I. Call to Order

President Wehrli called the meeting to order at 5:36 p.m. in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Cullick. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

No public comments were offered.

V. Director's Report

Director Guritz reported that one of the Laws of Nature exhibit rooms has been temporarily closed for use in storing archives and materials relocated from the lower level storage room in the historic courthouse. The exhibit area will be reopened once there is an opportunity to sort through the materials.

Fall Fest planning is underway for the Forest Foundation of Kendall County. A letter will be sent requesting disbursement of contributions received by the Forest Foundation for support of Ellis House and Equestrian Center.

Interviews for open positions in the environmental education department have been completed, with training of new instructors underway.

Discussions with Taylor Creek Nursery have continued to explore the opportunity for establishing a cropland conversion lease agreement and native plant nursery operation, with a meeting planned to discuss lease provisions.

Development of the FY 15-16 farm license agreement for the Fox River Bluffs property was discussed at the Finance Committee meeting. Currently, the property is being farmed under the lease agreement terms assigned at the property closing. Trenton Toftoy is currently farming the property based on the lease agreement assigned to the District at
closing, and has expressed interest in renewing the agreement. Commission discussed the terms of the agreement for the upcoming year, with the goal of entering into a single agreement between the District, County and Trenton Toftoy for the Fox River Bluffs property and Eldamain and Fox Road rights of way.

The District exhibited at Yorkville’s Hometown Days held 9/4/15 – 9/6/15.

Upland Design is providing a donation of design services for completing a site plan for Stephanie’s Garden and Nature Playscape.

Grounds maintenance staff have been doing a great job keeping up with maintaining preserve areas and trails. The portico at Meadowhawk Lodge was repaired, with the District reimbursed for costs incurred.

Director Guritz stated that Rebecca Antrim will be on vacation for the upcoming two weeks.

VI. “Great Galena Giveaway” Raffle Drawing

104 tickets were sold generating $455.00. Raffle drawing winner and ticket numbers were:

- First prize ticket was Molly Enter-Noel (Ticket #073185)
- Second prize ticket was Dolores Curbis (Ticket #073180)
- Third prize ticket was Anna Collazo (Ticket #073153)
- Fourth prize ticket was Larry Rijk (Ticket #073213)
- Fifth prize ticket was Brian Steele (Ticket #073216)
- Sixth prize ticket was Megan Cahill (Ticket #073127)

VII. KCFPD Director’s Purchase Limits

Commission discussed establishing a maximum threshold for allowable purchases for the Director. Commission reached consensus that the threshold will be set at $1,000, with a policy drafted to include purchases of supplies and services so long as the purchases are within the budget.

Commissioner Davidson made a motion to forward a proposed policy to the Commission to establish a policy authorizing the District’s Director to approve purchases for goods and services up to $1,000.00 within approved budget appropriation limits. Seconded by Commissioner Cullick. Aye, all. Opposed, none.
VIII. KCFPD Rules of Order Updates

The State’s Attorney’s Office has completed its review of the draft Rules of Order. President Wehli will schedule a meeting with Commissioner Prochaska and Director Guritz to review the comments and suggested revisions.

IX. Millbrook North NRCS Compatible Use Agreement

Director Guritz reported that a compatible use agreement has been received from the USDA-NRCS establishing the provisions for maintaining a floodplain easement area purchased by the NRCS from the District in 2009.

Commissioner Cullick made a motion to approve the proposed NRCS Compatible Use Agreement for signature by President Wehrli. Seconded by Commissioner Prochaska. Aye, all, opposed, none.

X. Resolution #15-007 – Yorkville – Hoover Road Intergovernmental Agreement and ICC Petition

President Wherli provided a summary on the need for the intergovernmental agreement, including the petition to the ICC by the City of Yorkville establishing the entry road leading to the railroad crossing at Hoover Forest Preserve as a public road and crossing in order to be eligible for federal transportation funding to construct the crossing gates.

Commissioner Davidson made a motion to forward Resolution #15-007 establishing an intergovernmental agreement with the City of Yorkville to convey right-of-way and public road dedication for the Hoover FP entrance road, including a petition to the ICC petition to reclassify the Hoover Road railroad crossing as a public crossing for the purposes of establishing an active gate railroad crossing at Hoover Forest Preserve. Seconded by Commissioner Cullick. All, aye. Opposed, none.

