

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

OCTOBER 7, 2020

I. Call to Order

Commissioner Flowers called the Operations Committee meeting to order at 6:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Prochaska, and Flowers all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

IV. Public Comments

No citizens in attendance offered public comment.

OLD BUSINESS

V. 20-21 Bow Hunt Program Updates

Director Guritz presented updates on the 20-21 Bow Hunt program. The District's program is full for the year, with harvest reports exceeding the prior year.

VI. KCFPD Insurance Claim Updates

a) Shuh Shuh Gah Canoe Launch

b) Pickerill-Pigott Estate House Inspection

Director Guritz presented updates on KCFPD insurance claims.

NEW BUSINESS

VII. Review of Preliminary Financial Statements through September 30, 2020

Director Guritz presented preliminary financial statements through September 30, 2020.

VIII. Review and Approval of Special Use Permit Requests

a) No Special Use Permit Requests

IX. Natural Beginnings Early Learning Program – Proposed Fees and Charges

Director Guritz presented proposed fees and charges for the Natural Beginnings Early Learning Program 21-22 program year.

Commissioner Prochaska made a motion to forward the proposed Natural Beginnings Early Learning Program fees and charges to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

X. Environmental Education Program Enrollment Updates

Emily Shanahan presented Environmental Education program enrollment updates.

XI. KCFPD Personnel Policies – Working Draft for Review

Director Guritz presented a working draft of the District's Personnel Policy Manual.

Commissioner Prochaska made a motion to forward the KCFPD Personnel Policies to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

XII. Ellis Equestrian Center – Preliminary Budget Report

Director Guritz presented the Ellis Equestrian Center preliminary FY21 budget report.

XIII. Capital Project Updates

a) Pickerill-Pigott Phase I OSLAD Development Project

b) ICECF Completed Grant Applications

c) IDNR PARC Grant

d) Eagle Scout Project Updates

Director Guritz presented updates on active capital projects.

XIV. KCFPD 20-21 Organizational Chart and Position Description Changes

a) Hoover Supervisor and Resident

b) Communications, Marketing and Public Program Specialist

c) Natural Beginnings Program Manager

Commissioner Prochaska made a motion to forward the proposed KCFPD 20-21 Organizational Chart and position description to the Committee of the Whole for review. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

XV. Hoover Supervisor and Resident – Residence Lease Agreement Changes

Director Guritz presented an updated Hoover Supervisor and Resident lease agreement.

XVI. Grounds Maintenance Worker Position Openings

Director Guritz presented updates on the District's Grounds Maintenance position openings.

XVII. Executive Session

There was no need for executive session.

XVIII. Summary of Action Items

Director Guritz provided a summary of action items.

XIX. Citizens to be Heard

No public comments were offered from citizens in attendance.

XX. Other Items of Business

a) November 4, 2020 Meeting Cancelled

XXI. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Meeting adjourned at 8:06 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District