

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

JULY 5, 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, Purcell, and Wehrli all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Claims in an Amount Not-to-Exceed \$28,678.67.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$28,678.67. Seconded by Commissioner Prochaska.

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

VIII. Approval of Minutes

- a. Kendall County Forest Preserve Commission Meeting – June 21, 2016
- b. Kendall County Forest Preserve Finance Committee Meeting – June 30, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on June 21, 2016, and the Finance Committee Meeting held on June 30, 2016 as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

IX. Motion to Approve a 2016-2017 Grainco FS, Inc. Propane Supply Contract #PP062017 for an Amount Not-to-Exceed \$4,179.00.

Commissioner Koukol made a motion to approve contract #PP062016 with Grainco FS, Inc. for an amount not-to-exceed \$4,179.00 for propane supply for Ellis House and Harris Forest Preserve. Seconded by Commissioner Cullick.

Commission discussed the 2016-2017 propane contract pricing.

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

X. Motion to Approve an Amendment to the Baker Woods Forest Preserve 2016 Grass Hay Contract Reducing the Licensee's Per Bale Purchase Option for Surplus Portions of the District's Hay Share to \$3.50 per Bale

Commissioner Cullick made a motion to approve an amendment to the Baker Woods Forest Preserve 2016 Grass Hay Contract reducing the Licensee's per bale purchase option for surplus portions of the district's hay share to \$3.50 per bale. Seconded by Commissioner Koukol.

Director Guritz reported that the first cutting of hay has been completed. Kyle Connell is providing assistance with selling a portion of the District's share of the first cutting at \$4.50 per small bale. The current contract terms allow Mr. Connell to purchase surplus small bales at \$4.00 per small bale. The request to reduce the cost to \$3.50 per small bale is to provide incentive for Mr. Connell to store and sell surplus District hay in order to minimize staff time associated with this activity.

Within the one-year contract, the District receives 50% of the harvest, and receives the revenue for the sale of the District's share of surplus hay.

Commissioner Davidson inquired into how much hay the District purchased in the previous year. Director Guritz reported that no hay was purchased last year, with a good amount of inventory from the prior year still remaining in storage in the main barn and storage barn at Ellis.

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

XI. Motion to Appoint the Executive Director of the Kendall County Forest Preserve District to Represent the District on the Proposed Oswego TIF District Joint Review Board

Commissioner Cullick made a motion to approve the appointment of David Guritz to represent the District on the proposed Oswego TIF District Joint Review Board. Seconded by Commissioner Koukol.

Director Guritz reported that the Oswego TIF District Joint Review Board will meet on July 8, 2016 at 10:00 am.

TIF impact on loss of District tax proceeds is estimated at \$10,000 over the 23-year period based on a conservative 2% CPI, not including year-over-year assessed valuation growth within the TIF District.

Commissioner Gilmour asked whether the District's position to oppose the TIF District due to the financial impacts was discussed at Finance Committee meeting. Director Guritz stated that only the financial impacts were reviewed, with the need for representation discussed.

Commissioner Purcell inquired into whether a vote will be taken on Friday, pointing out that the Joint Review Board will be voting on a resolution of support for the TIF District.

Commissioner Gilmour stated that the TIF District was reviewed at the Economic Development Committee meeting and encompasses a larger area beyond downtown Oswego.

Commissioner Davidson stated that the role of the Executive Director should be to report on the outcomes from the meeting. Director Guritz stated that as a Joint Review Board member, the Commission appointment would include voting responsibilities.

President Wehrli requested that Commission members share their opinions on the TIF District prior to Friday's vote in order to provide guidance for representing the District.

County Administrator Jeff Wilkins stated that the purpose of the Joint Review Board is to serve as an advisory body. Authority to approve the TIF District is vested with the Oswego Village Board.

Roll call: Commissioners Cullick, Flowers, Gilmour, Gryder, Koukol, Prochaska, and Wehrli, aye. Opposed, Commissioners Davidson and Purcell. Motion carried by a vote of 7 to 2.

XII. Executive Session

None.

XIII. Motion to Approve an Amended Position Description for the Ellis House and Equestrian Center Farm Manager

Commissioner Prochaska made a motion to approve the amended position description for the Ellis House and Equestrian Center Farm Manager as presented. Seconded by Commissioner Flowers.

Director Guritz reported that the State's Attorney's Office has reviewed the proposed changes to the position description. Proposed changes include amending the position title to Ellis House and Equestrian Center Manager, and expanding the supervisory roles for the position to include all operational areas.

Director Guritz reported that Ellis Farm Manager, Marty Vick, has been taking on support roles for all areas of operation, including coordination of rental and wedding events, and assisting with equestrian center operations and customer service.

Commissioner Gryder asked whether the proposed changes to the description would impact the position's FLSA status, noting that the position is currently, and will continue to be a part time position.

Assistant State's Attorney Leslie Johnson stated that as long as the position is compensated, the new salary threshold requirements which would equal \$913 per week, and his salary does not change based on the number of hours worked each week, the position could be considered for FLSA exemption.

Commission discussed the changes in the FLSA exempt staff rules and regulations.

Commissioner Purcell inquired into whether the position would be extended additional hours. Director Guritz stated that the position is currently budgeted at 1,400 hours at \$14.00 per hour. This position will likely work closer to 1,500 hours in the current year, with a proposed salary of \$15.50 per hour to compensate the individual for expanded roles and responsibilities.

