I. Call to Order

President Wehrli called the meeting to order at 5:43 pm in the Kendall County Board Room.

II. Roll Call

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

III. Citizens to Be Heard

No public comments were offered by those in attendance.

IV. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

V. Approval of Claims in an Amount Not-to-Exceed $22,358.23.

Commissioner Gryder made a motion to approve the claims list in the amount of $22,358.23. Seconded by Commissioner Prochaska.

Commissioner Gryder reported that the Kubota purchase of $15,800 was included on the claims list.

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

VI. Ordinance #15-08 An Ordinance Amending a Conservation Easement, Access Easement, and Management Plan for Schessler’s Fen

Commissioner Gryder made a motion to approve Ordinance #15-08 amending a conservation easement, access easement, and management plan for Schessler’s Fen. Seconded by Commission Prochaska.

President Wehrli reported that the ordinance provides an access easement for staff to manage and maintain the District’s property. The adjoining property was recently gifted to The Conservation Foundation, with efforts underway to adjust conservation easement boundaries to coincide with the District’s holdings which are already included within the
conservation easement. The access easement will allow District staff and vehicles to enter the property.

Commissioner Gryder inquired into whether the agreement had changed since initially discussed in the Committee of the Whole meeting. Director Guritz stated that the agreement remains conceptually unchanged.

Commissioner Gilmour inquired into where the property is located. Director Guritz referred Commission to the location map included in the agreement exhibits.

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

VII. Motion to Approve a Revised Annual Employee Performance Review Form

Commissioner Gryder made a motion to approve the revised annual employee performance review form as presented. Seconded by Commissioner Flowers.

Director Guritz reported that the performance appraisal was adapted to the forest preserve district based on the instrument recently approved by Kendall County.

Aye, all. Opposed, none. Motion passed unanimously.

VIII. Executive Session

None.

IX. Motion to Approve Changes to the Farm Manager and Resident Position Description Including a Change in Title to Farm Manager

Commissioner Prochaska made a motion to approve the changes to the Farm Manager and Resident position description, including a change in title to Farm Manager. Seconded by Commissioner Gryder.

Director Guritz reported that the District’s Grounds Maintenance staff member assigned to Ellis would like to continue employment with the District, but does not wish to take up residency at the Ellis House apartment. Director Guritz stated that based on the experience set of this individual is a good fit for the Farm Manager position. Currently, the District allows a Caretaker to reside on the property to cover after hours issues, but ideally, this individual is a paid staff member of the District. There may be opportunities to consider other opportunities for staff to take up residency, but for now, Director Guritz reported he
was comfortable with the current situation, and wished to retain staff familiar with the site and operations.

Commissioner Purcell inquired into the current pay for the individual employed for Grounds Maintenance position at Ellis. Director Guritz stated that the individual is currently paid just over $10 per hour. The new position salary, which includes additional responsibilities, is scheduled for a salary of $14 per hour in the budget.

Commission discussed the current living arrangements for the site Caretaker.

Commission discussed the proposed changes.

Commissioner Gryder inquired into whether this would result in an additional position. Director Guritz stated that this would not result in additional headcount. The current individual employed as the Grounds Maintenance Worker for this position will take on additional responsibilities within the Farm Manager position. This will include supervisory support of grounds maintenance seasonal staff, and support of administrative functions including monitoring payroll, assisting with deposits and voucher entry and facilitating scheduling and registrations.

Commissioner Purcell requested that the potential promotional salary that would be assigned to this position be presented to Commission with all other proposed staff increases for consideration if funds become available to consider increases.

President Wehrli stated that the Caretaker in residence is required to extend 10 hours of service to the District each week.

Aye, all. Opposed, none. Motion passed unanimously.

X. **Motion to Approve a Headcount Reduction for the Events Coordinator Position from a Full Time Position to a Part-Time Position Effective December 15, 2015**

Commissioner Gryder made a motion to approve a headcount reduction for the Events Coordinator position from a full time position to a part-time position effective December 15, 2015. Seconded by Commissioner Prochaska.

President Wehrli reported that this reduction is needed in order to achieve the District’s approved fiscal year budget.

Director Guritz reported that this position is scheduled to work 650 hours in the upcoming year.
Roll call: Commissioners Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

XI. Motion to Approve a Reduction in Hours for the Part-Time Office Assistant Position from 1,200 Hours to 400 Hours Effective December 15, 2015

Commissioner Gryder made a motion to approve a reduction in hours for the part-time Office Assistant position from 1,200 hours to 400 hours effective December 15, 2015. Seconded by Commissioner Prochaska.

Commissioner Shaw inquired into the current position pay for this position. Director Guritz stated that this position is paid between $10 and $11 per hour.

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

XII. Other Items of Business

President Wehrli extended an invitation to Commission to attend the upcoming Family Fun Night at Ellis on Friday, December 4, 2015.

XIII. Citizens to Be Heard

No public comments were offered by those in attendance.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:07 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District