency (PDRMA) has been contacted to open a dialog on the District applying for membership. PDRMA is a self-governed risk pool owned and controlled by members who share the responsibility for PDRMA's ongoing stability and
growth. Based on initial conversations, if the District meets the criteria for membership, insurance premiums would likely be reduced, with zero, or significantly reduced deductibles compared to the District’s current coverage deductibles.

The Finance Committee provided direction to contact PDRMA to request a presentation and agency overview.

The Finance Committee provided direction to bring the Environmental Education program fees to the next Committee of the Whole meeting for review.

Director Guritz stated that following the hiring of the first 1,400 hour Environmental Education Program Coordinator position, a second 1,400 hour coordinator position will be posted with minor edits to the program responsibilities, with a third posting of a part-time Naturalist position in order to bring the department up to full staffing in time for the fall program season.

The Finance Committee discussed the need to promote facility rentals and program opportunities through direct main channels. Latreese Caldwell reported that she had contacted a local mail house service and we are able to send out a two-sided flyer by direct mail to selected households in Yorkville and Oswego with a two-week turnaround time utilizing a software application that has been loaded onto Latreese’s computer. The Finance Committee provided direction to develop a promotional flyer for upcoming public programs and facility rental opportunities through this service for an approximate cost of $900 for an estimated 15,000 pieces at .17 cents per piece delivered. The software application has target marketing capabilities.

VII. **FY 15 and FY 16 Debt Service Schedules**

Director Guritz provided a spreadsheet report showing the District’s debt service schedules developed with support from Latreese Caldwell.

The Finance Committee discussed the debt service schedule spreadsheet. The spreadsheet showed the principal and interest payments on the District’s bonded debt series funds through 2027, as well as the unused capacity below the maximum debt capacity for bonded debt allowable under the Illinois Downstate Forest Preserve District Act (2.3% EAV). The chart also showed the maximum allowable levy for the operating fund (0.06% EAV – or $1.7M based on the current EAV) and the maximum allowable levy for a capital fund levy (0.02% EAV – or 576K based on the current EAV).

The Finance Committee discussed the amount of interest paid over the life of the debt, amounting to just over 33% of the total debt service payments, and whether long term debt
principal and interest payments could be conceptually reduced by levying capital or operating funds at a higher amount to pay down the bonded debt. The Finance Committee discussed the long term strategy for meeting the District’s capital development needs through levying of a capital fund rather than incurring the interest penalty for bonded debt.

The Finance Committee discussed future opportunities to refund portions of the 2007 bond series, noting that future bond refunding opportunities will pay off principal amounts owed on shorter timeframes, which should help to level off the debt service payments owed year-to-year within the schedule. Call dates for the remaining bonds will need to be reviewed to develop a schedule future for bond refunding opportunities.

VIII. Stephanie’s Garden Landscape Design Planning Proposals

Director Guritz provided an overview of Stephanie’s Garden at Hoover Forest Preserve. The Forest Foundation has received grants and donations totaling over $6,000 to support the development of an outdoor nature playscape and garden near the Eagle’s Nest pavilion at Hoover.

At this point, development of the garden has proceeded in accordance with a concept plan created by a working committee of volunteers and staff. Each year, additional elements have been added to the area, and family-based programming is scheduled within the garden area from time to time. The area also connects to the Neshnabe’k Native American village site by a mowed turf grass trail which is used to support environmental education programming.

Director Guritz stated that an approved landscape design plan is needed to help develop a phased plan and cost estimates for the improvements to help guide philanthropic giving, with the goal of having a sustainable and low-maintenance nature play area for the community. As part of this planning initiative, representatives from Commission, the Forest Foundation, and the working committee will be invited to provide input into the design elements and landscape features, with a final plan presented to Commission for approval.

Director Guritz requested that the District cover the cost for the planning initiative, with funds raised put towards first-phase improvements. In order to move forward with the design work, a request for a proposal will be developed and submitted to Upland Design, with their proposal returned to the Finance Committee for consideration.

Commissioner Koukol inquired into the potential funding sources. Director Guritz stated that Rush-Copley had expressed interest in funding the project, and multiple small grants have already been secured by the garden committee.
The Finance Committee discussed the project, and provided direction to secure a proposal from Upland Design for review by the committee.

**IX. Competitive Venue Comparison for Ellis Rentals**

Director Guritz presented preliminary information on other wedding event venues within 15-miles of Ellis House and Equestrian Center. Venues discussed included Northfork Farm in Oswego, Emerson Creek Pottery & Tearoom, Aaranmore Farm in Oswego, Whitetail Ridge Golf Club in Yorkville, and Four Rivers Environmental Center in Channahon owned and operated by the Will County Forest Preserve District. This information will be passed on to Tina Villarreal to complete the study. The Finance Committee suggested looking at the Joliet Park District’s Pilcher Park Nature Center.

**X. Review of GRAINCO FS, Inc. Propane Supplier Contract**

Director Guritz presented the details of the GRAINCO FS, Inc. proposal for propane supply for Ellis House and Harris Forest Preserve.

The Finance Committee reviewed the pre-pay discount price of $1.249 per gallon, and summer fill pricing of $0.899 per gallon.

Commissioner Gryder made a motion to forward the GRAINCO FS, Inc. proposal to Commission for approval. Seconded by Commissioner Wehrli. All, aye. Opposed, none.

**XI. Executive Session**

None.

**XII. Other Items of Business**

Director Guritz informed the committee that the Phillip D. Young plat of dedication work has been held off pending our presentation to the City of Yorkville.

Director Guritz informed the committee of correspondences with the Village of Millbrook requesting verification of property ownership and details on the Dobson Road trail connection plan. The Finance Committee provided direction to consult with Dan Kramer to determine property titles and ownership along the Dobson Lane right-of-way. Director Guritz confirmed that the District acquired Millbrook Bridge and easement rights prior to the incorporation of the Village of Millbrook. Director Guritz stated that he would send out the warranty deed for Millbrook Bridge.
Upland Design is finalizing the site plan for Henneberry Forest Preserve that will be presented to the Finance Committee for initial review of the project’s cost estimates. The final site plan will include a north-south trail connecting the Nau-Au-Say Woods subdivision to the Whitetail Ridge subdivision, future entry and parking within the southeast section of the preserve, and sections of the property scheduled for restoration to shrub land and prairie. Director Guritz stated he would be reaching out to the Whitetail Ridge HOA to request temporary access within their trail connection parcel in order to construct the north-south trail, and Nau-Au-Say Woods subdivision residents to discuss the installation of a trail connection from Chippewa Drive.

The Finance Committee discussed the potential for preserve access within the Chippewa Drive right-of-way owned by the Nau-Au-Say Township Highway Department that could provide an alternative location for preserve access and parking.

Director Guritz stated he would be looking at getting started on remaining capital projects scheduled for completion in the current fiscal year budget.

XIII. Citizens to be Heard

None.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Koukol. All, aye. Meeting adjourned at 8:40 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District