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, Gilmour, Prochaska, Purcell, and Wehri all were present.

III. Approval of Agenda

Commissioner Gilmour 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 by those present at the meeting.

V. Director’s Report

Director Guritz reported that Jay Teckenbrock has started his position as Grounds Supervisor and Resident for Hoover Forest Preserve. District staffing levels at Hoover Forest Preserve and Grounds Maintenance are currently down due to medical leave absences.

The barn at Millbrook South has been cleared of all stored materials, with efforts underway to close off the main entry points to the barn.

Director Guritz reported that there is a budget savings from the elimination of the PPO health care plan of approximately $18,000 for the upcoming fiscal year.

Meetings with the District’s farm operator lease holders are underway, with no anticipated supplemental yield payments expected thus far. Director Guritz will be meeting with Mark and Tom Mathre later in the week.

The call for proposals for the lease of 61-acres of farmland at Baker Woods Forest Preserve is under development, with the goal of getting this out for bid by mid-December.

The Nature Playscape design plans for Hoover Forest Preserve were reviewed by the stakeholder’s committee at a recent meeting, with positive comments and feedback received on the initial plans. Final designs will be presented for Commission review and approval in January.
The District’s Land and Water Conservation Fund grant agreement should be received in the next few weeks, which will begin the process for securing reimbursement of the $750,000 awarded for purchase of the Fox River Bluffs property.

The United City of Yorkville approved the intergovernmental agreement for the dedication of Hoover Drive for highway purposes. Work is underway to complete and submit the jurisdictional transfer form to IDOT as part of the process for dedicating Hoover Drive as a public road.

District staff performance reviews are underway, with completion expected by January 15, 2016.

The District’s FY 14-15 audit is also underway, with initial informational reports being compiled to support the audit review process.

The District is transitioning to the use of the RecPro system for scheduling and recording of all program payments. Some additional setup is needed for accepting Ellis program and rental payments in the system, with monthly program performance reporting anticipated by the end of January 2016. Once the scheduling and payment system is up and running for all program areas, staff will present the purchase of the RecPro on-line ecommerce module to Commission for approval to begin the process for accepting online payments.

Ellis House and Equestrian Center has 16 weddings scheduled for 2016, and 1 for 2017. The District’s budget includes 14 events.

Director Guritz reported that he will be on vacation December 18, 2015 through January 4, 2016.

VI. Environmental Education Summer Camps Budget, Fees, and Charges

The Committee of the Whole discussed the environmental education summer camps budget, fees, and charges spreadsheet report included in the meeting packets.

The spreadsheet and proposed fees and charges has been reviewed by both the Finance and Programming and Events committees. Work is underway to respond to Commission questions related to the proposed Counselor in Training program, which will be presented for approval in January.

Director Guritz recommended that the fees and charges be presented to Commission at the December meeting to begin to market the programs early next year.

Commissioner Purcell questioned whether minimum enrollment should be raised. Director Guritz stated that anything that comes in above the breakeven point helps to offset salary costs for the Environmental Education Coordinator salaries.

Commission provided direction to present the summer camp fees and charges to Commission for approval.
VII. Ellis Lesson Horse Acquisition

Director Guritz presented at draft bill of sale for the purchase of “Raven” from Michele Crecy of St. Anne, Illinois for a cost of $1,200, representing an $800 discount from the advertised sale price.

Director Guritz reported that a letter of inquiry has been submitted to the Demmon Family Trust for a $5,000 grant to help offset equestrian center horse purchases and operating costs.

Commissioner Purcell asked what was included in the budget for horse purchases. Director Guritz stated the purchase would be made using contingency funding.

Commissioner Prochaska asked whether the horse’s age at 18 years would limit the time of service within the program. Director Guritz stated that the age could be a limiting factor for service time, but should be able to provide several years of service within the program.

Commissioner Davidson expressed reservations with supporting the purchase.

Commissioner Gilmour questioned how many horses are needed. Director Guritz stated that five lesson horses are needed to adequately support the program.

Commissioner Purcell questioned whether any lessons had been cancelled as a result of limitations from the current number of horses. Director Guritz stated that two lessons had been canceled due to availability of instructors, but not from limitations on the number of horses currently available to support the program.

The Committee of the Whole provided direction to present the purchase of the horse to Commission for approval.

VIII. FY 15-16 Health Care Plan Enrollment Costs and Budget Savings Report

Director Guritz presented a report showing a budget savings of approximately $18,400 for the upcoming fiscal year.

Commissioner Purcell noted that the actual expenditures could be higher or lower for the year depending on what happens with staffing changes which could impact enrollments and costs in the upcoming year. Commissioner Davidson expressed concerns that the savings should be conserved, and not expended on staff increases. Commission discussed the Cadillac Tax as part of the Affordable Care Act, and how this might impact health insurance plan premiums.
IX. Other Items of Business

The Committee of the Whole discussed whether the District is prepared to allow for temporary boarding at Ellis House and Equestrian Center based on a recent inquiry received from a local resident. The Committee determined that allowing temporary boarding is premature at this point without having the fees and policies in place to offer this opportunity to the public.

President Wehrli reminded Commission about the upcoming 5K Reindeer Run taking place at Ellis House and Equestrian Center this coming weekend.

X. Executive Session

Commissioner Cullick made a motion to enter into executive session under 2(c)1 of the Open Meetings Act for the purpose 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. Seconded by Commissioner Prochaska.

Roll Call: Commissioners Cullick, Gilmour, Prochaska, Purcell, and Wehrli, aye. Opposed, Commissioner Davidson. Executive Session called to order at 6:24 pm.

Commissioner Purcell made a motion to adjourn from executive session. Seconded by Commissioner Prochaska. All, aye. Regular meeting reconvened at 6:55 pm.

Commission provided direction to prepare a report showing the effective salaries for District staff following salary increases, including effective dates for the proposed increases for approval at the upcoming Commission meeting.

XI. Adjournment

Commissioner Purcell made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:58 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District