XI. Position Description Revisions – Office Assistant, Equestrian Program Manager, and Grounds Supervisor and Resident

Director Guritz reported that the State’s Attorney’s Office has completed review of the three position descriptions.

Commission Cullick made a motion to forward the Office Assistant, Equestrian Program Manager, and Grounds Supervisor and Resident position descriptions for approval. Seconded by Commissioner Gryder.
Commission discussed the Grounds Supervisor and Resident position. Commissioner Gilmour inquired into whether the Grounds Supervisor and Resident would be supervising the Natural Beginnings Program. Director Guritz stated that the Natural Beginnings Manager would report to the Grounds Supervisor and Resident for day-to-day activities. While the Natural Beginnings Manager is largely self-directed in managing the preschool program, this position does rely on support and assistance extended by the grounds maintenance positions supporting Hoover Forest Preserve. Commissioner Gilmour stated that she did not agree that assignment of the Natural Beginnings Manager under the proposed Grounds Supervisor and Resident position was appropriate. Director Guritz stated that the phrasing could be revised to clarify that the proposed position will not be actually overseeing the preschool program. Commission deliberated whether the Grounds Supervisor and Resident would possess the qualifications needed to evaluate the preschool program and staff. Director Guritz stated that he would remain involved in this aspect of program oversight, but expressed concerns over not having daily or weekly contact with the Natural Beginnings program staff. If the assignment of oversight was not approved, the Grounds Supervisor and Resident position would remain a non-exempt. Director Guritz was instructed to retain a supervisory role for the program as part of the Director’s position responsibilities, with day-to-day supervision and support provided by the Grounds Supervisor and Resident position.

Commission discussed the descriptions, instructing Director Guritz to work with the State’s Attorney’s Office to review the lifting requirements for all three positions in order to assure the descriptions provide flexibility for the range of potential lifting activities for each of the positions.

Director Guritz was instructed to list each of the position descriptions separately on the Commission agenda for approval.

President Wherli called the question. Aye, all. Opposed, none.

**XII. Grounds Supervisor and Resident Lease Agreement**

Director Guritz reported that the comparison of monthly rent for houses in the Yorkville area for homes similar to the Hoover residence was completed in order to provide an estimate for the market value of the residence of $1,750 per month. Utilities average $260 per month, for a total value of just over $2,000 per month.

The State’s Attorney’s Office discussed how to approach the valuation of the benefit with the District’s auditors, determining that the value of the residence and utilities will need to be stated as part of the position’s reported benefits on a pre-tax basis.
Separately, the State’s Attorney’s Office is looking into modifying the provisions that will require rent to be paid if and when the employee resigns, or is terminated from their position. Director Guritz stated that policy questions will need to be discussed, specifically in the situation where an employee is still in good standing, but requires an unpaid medical leave to address a personal or family medical issue.

XIII. Review and Discussion of Operational Costs and Capital Projects of Ellis House and Equestrian Center

Latreese Caldwell distributed year-to-date revenue and expenditure reports for the working budget for the Ellis House and Equestrian Center.

Latreese reported that the working budget includes reduced anticipated revenues for wedding events, down to $43,000 from the $69,500 originally budgeted, bringing total anticipated revenues to $139,000, with total expenditures anticipated of $188,000 with a net anticipated deficit of ($48,934). Year-to-date revenues total $109,000 representing 78% of the total anticipated in the working budget. Year-to-date expenditures total $153,000 representing 81%, with a year to date deficit of ($44,097).

The working budget spreadsheet includes year-to-date revenues and expenditures broken into cost centers.

Costs for operating and maintaining Ellis House is $16,791 and includes Marty Vick’s salary, equipment, supplies, and utilities, $10,000 for the barn and outbuildings maintenance, and $5,000 for grounds.

Camps generated revenues of $11,800, with associated expenses totaling $17,500, leaving a program deficit of $5,700.

Lessons generated revenues of $19,600, with associated expenses totaling $19,100 generating a program surplus of $500.

Parties generated revenues of $8,300, with associated expenses totaling $12,500, leaving a program deficit of $4,140.

