

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

**MAY 5, 2021**

**I. Call to Order**

Acting Chair Rodriguez called the meeting to order at 6:01 pm in the Kendall County Historic Courthouse 3<sup>RD</sup> Floor Courtroom.

**II. Roll Call**

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

Commissioners Flowers, Koukol, and Rodriguez were all present.

**III. Approval of Agenda**

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

<b>Motion: Commissioner Koukol</b>					
<b>Second: Commissioner Flowers</b>					
<b>Roll call: Approval of Agenda</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
		DeBolt			Gryder
		Cesich			Kellogg
X		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers
<b>Motion unanimously approved.</b>					

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

**IV. Public Comments**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statements through April 30, 2021**

The Operations Committee reviewed the financial statements through April 30, 2021. Generally, the District is making progress with financial recovery from COVID-19 impacts. Education program services are on track for exceeding budget for the year. The District's cost reduction efforts have been effective at reducing YTD expenses.



**VI. Review and Approval of Special Use Permits**

**a) Joel Ruby – SSZ Film, LLC – Jay Woods Forest Preserve – May 7, 2021 from 4:30 pm to 7:30 pm**

Commissioner Koukol made a motion to approve the SSZ Film, LLC Special Use Permit. Seconded by Commissioner Flowers.

Motion: Commissioner Koukol  
Second: Commissioner Flowers

**Roll call: Special Use Permits**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
		DeBolt			Gryder
		Cesich			Kellogg
X		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers

Motion unanimously approved.

The Operating Committee discussed the need to grant the District’s Executive Director the authority to approve and issue special use permits. Director Guritz stated he would discuss this with President Gilmour, which may require amendment of the District’s Rules of Order.

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

**VII. Review and Discussion of Rental Contract Templates and Special Event Insurance Requirements**

The Operations Committee reviewed the facility contract templates received from the Kendall County State’s Attorney’s Office. The contract templates were presented for rental permits for campsites, bunkhouses, and the District’s event venues.

Commissioner Flowers made a motion to forward the templates to the Committee of the Whole, including recommendations to take client-friendly approaches on new additional insurance requirements for large groups (greater than 100 individuals), and events serving alcohol in order to provide the District additional insurance coverage per SAO-ICRMT recommendations. Seconded by Commissioner Koukol.

Motion: Commissioner Koukol  
Second: Commissioner Flowers

**Roll call: Special Use Permits**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
		DeBolt			Gryder
		Cesich			Kellogg
X		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers

Motion unanimously approved.

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

### **VIII. District Position Restructuring Overview and Discussion**

The Operations Committee reviewed an updated restructuring proposal and organizational chart. Restructuring is needed to address the essential duties and functions of the vacant Human Resources, Accounting and Reservations Manager position. Director Guritz reported that the Kendall County State's Attorney's Office has completed its examination of the revised Communications and Natural Resources Projects Manager position. The amended description and duties allows the District to establish the position as FLSA exempt.

### **IX. Draft Employee Handbook Policies Review**

#### **a) Chapters III and IV Review**

The Operations Committee reviewed the employee handbook chapters III and IV, with the following changes requested:

1. Executive Director to retain authority over the following:
  - a. Section 3.3 – Approval of all hiring decisions with the exception of the Executive Director of the District.
  - b. Section 3.9 – Approval of outside employment requests.

### **X. Public Comments**

No public comments were offered from citizens in attendance.

### **XI. Other Items of Business**

- a) Pickerill-Pigott Opening Event – June 4, 2021 Ribbon Cutting at 10:00 am
- b) Hoover Nature Play Space – Hobbit Tunnel Opening Event – June 12, 2021 at 11:00 am
- c) Incident Reports – General Use Ordinance Violations
- d) Towing Contractor Update
- e) Safety Manual Development

Director Guritz reported that the donor opening event for the Hoover Nature Play Space will be postponed to August of this year.

Director Guritz reported that Grounds Maintenance staff is reporting increasing violations of the General Use Ordinance due to unlocked gates at preserves during evening hours. District closing of gates will resume in the next month once the District has sufficient personnel.

The Operations Committee discussed the in-progress draft of the District's Emergency Response Manual.

### **XII. Executive Session**

None.

**XIII. Adjournment**

**Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Flowers.**

**Motion: Commissioner Koukol  
Second: Commissioner Flowers**

**Roll call: Adjournment**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
		Cesich			Gryder
		DeBolt			Kellogg
X		Flowers	X		Koukol
		Gengler	X		Rodriguez
		Gilmour			Vickers

**Motion unanimously approved.**

**Roll call: Commissioners Flowers, Koukol, and Rodriguez, aye. Opposed, none. Motion unanimously approved. Meeting adjourned at 7:27 pm.**

**Respectfully submitted,**

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

