I.  Call to Order

President Wehrli called the meeting to order at 5:33 p.m. in the Kendall County Board Room.

II.  Pledge of Allegiance

III. Invocation

IV. Roll Call

Commissioners Davidson, Gilmour, Koukol, Prochaska, Purcell, and Wehri all were present.

V.  Approval of Agenda

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

VI. Citizens to be Heard

No public comments were offered.

VII. Director’s Report

Director Guritz commended staff efforts for keeping trails clear and facilities free of vandalism over the summer months.

Director Guritz reported on the following:

- 5 teenagers trespassed and destroyed the closure signs at Millbrook Bridge.
- A large group rental is coming up at Hoover that will generate over $4,000 in revenue.
- Summer camps are going well and in full swing.
- Efforts continue to complete research on the Dobson Road easement.
- Coordination with the City of Yorkville is underway to dedicate Hoover Road as a public road under an intergovernmental agreement.
- Research into possible grant opportunities for Henneberry Woods improvements is being conducted with Laura Stuart of Charles Schrader and Associates.
- Upland Design has submitted a proposal to update a site plan for Stephanie’s Garden. Director Guritz stated that he has met with several members of the
committee to discuss future improvements. The goal of the project is to develop an outdoor nature play area for the community. Commission discussed the history of the project, and involvement of family and community members.

Commissioner Cullick entered the meeting at 5:42 p.m.

VIII. Proposed Organizational Chart Updates

Director Guritz presented an updated organizational chart for the District. Within the proposed chart, there are four divisions: Grounds and Maintenance, Environmental Education, Hoover Forest Preserve and Ellis House and Equestrian Center.

Commission Koukol inquired into the grounds maintenance staff member at Ellis. Director Guritz stated that at the time that Craig Johnson retired from the District, Mike Prinos was transferred from Ellis House and Equestrian Center to Hoover, and Marshall (Marty) Vick was transferred to Ellis. Marty Vick works part time for the District, and has assumed greater roles and responsibilities with his transfer to Ellis.

Commission discussed the assignment of authority in the absence of the Director of the District. It was suggested that temporary assignment of authority be written into the Superintendent of Grounds and Resources position description.

Director Guritz stated that the organizational chart will continue to be updated as changes are made in District staffing and divisions.

Commissioner Purcell made a motion to forward the organizational chart to Commission as amended. Seconded by Commissioner Davidson. All, aye. Opposed, none.

IX. Review of Proposed Position Descriptions

Director Guritz presented the job descriptions for the District’s Grounds Maintenance Worker, Environmental Education Instructor, Office Assistant and Equestrian Center Manager positions.

Director Guritz stated that there are four additional position descriptions that need to be developed to complete all position description updates.

Director Guritz stated that it is important to have these updated in order to insure that position duties are clearly defined, as well as the qualifications for the positions. This is particularly important when examining duty restrictions.

Commission discussed the Grounds Maintenance and Environmental Education Instructor position descriptions.
Commissioner Gilmour inquired into the minimum requirements for the Environmental Education Instructor position. Director Guritz stated that the minimum requirement is for an individual to possess an associate’s degree, with preference given to individuals with a bachelor’s degree possessing a teacher certification.

Commissioner Purcell made a motion to forward the Grounds Maintenance Worker and Environmental Education Instructor position descriptions as presented for Commission approval. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

X. Review of Proposed Facility Rental Fees and Charges

Director Guritz presented the updated facility rental fees and charges spreadsheet for discussion. The revised spreadsheet includes reduced fees and charges for staff assistance with set-up and cleanup of events held at Meadowhawk Lodge and Ellis House and Equestrian Center. Fees were also reduced for use of Meadowhawk Lodge to attract facility use.

Commission discussed the proposed fees and charges.

Commissioner Cullick requested that the contract and agreement for use of Meadowhawk Lodge provide information specific to use of this facility.

Commissioner Cullick made a motion to forward the proposed rental fees and charges to Commission for approval. Seconded by Commissioner Purcell. All, aye. Opposed, none.