Weddings generated revenues of $55,000, with associated expenses totaling $43,000, generating a program surplus of $11,000.

Other Events generated revenues of $1,500, with associated expenses totaling $3,500, leaving a program deficit $2,000.
Public Programs generated revenues of $4,200, with associated expenses totaling $18,000 leaving a program deficit of $13,800.

The 5K run generated revenues of $4,000, with associated expenses totaling $1,700, generating a program surplus of $2,400.

Latreese discussed the salary allocations for Ellis that were provided by the Ellis House and Equestrian Center staff.

Commission discussed the allocations of the assigned building and grounds maintenance costs. Latreese pointed out that regardless of whether the site is operating, the District has a part time salary expense of $12,000, which is significantly less than the prior year when a full time staff member was assigned to Ellis.

Director Guritz stated that grounds maintenance includes work on the trails, and maintenance of the Baker Woods pavilion area off of Route 52.

Commissioner Davidson observed that the Camps budget will need to be carefully examined and evaluated, and that having this information available for the first time allows an opportunity to make adjustments to reduce overall operational costs.

Commissioner Flowers pointed out that costs for maintaining the site year-to-date is around $32,000, with the overall operation running a deficit of $44,097.

Commissioner Gilmour suggested examining fees and charges to reduce overall program deficits.

Commissioner Purcell cautioned that in order to break even with camps, and other programs, costs would need to be raised significantly to reduce the program deficit. The overall deficit for operations year-to-date is $44,000, and suggested that all options for reducing Ellis House and Equestrian Center operational costs should be considered.

Commissioner Purcell inquired into the revenues for wedding events. Latreese pointed out that revenues for weddings includes the security deposits received, with corresponding expenditures for return of the security deposits. Latreese reported that the working budget as presented is on a cash basis.

President Wherli asked the Commission to carefully examine all of the reports presented in order to continue discussions on the overall budget directions for the District.

Commission thanked Latreese Caldwell for all of the efforts required to generate the working budget spreadsheets.
XIV. Executive Session

None.

XV. Other Items of Business

President Wherli requested input from the board on whether or not the preliminary budget that will be presented should include staff salaries coded to capital for capital projects taking place in the upcoming year. President Wherli stated that in FY 14-15, approximately $60,000 in staff salary expense was coded to the capital fund.

General consensus of the Commission is to present a preliminary budget with all costs for operations, including staff salaries, accounted within the operating budget in order to first examine the District’s overall current position before considering alternatives for use of capital fund resources.

XVI. Citizens to be Heard

None.

XVII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Acting Finance Committee Chair Wehrli called the meeting to order at 4:05 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder, Koukol, and Wehrli all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to- Exceed $7,546.88.

Commissioner Gryder made a motion to forward claims for approval in the amount of $7,546.88 for Commission approval. Seconded by Commissioner Koukol.

The Finance Committee discussed the claims listings.

Commissioner Gryder inquired into claim numbers 179 and 188 for Ameren and Nicor, to confirm that these costs were for Millbrook South utilities that will be reimbursed by Mark and Tom Mathre for use of the grain dryers as part of their farm lease agreement. Director Guritz stated that this should be the case, but will need to look into the costs for electricity.

Commissioner Gryder inquired into claim number 207 for veterinary services. Director Guritz stated that these costs were associated with addressing treatment and inoculations for Potomac Horse Fever.

Commissioner Wehrli called the question. All, aye. Opposed, none. Motion passed unanimously.
VI. Natural Beginnings 2015-2016 Fees, Registration, and Cancellation Policies

Commissioner Gryder made a motion to forward the 2015-2016 Fees and Charges, Registration, and Cancellation Policies to Commission for approval. Seconded by Commissioner Koukol.

Natural Beginnings Program Manager, Megan Gessler, presented information on the proposed changes to tuition and registration fees, and cancellation policies, presenting results of her review of registration and tuition fees from other preschools in Kendall County, and nature preschools in the region. One of the strengths of the program is the ratio of 1 instructor for every 6 students. However, because of this, the program budget takes a substantial hit if parents register their child for the upcoming year, and cancel their registration close to the start of the school year when these openings are far less likely to fill. The cancellation policy will allow us to retain the tuition down payment for the first quarter.

