

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

October 3, 2018

I. Call to Order

Committee Chair Flowers called the Operations Committee meeting to order at 6:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Hendrix, Purcell, Prochaska, Gilmour, and Flowers all were present.

III. Approval of Agenda

Commissioner Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

IV. Citizens to be Heard

There were no citizens to be heard.

V. Review of Financial Statement Reports through September 30, 2018

Director Guritz presented the financial statement reports through September 30, 2018. The YTD expenditures and revenue are as expected.

Commissioner Hendrix remarked that the financial reports have improved.

Commissioner Purcell asked if there has been taxes received earlier than last year due to a difference YTD.

Director Guritz remarked that the time of receiving taxes is earlier than last year and the line item will look as projected. The District is over the budget in equipment.

VI. Special Use Permit Requests (TBD)

- a. Kendall County State's Attorney's Office Drug Court Graduation –
Meadowhawk Lodge – Friday, November 2, 2018 from 11 am to 3
pm**

Commissioner Purcell made a motion to approve the special use permit request from the Kendall County State's Attorney's Office Drug Court Graduation – Meadowhawk Lodge – Friday, November 2, 2018 from 11 am to 3 pm. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

b. Kendall County Juvenile Justice Council – SKY 5K Run/Walk – Hoover Forest Preserve – Saturday, April 27, 2019

Commissioner Purcell made a motion to approve the special use permit for the Kendall County Juvenile Justice Council – SKY 5K Run/Walk – Hoover Forest Preserve – Saturday, April 27, 2019. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

VII. KCFPD FY19 Preliminary Budget Review

Director Guritz presented a FY19 preliminary budget. It is currently at breakeven. Health insurance is at 15%. Raises are at 3% with exceptions upon Commissions approval. Contingencies are included in the budget. Capital budget includes opening preserves. This includes funds from the Highway Department as mitigation. Projects include natural areas restoration and removal of a dam at Little Rock Creek.

The Operations Committee discussed upcoming projects in the FY19.

VIII. Hoover Supervisor and Resident – Hoover Residence 2018-2019 Lease Agreement

Director Guritz presented a Hoover Supervisor and Resident – Hoover resident 2018-2019 lease agreement.

Commissioner Hendrix made a motion to forward the Hoover Supervisor and Resident – Hoover Residence 2018-2019 lease agreement to Commissions. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

IX. Ellis Caretaker – Ellis Studio Apartment 2018-2019 Lease Agreement

Director Guritz presented the Ellis Caretaker- Ellis studio apartment 2018-2019 lease agreement.

Commissioner Prochaska made a motion to forward the Ellis Caretaker – Ellis Studio Apartment 2018-2019 lease agreement. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

X. KCFPD Personnel Policies Manual Review – Ethics Policy Draft

Director Guritz presented a KCFPD personnel policies manual review – ethics policy draft. The ethics policy is modified from the State’s Attorney’s Office.

The Operations Committee discussed ethics and protocol.

Commissioner Hendrix remarked that the conflicts of interests section could be clarified.

XI. Operations Progress Updates

Director Guritz reported operations progress updates. Ellis House has a FY19 wedding scheduled. Meadowhawk Lodge use was reviewed.

A report from the Environmental Education Programs Manager, Emily Dombrowski, showed the increase YTD for school program bookings.

XII. Executive Session

None.

XIII. Other Items of Business

Director Guritz reported a success tree planting day with the PNA.

XIV. Citizens to be Heard

No public comments were offered by those in attendance.

XV. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by President Gilmour. Aye, all. Meeting adjourned at 8:11 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District