

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

**OCTOBER 6, 2021**

**I. Call to Order**

Operations Committee Chair Flowers called the meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

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

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

Commissioner Koukol left the meeting at 6:33 pm, and did not return.

**III. Approval of Agenda**

Commissioner Koukol made a motion to approve the Operations Committee meeting agenda as presented. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

**IV. Public Comment**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statements and Cost Center Reports through October 1, 2021**

Director Guritz presented an overview of the preliminary financial statements through October 1, 2021. The District is on track for meeting budget projections for the year. The FY21 budget will need to be amended prior to the end of the fiscal year.

**VI. Review of Special Use Permits**

There were no special use permits for review.

**VII. Draft Employee Handbook Policies Review**

**a) Chapters VII Review**

The Operations Committee discussed the draft Employee Handbook - Chapters VII. Once the Operations Committee has completed its review, the draft handbook will be sent out to the Committee of the Whole, with notations where the proposed policies for the District deviate from those policies included in the Kendall County Employee Handbook.

## **VIII. Assistant Director and Environmental Education Manager Position and Department Restructure Plan**

### **a) Review of Amended Descriptions: Staffing and Salary Recommendations**

- Grounds and Natural Resources Division Supervisor
- Environmental Education and Special Projects Manager
- Reservations Manager and Accounting Coordinator
- Environmental Education Coordinator
- Environmental Education Early Learning Program Specialist

### **b) Review of Amended Organizational Chart**

Commissioner Koukol left the meeting at 6:33 pm.

The Operations Committee discussed the draft position descriptions. Operating Committee Chair Flowers stated that the Environmental Education Coordinator position description should include a Bachelor's degree requirement, not just a preference.

The Operations Committee reviewed the amended Organizational Chart and FY22 proposed salary schedule.

Commissioner Gryder made a motion to forward the position descriptions and organization chart to Committee of the Whole. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

## **IX. Other Items of Business**

### **a) Fees and Charges (Natural Beginnings and Fall Public Program Offerings)**

### **b) Sunrise Center North – Proposed Lesson Horse Donation**

### **c) FY21 Preliminary Budget Review Updates**

### **d) 21-22 Resident Lease Agreement (Ellis Caretaker and Grounds Supervisor and Resident)**

Commissioner DeBolt made a motion to forward the Natural Beginnings 22-23 program year fees and charges to the Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner DeBolt made a motion to forward the proposed lesson horse donation Deed of Transfer for "Casper" to Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner DeBolt made a motion to forward the resident lease agreements for Jay Teckenbrock and Shannon Prette to the Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

## **X. Public Comments**

Commissioner DeBolt asked about the status for the trail connection project for Hoover Forest Preserve and Fox River Bluffs Forest Preserve. Director Guritz stated that the project is included for completion in the District's 3-year capital plan pending award of federal funding for the project as part of the infrastructure bill. Should this grant award fail to materialize, the District can

explore the possibility of submitting a grant for funding through the IDNR-Regional Trails Program grant.

**XI. Executive Session**

None.

**XII. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Meeting adjourned at 6:55 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District