Megan stated that while the registration fee increase is higher than surrounding programs, the registration process requires parents to meet with Megan and observe the preschool program which provides an opportunity to sell the program’s strengths, and explain registration and enrollment policies.

Megan recommended a $100 tuition increase for both the 2-day and 3-day programs, bringing total tuition to $1,425 and $1,725 respectively, and presented an overview of tuition fees of other area programs.

The Finance Committee reviewed the proposed policy changes. Registration for families currently enrolled will begin December 1, with registration for families on the waitlist opening January 4, with open enrollment following the open house on January 15. Director Guritz stated the policy will be amended to include the dates for the staggered enrollment process.

Megan presented information on other cancellation policies for area preschools. Generally, area preschool program registration and tuition payments received for the upcoming quarter are non-refundable.

The Finance Committee discussed the current and proposed refund policies for the program.

Megan reported that as part of the policy changes, families will need to observe the program, and meet with Megan to review the enrollment policies prior to being placed on
the waitlist. Individuals are placed on the waitlist based on the order that their registration materials are received.

Commissioner Wehrli called the question to forward the policy for Commission consideration, as amended to include the specific waiting list enrollment dates.

Commissioner Gryder made a motion to forward the amended policy for board consideration and approval. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

VII. Fox River Bluffs Farm Lease Agreement Discussion

Director Guritz reported that he had met with Trenton Toftoy to discuss the terms of the FY 15-16 farm license agreement for the acres under production at Fox River Bluffs. Trenton Toftoy will be planting soybeans in the upcoming year as part of the cropland conversion program, and will agree to pay the current per acre base rent of $300.00 per acre. Separately, the agreement will include Kendall County Highway Department right-of-way holdings that will be included within the overall agreement under the negotiated terms. Because District and County holdings will be included in one farm lease agreement, the final agreement will need to be approved by both boards. The State’s Attorney’s Office is working on the development of the tri-party agreement.

The Finance Committee discussed the proposed base rent rate, and agreed that the terms are favorable to the District, requesting that the licensee pay two separate checks when rent is due to the District and County based on the cropland acres owned.

VIII. Jericho Holdings – Request for Bond Release for Blackberry Point Phase 1 Bike Path Improvements

Director Guritz reported that he had been contacted by Willis of Illinois, Inc. requesting sign off on a $23,177 bond held by Ohio Farmers Insurance Company for completion of a bike trail that was not completed in accordance with the terms of the District’s agreement with Jericho Holdings, Inc.

Commissioner Wehrli reported that the bond was held for trail improvements in Blackberry Creek Forest Preserve, with an escrow account held by First American Title, Inc. available to complete the project. The Finance Committee discussed the situation, and instructed Director Guritz to work to secure the escrow funds held to complete the project prior to signing off on the release of the bond.
IX. FY 15-16 Budget Discussions

Latreese Caldwell distributed reports showing the year-to-date revenues and expenditures for the District.

Latreese reported on the year-to-date totals for each of the District’s cost centers.

For the Administration cost center, revenues totaling $421,000 is anticipated, with $253,000 (60%) received year-to-date, with expenditures totaling $232,507 anticipated, with $144,999 (62%) incurred year to date, resulting in a $108,000 surplus year-to-date.

For the Ellis cost center, revenues totaling $139,555 is anticipated, with $109,429 (78%) received year-to-date, with expenditures totaling $188,489 anticipated, with $153,526 (81%) incurred year to date, resulting in a ($44,000) deficit year-to-date.

For the Environmental Education cost center, revenues totaling $90,300 is anticipated, with $76,032 (84%) received year-to-date, with expenditures totaling $176,778 anticipated, with $104,914 (59%) incurred year to date, resulting in a ($28,882) deficit year-to-date. Latreese noted that the cost center spreadsheets provide a detailed breakdown the various programs, and some are doing better than others.

For the Hoover cost center, revenues totaling $63,000 is anticipated, with $39,477 (63%) received year-to-date, with expenditures totaling $134,644 anticipated, with $106,151 (78.8%) incurred year to date, resulting in a ($66,674) deficit year-to-date.

For the Natural Area Volunteers cost center, expenditures totaling $19,147 is anticipated, with $18,665 (97%) incurred year to date, resulting in a ($18,665) deficit year-to-date. These figures will not change significantly.

