I. Call to Order

Vice-Chair Cullick 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, Flowers, Gilmour, Prochaska, Purcell, and Shaw all were present.

V. Approval of Agenda

Commissioner Koukol arrived to the meeting at 9:03 am.

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

VI. Approval of Minutes

a. Commission Meeting Minutes: 6/2/15
b. Programming and Events Committee Meeting Minutes: 6/3/15
c. Commission Meeting Executive Session Minutes: 9/1/09; 4/13/11; 6/15/11; 9/14/11; 10/5/11; 10/12/11; 1/11/12; 2/15/12; 3/14/12; 7/11/12; 9/4/12; 10/16/12; 11/7/12; 3/7/13; 4/10/13; 5/15/13; 6/12/13; 8/14/13; 8/20/13; 9/3/13; 9/11/13; 11/26/13; 1/7/14; 1/15/14; 2/11/14; 3/12/14; 9/16/14; 10/7/14; 10/21/14; 11/5/14; 11/24/14; 1/20/15; 3/3/15; 5/5/15
d. Special Call Meeting Executive Session Minutes: 11/20/14; 1/14/15
e. Committee of the Whole Meeting Executive Session Minutes: 8/20/14; 9/10/14; 11/13/14; 2/11/15; 3/11/15; 4/15/15; 5/13/15
Commissioner Prochaska made a motion to approve the meeting minutes for the Commission meetings minutes as presented. Seconded by Commissioner Flowers. All, aye. Opposed, none. Motion passed unanimously.

VII. Approval of Release of Executive Session Meeting Minutes

a. Commission Meeting Executive Session Minutes: 9/4/12; 10/16/12; 11/7/12; 3/7/13; 5/15/13; 8/20/13; 1/7/14; 10/7/14; 11/5/14
b. Special Call Meeting Executive Session Minutes: 11/20/14
c. Finance and Operations Committee Meeting Executive Session Minutes: 6/28/11

Commissioner Prochaska made a motion to approve the release of executive session meeting minutes as presented. Seconded by Commissioner Davidson. All, aye. Opposed, none. Motion passed unanimously.

VIII. Approval of Claims in an Amount Not-to-Exceed $1,152,610.89

Commissioner Cullick made a motion to approve the claims list in the amount of $1,152,610.89. Seconded by Commissioner Shaw.

Commission discussed the debt-service series payments, requesting an updated schedule for the different debt-service funds.

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

IX. Motion to Approve a Proposal from Phillip D. Young and Associates for Completion of a Plat of Dedication for Hoover Drive in the Amount of $1,500.00

Commissioner Flowers made a motion to approve a proposal from Phillip D. Young and Associates for completion of a plat of dedication for Hoover Drive in the amount of $1,500. Seconded by Commissioner Gilmour.

Director Guritz stated that the plat of dedication is needed in order to dedicate Hoover Road as a public road under the jurisdiction of the City of Yorkville. This needs to be accomplished in order to secure federal rail safety grant support for construction of rail safety gates in Hoover Forest Preserve.
Roll call: Commissioners Davidson, Flowers, Gilmour, Koukol, Prochaska, Purcell, Shaw, and Cullick, aye. Opposed, none.

X. Motion to Approve a Change Order to Agreement #15-004-001 with the American Competitive Trail Horse Association Rescheduling the CTC and AOC Event Dates to August 15 and August 16, 2015 (Date Change Only)

Commissioner Davidson made a motion to approve a change order to agreement #15-004-001 with the American Competitive Trail Horse Association rescheduling the event dates to August 15 and August 16, 2015. Seconded by Commissioner Flowers.

Roll call: Commissioners Davidson, Flowers, Gilmour, Koukol, Prochaska, Purcell, Shaw, and Cullick, aye. Opposed, none. Motion unanimously approved.

XI. Motion to Approve Position Descriptions for the Environmental Education Program Coordinator, Natural Beginnings Manager, Natural Beginnings Lead Teacher and Natural Beginnings Instructional Aide

Commissioner Cullick made a motion to approve the position descriptions for the Environmental Education Program Coordinator, Natural Beginnings Manager, Natural Beginnings Lead Teacher and Natural Beginnings Instructional Aide. Seconded by Commissioner Shaw.

Commission discussed the updated position descriptions, and proposed changes to staffing of the Environmental Education program.

Director Guritz stated that the position descriptions have been revised in consultation with the State’s Attorney’s Office. The resignation of Laura McCoy as the full time Environmental Education Supervisor has created an opportunity to restructure the environmental education program to reduce costs through the hiring of two part time coordinators. This is the first of the two position descriptions to implement the restructure plan.

As part of this approval, a job announcement will be posted to hire an Environmental Education Program Coordinator and Natural Beginnings Instructional Aide.

Director Guritz stated that the position needs to be filled soon in order to prepare for fall school field trips.
Commissioner Gilmour expressed concerns over not having an opportunity to review the revised position descriptions, especially for the Environmental Education Program Coordinator.

Commissioner Koukol inquired into the total hours for the Environmental Education Coordinator position. Director Guritz stated we would post a 1,400 hour position, which would be eligible to receive IMRF benefits.

Commission requested review of an updated organizational chart for the District at a future meeting. Director Guritz stated he would present an updated organizational chart at an upcoming meeting for review and discussion.

Attorney Weis stated that the agenda item under consideration is the approval of the position descriptions which have been reviewed by the State’s Attorney’s Office. The question of which positions to post, and the number of hours is a separate question, but once the position description is approved, and a position announcement posted, the position description itself should not be changed.

Director Guritz stated that there are two purposes at work. The first goal is to update all District position descriptions to a new format in consultation with the State’s Attorney’s Office. The second is to effect a change in the structure of the environmental education program to secure the staff support needed for fall programs, and close the budget deficit.

Roll call: Commissioners Davidson, Flowers, Koukol, Prochaska, Purcell, Shaw, and Cullick, aye. Opposed, Commissioner Gilmour. Motion carried.

XII. Executive Session

None.

XIII. Other Items of Business

None.

XIV. Citizens to Be Heard

None.

XV. Adjournment

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District