

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

**NOVEMBER 15, 2017**

**I. Call to Order**

President Gilmour called the meeting to order at 4:37 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Cullick, Davidson, Kellogg, Prochaska, and Gilmour all were present. Director Guritz reported that insufficient members of the committee were present to establish a quorum the start of the meeting.

District Director Guritz, and Environmental Programs Coordinator Dombrowski also were present.

Commissioner Gryder entered the meeting at 4:56 pm.

Roll call: Commissioners Cullick, Davidson, Gryder, Kellogg, Prochaska, and Gilmour all were present. Meeting called to order at 4:57 pm.

Commissioners Hendrix and Purcell entered the meeting at 5:25 pm.

**III. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda. Seconded by Commissioner Kellogg. All, aye. Opposed, none.

**IV. Citizens to be Heard**

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

**V. Director's Report**

Director Guritz provided updates on priority projects. Director Guritz reported that the Henneberry Forest Preserve restoration and mitigation project is going well, with all trees, shrubs and perennials now planted, with the tree protection corrals installed. Director Guritz reported that a temporary contract credit has been held that will be applied to a 2018 supplemental planting effort based on the project specifications and contractor unit costs submitted.

Director Guritz reported that the issues with the condition of pre-planted stock received from St. Aubin Nursery had been sorted out as part of the field inventor, with a temporary

project credit withheld from payment to SemperFi Land, Inc. to be applied to a 2018 secondary planting effort.

Director Guritz drew attention to recent positive program reviews received for the District's IDNR-ENTICE workshop and Creatures of the Night public program.

Director Guritz reported on an overall \$3,600.00 net gain over costs for the "Hoofin' It 5K Run" held in partnership with Sunrise Center North.

## **VI. Motion to Forward Claims for Commission Approval for an Amount Not-to-Exceed \$159,884.85**

Director Guritz reported that the claims amount is unusually higher due to payments for the purchase of the GMC 1-ton dump truck, salt spreader, and plow assembly, and the progress payment for SemperFi Land, Inc. for the Henneberry Forest Preserve restoration project. Director Guritz noted that the purchase of the vehicle will close out the remaining balance in the District's Fund 950 capital fund.

Director Guritz reported that the District was switched over to electronic billing statements for NICOR service at Millbrook South. The District paid the full balance in the claims list, and has already received reimbursement from Mark and Tom Mathre as part of their farm lease agreement.

The Committee of the Whole discussed the Chicago Wilderness membership payment. Director Guritz reported that the District's partnership with Chicago Wilderness supports regional conservation projects, training, and wildlife monitoring efforts.

Commissioner Gryder entered the meeting at 4:56 pm. Commissioner Prochaska declared a quorum present for the purposes of conducting Committee of the Whole business.

Commissioner Cullick made a motion to forward claims in the amount of \$159,884.85 to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

## **VII. Review of the Kendall County Forest Preserve District FY 17-18 General Fund Tax Levy Ordinance**

Director Guritz presented the FY 17-18 general fund tax levy ordinance. The Committee of the Whole discussed the District's financial position, focusing on whether or not to assess the allowable tax levy increase over the District's FY 16-17 tax levy.

Director Guritz reported that within FY 16-17, the District will likely post a budget loss for the year on a cash basis due to the assignment of a twenty-seventh pay period on November 30, 2017 to FY 17 that was originally anticipated for payment on December 1, 2017. The FY 16-17 audit will work to determine whether the District achieved a budget surplus for the current fiscal year on an accrual basis for accounting.

Director Guritz stated that the preliminary FY 18 budget has been finalized, with an overall projected surplus of \$10,500.00 after expenses.

Director Guritz reported that with the change in coding of the final payroll for the current fiscal year, the District's salaries and benefits projections for FY 18 include approximately \$15,000 for salary payments and \$2,000-\$3,000 for associated benefits that will not be paid, but will be left in to add an additional measure of conservatism within the budget.

Commissioner Davidson asked whether the District plans to take the allowable levy increase for the upcoming year. Director Guritz responded that the budget and levy ordinance calls for taking the full levy for the upcoming year, which will generate an additional \$23,000 in collections over the current year.

Commissioner Gryder questioned whether the District needed to increase the levy for the coming year. Director Guritz stated that while the District is in better financial shape, the District's cropland revenue will be reduced by \$30,000 when the cropland conversion project is completed for Fox River Bluffs Forest Preserve in fall 2019. The District is also taking on added expense for the Ken Pickerill home site at Pickerill-Pigott Forest Preserve.

