I. Call to Order

President Wehrli called the meeting to order at 7:14 p.m. in the Kendall County Board Room.

II. Roll Call

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

III. Citizens to Be Heard

No public comments were offered by those in attendance.

IV. Approval of Agenda

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

V. Approval of the Grounds Supervisor and Resident Position Description

Commissioner Cullick made a motion to approve the Grounds Supervisor and Resident position description as presented. Seconded by Commissioner Gryder.

Commission discussed the position description. Director Guritz reported that efforts were made to amend the initial draft sent out for Commission review, with feedback received from Commissioner Gilmour incorporated into the final draft for approval.

Within the position description, the Grounds Supervisor and Resident is the direct supervisor of the Natural Beginnings Program Manager, with oversight of the preschool program structure, curriculum, budget, and related aspects of program management administered by the Director of the District.

Commission discussed the process for performance evaluations. Director Guritz stated that because the Grounds Supervisor and Resident will supervise the day-to-day operations at Hoover Forest Preserve, this responsibility falls primarily to this position, with feedback within the review on program directions and performance provided by the Director of the District.

Commissioner Purcell entered the meeting at 7:22 pm.
Commissioner Koukol commented that while this assignment may be necessary from a Human Resources perspective, the hope is that the Director of the District would take an active role in development and presentation of the performance review.

Commissioner Cullick inquired into whether there was any other way to structure the position, and still have the Grounds Supervisor and Resident qualify for FLSA exemption.

Director Guritz stated this was the only option to reconcile needs for supervision and qualify the position for FLSA exemption.

President Wehrli stated that because of the recent resignation of Mike Pierson, this position description needs to be approved in order to begin the search for his replacement.

Commissioner Purcell left the meeting at 7:24 pm and returned to the meeting at 7:27 pm.

Roll call: Commissioners Cullick, Davidson, Flowers, Gryder, Koukol, Prochaska, and Wehrli, aye. Commissioner Purcell, present. Opposed, none.

VI. Approval of the Lease Agreement Template for the Residence at Hoover Forest Preserve

Commission reviewed the lease agreement template for the residence at Hoover Forest Preserve. Director Guritz reported that there were areas within the lease agreement template highlighted for discussion.

In section 4.1, rent is calculated at $464.31 per week, with no weekly rent payment due in any week that the employee performs services for the District. Director Guritz requested Commission input regarding whether rent would be charged during a time the employee may be incapacitated and not receiving salary from the District, but still employed by the District and unable to work, stating his recommendation that the employee not be charged rent during a time of incapacitation where they are still employed by the District.

Commission discussed the issue, generating consensus that should an employee continue to receive the waived rent benefit while on unpaid leave or receiving workers’ compensation pay. Director Guritz stated that he would consult with the State’s Attorney’s Office to amend the agreement according to the direction.

Commission verified that the employee will be required to carry renters’ insurance while in residence.

Commission confirmed that the benefit will be accounted as part of the salary and benefit package. Director Guritz stated that the rent value will be considered a pre-tax benefit of employment.
Commissioner Gryder inquired into whether alcohol can be consumed within the residence. Director Guritz stated that the agreement as stated would not allow the resident, family, or guests to consume alcohol while occupying the residence.

Commission discussed the security deposit provisions in section 5.1. This provision will be negotiated with the candidate as part of the position offer.

Commission discussed the provisions regarding payment of utilities. Under the agreement, the District covers the cost for utilities. Commission requested that the provision stated in the last section of 12.4 be copied and made part of section 12.1.

Commission discussed the pet addendum and exhibit B provisions. Director Guritz stated that the candidate selected for employment will likely have a strong interest in keeping dogs on site. Commission felt that the $5.00 per week additional rent payment was fair and should be included along with a pet security deposit, and negotiated as part of the position offer.

Commission instructed Director Guritz and President Wehrli to revise the template, and negotiate terms with the successful candidate and presented to Commission for approval.

VII. Executive Session

None.

VIII. Other Items of Business

Director Guritz reported that Amy Clever will be resigning her position as Equestrian Program Manager for the District, but will stay on and assist with the transition of the program to a new program manager. The position will be posted to replace Amy Clever during the month of October.

IX. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 8:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District