For the Grounds and Resources cost center, revenues totaling $293,776 is anticipated, with $199,807 (68%) received year-to-date, with expenditures totaling $293,776 anticipated, with $199,807 (68%) incurred year to date. Grounds and Resources will always be presented with a net zero-balance.

Overall, the total budgeted revenue in the working budget is $1,008,000, with total expenditures of ($1,045,000) resulting in a forecast deficit of ($36,000). Currently, $678,000 (67%) has been collected year-to-date, with expenditures totaling ($728,000) (69%) of the total budget, with a year-to-date deficit of ($50,000).

Tax collections of $234,000 remain to be collected in the current fiscal year.
Director Guritz observed that there was a calculation error reported in the Environmental Education cost center summary of percentages. Latreese reported that she would recalculate the percentages for the report to the Committee of the Whole.

The Finance Committee discussed the report presented. Discussion included costs associated with operating and maintaining Ellis House and Equestrian Center.

Latreese presented the summary report for revenues and expenditures across the cost centers for each category of expenditures including personnel, benefits, contractual services, and supplies.

Latreese provided an overview of the detail spreadsheets for each of the cost centers, with each cost center presented as a separate report. The cost centers are further broken down into program budgets. In review of the Ellis cost center, year-to-date expenditures for maintaining the house, barn and grounds at Ellis totals ($33,000).

The Finance Committee reviewed the actual revenues and expenditures year-to-date for the Ellis program budgets.

Director Guritz cautioned the Finance Committee that the preliminary cost center allocations presented to Latreese by District staff need to be critically examined. While the percentage allocations are reasonable estimates based on staff feedback, certain areas, like public programs show a large amount of staff time going in with very little return in terms of program revenues. Beyond this, training needs to take place with the program managers to understand, and properly allocate program inputs and outputs to insure that costs are more accurately presented within the upcoming budget in order to properly track actual program performance. Managers need to understand how these allocations impact program performance, and identify opportunities for balancing the program budgets through either fee increases, cost decreases, or in combination.

The Finance Committee examined and discussed the cost center spreadsheet summaries, and thanked Latreese for all of the work that went into presenting this report.

The Finance Committee discussed end-of-year budget activity. Revenues will be received for tax proceeds, school programs, natural beginnings, horsemanship lessons, and other program areas. The Finance Committee discussed whether yield payments for the farm lease agreements will be accrued in the current fiscal year. Latreese stated that yield payments, if received in the current fiscal year, will be credited to the current year on a cash basis. The auditors will credit the revenue towards the fiscal year in which the revenue was actually earned.
The Finance Committee reviewed the budget timeframe report prepared by Latreese for development of the FY 15-16 timeline for the budget and levy extension. The preliminary budget and levy need to be approved ideally by the end of September, with notice placed to The Record of the approved preliminary budget for public review in October. Changes can be made to the preliminary budget up to the first meeting in November, with the levy approved at the last Commission meeting in November. The budget and levy are certified before the last Tuesday in December.

X. Executive Session

None.

XI. Other Items of Business

Commissioner Gryder discussed the need for an improved website for the District, and that this should be considered within the FY 15-16 budget.

XII. Citizens to be Heard

None.

XIII. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 5:30 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:47 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder, Koukol, Wehrli, and Cullick all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered.

V. Motion to Forward Claims for Commission Approval for an Amount Not-to-Exceed $12,185.85.

Commissioner Gryder made a motion to forward claims to Commission for approval in the amount of $12,185.85. Seconded by Commissioner Wehrli.

The Finance Committee discussed the claims listings.

Commissioner Gryder inquired into claim #89 to John Deere Financial for the tractor antenna. Director Guritz stated that a new antenna was purchased and installed by staff to replace the broken radio antenna damaged during operation of the vehicle.

Commissioner Wehrli inquired into claim #96 for Grainco F.S. for trail maintenance. The claim represented concentrated herbicide required to maintain weed control on trails.

