

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

MAY 14, 2019

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 4:45 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cesich, Gilmour, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Vickers all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

Dick Hutter shared remarks on the Pickerill-Pigott Forest Preserve.

V. Executive Director's Report

Director Guritz provided an overview of the executive director's report. A report on the Environmental Education School Programs was provided. The OSLAD grant for Pickerill-Pigott has been awarded.

VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed \$35,503.96

Director Guritz presented claims not-to-exceed \$35,503.96.

Commissioner Hendrix made a motion to forward claims to Commission for an amount not-to-exceed \$35,503.96. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

OLD BUSINESS

VII. Review of an Updated Draft Position Description for the Executive Director of the Kendall County Forest Preserve District

Director Guritz presented an updated position description for the Executive Director of the Kendall County Forest Preserve District.

VIII. Hoover Forest Preserve – OmniTRAX-Illinois Railway Easement and Rail Crossing Agreement Updates Including an Overview of ICRMT Requirements for Meeting and Extending District Insurance Coverage

Director Guritz presented updates on the OmniTRAX-Illinois Railway easement and rail crossing agreement. The agreement is under final review by OmniTRAX. The District insurance coverage will be extended as primary for liability purposes for the crossing, with new limitations on construction work taking place within 50' of the Illinois Railway property.

NEW BUSINESS

IX. Review of Financial Statements and Cost Center Reports for Period Ending April 30, 2019

Director Guritz presented a review of the financial statements and cost center reports for period ending April 30, 2019. Financial Statements are comparable YTD. The Committee of the Whole discussed the sustainability of Ellis House weddings.

X. Review and Discussion of Ordinance #19-05-003 Establishing a Forest Preserve Project Reserve Fund

The Committee of the Whole reviewed the draft Ordinance #19-05-003 to establish a Forest Preserve Project Reserve Fund through transfer of capital fund and debt-service fund interest earnings to be deposited with The Illinois Fund.

XI. Little Rock Creek Soft-Opening Updates – Busted Knuckles Contracted Work

Director Guritz presented updates of the Little Rock Creek Soft Opening. An initial staff work day is scheduled with tree clearing and fencing installation support contracted with Busted Knuckles Landscaping.

XII. Hoover Forest Preserve Sewage Treatment Infrastructure Updates – Innovative Underground and Reimenscheider Electric Proposal

Superintendent Chris Kellogg presented updates on the infrastructure of the Hoover Forest Preserve sewage treatment system. Maps and drawings of the areas to be investigated by Innovative Underground were presented.

The Committee of the Whole discussed the status of repairs needed to the sewage treatment infrastructure at Hoover Forest Preserve.

Commissioner Purcell left the meeting at 5:25 pm.

Commissioner Gryder made a motion to forward the Innovative Underground proposal to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

XIII. Henneberry Forest Preserve – Soil Erosion Control Measures

Director Guritz presented an update on soil erosion control needs at Henneberry Forest Preserve. A proposal was received from WBK Engineering to complete a study and drawings to calculate and design an effective soil erosion control site plan.

Commissioner Hendrix made a motion to forward the WBK proposal to prepare a soil erosion control site plan for Henneberry Forest Preserve to Commission. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XIV. Subat Forest Preserve Shelter Repair Proposal Discussion

Director Guritz presented a proposal for Subat Forest Preserve shelter repair and roof replacement received from A&B Exteriors.

The Committee of the Whole discussed options for approach of the repair to the shelter, with direction received to present the A&B Exterior roof repair proposal to Commission for approval at an upcoming meeting.

XV. Superintendent Procurement Card and Cellular Phone Allowance Discussion

Director Guritz presented a request to issue a procurement card and extend a cell phone allowance to the District's Superintendent position. Direction was received to include a motion to issue a new procurement card to Chris Kellogg on the upcoming Commission agenda.

XVI. Millbrook Bridge Demolition Project – Bid Specifications, Bidding Timeframe Updates, and IDNR Permit Requirements for Recreational Traffic Management

Director Guritz presented bid specifications, bidding timeframe, and IDNR permit requirements for recreational traffic management for the Millbrook Bridge Demolition project. The District will need to make arrangements to transport recreational river traffic downstream from the demolition area.

XVII. Review of Nursery Stock Orders for Grant-Funded Projects

Director Guritz presented an order for perennial stock for grant-funded projects from Possibility Place Nursery, low-quote provider for the supply purchase.

Commissioner Prochaska made a motion to forward the Possibility Place order to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

Commissioner Gryder left the meeting at 6:10 pm.

XVIII. Review of Bid Specifications for PLS Seed for Fox River Bluffs and Hoover Forest Preserve

Director Guritz presented an overview of seed mix bid specifications and acreage coverage calculations for cropland conversion and grant-funded habitat enhancement projects at Fox River Bluffs and Hoover Forest Preserve. The final seed mix specification to be placed out for bid will include provisions for supplier responsibility for costs associated with control and eradication of contaminated seed containing Palmer amaranth.

XIX. Aux Sable Springs Park – Property Boundary Encroachment Directions

Director Guritz presented a map with Aux Sable Springs Park (McDaniel's Property) with notification that boundary markers are now in place. Direction was requested for how the Committee of the Whole would like to proceed to address the property encroachment.

Commissioner Hendrix made a motion to directing the Executive Director to move forward with the efforts to prosecute the adjunct landowner for encroachment on District lands. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XX. Millington Forest Preserve – Concept Discussion for a Reciprocal Access Agreement

Director Guritz requested a discussion and direction on whether to negotiate a reciprocal access agreement for Millington Forest Preserve with BrighterDaze Farm.

The Committee of the Whole discussed preserve encroachment issues.

XXI. Other Items of Business

- **Little Rock Creek Forest Preserve Soft Opening June 1, 2019**
- **Kendall County Forest Preserve District Finance Committee Meeting Cancellation for May 30, 2019**

XXII. Summary of Action Items

Director Guritz provided a summary of action items.

XXIII. Citizens to be Heard

No public comments were offered by citizens in attendance.

XXIV. Executive Session

There was no need for an executive session.

XXV. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:30 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District