Director Guritz suggested that once the audit is completed, Commission may consider abating a portion of the additional collections, but cautioned against negatively impacting the District's overall financial position, noting recent improvements to the bond rating, and significant reductions in the 2007 debt-service levy from refunding efforts that have collectively reduced the future debt-service levies by \$4 million dollars.

Commissioner Davidson stated that the District is not in the position to reduce its levy, which will cause significant budget shortages compounded into the future.

Director Guritz stated that the District's limiting rate has gone down in each of the past two years, helping offset a portion of increases in property values.

Director Guritz stated that while the District's fund balance covers just over 3-months of operating costs, this balance should be increased over time so the District is able to address unanticipated financial losses that could be incurred within operations or from workers' compensation claims.

Commissioners Purcell and Hendrix entered the meeting at 5:25 pm.

Commissioner Purcell asked how much funding remains in the District's capital fund. Director Guritz reported that the projected beginning balance in the capital fund is just under \$1.6 million.

The Committee of the Whole discussed the possibility of abating the District's surplus once the audit is completed.

Commissioner Purcell stated that he is not supportive of taking the full levy, but stated he was pleased to see some recovery in the Ellis House and Equestrian Center program cost centers. The Committee of the Whole discussed the District's wedding contracts and staff support for marketing efforts.

### **VIII. Review of the Kendall County Forest Preserve District FY 17-18 Combined Annual Budget and Appropriations Ordinance**

The Committee of the Whole reviewed the FY 17-18 combined annual budget and appropriations ordinance for the District. The Committee of the Whole discussed the District's capital plan for the next three years, with efforts focused on opening up preserve areas.

### **IX. Hoover Supervisor and Resident – 1-Year Residence Lease Agreement Renewal**

The Committee of the Whole discussed the renewal of the Hoover Supervisor and Resident lease agreement with Jay Teckenbrock of Yorkville. Director Guritz reported that the lease payment is recommended to remain unchanged at \$250.00 per month, with no pet addendum anticipated. President Gilmour reported that the lease agreement will be posted to the Commission meeting for approval.

### **X. Pickerill-Pigott Forest Preserve – Proposed Part Time Resident and Grounds Maintenance Worker Position Description**

The Committee of the Whole discussed the proposed part time position, and proposed lease agreement terms. Director Guritz stated that the goal is to have the salary and benefits for the position offset by the monthly lease payments of \$500.00.

Commissioner Davidson asked whether the tenant would be expected to pay for utilities.

Director Guritz stated that the budget includes District payment of the electric bill, which is the only utility payment for the home site, stating that the District will need to run electricity regardless of whether the home site is under lease to keep the building's water pipes from freezing.

President Gilmour encouraged Commission members to visit the home site, stating that the home site has a lot of potential for future uses by the District.

### **XI. Baker Woods Forest Preserve – Ellis House and Equestrian Center Part Time Caretaker Position and Lease Agreement**

The Committee of the Whole discussed the proposed Ellis House Caretaker position and lease agreement. Director Guritz summarized the history of the volunteer caretaker position, noting that the human resources audit performed by the State's Attorney's Office included a recommendation to convert the volunteer position to a paid position under the terms of a lease agreement moving forward. Director Guritz stated that the proposed position is a budget neutral proposition, with lease payments offsetting salary and benefit expenses.

## **XII. Environmental Education Program Manager Position Description**

The Committee of the Whole discussed the Environmental Education Program Manager position description. Director Guritz stated that he strongly recommends restructuring the Environmental Education Department by establishing the Program Manager position in order to improve financial accountability and tracking for the program, with Emily Dombrowski recommended for promotion into the position. The remaining Environmental Education Coordinator position will report to the manager, as well as all program instructors.

Director Guritz provided an overview of Emily Dombrowski's accomplishments over the past year.

Commissioner Davidson asked what the additional costs would be for the position and promotion. Director Guritz stated that the recommended salary increase is \$0.70 per hour (4.73%) or \$1,295, and is included in the FY 18 budget.

The motion to approve the position description will include a corresponding headcount reduction in the language of the motion for one of two of the Environmental Education Coordinator positions.

## **XIII. OmniTRAX – Illinois Railway Crossing Agreement Updates**

Director Guritz presented a letter to OmniTRAX from Attorney Coffey responding to the OmniTRAX request for reimbursement for railway crossing improvements completed in October 2016.

