

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
NOVEMBER 21, 2017**

**I. Call to Order**

President Gilmour called the meeting to order at 10:00 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited during the Kendall County Board meeting.

**III. Invocation**

An invocation was offered during the Kendall County Board meeting.

**IV. Roll Call**

	Cullick (Entered the meeting at 10:03 am)	X	Gryder
X	Davidson	X	Hendrix
X	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles		Purcell (Entered the meeting at 10:12 am)

Commissioners Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, and Gilmour all were present. Commissioner Cullick entered the meeting at 10:03 am. Commissioner Purcell entered the meeting at 10:12 am.

**V. Approval of Agenda**

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

**VI. Citizens to Be Heard**

No public comments were offered by citizens present at the meeting.

**VII. Approval of Claims in an Amount Not-to-Exceed \$159,884.85**

Commissioner Cullick entered the meeting at 10:03 am.

Commissioner Davidson made a motion to approve claims in an amount not-to-exceed \$159,884.85. Seconded by Commissioner Cullick.

Commissioner Cullick reported that the Finance Committee had no concerns with the claims list. Commissioner Gryder stated that the total claims amount is higher due to payments for

the District's new truck, and progress payment on the Henneberry Forest Preserve restoration project.

Motion: Commissioner Davidson					
Second: Commissioner Cullick					
<b>Roll call</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
		Giles	X		Prochaska
X		Gilmour			Purcell
Motion unanimously approved.					

**VIII. Approval of Minutes**

- **Kendall County Forest Preserve Commission Meeting – November 7, 2017**
- **Kendall County Forest Preserve Committee of the Whole Meeting – November 15, 2017**

Commissioner Davidson made a motion to approve the minutes for the Forest Preserve Commission meeting held on November 7, 2017, and the Forest Preserve Committee of the Whole meeting held on November 15, 2017. Seconded by Commissioner Prochaska.

All, aye. Opposed, none. Motion unanimously approved.

**OLD BUSINESS**

No agenda items were presented for consideration under Old Business.

**NEW BUSINESS**

**IX. Motion to Approve the Transfer of District Operating Funds to Kendall County for Payment of the Insurance Premium Assessed in FY16 in the Amount of \$40,979.66**

Commissioner Prochaska made a motion to approve the \$40,979.66 transfer to Kendall County for payment of the District's portion of the annual insurance premium assessed in FY 16. Seconded by Commissioner Hendrix.

Commissioner Davidson asked for clarification on the District's insurance premium payment. Director Guritz stated that the District typically reimburses Kendall County for the prior year's annual premium at the end of the fiscal year.

President Gilmour called the question.

Motion: Commissioner Prochaska  
Second: Commissioner Hendrix

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

**X. Ordinance #11-17-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$576,247.00**

Commissioner Flowers made a motion to approve Ordinance #11-17-01 setting forth the General Fund tax levy of the Kendall County Forest Preserve District for FY 17-18 in an amount not to exceed \$576,247.00. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers  
Second: Commissioner Hendrix

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

**XI. Ordinance #11-17-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$576,247.00**

Commissioner Flowers made a motion to approve Ordinance #11-17-01 setting forth the General Fund tax levy of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2017 and ending November 30, 2018 in an amount not-to-exceed \$576,247.00. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers  
Second: Commissioner Hendrix

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

**XII. Ordinance # 11-17-02 Approval of the Combined Annual Budget and Appropriation Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$7,410,121.00**

Commissioner Hendrix made a motion to approve Ordinance #11-17-02 setting forth the combined annual budget of the Kendall County Forest Preserve District for FY 17-18 in an amount not to exceed \$7,410,121.00. Seconded by Commissioner Flowers.

Commissioner Gryder complimented President Gilmour, Executive Director Guritz, and the Board of Commissioners for their hard work in addressing the District's fiscal challenges.

Motion: Commissioner Hendrix  
Second: Commissioner Flowers

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

**XIII. Motion to Approve the Ellis House and Equestrian Center Part Time Caretaker Position Description**

Commissioner Flowers made a motion to approve the Ellis House and Equestrian Center Caretaker position description as presented. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers  
Second: Commissioner Hendrix

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion carried by a vote of 6:2.

**XIV. Motion to Approve the Appointment of Shannon Prette to the Position of Ellis House and Equestrian Center Caretaker Effective December 1, 2017, Including Approval of a 1-Year Lease Agreement for the Ellis House Studio Apartment, with a Monthly Lease Payment of \$346.67 plus a \$250.00 Security Deposit Payable in Installments through November 30, 2018**

Commissioner Hendrix made a motion to approve the appointment of Shannon Prette to the position of Ellis House and Equestrian Center Caretaker effective December 1, 2017, including approval of a 1-year lease agreement for the Ellis House studio apartment, with a monthly lease payment of \$346.67 plus a \$250.00 security deposit payable in installments through November 30, 2018. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix  
Second: Commissioner Flowers

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion carried by a vote of 6:2.

**XV. Motion to Approve the Pickerill-Pigott Forest Preserve Resident and Grounds Maintenance Worker Position Description, Including Commission Direction to Conduct a Search, and Present Hiring Recommendations for Commission Approval with the Lease Agreement Terms**

Commissioner Purcell entered the meeting at 10:12 am.

