

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

JANUARY 6, 2021

I. Call to Order

President Gilmour called the meeting to order at 6:02 pm in the Kendall County Historic Courthouse 3rd Floor Courtroom.

II. Roll Call

X	DeBolt	X	Gilmour
	Cesich	X	Gryder (entered meeting at 6:43 pm)
X	Flowers		Kellogg
	Gengler	X	Koukol
			Vickers

Commissioners DeBolt, Flowers, Gilmour, and Koukol were all present.

Commissioner Gryder entered the meeting at 6:43 pm.

III. Approval of Agenda

Commissioner Koukol made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner DeBolt.

Motion: Commissioner Koukol
Second: Commissioner DeBolt

Roll call: Approval of Agenda

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich			Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Koukol, and Flowers, aye. Opposed, none.

IV. Public Comment

No public comments were offered from citizens.

OLD BUSINESS

No Items posted for consideration.

NEW BUSINESS

V. Review of Preliminary Financial Statements through December 31, 2020

Director Guritz reported that financial statements were not available for review.

VI. FY21 Budget Discussions

a) Operating Funds Transfer and Revised Fund Balance Policy

b) FY21 Proposed Budget Amendment

c) FY21 Budgeted Appropriations Management Process Discussion

Director Guritz presented an overview of the District’s financial position including a proposal to transfer funds from the District’s Project Reserve Fund to the Operating Fund in the amount of \$215,000 in order to provide a sufficient fund balance to carry the District’s operating fund net positive in FY21.

The Operating Committee reviewed the revised draft of the District’s Fund Balance Policy, with recommendations to increase the minimum fund balance to 4.5 months, or 37.7% of the total appropriations for each subsequent fiscal year.

Commissioner Gryder made a motion to forward the proposed operating funds transfer and revised fund balance policy to the Committee of the Whole for review. Seconded by Commissioner DeBolt.

Motion: Commissioner Gryder
 Second: Commissioner DeBolt
Roll call: Fund Balance Policy and Operating Funds Transfer to the Committee of the Whole

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

VII. Review and Approval of Special Use Permit Requests

a) 2021 "Shoop Scoot" 5K Run at Ells House and Equestrian Center

Commissioner Gryder made a motion to approve the Shoop Scoot 5K Run special use permit. Seconded by Commissioner DeBolt.

Motion: Commissioner Gryder					
Second: Commissioner DeBolt					
Roll call: Special Use Permit					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

VIII. KCFPD Insurance Updates

a) FY20 Insurance Premium Overpayment Credit

b) Shuh-Shuh-Gah Canoe Launch Area Claim Updates

Director Guritz provided updates on District insurance payments and claims. Director Guritz reported an overpayment on the District's FY20 insurance premium that has been credited to FY21 payments.

Director Guritz reported that he was working on securing a quote for repairs to the Shuh-Shuh-Gah Canoe Launch Area entry gate and grounds damaged by a vehicular collision.

IX. Ells Equestrian Center

a) Proposed Fees and Charges

b) Equestrian Center Management Software – Overview and Purchase of EquineGenie Tracking Software

Commissioner Gryder made a motion to forward the 2021 Summer Camp Fees and Charges to the Committee of the Whole. Seconded by Commissioner Gilmour.

Motion: Commissioner Gryder
Second: Commissioner Gilmour

Roll call: Fees and Charges

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

X. KCFPD Personnel Policy Manual – Final Draft

Director Guritz presented the final draft of the KCFPD personnel policy manual.

XI. Capital Projects Updates

Director Guritz presented a report and updates on the District’s capital projects.

XII. Executive Session

Commissioner Gilmour made a motion to enter executive session under 2(c)21 of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner DeBolt.

Motion: Commissioner Gilmour
Second: Commissioner DeBolt

Roll call: Executive Session – 2(c)21

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

Executive Session called to order at 7:00 pm.

Commissioner DeBolt made a motion to adjourn from executive session. Seconded by Commissioner Koukol.

Motion: Commissioner DeBolt					
Second: Commissioner Koukol					
Roll call: Executive Session Adjournment					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

Regular meeting resumed at 7:37 pm.

XIII. Summary of Action Items

Director Guritz provided a summary of action items.

XIV. Public Comments

No public comments were offered from citizens present.

XV. Other Items of Business

None.

XVI. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner DeBolt.

Motion: Commissioner Gryder					
Second: Commissioner DeBolt					
Roll call: Adjournment					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		DeBolt	X		Gilmour
		Cesich	X		Gryder
X		Flowers			Kellogg
		Gengler	X		Koukol
					Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gilmour, Gryder, Koukol, and Flowers, aye. Opposed, none.

Meeting adjourned at 7:40 pm.

Respectfully submitted,

**David Guritz
Director, Kendall County Forest Preserve District**