Commissioner Purcell stated that this position recently received a significant increase in the current fiscal year.

Director Guritz stated that as part of the restructuring at Ellis, the District reduced headcount over the prior year in order to balance the budget. This has created gaps, with the Farm Manager taking on additional responsibilities to insure that operations flow smoothly.

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

XIV. Motion to Approve a Promotional Per Hour Salary Increase to \$15.50 Per Hour Effective July 9, 2016 for the Current Ellis House and Equestrian Center Farm Manager, Marshall Vick

Commissioner Cullick made a motion to approve a promotional per hour salary increase to \$15.50 per hour effective July 9, 2016 for the current Ellis House and Equestrian Center Farm Manager, Marshall Vick. Seconded by Commissioner Flowers.

Director Guritz reported that staffing at Ellis was reduced over the prior fiscal year. The Office Assistant position has not been filled, and will not be pending consideration within the next fiscal year budget resulting in a budget savings of approximately \$2,000.00. Additional responsibilities, and revenues from Sunrise Center North will help offset the additional salary cost of approximately \$1,000.00 in the current fiscal year for the promotional salary increase.

Commissioner Davidson and Commissioner Purcell expressed concerns about the current budget and program revenues. Commissioner Davidson suggested that the Board postpone consideration until the upcoming fiscal year.

Director Guritz stated that he did not want to lose good staff. This proposed increase is warranted based on the increased responsibilities, and will help towards establishing a more competitive salary within the market.

President Wehrli stated that the District is increasing this position's responsibilities, and needs to compensate the position accordingly.

Director Guritz stated that this is a tough job. You need an individual with the right temperament and skill sets to handle Ellis operations, and the District has this in place with someone that understands and is working to achieve our budget goals.

Roll call: Commissioners Cullick, Flowers, Gilmour, Prochaska, and Wehrli, aye. Opposed, Commissioner Davidson, Gryder, Koukol and Purcell. Motion carried by a vote of 5 to 4.

XV. Motion to Approve a \$2,000.00 Increase to the Annualized Gross Salary of the Current Hoover Resident and Supervisor, Jay Teckenbrock, Effective July 9, 2016, Towards Fulfillment of District Obligations to Conform with Changes in Federal Law Requirements for Minimum Salary Thresholds for FLSA Exempt Positions

Commissioner Cullick made a motion to approve a \$2,000.00 increase to the annualized gross salary of the current Hoover Resident and Supervisor, Jay Teckenbrock, effective July 9, 2016, towards fulfillment of District obligations to conform to changes in federal law requirements for minimum salary thresholds for FLSA exempt positions. Seconded by Commissioner Flowers.

President Wehrli stated that this proposed increase is a step in the right direction towards meeting the minimum salary requirements for this position.

Director Guritz reported that in consultation with the State's Attorney's Office, and as part of negotiations, Commission does have the ability to negotiate a lease payment for use of the Hoover residence with Mr. Teckenbrock, or cancel the agreement and establish a new agreement in the coming year.

Director Guritz reported that Jay Teckenbrock has been doing an exceptional job during a time of staff shortage. Mr. Teckenbrock has extended his schedule significantly to handle the day-to-day operations, reservations, and grounds maintenance responsibilities.

Commissioner Flowers asked about current terms of the lease agreement, and the previous staff member's salary. Director Guritz stated that under the current lease agreement, no rent is due, and utilities are covered. The previous individual employed in this position was earning over \$34,000 per year, and earning overtime.

Director Guritz reported that within the current year, the FLSA exempt status has saved over \$6,000 in overtime salary payments.

Director Guritz stated that within the budget, there has been significant salary savings resulting from staff shortages.

Director Guritz stated that the increase is proposed to retain the employment of this individual.

Commissioner Koukol reminded the Commission that the value of use of the residence has been discussed in the past, with different opinions on the value ranging from \$1,000 per month to \$1,800 per month. While the salary will need to be significantly increased to meet the threshold, the lease payment will offset a good amount of this, and may work against efforts to retain the employee. Director Guritz stated that in negotiating the salary and lease payment, the employee cannot earn less than his current net salary.

Commissioner Purcell stated that he struggles with extending mid-year increases, asking who is next on the list. Director Guritz stated that he does not anticipate bringing any other position increases forward in the current fiscal year.

Commissioner Purcell questioned whether it was appropriate to increase the salary of a staff member simply because the District and Director have been unable to properly staff the District.

Director Guritz stated that while the budget looks good from the standpoint of salary savings on paper, there is a bill that will need to be paid for workers' compensation payments in the year. This increase is proposed to compensate this individual who has had to perform above and beyond since the start of his employment, covering for staff

shortages with the District down one and a half full time headcount for the year, as part of negotiations that the District will have to work through due to changes in federal law.

The motion, if approved, will increase Jay Teckenbrock's annual salary from \$33,000 to \$35,000 per year.

President Wehrli called the question.

Roll call: Commissioners Cullick, Flowers, Gryder, Koukol, Prochaska, and Wehrli, aye. Opposed, Commissioners Davidson, Gilmour, and Purcell. Motion carried by a vote of 6 to 3.

XVI. Other Items of Business

None.

XVII. Citizens to Be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 6:55 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District