Commissioner Davidson inquired into claim #87 for the payment of AT&T billings on a District procurement card. Director Guritz stated that he was working to transfer all utility billings onto his credit card in order to insure that bills are paid on time. This also generates a revenue stream for the County, and was discussed with the Treasurer’s Office. Placement of various utility billings on a single card also reduces the staff time needed to file the claim, and reduces the number of checks going out which also improves overall efficiency for processing payments.
Commissioner Koukol inquired into claim #118 for Clean-Tech of IL, Inc. The $440.00 claim presented was for cleaning service at Ellis on July 14, 17, 24 and 31.

Commissioner Gryder inquired claim #101 for the refund of the Natural Beginnings program tuition. Director Guritz stated that the refund was granted under the current policy at the time the refund request was presented, which led to changes in the refund policy.

Commissioner Cullick called the question. All, aye. Opposed, none. Motion passed unanimously.

VI. Motion to Forward a Proposal from Sal “Red Hawk” Camacho for Payment of Instructor’s Fees of $250 Per Day for Commission Approval

Commissioner Wehrli made a motion to forward a proposal from Sal “Red Hawk” Camacho for payment of instructor’s fees of $250 per day for Commission approval. Seconded by Commissioner Gryder.

Director Guritz reported that instructor fees for Sal Camacho will exceed the Director’s threshold for allowable purchases, which is why the cost is being presented for preapproval.

The Finance Committee discussed the nature of the Native Americans program offered by the District. Committee consensus was reached through discussion that the programs are significantly enhanced by Sal Camacho’s presentations, which drives program participation. Offsetting this cost through fees and charges should be examined within the upcoming fiscal year budget, noting that the Native American program fees have been for the fall season, with the increase working to offset the direct costs for the program. Further, efforts should be taken to examine and maximize program participation on the program dates where Sal Camacho is providing instruction as part of the program.

Commissioner Cullick called the question.

Roll call: Commissioners Davidson, Gryder, Koukol, Wehrli, and Cullick, aye. Opposed, none.

VII. Disposal and/or Scrapping of Ellis Equipment

The Finance Committee discussed the process for eliminating District equipment held in inventory. Equipment presented and recommended for disposal included a hay elevator and trailer frame stored at the Ellis House and Equestrian Center.

The Finance Committee discussed the potential residual value of the equipment.
The Finance Committee instructed Director Guritz to consult with the State’s Attorney’s Office for determining proper approaches for auctioning surplus equipment, and move forward based on the guidance received.

VIII. FY 15-16 Budget Updates

Director Guritz reported that work on development of the FY 15-16 budget is progressing, with efforts underway to examine costs and revenues associated with the District’s public programming cost centers for Environmental Education and Ellis House and Equestrian Center.

Director Guritz reported that each of the two public program areas within each of the cost centers operate at a ($13,000) deficit, with the goal of closing this gap in the upcoming year.

IX. Executive Session

None.

X. Other Items of Business

None.

XI. Citizens to be Heard

None.

XII. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 7:12 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

President Wehrli called the meeting to order at 9:00 a.m. 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, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Minutes

a. Forest Preserve Commission – August 18, 2015 and September 1, 2015
b. Forest Preserve Finance – August 27, 2015
c. Forest Preserve Programming and Events Committee – September 2, 2015

Commissioner Cullick made a motion to approve the meeting minutes for the Commission meetings held on August 18, 2015 and September 1, 2015; the Forest Preserve Finance Committee meeting held on August 27, 2015, and the Programming and Events Committee meeting held on September 2, 2015, all as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.
VIII. Approval of Claims in an Amount Not-to-Exceed $7,546.88.

Commissioner Koukol made a motion to approve the claims list in the amount of $7,546.88. Seconded by Commissioner Cullick.

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

IX. Motion to Approve a Policy Extending Signature Authority to the Executive Director of the District to Secure Goods and Services within Budgeted Appropriations for Amounts Not-to-Exceed $1,000.00.

Commissioner Cullick made a motion to approve the policy extending signature authority to the Executive Director of the District to secure goods and services within budgeted appropriations for amounts not-to-exceed $1,000.00 as presented. Seconded by Commissioner Prochaska.

Director Guritz stated that in consultation with the State’s Attorney’s Office, all formal contracts need to come before Commission for approval, which is expressed in the proposed policy.

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

X. Motion to Approve the Registration, Tuition Fees, and Program Registration Policies for the Natural Beginnings Preschool Program for the 2015-2016 School Year

Commissioner Gryder made a motion to approve the registration, tuition fees, and program registration policies for the Natural Beginnings preschool program for the 2016-2017 school year. Seconded by Commissioner Cullick.

