

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

MAY 11, 2021

I. Call to Order

President Gilmour called the meeting to order in the Kendall County Office Building – Kendall County Board Rooms 209 and 210 at 4:44 pm.

II. Roll Call

X	Cesich	X	Gryder
X	DeBolt		Kellogg
X	Flowers (Entered meeting remotely at 4:50 pm)	X	Koukol
X	Gengler	X	Rodriguez
X	Gilmour	X	Vickers

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers, and Gilmour were all present.

III. Approval of Agenda

Commissioner DeBolt made a motion to approve the Committee of the Whole meeting agenda as presented. Seconded by Commissioner Gengler.

Motion: Commissioner DeBolt
Second: Commissioner Gengler

Roll call: Approval of Agenda

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

Motion unanimously approved.

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

IV. Public Comment

No public comments were offered from citizens in attendance.

V. Executive Director's Report

Director Guritz provided updates on District operations and continuing efforts to open Pickerill-Pigott Forest Preserve to the general public.

VI. Review of Preliminary Financial Statements and Cost Center Reports for the Period Ending April 30, 2021

Director Guritz presented highlights from the preliminary Financial Statements and Cost Center reports for the period ending April 30, 2021. Overall, the District is on track for meeting FY21 budget projections. The amended FY21 budget is scheduled for approval on May 18, 2021.

VII. Motion to Forward Claims to Commission

Commissioner DeBolt made a motion to forward claims to Commission. Seconded by Commissioner Gengler.

The Committee of the Whole reviewed the claims list. The combined total for the claims list generated was \$20,781.94.

Motion: Commissioner DeBolt
Second: Commissioner Gengler

Roll call: Forwarding of Claims to Commission

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

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Kellogg, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

OLD BUSINESS

VIII. Reservation Woods Parcels – Acquisition Project Updates

The Committee of the Whole discussed the Reservation Woods Parcels acquisition updates. Director Guritz reported that discussions were in-progress with Wendy Held (Heap) and her attorney, Mark Shea regarding the survey boundaries for property retained in the Mary Heap Trust. Kendall County GIS has confirmed that there is an error with the GIS property lines for the Reservation Woods connecting parcel initially proposed for acquisition.

NEW BUSINESS

IX. FY21 Audit Presentation – Mark & Associates – Lauri Pope, CPA and Senior Manager

Lauri Pope, CPA and Senior Manager presented the FY21 audit report. The District's audit was a "clean" report for FY20 with management recommendations presented.

The Committee of the Whole discussed the status of the IMRF pension benefit in terms of the large swing observed in net pension liability (\$318,397 at the beginning of the year v/s \$52,922 at the end of the fiscal year) owing to the growth in securities markets and IMRF's invested assets.

X. Position and Organizational Restructure Plan – HR, Accounting and Preserve Reservations Manager Position

Director Guritz presented a position and organizational restructuring plan for the HR, Accounting and Preserve Reservations Manager Position.

Based on meetings with President Gilmour, and the District's Administrative staff team, the Administrative Assistant position currently posted will be filled with a part time employee, with the essential duties and responsibilities of the HR, Accounting and Preserve Reservations Manager position apportioned to the Environmental Education Manager; Communications and NR Projects Manager, and Natural Beginnings and Special Projects Manager position. An updated Organizational Chart for the District was presented and discussed.

Director Guritz stated that the amended position descriptions would be presented with recommended salary increases between \$2,500 and \$3,000 to compensate the three employees for the added work load and responsibilities.

Commissioner Vickers made a motion to forward the organizational restructuring plan and updated position descriptions to Commission. Seconded by Commissioner Gengler.

Motion: Commissioner Vickers

Second: Commissioner Gengler

Roll call: Forwarding of the Proposed FY21 Restructure Plan to Commission

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

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XI. Kluber Architects + Engineers, Inc. Proposal – Pickerill-Pigott Estate House Roof Replacement

The Committee of the Whole discussed the Kluber Architects proposal for the Pickerill estate house roof replacement project. The Committee of the Whole provided direction to discuss the proposal further with Kluber to include the possibility of moisture testing and feasibility of re-surfacing of the flat roof rather than a complete tear off in order to reduce total costs.

XII. Upland Design, Ltd. Proposal – Hoover Forest Preserve – Fox River Bluffs Trail Connection

The Committee of the Whole discussed the Upland Design, Ltd. proposal. Director Guritz reported that the proposal will be placed on the upcoming Commission agenda for approval.

XIII. FY21 Proposed Budget Amendments – Draft Ordinance #05-21-001 Amending Ordinance #02-21-001

Commissioner Gengler made a motion to forward FY21 proposed budget amendments – including draft Ordinance #05-21-001 which will amend Ordinance #02-21-001 to Commission for approval. Seconded by Commissioner DeBolt.

Motion: Commissioner Gengler					
Second: Commissioner DeBolt					
Roll call: Forwarding of Ordinance #05-21-001 to Commission					
Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg		
Flowers	X		Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	
Motion unanimously approved.					

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIV. Series 2021 Limited Tax General Obligation Bonds: Bonds Counsel Correspondence, Draft Ordinance and Opinion

Director Guritz reported that the Series 2021 LTGO Bond Ordinance has been drafted, and included within the Committee of the Whole packets.

The Ordinance will be presented at the June 1, 2021 Commission meeting for approval.

XV. Capital Fund Balance – Cash Flow Analysis and Draft Policy Discussion

The Committee of the Whole discussed the cash flow analysis report and draft policy. Due to meeting time constraints, policy discussion was deferred to the June Committee of the Whole meeting.

XVI. Review of Bill of Purchase – Lesson Horse “Keeper”

Commissioner DeBolt made a motion to forward the proposed bill of purchase for the lesson horse “Keeper” to Commission for approval. Seconded by Commissioner Gengler.

Motion: Commissioner DeBolt					
Second: Commissioner Gengler					
Roll call: Forwarding of Lesson Horse Purchase Bill of Sale to Commission					
Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg		
Flowers	X		Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

XVII. Other Items of Business

- a) Pickerill-Pigott Forest Preserve Ribbon Cutting – June 4, 2021 at 10 am
- b) Shuh-Shuh-Gah Canoe Launch Area – Schedule for Reopening – May 31, 2021 (tentative)
- c) Hobbit Tunnel Water Feature – Donor’s Opening – July 10, 2021 at 11 am (tentative)

The donor’s opening for the Hobbit Tunnel water feature at Hoover Forest Preserve will be postponed to August 2021.

XVIII. Public Comments

No public comments were offered from citizens in attendance.

XIX. Executive Session

There was no need for executive session.

XX. Summary of Action Items

Director Guritz provided a summary of action items.

XXI. Adjournment

Commissioner Gengler made a motion to adjourn. Seconded by Commissioner Koukol.

Motion: Commissioner Gryder

Second: Commissioner Koukol

Roll call: Adjournment

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

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

Meeting adjourned at 6:32 pm.

Respectfully submitted,

David Guritz

Director, Kendall County Forest Preserve District

