

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
SPECIAL CALL  
COMMISSION MEETING MINUTES  
NOVEMBER 27, 2018**

**I. Call to Order**

President Gilmour called the meeting to order at 8:19 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**III. Invocation**

Commissioner Prochaska offered an invocation for the meeting.

**IV. Roll Call**

X	Cullick	X	Gryder
X	Davidson	X	Hendrix
X	Flowers (entered at 8:22 pm)	X	Kellogg
X	Gilmour	X	Prochaska
X	Giles	X	Purcell (entered the meeting at 8:21)

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present. Commissioner Purcell entered the meeting at 8:21 pm. Commissioner Flowers entered the meeting at 8:22 pm.

**V. Approval of Agenda**

Commissioner Hendrix made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

**VI. Citizens to Be Heard**

There were no citizens to be heard.

**VII. Approval of Claims in an Amount Not-to-Exceed \$11,285.26**

Commissioner Hendrix made a motion to approve claims in an amount not-to-exceed \$11,285.26. Seconded by Commissioner Cullick.

Director Guritz remarked in Capital Funds there was a snow blower bought and there will be oil that will be recoded.

Commissioner Purcell entered the meeting at 8:21 pm.

Motion: Commissioner Hendrix

Second: Commissioner Cullick

**Roll call: Claims Not-to-Exceed \$11,285.26**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour		Present	Purcell

Motion carries by a vote of 8:1.

## **OLD BUSINESS**

**VIII. ORDINANCE #11-18-002: Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2018 and Ending November 30, 2019 in an Amount Not-to-Exceed \$595,374.00**

Commissioner Flowers entered the meeting at 8:22 pm.

Commissioner Hendrix made a motion to approve the general fund tax levy ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2018 and ending November 30, 2019 in an amount not-to-exceed \$595,374.00. Seconded by Commissioner Cullick.

Motion: Commissioner Hendrix

Second: Commissioner Cullick

**Roll call: Ordinance #11-18-002**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

## **NEW BUSINESS**

**IX. MOTION: Approval of the Elimination of the Kendall County Forest Preserve District Events Coordinator Position Effective December 1, 2018**

Commissioner Hendrix motioned to approve the elimination of the Kendall County Forest Preserve District Events Coordinator position effective December 1, 2018. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: Elimination of Position</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**X. MOTION: Approval of a Severance Agreement and Waiver and Release of All Claims Between Tina Villarreal and the Kendall County Forest Preserve District in a Total Amount Not-to-Exceed \$1,908.16 (which equals \$1,860.32 of severance pay plus a cash payout of \$47.84 for 2.88 hours of accrued personal time)**

Commissioner Gryder made a motion to approve the severance agreement and waiver and release of all claims between Tina Villarreal and the Kendall County Forest Preserve District in a total amount not-to-exceed \$1,908.16 (which equals \$1,860.32 of severance pay plus a cash payout of \$47.84 for 2.88 hours of accrued personal time). Seconded by Commissioner Hendrix.

Commissioner Davidson asked if the State's Attorney's Office reviewed the agreement.

Director Guritz responded it was reviewed by the State's Attorney's Office.

Commissioner Purcell asked if this agreement satisfied all parties.

Director Guritz responded all parties accepted the agreement.

Motion: Commissioner Gryder  
Second: Commissioner Hendrix

**Roll call: Severance Agreement**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

**XI. MOTION: Approval of a Position Description for a Part Time Communications, Marketing, and Public Programs Specialist Effective December 1, 2018**

Commissioner Hendrix made a motion to approve the position description for a part time Communications, Marketing, and Public Programs Specialist effective December 1, 2018. Seconded by Commissioner Flowers.

Commissioner Purcell asked if this position was already budgeted into the FY19 budget.

Director Guritz responded it is.

Commissioner Purcell asked how many hours are budgeted.

Director Guritz responded there are 1400 hours that are budgeted to multiple cost centers.

Motion: Commissioner Hendrix  
Second: Commissioner Flowers

**Roll call: Position Description**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion carries by a vote of 9:1.

**XII. MOTION: Approval of the Promotion of Antoinette White to the Position of Communications, Marketing, and Public Program Specialist, with an Assigned Hourly Salary of \$15.00 per hour, with an Effective Date of Promotion of December 1, 2018.**

Commissioner Hendrix made a motion to approve the promotion of Antoinette White to the position of Communications, Marketing, and Public Program Specialist, with an assigned hourly

salary of \$15.00 per hour, with an effective date of promotion of December 1, 2018. Seconded by Commissioner Flowers.

Commissioner Gryder asked if these are duties that are already being performed.

Director Guritz responded Antoinette White is currently an Educational Instructor and performs additional duties. All of the additional job duties are written into the new job description.

Commissions discussed keeping employment part time.

Commissioner Cullick made a motion to amend the motion to include a not-to-exceed 1400 hour. Seconded by Commissioner Gryder. Aye, Commissioner Davidson and Gryder. Opposed, Commissioner Cullick, Flower, Giles, Gilmour, Hendrix, Kellogg, Prochaska, and Purcell. Motion fails by a vote of 2:8.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: Promotion of Antoinette White</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick		X	Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion carries by a vote of 9:1.					

**XIII. MOTION: Approval of a Position Description for a Part Time Rental Venues Coordinator Effective December 1, 2018.**

Commissioner Prochaska made a motion to approve the position description for a part time Rental Venues Coordinator effective December 1, 2018. Seconded by Commissioner Flowers.

Motion: Commissioner Prochaska					
Second: Commissioner Flowers					
<b>Roll call: Position Description</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick		X	Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion carries by a vote of 8:2.					

**XIV. MOTION: Approval of the Elimination of one Part Time Natural Resources Technician Position Effective December 1, 2018**

Commissioner Prochaska made a motion to approve the elimination of one part time Natural Resource Technician position effective December 1, 2018. Seconded by Commissioner Hendrix.

Motion: Commissioner Prochaska					
Second: Commissioner Hendrix					
<b>Roll call: Elimination of NRT</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XV. MOTION: Approval of the Revised Organizational Chart of the Kendall County Forest Preserve District Effective December 1, 2018**

Commissioner Hendrix made a motion to approve the revised Organizational Chart of the Kendall County Forest Preserve District effective December 1, 2018. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: Elimination of NRT</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XVI. Executive Session**

None.

**XVII. Other Items of Business**

Director Guritz remarked the District met with the INDR at Pickerill-Pigott Forest Preserve for the OSLAD Grand review.

The 2019 meeting schedule will be adjusted and sent out.

Commission Gryder remarked the swearing in of new board members will be December 3, 2018 at 6:00 pm in the historic court room.

President Gilmour thanked Commissioner Cullick for her service on the board.

### **XVIII. Citizens to Be Heard**

There were no citizens to be heard.

### **XIX. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 8:47 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District