Commissioner Gryder made a motion to amend his motion to change the school year stated on the agenda and as presented in the policy document from 2015-2016 to 2016-2017. Seconded by Commissioner Cullick.

President Wehrli presented an overview of the proposed changes.

Commissioner Purcell inquired into whether this approval should be held off until the FY 15-16 budget is presented to see if additional revenue is needed to cover District operations.
President Wehrli stated that the fees, charges and policies were examined by the Finance Committee, with the proposed increases in keeping with area program tuition rates, sufficient to cover all costs for operating the program.

Roll call to approve motion, as amended on the table: Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none.

Roll call to approve the amended motion: Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none.

XI. Motion to Approve a Policy Establishing the Criteria for the Waiver of Fees and Charges for the Use of District Facilities

Commissioner Cullick made a motion to approve the policy establishing the criteria for the waiver of fees and charges for the use of District facilities as presented. Seconded by Commissioner Prochaska.

President Wehrli reported that the criteria and policy had been reviewed by the Programming and Events Committee.

Commissioner Purcell reported that all requests will be reviewed by the Programming and Events Committee. The policy document establishes the criteria under which the requests will be evaluated.

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

XII. Motion to Approve the Equestrian Program Manager Position Description

Commissioner Cullick made a motion to approve the Equestrian Program Manager position description as presented. Seconded by Commissioner Prochaska.

Director Guritz stated that the lifting requirements range was examined and amended per Committee of the Whole direction.

Aye, all. Opposed, none.

XIII. Motion to Approve the Office Assistant Position Description

Commissioner Cullick made a motion to approve the Office Assistant position description as presented. Seconded by Commissioner Prochaska.
Director Guritz stated that the lifting requirements range was examined and amended per Committee of the Whole direction.

Aye, all. Opposed, none.

XIV. Executive Session

None.

XV. Other Items of Business

The Forest Foundation of Kendall County's Fall Fest will take place on Saturday, October 10, 2015 from 11 am to 5 pm.

XVI. Citizens to Be Heard

No public comments were offered by those in attendance.

XVII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 9:17 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

President Wehrli called the meeting to order at 7:14 p.m. in the Kendall County Board Room.

II. Roll Call

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

III. Citizens to Be Heard

No public comments were offered by those in attendance.

IV. Approval of Agenda

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

V. Approval of the Grounds Supervisor and Resident Position Description

Commissioner Cullick made a motion to approve the Grounds Supervisor and Resident position description as presented. Seconded by Commissioner Gryder.

Commission discussed the position description. Director Guritz reported that efforts were made to amend the initial draft sent out for Commission review, with feedback received from Commissioner Gilmour incorporated into the final draft for approval.

Within the position description, the Grounds Supervisor and Resident is the direct supervisor of the Natural Beginnings Program Manager, with oversight of the preschool program structure, curriculum, budget, and related aspects of program management administered by the Director of the District.

Commission discussed the process for performance evaluations. Director Guritz stated that because the Grounds Supervisor and Resident will supervise the day-to-day operations at Hoover Forest Preserve, this responsibility falls primarily to this position, with feedback within the review on program directions and performance provided by the Director of the District.

Commissioner Purcell entered the meeting at 7:22 pm.
Commissioner Koukol commented that while this assignment may be necessary from a Human Resources perspective, the hope is that the Director of the District would take an active role in development and presentation of the performance review.

Commissioner Cullick inquired into whether there was any other way to structure the position, and still have the Grounds Supervisor and Resident qualify for FLSA exemption.

Director Guritz stated this was the only option to reconcile needs for supervision and qualify the position for FLSA exemption.

President Wehrli stated that because of the recent resignation of Mike Pierson, this position description needs to be approved in order to begin the search for his replacement.

Commissioner Purcell left the meeting at 7:24 pm and returned to the meeting at 7:27 pm.

Roll call: Commissioners Cullick, Davidson, Flowers, Gryder, Koukol, Prochaska, and Wehrli, aye. Commissioner Purcell, present. Opposed, none.

