

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES**

MAY 3, 2016

I. Call to Order

President Wehrli called the meeting to order at 6:00 pm 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

Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli all were present.

V. Approval of Agenda

Commissioner Koukol made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Commissioner Purcell entered the meeting at 6:01 pm.

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Claims in an Amount Not-to-Exceed \$20,175.22.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$20,175.22. Seconded by Commissioner Prochaska.

President Wehrli reported that the Finance Committee discussed progress with determining ComEd meter assignments for District facilities. Director Guritz reported that all but one of the meter assignments have been determined for Hoover Forest Preserve. Director Guritz reported that the District should be able to determine the power generation history for Meadowhawk Lodge over the summer months.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

VIII. Approval of Minutes

- a. Kendall County Forest Preserve Commission Meeting – April 19, 2016
- b. Forest Preserve Finance Committee Meeting – April 28, 2016

Commissioner Gryder made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on April 19, 2016, and the Finance Committee meeting held on April 28, 2016. Seconded by Commissioner Davidson. All, aye. Opposed, none. Motion passed unanimously.

IX. Motion to Approve a Settlement and Release with Plano School District 88 for Vehicle Damages to Meadowhawk Lodge in the Amount of \$12,330.00.

Commissioner Cullick made a motion to approve a settlement and release with Plano School District 88 for vehicle damages to Meadowhawk Lodge in the amount of \$12,330.00. Seconded by Commissioner Gilmour.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

X. Motion to Approve a Proposal for a One-Year On-Line Storefront Subscription to “The Knot” Wedding Registry for an Amount Not-to-Exceed \$3,000.00 Payable in Monthly Installments of \$250.00 Beginning May 15, 2016

Commissioner Cullick made a motion to approve a proposal for a one-year on-line storefront subscription to “The Knot” wedding registry for an amount not-to-exceed \$3,000.00 payable in monthly installments of \$250.00 beginning May 15, 2016. Seconded by Commissioner Flowers.

Commissioner Koukol inquired into Programming and Events Committee discussion areas for the proposal. Commissioner Purcell reported that the cost will be spread over two fiscal years, with several referrals coming in from this source.

Commissioner Davidson asked whether Meadowhawk Lodge promotion would be included on the storefront. Director Guritz stated that Meadowhawk Lodge will be promoted on the storefront, with links to the District’s new storefront website, and Ellis website.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, Commissioner Koukol. Motion carried by a vote of 9 to 1.

XI. Motion to Approve a Facilities and Events Attendant Position Description

Commissioner Cullick made a motion to approve a Facilities and Events Attendant position description. Seconded by Commissioner Flowers.

Commissioner Davidson inquired into whether the District would be hiring new staff to fill this position. Director Guritz stated that the District should be able to fill the role by extending hours to existing staff.

Commissioner Purcell asked whether the primary purpose of the position is to staff wedding events. Director Guritz confirmed that the position was created primarily to support Ellis weddings.

Roll call: Commissioners Cullick, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, Commissioner Davidson none. Motion carried by a vote of 9 to 1.

XII. Motion to Approve an Ellis Resident – Grounds Maintenance and Program Assistant Position Description

Commissioner Flowers made a motion to approve the Ellis Resident-Grounds Maintenance and Program Assistant position description. Seconded by Commissioner Flowers.

Director Guritz reported that this position will fill a number of support roles for the District including grounds maintenance and event support at Ellis, grounds maintenance support for projects taking place at other forest preserves, staffing support for volunteer stewardship work days, and support for environmental education programs.

This position will be extended a housing option in the Ellis apartment.

Commissioner Purcell asked what environmental education programs would be supported by this position and candidate. Director Guritz stated that the position will support school and scout programs taking place at Harris and Hoover Forest Preserves.

Commissioner Purcell asked about the supervisory structure for this position. Director Guritz stated that the position would report to the Executive Director for those duties associated with Ellis and environmental education, and to Kim Olson for those duties related to supporting grounds maintenance activities in other forest preserves.

