

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

January 3, 2019

I. Call to Order

Acting Committee Chair Hendrix called the Operations Committee meeting to order at 6:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Hendrix, and Prochaska all were present.

Commissioner Purcell entered the meeting room at 6:03 pm.

III. Approval of Agenda

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

IV. Citizens to be Heard

There were no citizens to be heard.

V. Review of Financial Statement Reports through December 31, 2018

Director Guritz presented the financial statement reports through December 31, 2018. Farm lease yield payments are being collected. Winter break camps are full.

Commissioner Purcell entered the meeting room at 6:03 pm.

Director Guritz reported Meadowhawk Lodge revenue and Winter Break camps.

VI. Special Use Permit Requests

- a. Rheta Murdaugh – Shoop Scoot 5K Run, September 1, 2019**
- b. Kendall County Horse Show Association 2019 Meetings and Events**
- c. Bristol-Kendall Search and Rescue –Pickerill-Pigott Forest Preserve**

Commissioner Prochaska made a motion to approve the special use permit request from Rheta Murdaugh for the Shoop Scoot 5K run, September 1, 2019. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

Director Guritz remarked there was nothing to report for the Kendall County Horse Show Association. Bristol-Kendall Search and Rescue wants to move training to Pickerill-Pigott Forest Preserve.

Commissioner Prochaska made a motion to approve the special use permit request from Bristol-Kendall Search and Rescue – Pcikerill-Pigott Forest Preserve. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VII. KCFPD Personnel Policies Manual Review – KC-SAO FMLA Policy Guidance

Director Guritz reported the SAO responded that the sick policy has to stay at 3 days. The SAO is updating their own manual and can update the District’s manual.

VIII. Operations Updates and Discussions

- Environmental Education
 1. ICECF Community Restoration Challenge Grant – TransCanada Donation

Director Guritz reported TransCanada extended a \$10,000 to the Forest Foundation of Kendall County. This satisfies the ICECF grant with extra for the nature play space.

2. Oak Woodland Winterfest Event at Hoover Forest Preserve

Director Guritz reported the Winter Woodlands and Wildlife fest plans. There will be vendors, restoration, live animals, and a food truck. This event is being coved by outside grants. The press release was presented.

- Grounds and Natural Resources Updates
 1. Henneberry Forest Preserve Restoration Project Updates

Director Guritz presented a report on the phase I restoration of Henneberry Forest Preserve.

The Operation Committee discussed the outlook of Henneberry Forest Preserve.

2. Hoover Forest Preserve – Designated Trails and Trail Users Welcome Center Project

Director Guritz presented an updated report the signage for designated trails and a welcome center. The trails have been mapped out.

- Ellis House and Equestrian Center
 1. 2019 Bridal Expo Updates

Director Guritz presented an update on the 2019 Bridal Expo. Chicago Wedding Guide is advertising the expo. The preferred caterers are being updated as well as new caterers being added. Operations Committee requested updates on the venues.

2. Event Venue Rentals – Incentive Program Discussion

Director Guritz presented an update on event venue rental and incentive programs. The incentive program would be for staff to give tours and support outside their job description. Operations Committee discussed the incentive program.

- Little Rock Creek Forest Preserve – Preserve Soft-Opening Date Discussion

Director Guritz presented a report on a soft-opening date for Little Rock Creek Forest Preserve. There is a grant deadline for the amenities and events portion.

- Pickerill-Pigott Forest Preserve – Resident Grounds Maintenance Position

Director Gurtiz reported the District is taking request from Soil and Water for use of the building. The building can currently be used by staff, not for public programs. Operations Committee discussed the future plans and updates for the facility. Director Guritz requested direction on posting a resident grounds maintenance position. Operations Committee gave direction to present the position to Committee of the Whole.

IX. Executive Session

None.

X. Other Items of Business

Director Guritz reported there was a new grounds maintenance position hired at Hoover and looking for another. Kim Olson, Grounds Supervisor, has announced her retirement.

Commissioner Prochaska remarked there is a potential area of land owned by the Highway Department near Big Rock Creek.

XI. Citizens to be Heard

No public comments were offered by those in attendance.

XII. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 7:48 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District