

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

DECEMBER 6, 2016

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

II. Pledge of Allegiance

Oswego, Illinois Boy Scout Pack #384 led the recitation of the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

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

VII. Approval of Minutes

Kendall County Forest Preserve Commission Meeting – November 15, 2016
Kendall County Forest Preserve District Finance Committee Meeting – November 21, 2016

Commissioner Prochaska made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on November 15, 2016, and the Forest Preserve Finance Committee meeting held on November 21, 2016. Seconded by Commissioner Cullick.

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

VIII. Approval of Claims in an Amount Not-to-Exceed \$14,303.35.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$14,303.35. Seconded by Commissioner Gryder.

Commissioner Purcell inquired into whether the County Board had already approved the claims list presented. Director Guritz stated that the claims list should be approved by the District's Board of Commissioners as well.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none.

IX. Kendall County Forest Preserve District 2016-2017 Standing Committees and Appointments

Commissioner Cullick made a motion to approve the Kendall County Forest Preserve District standing committees and appointments as presented. Seconded by Commissioner Gryder. Commissioner Purcell stated that the motion should be amended to show committee assignments and appointments for a full 2-year term.

Commissioner Cullick made an amendatory motion to approve the standing committees and appointments for a two-year period. Seconded by Commissioner Gryder. All, aye. Opposed, none. Motion passed unanimously.

X. Motion to Approve the Termination of the December 2, 2015 Grounds Supervisor and Resident Lease Agreement between the Kendall County Forest Preserve District and Jay Teckenbrock of Yorkville, Illinois

Commissioner Cullick made a motion to approve the termination of the December 2, 2015 Grounds Supervisor and Resident lease agreement between the Kendall County Forest Preserve District and Jay Teckenbrock of Yorkville, Illinois. Seconded by Commissioner Hendrix.

Director Guritz stated that the first formal three-year agreement for use of the Hoover residence was approved on December 2, 2015. As part of negotiated salary discussions related to the minimum salary threshold for FLSA exempt employees, the 2016 agreement has been revised to include a new \$250.00 required monthly lease payment for use of the residence. Before the new agreement can be approved, the previous agreement needs to be rescinded. All changes have been reviewed by Jay Teckenbrock, and he has signed off on the amendment rescinding the 2015 agreement.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none.

XI. Motion to Approve the Kendall County Forest Preserve District Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois, Establishing a \$250.00 Monthly Rent Payment for Use of the Hoover Residence Effective December 6, 2016

Commissioner Cullick made a motion to approve the Kendall County Forest Preserve District Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois for use of the Hoover residence effective December 6, 2016. Seconded by Commissioner Kellogg.

Director Guritz stated that the agreement has been revised to include a \$250.00 monthly lease payment, with the term reduced from three years to a one year agreement.

Commissioner Gryder stated his intentions to vote against the agreement for reasons of general opposition for allowing individuals to reside on District property.

Roll call: Commissioners Cullick, Davidson, Giles, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, Commissioner Gryder. Motion carried by a vote of 8 to 1.

XII. Motion to Approve the Engagement Letter and Contract in the Amount of \$7,500.00 between the Kendall County Forest Preserve District and WIPFLI CPAs for Completion of the District's FY 2015-2016 Audit

Commissioner Purcell made a motion to approve the engagement letter and contract in the amount of \$7,500.00 between the Kendall County Forest Preserve District and WIPFLI CPAs for completion of the District's FY 2015-2016 audit. Seconded by Commissioner Cullick.

Commissioner Davidson inquired into whether the contract terms have remained the same in comparison to the previous year's costs. Director Guritz stated that the cost is the same. Commissioner Purcell stated that this is the third year of a three year contract for auditing services.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIII. Motion to Approve the Natural Beginnings Preschool Program 2017-2018 Tuition Fees and Charges in the Amount of \$1,800.00 for 3-day Sessions, and \$1,500.00 for 2-day Sessions

Commissioner Cullick made a motion to approve the Natural Beginnings Preschool Program 2017-2018 tuition fees and charges as presented. Seconded by Commissioner Gryder.