## **XIV. Proposed Policy and Protocol 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**

The Committee of the Whole discussed the proposed policy for the District to allow train staff to administer epinephrine by auto-injector to respond to life-threatening emergencies.

Director Guritz presented an overview of the need for the policy that would allow trained District staff to respond to emergencies from life-threatening allergic reactions by administering epinephrine using an auto-injector (Epi-pen). Director Guritz presented an overview of bee-sting incidents in the past year, and growing concerns with food allergies and reactions in the general population.

The proposed policy and protocol is based on the initial training received from the American Red Cross. Implementation of the program will begin following approval of the proposed policy.

The Committee of the Whole discussed the proposed policy. President Gilmour stated that the policy will be presented to Commission for approval.

Commissioner Prochaska asked whether the District is taking on increased liability by establishing the policy and protocol. Director Guritz stated that the policy, training and protocol will work to reduce the District's liability, with the protocol approved by the advising physician who will issue the prescription for the District's stock of adult and child auto-injectors.

Director Guritz stated that the only risk would be administering epinephrine to individuals with a congenital heart condition, with risk of shock and death from not administering epinephrine to individuals experiencing severe allergic reactions.

#### **XV. Review of Approved Special Use Permit Request – Kendall County Special Olympics**

Director Guritz reported that he had approved a special use permit request from the Kendall County Special Olympics for use of a Harris Forest Preserve shelter at a discounted rate to host KCSO snowshoeing team practices over the winter months.

#### **XVI. Review of Winter 17-18 Public Program Fees and Charges**

The Committee of the Whole reviewed the winter 17-18 public program fees and charges that will be presented to Commission for approval on November 21.

#### **XVII. Hoover Fire Alarm Monitoring Cable Repair Project Updates**

Director Guritz reported that efforts are underway to repair the Blazing Star bunkhouse alarm monitoring line. TT Technologies will be helping to install the new cable in conduit, and using an underground incremental boring machine to limit grounds impacts. Funds will be expended for private utility location services (USIC) and for purchase of the 650 feet of cable and conduit.

## **XVIII. Forest Foundation of Kendall County Hoover Forest Preserve ICECF Grant-Funded Restoration Project**

Director Guritz reported that the Forest Foundation will be discussing submitting an application to the Illinois Clean Energy Community Foundation to support a \$28,000 habitat restoration and enhancement project at Hoover Forest Preserve. As part of the grant project, the Forest Foundation will raise the required \$7,000 match, with \$21,000 provided from the grant over an 18-month period. The restoration project will focus on removal of invasive and exotic species from the preserve, and enhancement of the core prairie areas at Hoover Forest Preserve.

Commissioner Gryder asked to extend appreciation from the Board of Commissioners for the effort and support.

## **XIX. Proposed Ellis Lesson Horse Lease Agreement**

The Committee of the Whole reviewed a proposed lesson horse lease agreement. Director Guritz reported that there will be no cost, or lease payment, associated with the lease, with provisions in place to terminate the lease should any significant horse health care issue present that would impact the District's costs over routine care.

## **XX. IPMG Insurance Premium Cost Review**

Director Guritz reported that our insurance premium transfer is due to Kendall County in the amount of \$40,979.66. A motion approving the transfer will appear on the November 21 agenda.

## **XXI. KCFPD 2018 Commission and Committee Proposed Meeting Schedule**

The Committee of the Whole reviewed the proposed meeting schedule for the District's Commission and Committee meetings for 2018.

## **XXII. Executive Session**

Commissioner Prochaska made a motion to enter into executive session under 2(c)1 and 2(c)5 of the Open Meetings Act for the purposes of discussing 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 Hendrix.

Roll call: Commissioners Cullick, Davidson, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present. Executive session called to order at 5:40 pm.

Commissioner Prochaska made a motion to adjourn the executive session meeting. Seconded by Commissioner Davidson. Aye, all. Opposed, none. Regular meeting reconvened at 5:58 pm.

**XXIII. Other Items of Business**

Commissioner Kellogg adjourned from the meeting at 6:00 pm.

**XXIV. Citizens to be Heard**

None.

**XXV. Summary of Action Items to be Taken**

None.

**XXVI. Adjournment**

Commissioner Prochaska made a motion to adjourn the meeting. Seconded by Commissioner Davidson. All, aye. Opposed, none. Meeting adjourned at 6:05 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District