I. Call to Order

President Wehrli called the meeting to order at 9:00 am 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 Finance Committee Meeting – October 29, 2015
b. Forest Preserve Commission Meeting – November 3, 2015
c. Programming and Events Committee Meeting – November 4, 2015

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Finance Committee meeting held on October 29, 2015; the Commission meeting held on November 3, 2015; and the Forest Preserve Programming and Events Committee meeting held on November 4, 2015 as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.
VIII. Approval of Claims in an Amount Not-to-Exceed $12,627.18.

Commissioner Gryder made a motion to approve the claims list in the amount of $12,627.18. Seconded by Commissioner Cullick.

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

IX. Resolution #15-07 Approval of the Dedication of a Right-of-Way for Highway Purposes to the United City of Yorkville over Hoover Drive in Order to Support the Construction of Warning Devices and Railroad Crossing Safety Gates

Commissioner Gryder made a motion to approve Resolution #15-07 approving the dedication of a right-of-way for highway purposes to the United City of Yorkville over Hoover Drive in order to support the construction of warning devices and railroad crossing safety gates. Seconded by Commission Prochaska.

President Wehrli stated that this project has been a priority for the past four years since the purchase of Hoover Forest Preserve. Federal funding has been earmarked for the project that will be completed by the Illinois Department of Transportation.

President Wehrli thanked Director Guritz for his diligence in working through the terms of the agreement.

Commissioner Gilmour stated that this is a necessary project, and is happy to see it moving forward.

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

X. Motion to Approve the Offering of Two Health Plans – The Blue Cross Blue Shield HMO and the Blue Cross Blue Shield High Deductible PPO with Health Savings Plan to Full Time District Employees Starting with Plan Year January 1, 2016, to Include the District’s Distribution of 100% of the Annual Deductible Payment to All Employees Enrolled in the High Deductible PPO with Health Savings Plan as of January 1, 2016, with Prorated Payments to Employees Eligible for Enrollment in the Plan after January 1, 2016
Commissioner Cullick made a motion to approve the offering of two health plans – the Blue Cross Blue Shield HMO and the Blue Cross Blue Shield High Deductible PPO with Health Savings Plan to full time District employees starting with plan year January 1, 2016, to include the District’s distribution of 100% of the annual deductible payment to all employees enrolled in the High Deductible PPO with Health Savings Plan as of January 1, 2016, with prorated payments to employees eligible for enrollment in the Plan after January 1, 2016. Seconded by Commissioner Gryder.

Commissioner Davidson inquired into whether the elimination of the PPO plan will impact individual out-of-pocket costs for staff members that have high costs for prescription medications.

Director Guritz stated that with the District’s contribution of deductible payments directly to employees, and the reduction in the amount employees contribute to the plan, the out-of-pocket impact to District employees should be minimal. After the deductible is paid, the out-of-pocket maximum is paid on a copayment percentage basis, with 100% of costs covered after the out-of-pocket maximum is reached.

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

XI. **Ordinance #11-15-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2015 and Ending November 30, 2016 in an Amount Not-to-Exceed $544,343**

Commissioner Purcell made a motion to approve Ordinance #11-15-01 approving the general fund tax levy of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2015 and ending November 30, 2016 in an amount not-to-exceed $544,343. Seconded by Commissioner Cullick.

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

XII. **Ordinance #11-15-02 Approval of the Combined Annual Budget and Appropriation Ordinance – An Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2015 and Ending November 30, 2016 in an Amount Not-to-Exceed $6,776,547**
Commissioner Cullick made a motion to approve Ordinance #11-15-02 approving the combined annual budget and appropriation ordinance setting forth the annual budget of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2015 and ending November 30, 2016 in an amount not-to-exceed $6,776,547. Seconded by Commissioner Gryder.

President Wehrli congratulated the Board and Director Guritz on achieving a balanced budget for the year.

Commissioner Purcell inquired into whether there were raises scheduled in the budget beyond those scheduled for Natural Beginnings, confirming that any and all raises will be brought back to Commission prior to approval. Director Guritz confirmed that recommendations will be presented to the Board prior to approval.

