

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES**

AUGUST 5, 2020

I. Call to Order

Commissioner Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Flowers, Gilmour, Hendrix, and Prochaska all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Hendrix. All, aye. Opposed, none.

IV. Public Comments

No public comments were offered from citizens in attendance.

OLD BUSINESS

V. Review and Approval of Special Use Permit Requests

a) No special use permit requests received.

VI. Sunrise Center North – Letter of Request for COVID-19 License Agreement Payment Reduction

Director Gurtz presented a letter from the Sunrise Center North Board of Directors requesting a payment reduction due to COVID-19 impacts.

The Operations Committee recommended a temporary reduction and for Sunrise Center North, with guidance for the agency to apply for COVID-19 relief grants or conduct alternative fundraising strategies.

Commissioner Gilmour made a motion to forward a recommendation for a 3-month reduction in the Sunrise Center North License agreement to Committee of the Whole for consideration. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VII. Discussion – Updates on COVID-19 Phase IV Rental Event Capacity and IPMG/ICRMT Recommendation for District Response(s) to Observations of Event Overcapacity

The Operations Committee gave direction to implement State's Attorney's Office recommendations to address COVID-19 restrictions at private rental events including signage and modification of contract language based on Phase IV restrictions.

VIII. Capital Project Updates

- a) IDNR PARC Grant and DCEO Fast Track Grant Application Status
- b) Millbrook Bridge Removal Project Updates

Director Guritz reported that the IDNR PARC grant notification is not expected until November. Updates on the Millbrook Bridge Removal Project were provided.

NEW BUSINESS

IX. Ellis Equestrian Center – Lesson Fees and Charges and Instructor Differentiated Pay Discussion

Director Guritz presented a discussion for lesson fees and charges and Horsemanship Instructor differentiated pay for group lessons.

Commissioner Hendrix made a motion to forward the proposed Ellis Equestrian Center fees and charges to Committee of the Whole. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Commissioner Prochaska made a motion to forward the differentiated pay for group lesson instructors to Committee of the Whole. Seconded by Commissioner Gilmour. Aye, Commissioner Flowers, Gilmour, and Prochaska. Opposed, Commissioner Hendrix. Motion carries by a vote of 3:1.

X. Review of Financial Statement Reports through July 31, 2020

Director Guritz presented a review of financial statement reports through July 31, 2020.

XI. KCFPD Employee Handbook Draft Discussion

Director Guritz presented a KCFPD employee handbook draft for discussion. Commissioners Gilmour and Prochaska were assigned to complete a review of the draft handbook.

XII. General Use Ordinance Discussion – Use of Drones In District Preserves

Director Guritz presented a discussion and potential change in the General Use Ordinance to allow for drone use in District preserves. The Committee determined to continue the Ordinance restriction on use of drones in forest preserve areas.

XIII. Program Updates (NB Enrollment; Summer Camps; Education Services; Facility Rentals; Equestrian Center)

Director Guritz presented program updates including fees and charges for the proposed Afternoon Adventures program.

XIV. KCFPD 20-21 Bowhunt Program Timeline and Discussion

Director Guritz presented a discussion on the KCFPD 20-21 bow hunt program approval timeline. The addition of zones to publically-accessible preserves was discussed.

XV. Executive Session

There was no need for executive session.

XVI. Summary of Action Items

Director Guritz provided a summary of action items.

XVII. Citizens to be Heard

No public comments were offered by those in attendance.

XVIII. Other Items of Business

There were no other items of business.

XIX. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 7:58 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District