VI. Approval of the Lease Agreement Template for the Residence at Hoover Forest Preserve

Commission reviewed the lease agreement template for the residence at Hoover Forest Preserve. Director Guritz reported that there were areas within the lease agreement template highlighted for discussion.

In section 4.1, rent is calculated at $464.31 per week, with no weekly rent payment due in any week that the employee performs services for the District. Director Guritz requested Commission input regarding whether rent would be charged during a time the employee may be incapacitated and not receiving salary from the District, but still employed by the District and unable to work, stating his recommendation that the employee not be charged rent during a time of incapacitation where they are still employed by the District.

Commission discussed the issue, generating consensus that should an employee continue to receive the waived rent benefit while on unpaid leave or receiving workers’ compensation pay. Director Guritz stated that he would consult with the State’s Attorney’s Office to amend the agreement according to the direction.

Commission verified that the employee will be required to carry renters’ insurance while in residence.

Commission confirmed that the benefit will be accounted as part of the salary and benefit package. Director Guritz stated that the rent value will be considered a pre-tax benefit of employment.
Commissioner Gryder inquired into whether alcohol can be consumed within the residence. Director Guritz stated that the agreement as stated would not allow the resident, family, or guests to consume alcohol while occupying the residence.

Commission discussed the security deposit provisions in section 5.1. This provision will be negotiated with the candidate as part of the position offer.

Commission discussed the provisions regarding payment of utilities. Under the agreement, the District covers the cost for utilities. Commission requested that the provision stated in the last section of 12.4 be copied and made part of section 12.1.

Commission discussed the pet addendum and exhibit B provisions. Director Guritz stated that the candidate selected for employment will likely have a strong interest in keeping dogs on site. Commission felt that the $5.00 per week additional rent payment was fair and should be included along with a pet security deposit, and negotiated as part of the position offer.

Commission instructed Director Guritz and President Wehrli to revise the template, and negotiate terms with the successful candidate and presented to Commission for approval.

VII. Executive Session

None.

VIII. Other Items of Business

Director Guritz reported that Amy Clever will be resigning her position as Equestrian Program Manager for the District, but will stay on and assist with the transition of the program to a new program manager. The position will be posted to replace Amy Clever during the month of October.

IX. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 8:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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**Total FOREST PRESERVE EXPENDITURE**

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**Total FP BOND PROCEEDS 2007**

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**FP BOND PROCEEDS 2007**
To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director
       Emily Dombrowski, Environmental Education Coordinator
       Elise Worthel, Environmental Education Coordinator

RE: Native American Field Trip Dates
    Sal “Red Hawk” Camacho Instructor’s Fee

For the past several years, the Kendall County Forest Preserve District has enhanced the Native Americans fall and spring program field trip series with special presentations from Sal Camacho.

Sal Camacho is a native Pottawatomie, and provides unique insights into Native American culture through demonstrations and exhibits, with artifacts dating back to the 1700’s fur trade.

Per student program costs for the Native Americans program has been increased to assist with covering the costs for the stipend. Current program fees are $6.00 per student.

Sal Camacho’s instructor stipend is $250.00 per day. For this fall season, 11 Native American programs are scheduled, with a calculated stipend payment total of $2,750.00. Programs run rain or shine, but are cancelled on days with severe weather.

<table>
<thead>
<tr>
<th>Native American Program Dates</th>
<th>Number of Students</th>
<th>Total Revenue</th>
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<tr>
<td>1. Wednesday, October 7th</td>
<td>128</td>
<td>$512</td>
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<td>2. Tuesday, October 13th</td>
<td>110</td>
<td>$660</td>
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<td>3. Wednesday, October 14th</td>
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<td>4. Thursday, October 15th</td>
<td>88</td>
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<td>5. Tuesday, October 20th</td>
<td>69</td>
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<td>6. Thursday, October 22nd</td>
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<td>7. Friday, October 23rd</td>
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<td>8. Monday, October 26th</td>
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<td>9. Tuesday, October 27th</td>
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<td>10. Wednesday, October 28th</td>
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<td>11. Thursday, October 29th</td>
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<td>$840</td>
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<td>Total:</td>
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<td>$5,528</td>
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Recommendation:

Consider a motion to approve payment of instructor’s fees of $250 per day for Sal “Red Hawk” Camacho.