Commissioner Gryder observed that the position description indicates that the position is Ellis-centered. Director Guritz stated that the position's primary function is to support Ellis grounds maintenance and events, with time extended to support other areas of operations.

Commissioner Gilmour inquired into the education qualifications for the position, noting that the position description calls for an associate's degree in environmental education or natural resource sciences, and a bachelor's degree further down, and asked for clarification on which is required.

Director Guritz stated that the associates is required, with the bachelor's degree preferred.

Commissioner Gilmour inquired into the degree attainment for the candidate under consideration. Director Guritz reported that the individual has Master's degree coursework in epidemiology, and 18-years of natural resource management experience.

Commissioner Purcell inquired into comfort level with having this individual report to multiple supervisors. Director Guritz stated that he was comfortable with the arrangement, and that it is consistent with the current organizational structure.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

XIII. Motion Approving a Resident Apartment Lease Agreement with James Marshall Pursuant to an Extended Offer of Employment as Ellis Resident – Grounds Maintenance and Program Assistant

Commissioner Cullick made a motion to approve a resident apartment lease agreement with James Marshall pursuant to an extended offer of employment as Ellis Resident – Grounds Maintenance and Program Assistant. Seconded by Commissioner Prochaska.

Commission discussed the provisions for the lease agreement.

Commissioner Gryder inquired into whether time spent at the residence was compensable time, and whether this would result in increased hours that would require the extension of benefits. Assistant State's Attorney Johnson reported that so long as the District is not requiring the individual to be on site performing duties for the District, the District would have a strong justification for arguing that time spent at the residence is not compensable. Therefore, the question on whether or not benefits need to be extended is determined based on total hours worked. So long as the total hours do not exceed the established thresholds, benefits are not extended.

Commissioner Purcell observed that within the agreement, the District is required to extend utilities including telephone. Commission discussed the need to extend a cell phone to the position in order to comply with the contract, and to enable direct communications.

Commissioner Cullick amended her motion to include approval of the assignment of a cell phone as part of the lease agreement. Seconded by Commissioner Prochaska.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, Commissioner Gryder. Motion carried by a vote of 9 to 1.

XIV. Motion to Approve Proposed Pasture Improvement Project Requests from Sunrise Center, Inc. – Sunrise Center North at Ellis House and Equestrian Center

Commissioner Cullick made a motion to approve the proposed pasture improvement project requests from Sunrise Center, Inc. – Sunrise Center North at Ellis House and Equestrian Center. Seconded by Commissioner Flowers.

Director Guritz presented requests. The first improvement project is the creation of a pasture-fence corridor to the outdoor arena, and the second is the development of a second feed lot for the Sunrise Center North horses in order to manage their horses separately from Ellis horses.

Commissioner Purcell inquired into whether there would be any cost to the District. Director Guritz stated that staff would lend support for both projects, but there would be no direct costs to the District.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

XV. Executive Session

None.

XVI. Other Items of Business

Commissioner Cullick requested a report on the outcomes from the 2016 refunding bond sale.

Director Guritz reported that the total savings based on present day value was \$1.34 million, resulting in a savings of approximately \$33 per household for residents with an average home value of just over \$200,000.

Director Guritz reported on a site visit to Maramech Forest Preserve with representatives from the US Fish and Wildlife Service in order to determine eligibility for receiving support through a cooperative project agreement to continue restoration efforts. Within the

agreement, the District would match US Fish and Wildlife Funding up to \$5,000 for a total restoration project cost of \$10,000 in the upcoming fiscal year.

Director Guritz reported that the property exchange documents will be presented to Commission at a future meeting for the widening of the Eldamain Road corridor. As part of the exchange, the District will receive additional property at Hoover Forest Preserve in exchange for parcels at Subat Forest Preserve.

XVII. Citizens to Be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Cullick. Aye, all. Opposed, none. Meeting adjourned at 6:36 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District