

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

MARCH 3, 2021

I. Call to Order

Operating Committee Chair Flowers called the meeting to order at 6:00 pm in the Kendall County Office Building Second Floor Board Rooms 209 and 210.

II. Roll Call

X	DeBolt	X	Gryder (arrived at 6:43 pm)
	Cesich		Kellogg
X	Flowers (left at 7:10 pm)	X	Koukol
	Gengler	X	Rodriguez
	Gilmour		Vickers

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

Commissioner Gryder entered the meeting at 6:43 pm.

Commissioner Flowers left the meeting at 7:10 pm and did not return.

Vice Chair Rodriguez presided over the meeting following the departure of Commissioner Flowers from the meeting.

III. Approval of Agenda

Commissioner Koukol made a motion to approve the 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			Gryder
		Cesich			Kellogg
X		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers
Motion unanimously approved.					

Roll call: Commissioners DeBolt, Koukol, Rodriguez, and Flowers aye. Opposed, none. Motion unanimously approved.

IV. Public Comments

Dan Koukol offered public comments on the quality of the 2019-2020 Eagle Scouts Projects presented at the Kendall County Forest Preserve District Commission meeting on March 2, 2021, thanking District staff for their roles played in project coordination.

V. Review and Approval of Special Use Permits

- a) The Conservation Foundation – Earth Day Fundraising Event – 04/12/21
- b) Kendall County Horse Show Association – Horse Shows 06/27/21; 07/18/21; 08/08/21
- c) University of Illinois Cooperative Extension – 4H Gaming Horse Show 07/07/21 (Rain date 07/08/21)
- d) University of Illinois Cooperative Extension – 4H English and Western Show 07/10/21 (Rain date 07/11/21)

Commissioner DeBolt made a motion to approve Special Use Permits a through d as presented. Seconded by Commissioner Rodriguez.

Motion: Commissioner DeBolt
 Second: Commissioner Rodriguez

Roll call: Special Use Permits

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

Motion unanimously approved.

Roll call: Commissioners DeBolt, Koukol, Rodriguez, and Flowers aye. Opposed, none. Motion unanimously approved.

VI. Review March 1, 2021 Financial Statements

Director Guritz presented financial statements through March 1, 2021. Director Guritz provided insights into program performance areas meeting or exceeding budget projections, and noted that the February 28, 2021 financial statement’s budgeted amounts do not reflect the District’s most recent FY21 budget amendment.

VII. 20-21 Bowhunt Season Report and 21-22 Bowhunt Season Recommendations

Antoinette White, Communications and Natural Resources Project Coordinator, presented a report and summary on the District’s 20-21 bow hunt season.

VIII. Natural Resource Project Updates

Antoinette White, Communications and Natural Resources Project Coordinator, presented a report and summary on the District's natural resource management projects.

IX. Towing Contract Discussion

The Operations Committee discussed the District's current towing contract with Green Machine towing.

Commissioner DeBolt recommended contacting Kendall Towing, and reviewed the other active towing relocation service providers.

Direction was received to reach out to local area service providers for further discussion at the April 2021 Operations Committee meeting.

Commissioner Gryder entered the meeting at 6:43 pm.

X. FY21 District Grounds Staffing Available Budget and Plan

Director Guritz presented a FY21 District Grounds Staffing available budget and scheduling plan based on staffing limitations. Preserves other than Harris, Hoover, and Pickerill-Pigott will remain open Mondays through Thursdays during the week, and closed on Fridays through the weekend.

XI. Pickerill-Pigott Forest Preserve – Estate House Operations Revenue Projection

Director Guritz presented Pickerill-Pigott Forest Preserve estate house revenue projections for operations if the estate house is improved either with District LTGO bond funds or PARC grant award.

XII. Ellis House and Tent Pad Event and Charges – Market Study Report and Recommendations

Director Guritz presented a market study and recommendations on the Ellis House and Tent Pad venue. Direction was received to maintain current pricing.

XIII. KCFPD Employee Handbook Review

a) Section 2.2 J. – Nepotism Policy Follow-Up Discussion

b) Chapters III and IV Review

Due to time constraints, review of Chapters III and IV were postponed.

Commissioner Flowers left the meeting at 7:10 pm.

XIV. Public Comments

No public comments were offered from citizens in attendance.

XV. Other Items of Business

C. District Staffing Report (Jorie Fenske Promotion; Grounds Maintenance Openings)

D. Environmental Education YTD Enrollment Reports

E. District Trash and Recycling Bidding

F. FLSA Exempt Status –Communications and Natural Resources Project Coordinator

Commissioner Koukol made a motion to forward the final draft of the Communications and Natural Resources Project Coordinator position description to the State's Attornys Office for review to on opinion on changing the position's FLSA exemption status. Seconded by Commissioner DeBolt.

Motion: Commissioner Koukol
Second: Commissioner DeBolt
Roll call: Position Description Review to SAO – Communications and Natural Resources Project Coordinator FLSA Exempt Status

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

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gryder, Koukol, and Rodriguez, aye. Opposed, none. Motion unanimously approved.

XVI. Executive Session

None.

XVII. 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
		Cesich	X		Gryder
X		DeBolt			Kellogg
		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers

Motion unanimously approved.

Roll call: Commissioners DeBolt, Gryder, Koukol, and Rodriguez, aye. Opposed, none. Motion unanimously approved. Meeting adjourned at 7:33 pm.

Respectfully submitted,

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