XI. Equestrian Program Gap Insurance Proposal

Director Guritz reported that Wine Sergi Insurance had secured quotes for gap insurance for the District’s equestrian center programs to cover claims up to $10,000. Grubb Insurance Group was the low-quote provider for the coverage needed for a cost of $1,009 per year. Coverage includes general liability for all equestrian program participants and volunteers, and includes participant coverage for lessons, camps, and birthday parties, and includes coverage for special equestrian competitions.

Commissioner Gryder joined the meeting at 6:20 pm.

Commissioner Cullick made a motion to forward option one of the group insurance proposal to Commission for approval. Seconded by Commissioner Koukol. All, aye. Opposed, none.
II. Proposed Barrel Racing Events at Ellis House and Equestrian Center

Director Guritz provided a report on the proposed barrel racing events for Ellis House and Equestrian Center. Anticipated net proceeds from the event totals over $400 from registrations, timed practice exhibition runs, and concessions sales.

Commissioner Wehrli suggested that local outfitters be contacted to secure sponsors with an offer to exhibit or vend at the event.

Commissioner Purcell made a motion to forward the proposal for hosting barrel racing events at Ellis House and Equestrian Center to Commission for approval. Seconded by Commissioner Gryder. All, aye. Opposed, none.

III. Review of a Proposed Promotional Sponsorship of Ellis from Uncle Bub’s Restaurant and Catering

Director Guritz reported that Uncle Bub’s has extended an offer to underwrite the full cost of a sponsored ad in Chicago Wedding Magazine, and purchase and loan of a farm box wagon for mounting banners to promote weddings and other Ellis programs and events along Route 52.

Commissioner Purcell stated he would be comfortable with the sponsorship proposal if Uncle Bub’s confirmed in writing an understanding that Ellis operations may be impacted in next year’s budget, which could impact events scheduled for the upcoming year, and that the sponsorship would not impart preferential treatment within the District’s approved caterers’ program. Director Guritz stated he would work to secure this understanding in writing from Uncle Bub’s owner.

Commissioner Purcell made a motion to forward a proposed promotional sponsorship of Ellis House and Equestrian Center from Uncle Bub’s Restaurant and Catering to Commission for approval. Seconded by Commissioner Cullick. All, aye. Opposed, none.

IV. Raffle Fundraiser for Ellis House and Equestrian Center

Director Guritz stated that the District would be promoting a raffle and fundraiser for Ellis House and Equestrian Center. Tickets are on sale for $5 per ticket or 5 tickets for $20, with a first prize weekend getaway to Galena, Illinois. Tickets will be sold through the month of August, with the drawing in early September.

Director Guritz stated that staff and Commissioners are not eligible to participate, and should not purchase tickets.
Commissioner Cullick asked that the raffle poster and sign-up form be sent out to Commissioners for support in distribution.

XV.  IDOT Rail Safety Grant Updates

Director Guritz presented a letter written to Bart Olson, Administrator for the City of Yorkville outlining a request to dedicate Hoover Road as a public road presented by President Wehrli to the Economic Development Committee on Tuesday, July 8, 2015. Yorkville consented to support of the project under the condition that the District assume all maintenance and liability associated with maintaining the public road. In addition to dedication of the road, Yorkville will need to file a petition with the Illinois Commerce Commission to change the designation of the rail crossing from private to public.

Commissioner Wehrli reported that the committee was amenable to supporting the project, with the understanding that if for any reason they needed to perform repairs, the City of Yorkville would be reimbursed for its costs.

Once the rail safety gates are installed, Illinois Railway – OmniTrax will have the responsibility for maintaining the improvements.

XVI.  Executive Session

Commissioner Gryder made a motion to enter into executive session under 2(c)1 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.

Seconded by Commissioner Prochaska.

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

Executive session called to order at 6:45 pm.

Commissioner Davidson made a motion to adjourn from executive session and reconvene the regular meeting. Seconded by Commissioner Cullick. All, aye. Regular meeting reconvened at 7:09 pm

XVII.  Other Items of Business

None.
XVIII. Citizens to be Heard

None.

XIX. Adjournment

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

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District