Commissioner Flowers made a motion to approve the Pickerill-Pigott Forest Preserve Resident and Grounds Maintenance Worker position description, including Commission direction to conduct a search, and present hiring recommendations for Commission approval with the lease agreement terms. Seconded by Commissioner Hendrix.

Commissioner Gryder stated that he is not in favor of employees residing in District facilities.

Director Guritz stated that the position under consideration is temporary, and budget neutral with the salary offset by the lease payment. Director Guritz stated that the alternative to approving the position and lease agreement will be the extension of existing Grounds Maintenance staff efforts to assist with preserve needs on a limited basis.

Commissioner Purcell asked what is meant by a temporary position. Director Guritz stated that the purpose of the position is to provide facility and grounds support pending Commission deliberations and discussions within the proposed master planning efforts for Pickerill-Pigott Forest Preserve, and efforts to open the preserve to the general public. The term of the lease is for one year only, which will be communicated to all prospective candidates. Any additional lease extensions are subject to Commission approval.

Commissioner Gilmour encouraged board members to tour the preserve and facilities.

Motion: Commissioner Flowers Second: Commissioner Hendrix					
<b>Roll call</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
		Giles	X		Prochaska
X		Gilmour		X	Purcell
Motion carried by a vote of 7:2.					

## **XVI. Motion to Approve the Environmental Education Program Manager Position Description**

Commissioner Flowers made a motion to approve the Environmental Education Program Manager position description as presented. Seconded by Commissioner Hendrix.

Commissioner Purcell asked Director Guritz about the need for the position. Director Guritz stated that the proposed restructure will provide stronger accountability for program performance and support staff scheduling to better achieve budget goals and projections, while providing additional support for the District's administrative functions including program scheduling and reservation database management.

Director Guritz stated that Emily Dombrowski has demonstrated a strong skill set with budget tracking that will support District efforts to meet the goals for the program.

Motion: Commissioner Flowers					
Second: Commissioner Hendrix					
<b>Roll call</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
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XVII. Motion to Approve the Promotion of Emily Dombrowski to the Position of Environmental Education Program Manager Effective December 1, 2017, Including a Headcount Reduction of One Part Time Environmental Education Program Coordinator Position, and One Part Time Office Assistant Position, with an Assigned Annualized Salary of \$28,691.59**

Commissioner Flowers made a motion to approve the promotion of Emily Dombrowski to the position of Environmental Education Program Manager effective December 1, 2017, including a headcount reduction for one part time Environmental Education Program Coordinator position, and one part time Office Assistant position, with an assigned annualized salary of \$28,691.59. Seconded by Commissioner Gryder.

Commissioner Purcell made a motion to amend the motion on the table to restate the motion as follows:

“Motion to approve the promotion of Emily Dombrowski to the position of Environmental Education Program Manager effective December 1, 2017, including a headcount reduction of one part time Environmental Education Program Coordinator position, and a headcount reduction of one part time Office Assistant position, with an Assigned Annualized Salary of \$28,691.59.” Seconded by Commissioner Gryder.

Commissioner Flowers asked what the overall cost difference is for the position. Director Guritz stated that the additional cost is approximately \$1,500.00, taking into account the FY 16-17 costs for the two part time positions eliminated from the FY 17-18 budget.

Motion: Commissioner Purcell

Second: Commissioner Gryder

**Roll call: Amended Motion**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion carried by a vote of 8:1.

President Gilmour called the question on the amended motion.

**Roll call: Approval of the Amended Motion**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

**XVIII. Motion to Approve the Kendall County Forest Preserve District Employee Salary Schedule for December 1, 2017 through November 30, 2018, which Includes an Aggregate Sum for Scheduled Increases for a Total Amount Not-to-Exceed \$18,463.00**

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District employee salary schedule for December 1, 2017 through November 30, 2018, including an aggregate sum for scheduled increases for a total amount not-to-exceed \$18,463.00. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix

Second: Commissioner Flowers

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.



**XIX. Motion to Terminate the Hoover Grounds Supervisor Lease Agreement with Jay Teckenbrock Effective through December 8, 2017 on November 30, 2017, including the Waiving of the Thirty (30) Day Notice Requirement Pursuant to Section 3.3 of the Lease Agreement**

Commissioner Hendrix made a motion to terminate the Hoover Grounds Supervisor lease agreement with Jay Teckenbrock effective through December 8, 2017 on November 30, 2017, including the waiving of the thirty day notice requirement pursuant to Section 3.3 of the lease agreement. Seconded by Commissioner Flowers.

Director Guritz stated that the purpose of the motion is to terminate the current lease agreement prior to approving a new one year lease agreement for the Hoover Supervisor and Resident position.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call</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
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XX. Motion to Approve the Kendall County Forest Preserve District Hoover Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois, Including a \$250.00 Monthly Rent Payment for Use of the Hoover Residence Effective December 1, 2017 through November 30, 2018**

Commissioner Flowers made a motion to approve the Hoover Grounds Supervisor and Resident lease agreement with Jay Teckenbrock of Yorkville, Illinois, including a \$250.00 monthly rent payment for use of the Hoover Residence effective December 1, 2017 through November 30, 2018. Seconded by Commissioner Cullick.

