

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

OCTOBER 12, 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 4:31 pm.

II. Roll Call

	Cesich	X	Gryder
X	DeBolt		Kellogg
X	Flowers (entered at 5:17 pm)	X	Koukol
X	Gengler	X	Rodriguez
X	Gilmour	X	Vickers

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

Commissioner Flowers entered the meeting at 5:17 pm.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Executive Director's Report

Director Guritz presented highlights from the Executive Director's report. Updates were provided on the District's grant-funded restoration projects, ARPA Fund budget and status of the full time grounds maintenance position opening, and other preserve improvement projects.

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

Director Guritz presented an overview of the preliminary Financial Statements and Cost Center reports for the period ending September 30, 2021. The District is on track for exceeding budget projections for the year.

VII. Motion to Forward Claims to Commission

Commissioner Gryder made a motion to forward claims in the amount of \$20,879.28 to Commission for approval. Seconded by Commissioner Gengler.

The Committee of the Whole reviewed the claims list.

President Gilmour called the question. Aye, all. Opposed, none.

OLD BUSINESS

VIII. Millbrook North Forest Preserve – Proposed Property Exchange Updates

Director Guritz presented updates and a revised parcel exchange map on the proposed property exchange of Millbrook North Forest Preserve agricultural areas with property owned by the Wormley family. Following harvest, Seth Wormley intends to invite out Commissioners to discuss the possible exchange.

NEW BUSINESS

IX. FY22 Preliminary Budget Review and Discussion (All Funds) and FY22 Proposed Salary Schedule

Commissioner Gengler made a motion to forward the FY22 Preliminary Budget to Commission for approval and publication. Seconded by Commissioner Vickers.

The Committee of the Whole discussed the proposed \$200,000 vehicle replacement contingency scheduled in Fund 1907. Committee of the Whole members expressed concern that if the funds are budgeted, they will be expended. Director Guritz stated that approval of District vehicle replacements will require Commission approval. Historically, the District has budgeted to expend all available capital funding so the funds are appropriated to address capital repairs and replacements as the need arises without needing to amend the budget.

The Committee of the whole reviewed the FY22 budgets for all District funds. The Committee of the Whole reviewed the proposed FY22 salary schedule. President Gilmour called the question. Aye, all. Opposed, none.

X. Vehicle Assessments and Repair Estimates

Commissioner DeBolt made a motion to forward the repair cost estimates for the 2008 F350 (\$5,934.05) and 2009 F250 (\$3,239.29) to Commission for approval. Seconded by Commissioner Koukol.

The Committee of the Whole discussed the condition of the District's vehicles. Director Guritz stated he would work with Antoinette White to develop bid specifications and secure pricing for the replacement of four of the District's pickup trucks as presented. District staff will park the vehicles in the County Administration Building parking lot for Committee of the Whole inspection for the November CoW meeting. Aye, all. Opposed, none.

XI. FY21 Budget Amendment Tracking Report

Commissioner Flowers entered the meeting at 5:17 pm.

The Committee of the Whole discussed the FY21 budget amendment tracking report. Director Guritz stated that the report will be updated for the November Committee of the Whole meeting.

XII. Assistant Director and Environmental Education Manager Position Restructure

- Review of Proposed FY22 Organizational Chart
- Review of Proposed Updated Position Descriptions

Commissioner Gengler made a motion to forward the Assistant Director and Environmental Education Manager position restructure plan and organizational chart as presented to Commission for approval. Seconded by Commissioner Vickers.

The Committee of the Whole discussed the proposed restructure plan. Director Guritz presented updated position titles and descriptions and promotional salary considerations tied to the preliminary FY22 budgeted salary and benefit figures. The proposed plan resulted in an overall salary savings, offsetting a portion of the anticipated increased costs for one full time benefits package.

President Gilmour called the question. Aye, all. Opposed, none.

XIII. Other Items of Business

- WFI Mitigation Project Proposal – Baker Woods and Blackberry Creek Forest Preserve
- City Forest Credits – Carbon Credits Project Updates
- Fees and Charges – Natural Beginnings Early Learning Program
- Lesson Horse Donation
- Mack and Associates, CPAs Engagement Letter
- Resident Lease Agreements

The Committee of the Whole requested a presentation from WFI Mitigation to provide an overview of their proposed mitigation projects.

Director Guritz provided updates on status of review of the City Forest Credits Letter of Engagement for McPherson Law, revenue and expense statement, and purchase agreement template currently under review of the Kendall County State's Attorney's Office.

The proposed 22-23 Natural Beginnings program tuition fees will be presented to Commission for approval.

The Deed of Transfer for the proposed Sunrise Center donation of a Lesson Horse will be presented to Commission for approval.

The Mack and Associates, CPAs engagement letter will be presented to Commission for approval.

Commissioner Koukol made a motion to forward the resident lease agreements to Commission for approval. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

Commissioner DeBolt left the meeting at 6:00 pm and did not return.

XIV. Public Comments

No public comments were offered from citizens in attendance.

XV. Executive Session

Commissioner Koukol made a motion to enter executive session under 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Vickers.

Roll call: Commissioners Flowers, Gengler, Gryder, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none.

Executive Session called to order at 6:07 pm.

Commissioner Gryder made a motion to exit executive session at 6:26 pm. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Regular meeting reconvened at 6:26 pm.

XVI. Summary of Action Items

Director Guritz provided a summary of action items.

XVII. Adjournment

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

Meeting adjourned at 6:27 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District