Roll call: Commissioners Cullick, Davidson, Gilmour, Gryder, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, Commissioner Koukol. Motion carried by a vote of 8 to 1.

XIII. Motion Approving a Proposal from WIPFli CPAs and Consultants to Complete an Independent Audit for the Kendall County Forest Preserve District or the Fiscal Year Ending November 30, 2015 for an Amount Not-to-Exceed $7,500

Commissioner Gryder made a motion to approve a proposal from WIPFli CPAs and consultants to complete an independent audit for the Kendall County Forest Preserve District or the fiscal year ending November 30, 2015 for an amount not-to-exceed $7,500. Seconded by Commissioner Prochaska.

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

XIV. Motion Approving the Transfer of District Operating Funds to Kendall County for Payment of the Insurance Premium Assessed in FY 14 in the Amount of $47,076.91

Commissioner Cullick made a motion to approve the transfer of District operating funds to Kendall County for payment of the insurance premium assessed in FY 14 in the amount of $47,076.91. Seconded by Commissioner Prochaska.

Roll call: Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.
XV.  **Motion Approving the Transfer of Interest Earnings from the District’s 2007 Capital Fund to Kendall County to Repay the District’s Outstanding Balance of Insurance Deductible Payments in the Amount of $44,352.08**

Commissioner Cullick made a motion to approve the transfer of interest earnings from the District’s 2007 Capital Fund to Kendall County to repay the District’s outstanding balance of insurance deductible payments in the amount of $44,352.08. Seconded by Commissioner Prochaska.

President Werhli stated that there is $5,000 available in the upcoming budget to address insurance deductible payments that may be accumulated, but this motion will repay the full balance owed to Kendall County per direction received from Commission.

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

XVI.  **Motion Approving the Transfer of Interest Earnings from the District’s 2007 Capital Fund to the District’s Operating Fund to Establish a Fund Balance in the Amount of $242,812**

Commissioner Cullick made a motion to approve the transfer of interest earnings from the District’s 2007 capital fund to the District’s operating fund to establish a fund balance in the amount of $242,812. Seconded by Commissioner Gilmour.

Commissioner Purcell inquired into the calculation for the total amount needed. Director Guritz stated that in the Commission packets, the amount of the transfer included a $34,812 posted deficit in the FY 13-14 audit, a projected deficit of $40,000 for FY 14-15, and $168,000 representing a two month expenditure for District operations.

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

XVII.  **Resolution #15-010 Approving an Operating Fund Balance Policy for the Kendall County Forest Preserve District**

Commissioner Cullick made a motion to approve Resolution #14-010 establishing an operating fund balance policy for the Kendall County Forest Preserve District. Seconded by Commissioner Prochaska.
President Wehrli stated that this policy establishes a fund balance and policy setting an initial target to grow this balance.

Commissioner Gryder stated that this policy holds the District accountable for insuring that a balance budget is approved each year, and that cuts are made to the District’s budget to maintain and grow an operating fund balance year-to-year.

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

XVIII. Motion Approving the Winter 15-16 Public Program Offerings and Participant Fees

Commissioner Cullick made a motion to approve the winter 15-16 public program offerings and participant fees as presented. Seconded by Commissioner Prochaska.

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

XIX. Motion Approving a Resident House Lease Agreement with Jay Teckenbrock of Yorkville, Illinois Pursuant to an Extended Offer of Employment as Grounds Supervisor and Resident for Hoover Forest Preserve

Commissioner Cullick made a motion to approve the resident house lease agreement with Jay Teckenbrock of Yorkville, Illinois pursuant to an extended offer of employment as grounds supervisor and resident for Hoover Forest Preserve. Seconded by Commissioner Gilmour.

Director Guritz stated that over this past year, the District has worked with the State’s Attorney’s Office to develop a lease agreement for the Hoover Supervisor and Resident position. The lease agreement terms have been negotiated with Mr. Teckenbrock to include a $1,000 damage deposit, and does not include a pet addendum at this time.

