I. Call to Order

President Wehrli called the meeting to order at 6:00 p.m. in the Kendall County Board Room.

II. Pledge of Allegiance

The Board of Commissioners recited the pledge of allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting, requesting a moment of silence to honor the life and service of Jessie Hafenrichter, a former Kendall County board member and colleague.

IV. Roll Call

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

V. Citizens to be Heard

No public comments were offered.

VI. Approval of Agenda

President Wehrli reported that the Commission meeting would reconvene for Executive Session following County Board meeting adjournment. The Comcast agreement also needed to be pulled from the agenda. This agreement is not finalized, with a final contract brought before Commission following Comcast’s completion of its inspection and submission of a revised service cost proposal. Commissioner Gilmour made a motion to approve the agenda as amended. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

VII. Approval of Claims in an Amount not to Exceed $12,539.93

Commissioner Purcell arrived at 6:03 p.m.
Commissioner Cullick made a motion to approve claims in the amount of $12,539.93. Seconded by Commissioner Gryder.

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

VIII. Approval of Minutes

Commissioner Prochaska made a motion to approve the Committee of the Whole meeting minutes of February 11, 2015, and the Finance Committee meeting minutes of February 12, 2015. Seconded by Commissioner Cullick. All, aye. Opposed, none. Motion passed unanimously.

IX. New Business

- Approval of a Headcount Change, New Position Description, and Salary Range for the Administrative Assistant Position

Director Guritz reported that the goal for this position is to provide additional administrative support of the District. Approval of the proposed position will result in a net full-time headcount reduction of one-half, with a net salary savings to the District of approximately $15,000. Director Guritz reported that work to amend the job description was completed with support from the State’s Attorney’s Office, and a market study completed to assign a salary range for the Administrative Assistant position.

Commissioner Gryder reported that the proposal had been discussed at the Finance Committee meeting, which included the elimination of one full-time grounds and maintenance position, and elimination of the part-time office assistant position.

Commissioner Davidson inquired into the salary range for the new position. Director Guritz reported that the starting salary range would fall between $35,824 and $39,117.

Commissioner Purcell inquired into what salary would be initially offered. Director Guritz stated that the salary offered would be $38,000.

President Wehrli inquired into whether the proposed salary range was comparable with the similar positions at Kendall County. Director Guritz stated that the starting salary range is lower than that offered by Kendall County, and was established based on studies of comparable positions at other forest preserve districts with similar size and populations served in Illinois.

Commissioner Flowers inquired into whether the savings would include benefit savings as well. Director Guritz stated that there would not be a benefit savings.
Commissioner Purcell inquired into the salary included in the budget for the full-time grounds and maintenance position. Director Guritz stated that the budgeted salary was just over $40,000.

Commissioner Purcell inquired into when the new position would start. Director Guritz stated as soon as possible.

Commissioner Koukol reminded Director Guritz that he supported the position, but considers the other positions eliminated, and would oppose reinstating these positions.

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

**Old Business**

- **Resolution #15-003: Authorizing Participation in the 2015 ComEd Green Region Program for the Planning and Restoration of Dedicated Illinois Nature Preserve Areas at Maramech Forest Preserve and Tucker’s Fen**

President Wehrli reminded Commission that the proposal, if funded, would leverage $10,000 to support ecological restoration projects at Maramech Forest Preserve and Tucker’s Fen. Director Guritz reported that the resolution had been reviewed by the State’s Attorney’s Office, which included an opinion that the Commission could consider a commitment that would extend into the following fiscal year due to the fact that there is no anticipated board turnover anticipated during the next election cycle.

Director Guritz reported that under the rules of the Illinois Nature Preserves Commission, all dedicated nature preserve areas may only be restored under the provisions of an approved management and restoration plan. As such, part of this project is to establish approved plans for both preserves. The District will expend funds to purchase needed restoration supplies and equipment.

President Wehrli reported that the budget was reviewed, and there is enough funding in the current year to move the project forward, but expressed the need to monitor spending and limit expenditures within budget appropriations.

Director Guritz reported that the deadline for submission has been extended to March 15.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.
• Approval of the RecPro Registration software package in the amount of $6,000.00

Director Guritz provided an overview of the RecPro registration software capabilities, reminding Commission that the initial software package will not include ability for online registrations.

Commissioner Gryder expressed support for the software, and was pleased to see the program implemented at a reasonable cost, further stating that the millennial generation increasingly expects to research, register for programs, and pay online.

Commissioner Purcell inquired into cost for training, and whether there is a recurring monthly license fee. Director Guritz stated that the proposal includes first year support costs, with subsequent annual fees increasing from $1,500 after year one to $1,650 after year 4.

Commissioner Cullick made a motion to approve the RecPro registration software package proposal. Seconded by Commissioner Gryder.

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

• Approval of a proposal from HR Green for completion of a structural and underwater inspection of Millbrook Bridge in the amount of $14,094.10

Commissioner Gryder made a motion to approve the proposal from HR Green for completion of a structural and underwater inspection of Millbrook Bridge in the amount of $14,094.10. Seconded by Commissioner Prochaska.

Commissioner Davidson stated that an inspection had already been completed, and questioned whether the District had the funding to fix the problems. Director Guritz stated that the FY 15 budget includes $300,000 for begin to address needed repairs. Director Guritz stated further that research was taking place to determine if outside grants were available to assist with bridge and trail improvements into Millbrook North Forest Preserve.

Commissioner Gryder stated that the inspection will provide insights into updated repair costs. Director Guritz stated that the biggest concern is the west pier, with 2009 inspection estimates for repair totaling $300,000. Other repair issues will be identified, and cost estimates provided, including costs for demolition.
Commissioner Purcell clarified that the source of funding is the capital projects budget.

Commissioner Shaw commented that the demolition costs would be high considering the environmental regulations that would need to be addressed as part of a demolition project, adding patching up the bridge might be feasible with the funding available.

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

• Approval of a $40.00 monthly subscription to Constant Contact

Director Guritz reported based on his experiments that ConstantContact was a more user-friendly and efficient system for email marketing, allowing greater design tools and options when compared to MailChimp.

Director Guritz stated that he would be working to begin transition of the newsletter beginning with the spring issue, which will include posting of information and program opportunities to the District’s website with direct links within the newsletter.

Commissioner Purcell questioned where the funds for the subscription would be coded. Director Guritz stated that subscription costs will be coded to the newsletter line item in the amount of $360, noting that the line item will incur expenditures from two paper editions within the fiscal year.

Commissioner Purcell cautioned that the additional cost will place the District over budget in this line item, and would not support approval unless costs were reduced to another area of the budget. Director Guritz stated he would look into reducing the print run to reduce charges to this line item. President Wehrli also stated that efforts will take place to generate revenue from newsletter advertising sponsors.

Commissioner Cullick made a motion to approve the subscription to ConstantContact in the amount of $40 per month. Seconded by Commissioner Flowers.

Roll call: Commissioners Cullick, Flowers, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli, aye. Opposed, Davidson and Purcell. Motion passed unanimously.

Commissioner Shaw made a motion to suspend the regular meeting. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting suspended at 6:34 pm.

President Wehrli reconvened the regular meeting at 7:15 pm.
X. Executive Session

Commissioner Cullick made a motion to enter into executive session under 2(c)1 and 2(c)5 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; 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 Flowers. All, aye. Opposed, none. Executive session called to order at 7:17 pm.

Commissioner Koukol adjourned from the meeting during executive session at 8:04 pm.

Regular meeting reconvened at 8:11 pm.

XI. Other Items of Business

None.

XII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Cullick. All, aye. Meeting adjourned at 8:12 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District