

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

**SEPTEMBER 6, 2022**

**I. Call to Order**

Commissioner Koukol called the meeting to order at 6:04 pm in the Kendall County Administrative Office Building – Kendall County Second Floor Board Meeting Rooms 209 and 210.

**II. Roll Call**

	Bachmann	X	Koukol
	DeBolt		Peterson
X	Flowers		Rodriguez
X	Gengler		Shanley
	Kellogg		Wormley

Commissioners Flowers, Gengler, and Koukol were all present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statements and Cost Center Reports through August 31, 2023**

Director Guritz presented an overview of the financial statements and cost center reports through August 31, 2023. The District is on track for generating an operational surplus in FY23.

**VI. APPROVAL OF SPECIAL USE PERMITS**

- A. Kendall County Judiciary – Drug Court Graduation – Use of Meadowhawk Lodge Including Waiving License Fees and Charges – November 17, 2023
- B. Kendall County Horse Show Association – Harris Forest Preserve – Designated Trails – October 1, 2023
- C. Kendall County Special Olympics – Harris Forest Preserve – Shelter 7 – 50% Discounted use on Saturdays beginning October 7, 2023 through February 3, 2024

The Operations Committee discussed the proposed special use permits. For the KCHSA permit, District staff will work to close the specific trails to the public while in by the KCHSA.

Commissioner Koukol made a motion to approve Special Use Permits including waiving of fees and charges as presented. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

## **VII. Fees and Charges**

- A. Licensed Use of Shelters 1 and 4 at Harris Forest Preserve – Proposed Pricing and License Structure
- B. Proposed Changes to the Fees and Charges for Licensed Use of Meadowhawk Lodge and Pickerill Estate House
- C. Proposed Changes to the Facility License Rescheduling Policy

The Operations Committee discussed changes to the proposed fees and charges for use of Harris Shelters 1 and 4. Licensed use of Shelter 4 will be combined with use of Shelter 1 under a single price structure. Individuals may still reserve Shelter 1 separately.

District staff proposed a more stringent rescheduling policy and fees due to the increased frequency of event cancellations. Rescheduling will be allowed under an updated fee structure within 30-days following cancellation of a licensed event.

The licensing price structure for event venues is recommended for modification based on the type and level of complexity, setup and cleanup requirements. Small events under 50 people will remain within the hourly rental schedule, with clients serving alcohol charged an additional fee to offset costs for District staff event hosting.

For larger special events (51 people or more) with clients serving alcohol, catering food, with District hosting including setup and cleanup, the special event fees historically limited to weddings will be assigned.

Commissioner Gengler made a motion to forward fees, charges and policy changes to Committee of the Whole under recommendation for approval by the Operations Committee. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

## **VIII. Grounds and Natural Resources Reports**

- A. 2023 CWD Bow Hunt Program Updates
- B. Staffing Updates

Director Guritz reported that the 2023 CWD Bow Hunt Program is full for the 2023-2024 season. The full-time Grounds Maintenance Worker opening has been filled.

## **IX. Environmental Education Reports**

- A. Program Enrollment Updates

Director Guritz provided updates on the Environmental Education program. The Natural Beginnings Early Learning Program for the 23-24 program year is filled. Public programs are also filled to capacity. School programs are recovering to pre-pandemic levels, but busing remains an issue for many school districts. Summer camp revenues exceeded budget projections.

**X. Other Items of Business**

- A. FY24 Preliminary Budget Updates
- B. RecPro Reservation and Registration System Changes

Director Guritz provided an overview of the FY24 preliminary budget.

Director Guritz reported that the RecPro reservations software in its current form will not be supported in a few years. The District will need to on-board to the reconfigured system within the next few years. While cost will be higher, there will be many added benefits including opportunities for establishing online reservations.

**XI. Chairman’s Report**

Commissioner Koukol asked for clarification on allowable activities at Harris Forest Preserve for the public renting a shelter. The Committee discussed allowable activities.

**XII. Public Comments**

No public comments were offered from citizens in attendance.

**XIII. Executive Session**

None.

**XIV. Adjournment**

Commissioner Flowers made a motion to adjourn the meeting. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 6:44 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District