Commission reviewed the Natural Beginnings Preschool Program budget for FY 16-17. The proposed fees and charges as presented are tied into the approved budget.

Commissioner Purcell expressed concerns over the tuition increases of 4-5% versus the costs for approved increases of Natural Beginnings program staff salaries of roughly 10%.

Commissioner Purcell made an amendatory motion to increase the Natural Beginnings Preschool Program 2017-2018 fees and charges to \$1,825 for the 3-day sessions, and \$1,525 for the 2-day sessions. Seconded by Commissioner Davidson.

Commissioner Hendrix stated that in accordance with the approved budget, program revenues significantly exceed all direct program expenses, and expressed opposition to increasing tuition fees beyond the staff recommended \$75 for all sessions.

Commissioner Davidson inquired into whether the item requires approval at this meeting. Director Guritz stated that the District needs to move forward with open enrollment in December. Director Guritz cautioned against increasing fees for citing concerns over how cost may impact market demand for the program.

Commissioner Giles inquired into the where the District's program falls within the market for both paid staff and tuition costs with other preschool programs in the area. Director Guritz stated that this can be examined during the upcoming year.

Commission discussed the proposed increase. Discussion points included program capacity and class sizes, historical class size and waiting lists, and acknowledgement of a high program quality compared to other area programs.

Regarding class size, Commission discussed instructor ratio, citing interests in continued examination of potential for increasing class size respectful of potential safety concerns for Natural Beginnings students.

Roll call on the amendatory motion: Commissioners Gryder, Kellogg, and Purcell, aye. Opposed, Commissioners Cullick, Davidson, Giles, Hendrix, Prochaska, and Gilmour, aye. Amendatory motion failed by a vote of 3 to 6.

Roll call on the original motion as presented: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIV. Motion to Approve the 2017 Nature Education and Equestrian Summer Camp Offerings, Fees, and Charges

Commissioner Cullick made a motion to approve the 2017 Nature Education and Equestrian Summer Camp offerings, fees, and charges. Seconded by Commissioner Gryder.

Environmental Education Coordinator Emily Dombrowski presented a proposed fee schedule for all District summer programs.

Coordinator Dombrowski reported that the District will be benefiting from a grant approved by the Kendall Education Cooperative for the purchase of a canoe trailer, canoes, paddles, and floatation vests that will reduce paddling camp costs in the upcoming year.

In order to expand promotion of summer camp opportunities, the District will be expanding advertising in social media, including promotion of summer camp opportunities in Oakley's Family Guide, and distribution of promotional materials to school field trip students.

All summer camp programs will be collectively marketed within a single catalog.

Commissioner Purcell inquired into whether a target mailing is planned in the upcoming year.

Commissioner Hendrix stated that a targeted mailing to previous participant households is a good idea, but would anticipate limited recruitment from a direct mailing to target households, stating that social media promotions are the most effective mechanism for expanding participation.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

Meeting Suspension

Commissioner Hendrix made a motion to suspend the Kendall County Forest Preserve District Commission meeting for continuance following the Kendall County Board meeting. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Regular meeting suspended at 6:40 pm.

Commissioner Gryder made a motion to reconvene the regular meeting of the Kendall County Forest Preserve District. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

Regular meeting reconvened at 7:17 pm.

XV. Executive Session

Commissioner Gryder made a motion to enter into executive session under 2(c)1 and 2(c)5 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Cullick.

Roll call: Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

Executive session called to order at 7:17 pm.

Commissioner Gryder made a motion to adjourn from executive session. Seconded by Commissioner Prochaska. Aye, all.

Regular meeting reconvened at 8:10 pm.

XVI. Other Items of Business

President Gilmour reminded the Board that the December Programming and Events Committee meeting is cancelled.

XVII. Citizens to Be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Davidson. Aye, all. Opposed, none. Meeting adjourned at 8:12 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District