

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

JANUARY 5, 2022

I. Call to Order

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

II. Roll Call

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

Commissioners DeBolt, Flowers, Gryder, and Koukol were all present. Commissioner Gryder adjourned from the meeting at 6:42 pm and did not return.

III. Approval of Agenda

Commissioner DeBolt made a motion to approve the 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. Review of Financial Statements and Cost Center Reports through December 31, 2021

Director Guritz presented a review on the financial statements and cost center reports through December 31, 2021.

VI. Review and Approval of Special Use Permits

- None

VII. Grounds Maintenance Staffing Discussion: Position Description(s) and Starting Salary Discussions

Commissioner Koukol made a motion to forward the Grounds Maintenance – Preserve Opener/Closer Position description to Commission, including a recommendation to establish a starting salary range of \$13 to \$17 an hour for the part time Grounds Maintenance Worker position classification to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

Commissioner DeBolt a motion to forward recommendations to Commission to increase the hourly part time salaries of Frank Koehler from \$12.80 an hour to \$13.50 an hour; Craig Johnson from \$15.00 an hour to \$15.50 an hour; and Quinn Campbell from \$12.00 an hour to \$13.00 an hour. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VIII. Draft Employee Handbook Policies Review

- **Chapter IX Review**
- **Recommendation for Final KC-SAO Review and Updates**

Commissioner DeBolt made a motion to forward the final draft of the Employee Handbook to the Kendall County State's Attorney's Office with a request to complete a final review and updates. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Commissioner Gryder adjourned from the meeting at 6:42 pm, and did not return.

IX. Status of RecPro Facility Rental Contract Integration of Terms and Conditions for Event Venues, Shelters, and Overnight Lodging (Bunkhouse and Campsite) Rental Contracts

Director Guritz presented a review of updated terms and agreements for preserve facilities. The Operations Committee discussed the terms and conditions, with direction given to staff to research other similar government entity requirements for purchasing special event insurance by facility rental clients.

X. KCFPD General Use Ordinance – Review of Current Restrictions, Proposed Policies, and Proposed Designated Use Areas for Use of Unmanned Aerial Vehicles (UAV)

Director Guritz provided updates on the KCFPD General Use Ordinance, review of current restrictions, proposed policies, and proposed designated use areas for use of unmanned aerial vehicles (UAV).

The Operations Committee discussed the proposed policy, and provided direction to staff to return with designated area locations, rules for use, and final proposed language changes for the General Use Ordinance.

XI. Other Items of Business

- **FY21 Farm License Agreements – Yield Payments Report**

Director Guritz provided updates on the FY21 farm license agreements and yield payments. The Mathre farm license agreement total yield payment, including grain drier use fee was \$37,160.36, plus a utility reimbursement of \$2,339.51. The District is waiting to hear on yield calculations for the Baker Woods farm license agreement with Kyle Connell.

XII. Public Comments

No public comments were offered from citizens in attendance.

XIII. Executive Session

None.

XIV. Adjournment

Commissioner DeBolt made a motion to adjourn at 6:56 pm. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District