

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE of the WHOLE MEETING MINUTES**

MARCH 14, 2023

I. Call to Order

President DeBolt called the meeting to order at 4:30 pm in the Kendall County Office Building – Second Floor County Board Meeting Rooms 209 and 210.

II. Roll Call

X	Bachmann	X	Koukol
X	DeBolt	X	Peterson
	Flowers	X	Rodriguez
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

Commissioners Bachmann, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Shanley, Wormley, and DeBolt were all present.

III. Approval of Agenda

Commissioner Shanley made a motion to approve the meeting agenda. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Executive Director's Report

Director Guritz, provided an update on District projects and objectives included within the District's 5-year plan.

VI. Motion to Forward Claims to Commission

Commissioner Peterson made a motion to forward claims to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

VII. Review of Preliminary Financial Statements through February 28, 2023

Director Guritz presented an overview of the preliminary financial statements through February 28, 2023.

VIII. OLD BUSINESS

No items posted for consideration.

IX. NEW BUSINESS

a) Facility Attendants – Hiring Salary and Staff Stipends Discussion

Director Guritz presented an updated Facilities and Events Attendant position description to include events taking place at the Pickerill-Estate House. Starting salary for these intermittent part time positions will be \$18 to \$20 per hour in order to attract qualified candidates.

The Committee of the Whole discussed a staff recommendation to extend stipends to existing staff to support larger events where alcohol is consumed. The recommended stipend was \$50 for event support services (4-hours), and \$100 for full 8-hours of event support. Direction was received to inquire into whether a lump sum stipend could be extended in place of hourly salaries for participating non-exempt staff. Director Guritz reported that he would follow-up with HR Director Johnson with the question on best approach.

b) National Association of Counties – High Performance Leadership Academy Registration Costs

Antoinette White, Grounds and Natural Resources Division Supervisor, presented a recommendation to register herself and Education and Special Projects Manager Wiencke to participate in the upcoming NACo Leadership Academy.

The Committee of the Whole provided direction to proceed with the registration.

The Committee of the Whole encouraged future examination of in-person professional development opportunities.

XVIII. Other Items of Business

a. Pickerill Estate House Construction Project Updates

- i. Lite Construction Pay Request #5 Review**
- ii. Change Order Updates (Asphalt Drive Replacement; Interior Lighting; Site Landscaping/Lighting)**
- iii. Volunteer Business Commitment Agreement – Garage Doors Donation**

Director Guritz presented updates on the Pickerill Estate House Renovation Project, including a review of pending change orders, and a donation of garage doors from Doors by Russ of Plainfield.

The Committee of the Whole discussed project change orders. Doors By Russ is extending a donation of garage doors, and possibly garage door openers following inspection as part of a volunteer business commitment agreement. The Committee of the Whole reviewed the draft commitment agreement.

b. Little Rock Creek Forest Preserve – Cropland Conversion and Design for Restoration

Antoinette White, Grounds and Natural Resources Division Supervisor, presented the restoration plan for 6.25 acres of cropland at Little Rock Creek Forest Preserve to take place later this March. Over 6,000 trees have been ordered from the Mason State Tree Nursery, with cover crop, prairie and woodland edge seed mixes broadcast following planting.

c. Subat Forest Preserve Nature Center and Master Plan Improvements

i. Grant Project Timeframes for Completion

ii. Architectural Firm Discussion

Director Guritz presented an overview of the timeline for the Subat Forest Preserve Nature Center OSLAD grant project.

The Committee of the Whole discussed selecting a new architectural firm for the project.

XIX. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)

Chairman Koukol stated no report was needed from the Operations Committee.

Commissioner Wormley reported on the increased need for District funding.

XX. Public Comments

No public comments were offered from citizens in attendance.

XXI. Executive Session

None.

XXII. Summary of Action Items

Director Guritz, provided a summary of action items to be presented to Commission for approval.

XXIII. Adjournment

Commissioner Shanley made a motion to adjourn. Seconded by Commissioner Peterson.

Aye, all. Opposed, none. Meeting adjourned at 5:57 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District