

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

November 14, 2018

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 5:40 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Hendrix and Purcell all were present. Commissioner Gryder entered the meeting at 5:45 pm. Commissioner Prochaska entered the meeting at 6:04 pm.

III. Approval of Agenda

President Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Cullick. All, aye. Opposed, none.

IV. Citizens to be Heard

There were no citizens in attendance.

V. Executive Director's Report

Director Guritz provided an executive director's report along with reports from site supervisors. The OLSAD grant site inspection was highlighted. There is an Eagle Scout project for equestrian signage.

The Committee discussed problems with a pipe in the lift station at Hoover and gave suggestions.

Commissioner Gryder entered the meeting room at 5:45 pm.

VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed \$31,081.59

Commissioner Hendrix made a motion to forward claims to Commission for an amount not-to-exceed \$31,081.59. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

OLD BUSINESS

VII. MOTION: Forward the HLR Engineering Phase II and Phase III Proposal for the Development of Bid Specifications and Construction Management for the Demolition of Millbrook Bridge to Commission

Director Guritz remarked this proposal had been revised by the State's Attorney's Office. This is the final revision of the proposal once it goes through a final review.

Commissioner Davidson suggested a not-to-exceed amount.

The Committee recommended anything that goes above and beyond the proposal be brought back for approval.

Commissioner Prochaska entered the meeting room at 6:04 pm.

Commissioner Hendrix made a motion to forward the HLR Engineering Phase II and Phase III proposal for the development of bid specifications and construction management for the demolition of Millbrook Bridge to Commission. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

NEW BUSINESS

VIII. Review of the Final Draft FY 18-19 Operations Fund, Capital Fund, Endowment Fund, and Dept Service Funds Budget

Director Guritz reported a review of the final draft FY 18-19 Operations Fund, Capital Fund, Endowment Fund, and Dept Service Funds Budget.

The Committee discussed expected operations revenue and operations budget in weddings, environmental education, and donations. The expectations of donations and grants were discussed.

The Committee discussed the details of the Capital fund, including crop land conversion, preserve improvements and Ellis House. Suggestions to increase Capital budget was discussed.

Latreese Caldwell offered suggestions to the budget.

IX. Review of the Draft FY 18-19 Combined Budget and Appropriations Ordinance #11-18-001

Director Guritz reported a review of the draft of FY 18-19 combined budget and appropriations ordinance #11-18-001.

The Committee offered suggestions to lessen the estimated amount donations the District will receive.

X. Review of the Draft FY 18-19 General Fund Levy Ordinance #11-18-002

Director Guritz presented a review of the draft FY 18-19 general fund levy ordinance #11-18-002.

Commissioner Purcell made a motion to forward agenda items IX and X to Commissions. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XI. Review of a Request from the Yorkville Historical Society Requesting the Waiving of Fees and Charges, and Insurance Coverage Requirements for the Use of the Kendall County Historic Courthouse for a Proposed Holiday Celebration and Fundraiser Scheduled for December 16, 2018

Director Guritz presented a review of a request from the Yorkville Historical Society requesting the waiving of fees and charges, and insurance coverage requirements for the use of the Kendall County Historic Courthouse for a proposed Holiday Celebration and Fundraiser scheduled for December 16, 2018.

Commissioner Gryder made a motion to forward a request from the Yorkville Historical Society requesting the waiving of fees and charges, and insurance coverage requirements for the use of the Kendall County Historic Courthouse for a proposed holiday celebration and fundraiser scheduled for December 16, 2018. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

XII. KCFPD Draft Organizational Chart and Discussion of Proposed Position Restructuring

Director Guritz presented a KCFPD draft organizational chart and discussion of proposed position restructuring. The changes for recommendation is for the addition of a Communications, Marketing, and Public Program Specialist with the elimination of a part-time Natural Resource Technician. There is recommendation for a Rental Venues Coordinator with the elimination of the Events Coordinator for exclusively Ellis. The count of full time employees is remaining the same.

XIII. Executive Session

Commissioner Cullick made a motion to enter Executive Session at 7:42 pm to discuss 2c1. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

Commissioner Cullick, Davidson, Flowers, Gilmour, Gryder, Prochaska, and Purcell were all present.

Commissioner Flowers made a motion to adjourn Executive Session at 8:12 pm. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

XIV. Review of Draft Position Descriptions for a Part Time Rental Venues Coordinator and a Part Time Communications, Marketing, and Public Programs Specialist

Director Guritz presented a review of draft position descriptions for a part time Rental Venues Coordinator and a part time Communications, Marketing, and Public Programs Specialist.

XV. Other Items of Business

- **FY 18-19 Preliminary Budget and Levy – Review of the Final Public Notice Published on November 1, 2018**

Director Guritz reviewed the FY 18-19 preliminary budget and levy – review of the final public notice published on November 1, 2018. The reduction is expected to be about 8% due to the bond.

Commissioner Purcell left the meeting room at 8:17 pm.

- **Proposed Transfer of Funds to Kendall County in the Amount of \$40,979.66 for Reimbursement of the District's Share of FY18 Insurance Coverages Premium**

Director Guritz reviewed the proposed transfer of funds to Kendall County in the Amount of \$40,979.66 for reimbursement of the District's share of FY18 insurance coverages premium.

- **Kendall County State's Attorney's Office Event Venue Rental Contracts Review**

Director Guritz reviewed the Kendall County State's Attorney's Office Event Venue Rental Contracts.

Commissioner Davidson remarked there are issues with beavers near Subat Preserve.

XVI. Summary of Action Items

There was no summary of action items.

XVII. Citizens to be Heard

There were no citizens in attendance.

XVIII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 8:20 pm.

Respectfully submitted,

David Guritz

Executive Director, Kendall County Forest Preserve District