Motion: Commissioner Flowers  
Second: Commissioner Cullick.

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion carried by a vote of 8:1.

**XXI. Motion to Approve a District Policy on Conditions and Limitations on the Administration of Prescription and Non-Prescription Medications, Including an Allowance for Trained District Staff Members to Administer Epinephrine by Auto-Injection in Response to Life-Threatening Emergencies in Accordance with (410 ILCS 27/) Epinephrine Auto-Injector Act**

Commissioner Hendrix made a motion to approve a District policy on conditions and limitations on the administration of prescription and non-prescription medications, including an allowance for trained District staff members to administer epinephrine by auto-injection in response to life-threatening emergencies in accordance with (410 ILCS27/) Epinephrine Auto-Injector Act. Seconded by Commissioner Flowers.

Director Guritz reported that the proposed policy will provide the recommended policy guidance and training needed to allow staff to respond to emergency situations related to severe allergic reactions and anaphylaxis within District programs. The policy has been formulated to address concerns related to the State’s Attorney’s Office review of the District’s registration and handbook materials for the Natural Beginnings Early Learning Program.

Commissioner Flowers asked how many staff members will be trained. Director Guritz stated that the Kendall County Health Department will extend training to District lead staff working within District programming with children absent parental supervision. This will include Natural Beginnings, Environmental Education and Ellis Equestrian center staff, approximately 12-13 individuals in all.

Commissioner Purcell asked whether each child will need to provide their own Epipen supply. Director Guritz stated that under this program, the District will secure an annual stock of auto-injectors that will be on hand at the District’s facilities to address emergency situations under an Advising Physician’s standing order. Two adult and two child auto-injectors will need to be on hand to extend initial care per the proposed protocol.

President Gilmour thanked the Kendall County Health Department, and State’s Attorney’s Office for guidance in the identification of the need for, and formulation of the proposed policy.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call</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
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XXII. Motion to Approve a Lesson Horse Lease Agreement with Grace Klein of Sublette, Illinois, Including a 30-day Trial Period, Commencing on or around December 6, 2017**

Commissioner Flowers made a motion to approve a lesson horse lease agreement with Grace Klein of Sublette, Illinois, including a 30-day trial period, commencing on or around December 6, 2017. Seconded by Commissioner Hendrix.

The Board of Commissioners discussed the proposed lesson horse lease agreement.

Commissioner Gryder asked about provisions extending rights to inspect the leased horse at any time. Director Guritz stated that the individual extending the lease offer is currently a District employee. The provision is in place primarily to extend access to the owner and any veterinary or other horse care professionals to address any significant horse care need.

Commissioner Gryder suggested that the District needs to better define the District’s liability provisions within the proposed agreement, citing issues and examples within the proposed agreement. Director Guritz stated that the intent within the agreement is for the District to extend routine care, with any significant issue addressed directly by the owner, and other situations that would impact the ability to employ the horse in District programs.

Commissioner Davidson made an amendatory motion to postpone consideration of the agenda item pending further discussion at the December 2017 Committee of the Whole meeting. Seconded by Commissioner Purcell, expressing an interest with inserting a dollar-value for the horse in the event the horse dies while under District care, and to clear up questions regarding District requirements for extending care for more significant health-care issues.

Motion: Commissioner Davidson  
 Second: Commissioner Purcell

**Roll call: Referral to the Committee of the Whole for Further Discussion**

<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
		Giles	X		Prochaska
X		Gilmour		X	Purcell

Motion carried by a vote of 7:2.

Commissioner Purcell stated that he is not in favor of leasing horses, preferring to own the horses if the District is going to offer equestrian program services.

**XXIII. Motion to Approve Fees and Charges for the District’s Winter 17-18 Public Program Offerings**

Commissioner Cullick made a motion to approve the District’s winter 17-18 public program offerings as presented. Seconded by Commissioner Kellogg.

Motion: Commissioner Cullick  
 Second: Commissioner Kellogg

**Roll call: Postponement for Committee of the Whole Discussion**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

**XXIV. Motion to Approve the Kendall County Forest Preserve District Commission and Committee Meeting Schedule for CY 2018**

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District Commission and Committee meeting schedule for CY 2018. Seconded by Commissioner Kellogg.

Motion: Commissioner Hendrix

Second: Commissioner Kellogg

**Roll call**

<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
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

**XXV. Executive Session**

None.

**XXVI. Other Items of Business**

Director Guritz reported that barring any objections, he intends to sign-off on a letter of intent to extend a temporary easement for Freeman Forest Preserve to extend access to the Kendall County Highway Department to affect repairs to the Millington Bridge. No objections to the District's sign-off on the letter of intent were expressed by the Board of Commissioners.

Commissioner Gilmour stated that this is a good example of Kendall County intergovernmental cooperation.

**XXVII. Citizens to Be Heard**

No citizens present at the meeting offered public comments.

**XXVIII. Adjournment**

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 10:48 am.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District