Director Guritz also stated that as part of the agreement, the employee will not be required to pay rent so long as they are employed by the District, including such times where sick and vacation banks are depleted and the individual is unable to perform their regular duties due to a personal or family medical issue.

Commissioner Purcell inquired into how soon the individual needs to vacate following resignation or termination from employment. Director Guritz stated that this could be
negotiated, but would not consider allowing more than two weeks. President Wehrli stated that the agreement calls for termination of the lease agreement immediately following separation of employment.

Commissioner Gilmour asked how this is different from the prior employee in residence. Director Guritz stated that this agreement establishes the terms and conditions for the residence. This type of agreement was not in place in the past.

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

XX. **Motion Approving a Farm Lease Agreement With Kyle Connell for Hay Production at Baker Woods Forest Preserve**

Commissioner Gryder made a motion to approve a farm lease agreement with Kyle Connell for Hay Production at Baker Woods Forest Preserve. Seconded by Commissioner Purcell.

Commissioner Purcell inquired whether the provisions had been revised regarding the buy-back provisions for surplus hay. Director Guritz stated that the changes had been made to the agreement. However, in follow up with Mr. Connell, he expressed concerns with the $4.00 per bale cost, which could result in the District retaining more hay for sale to the general public.

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

XXI. **Motion to Approve and Forward Farm Lease Agreement #15-11-001 with Trenton Toftoy to the Kendall County Board of Commissioners for the Lease of 99.42 Acres of District Property for a Total Amount of $29,826, and 18.44 Acres of Kendall County Property, for a Total Amount of $5,532**

Commissioner Purcell made a motion to approve and forward farm lease agreement #15-11-001 with Trenton Toftoy to the Kendall County Board of Commissioners for the lease of 99.42 acres of District property for a total amount of $29,846, and 18.44 acres of Kendall County property for total amount of $5,532. Seconded by Commissioner Cullick.

Roll call: Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, and Wehrli, aye. Abstain, Commissioner Shaw. Motion carried by a vote of 8 to 1.
XXII. Motion to Approve a Proposal from Shaw Media Inc. for Development of a 10-page Website and Distribution of a Promotional E-Mail for an Amount Not-to-Exceed $2,319

Commissioner Purcell made a motion to approve a proposal from Shaw Media, Inc. for development of a 10-page website and distribution of a promotional e-mail for an amount not-to-exceed $2,319. Seconded by Commissioner Prochaska.

Commissioner Davidson asked whether there are costs for upgrades of the website included in the proposal. Director Guritz stated that there is a one-time development fee, and a reoccurring $60 per month fee for hosting, maintaining, and updating the site thereafter.

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

XXIII. Motion to Approve a Relocation Towing Agreement with Grant Towing, Inc. of Yorkville, Illinois

Commissioner Cullick made a motion to approve a relocation towing agreement with Grant Towing, Inc. of Yorkville, Illinois. Seconded by Commissioner Gryder.

Roll call: Commissioners Cullick, Gilmour, Gryder, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, Commissioners Davidson and Koukol. Motion carried by a vote of 7 to 2.

XXIV. Motion to Approve the Farm Manager and Resident and the Events Coordinator Position Descriptions

Commissioner Cullick made a motion to approve the Farm Manager and Resident and the Events Coordinator position descriptions as presented. Seconded by Commissioner Prochaska.

Commissioner Purcell inquired into whether these positions were included in the budget, and whether they were scheduled to perform work for less than 30 hours per week.

Director Guritz confirmed that both positions are included, and both positions are scheduled to work less than 30 hours per week.

Roll call: Commissioners Cullick, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, Commissioner Davidson. Motion carried by a vote of 8 to 1.
XXV. Executive Session

None.

XXVI. Other Items of Business

President Wehrli thanked Commission for the time and effort put into the improvement of the District’s budget over this past year.

XXVII. Citizens to Be Heard

No public comments were offered by those in attendance.

XXVIII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Cullick. Aye, all. Opposed, none. Meeting adjourned at 9:37 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District