

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

NOVEMBER 3, 2021

I. Call to Order

Operations Committee Chair Flowers called the meeting to order at 6:00 pm in the Kendall County Historic Courthouse 3RD Floor Courtroom.

II. Roll Call

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

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

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Review of Financial Statements and Cost Center Reports through October 31, 2021

Director Guritz presented an overview on the financial statements and cost center reports through October 31, 2021. The District is on track with exceeding budget projections and generating a small surplus for the year.

VI. Review and Approval of Special Use Permits

- **KCHSA Meetings on 1/11/22; 2/8/22; 3/8/22; 4/12/22 (Historic Courthouse Conference Rooms)**

Commissioner DeBolt made a motion to approve the Special Use permits, including waiving of fees for the KCHSA meetings to be held on 1/11/22; 2/8/22; 3/8/22; 4/12/22 in the Historic Courthouse Conference rooms. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

VII. Draft Employee Handbook Policies Review

- **Chapter VIII Review**

The Operations Committee discussed Chapter VIII of the draft Employee Handbook. Director Guritz offered to send out the current draft to the Operations Committee members for review.

Once the Chapter IX review is completed in December, the Handbook will be sent on to the Committee of the Whole.

VIII. Status of RecPro Facility Rental Contract Integration of Terms and Conditions for Event Venues, Shelters, and Overnight Lodging Rental Contracts

Director Guritz presented a review of updated terms and agreements for preserve facilities.

The Operations Committee discussed, and provided recommendations for presenting the terms and conditions to the Committee of the Whole for discussion.

IX. FY21 Budget Amendment and FY22 Preliminary Budget Review Updates

Director Guritz provided updates on the FY21 budget tracking report and amendment and FY22 preliminary budget for Fund 1900.

X. CY2022 Commission and Committee Meetings and Holiday Schedule

The Operations Committee reviewed the CY22 meetings and holiday schedule.

XI. Other Items of Business

None.

XII. Public Comments

No public comments were offered from citizens in attendance.

XIII. Executive Session

None.

XIV. Adjournment

Commissioner Koukol made a motion to adjourn at 7:15 pm. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District